

Agency Name:	Human Affairs Commission		
Agency Code:	L360	Section:	70



**Fiscal Year FY 2021-2022  
Agency Budget Plan**

**FORM A - BUDGET PLAN SUMMARY**

<b>OPERATING REQUESTS</b> <i>(FORM B1)</i>	<b>For FY 2021-2022, my agency is (mark "X"):</b>	
	<input checked="" type="checkbox"/>	Requesting General Fund Appropriations.
	<input checked="" type="checkbox"/>	Requesting Federal/Other Authorization.
	<input type="checkbox"/>	Not requesting any changes.

<b>NON-RECURRING REQUESTS</b> <i>(FORM B2)</i>	<b>For FY 2021-2022, my agency is (mark "X"):</b>	
	<input type="checkbox"/>	Requesting Non-Recurring Appropriations.
	<input type="checkbox"/>	Requesting Non-Recurring Federal/Other Authorization.
	<input checked="" type="checkbox"/>	Not requesting any changes.

<b>CAPITAL REQUESTS</b> <i>(FORM C)</i>	<b>For FY 2021-2022, my agency is (mark "X"):</b>	
	<input type="checkbox"/>	Requesting funding for Capital Projects.
	<input checked="" type="checkbox"/>	Not requesting any changes.

<b>PROVISOS</b> <i>(FORM D)</i>	<b>For FY 2021-2022, my agency is (mark "X"):</b>	
	<input type="checkbox"/>	Requesting a new proviso and/or substantive changes to existing provisos.
	<input type="checkbox"/>	Only requesting technical proviso changes (such as date references).
	<input checked="" type="checkbox"/>	Not requesting any proviso changes.

Please identify your agency's preferred contacts for this year's budget process.

	<i>Name</i>	<i>Phone</i>	<i>Email</i>
<b>PRIMARY CONTACT:</b>	Janie A. Davis	(803) 737-7826	jdavis@schac.sc.gov
<b>SECONDARY CONTACT:</b>	Christina Jordan	(803) 737-7804	cjordan@schac.sc.gov

I have reviewed and approved the enclosed FY 2021-2022 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

	<i>Agency Director</i>	<i>Board or Commission Chair</i>
<b>SIGN/DATE:</b>		
<b>TYPE/PRINT NAME:</b>		

*This form must be signed by the agency head – not a delegate.*

Agency Name:	Human Affairs Commission
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BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B1 - Recurring	Retention Funding	109,358	14,217	26,156	0	149,731	0.00	0.00	0.00	0.00	0.00
2	B1 - Recurring	Community Relations	935,389	0	0	0	935,389	8.00	0.00	0.00	0.00	8.00
3	B1 - Recurring	Additional Personnel	363,262	79,896	79,896	0	523,054	5.00	1.00	1.00	0.00	7.00
4	B1 - Recurring	Authorization Adjustment	0	263,775	250,000	0	513,775	0.00	0.00	0.00	0.00	0.00
TOTALS			1,408,009	357,888	356,052	0	2,121,949	13.00	1.00	1.00	0.00	15.00

Agency Name:	Human Affairs Commission		
Agency Code:	L360	Section:	70

## FORM B1 – RECURRING OPERATING REQUEST

<b>AGENCY PRIORITY</b>	<b>1</b> <i>Provide the Agency Priority Ranking from the Executive Summary.</i>
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<b>TITLE</b>	<b>Retention Funding</b> <i>Provide a brief, descriptive title for this request.</i>
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<b>AMOUNT</b>	<b>General: \$109,358</b> <b>Federal: \$14,217</b> <b>Other: \$26,156</b> <b>Total: \$149,731</b> <i>What is the net change in requested appropriations for FY 2021-2022? This amount should correspond to the total for all funding sources on the Executive Summary.</i>
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<b>NEW POSITIONS</b>	<b>0.00</b> <i>Please provide the total number of new positions needed for this request.</i>
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<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b> <table border="1"> <tr><td><input checked="" type="checkbox"/></td><td>Change in cost of providing current services to existing program audience</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Change in case load/enrollment under existing program guidelines</td></tr> <tr><td><input type="checkbox"/></td><td>Non-mandated change in eligibility/enrollment for existing program</td></tr> <tr><td><input type="checkbox"/></td><td>Non-mandated program change in service levels or areas</td></tr> <tr><td><input type="checkbox"/></td><td>Proposed establishment of a new program or initiative</td></tr> <tr><td><input type="checkbox"/></td><td>Loss of federal or other external financial support for existing program</td></tr> <tr><td><input type="checkbox"/></td><td>Exhaustion of fund balances previously used to support program</td></tr> <tr><td><input type="checkbox"/></td><td>IT Technology/Security related</td></tr> <tr><td><input type="checkbox"/></td><td>Consulted DTO during development</td></tr> <tr><td><input type="checkbox"/></td><td>Related to a Non-Recurring request – If so, Priority #</td></tr> </table>	<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience	<input checked="" type="checkbox"/>	Change in case load/enrollment under existing program guidelines	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program	<input type="checkbox"/>	Non-mandated program change in service levels or areas	<input type="checkbox"/>	Proposed establishment of a new program or initiative	<input type="checkbox"/>	Loss of federal or other external financial support for existing program	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program	<input type="checkbox"/>	IT Technology/Security related	<input type="checkbox"/>	Consulted DTO during development	<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #
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<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b> <table border="1"> <tr><td><input checked="" type="checkbox"/></td><td>Education, Training, and Human Development</td></tr> <tr><td><input type="checkbox"/></td><td>Healthy and Safe Families</td></tr> <tr><td><input type="checkbox"/></td><td>Maintaining Safety, Integrity, and Security</td></tr> <tr><td><input type="checkbox"/></td><td>Public Infrastructure and Economic Development</td></tr> <tr><td><input type="checkbox"/></td><td>Government and Citizens</td></tr> </table>	<input checked="" type="checkbox"/>	Education, Training, and Human Development	<input type="checkbox"/>	Healthy and Safe Families	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security	<input type="checkbox"/>	Public Infrastructure and Economic Development	<input type="checkbox"/>	Government and Citizens
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<input type="checkbox"/>	Government and Citizens										

<b>ACCOUNTABILITY OF FUNDS</b>	<p>The specific Agency strategy that this funding request supports is: 4.3 – Increase the effectiveness and efficiency of the Commission through employee retention.</p> <p>The funds requested will allow the Agency to continue its employee retention efforts pursuant to the Legislative Oversight Committee's recommendations. The funds would also save the State expenses that would be otherwise spent on onboarding and training new employees.</p> <p>These funds would be evaluated through the employee retention rate.</p>
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*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF FUNDS</b>	<p>These funds will be used to support the salaries/fringe of State employees based upon their performance, as shown through their EPMS.</p>
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

	<p>One of the findings of the Legislative Oversight Committee was the need for a written employee retention policy. One part of the retention policies that the Commission has drafted includes the ability to increase an employee's salary, based upon performance.</p> <p>These funds would enable the Commission to become more competitive with the entities hiring our employees. Routinely, an employee trained at SCHAC is receiving salary offers for similar positions in excess of \$10,000-\$15,000 above what the Commission can offer with current funding.</p> <p>The budget request was calculated using a 5% increase to the salaries of current employees and a fringe rate of 38.97%:</p> <p><b>State Funds:</b> Salary: \$78,692 / Fringe: \$30,666</p>
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**JUSTIFICATION OF  
REQUEST**

**Earmarked Authorization:** Salary: \$18,821 / Fringe: \$7,335

**Federal Authorization:** Salary: \$10,230 / Fringe: \$3,987

**Total Funds/Authorization:** Salary: \$107,743 / Fringe: \$41,988

Should these funds/authorizations not be received, the Commission expects to continue to lose high performing employees resulting in increased expenditures for hiring and training new employees, as well as lost revenue. The Commission estimates that, over a one year period,

it costs in excess of \$108,774 to hire and train one employee, including lost federal funds due to decreased productivity.

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

Agency Name:	Human Affairs Commission		
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## **FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	<b>2</b> <i>Provide the Agency Priority Ranking from the Executive Summary.</i>
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<b>TITLE</b>	<b>Community Relations</b> <i>Provide a brief, descriptive title for this request.</i>
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<b>AMOUNT</b>	<b>General: \$935,389</b> <b>Federal: \$0</b> <b>Other: \$0</b> <b>Total: \$935,389</b> <i>What is the net change in requested appropriations for FY 2021-2022? This amount should correspond to the total for all funding sources on the Executive Summary.</i>
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<b>NEW POSITIONS</b>	<b>8.00</b> <i>Please provide the total number of new positions needed for this request.</i>
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<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>
	<input checked="" type="checkbox"/> Change in cost of providing current services to existing program audience
	<input type="checkbox"/> Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/> Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/> Non-mandated program change in service levels or areas
	<input type="checkbox"/> Proposed establishment of a new program or initiative
	<input type="checkbox"/> Loss of federal or other external financial support for existing program
	<input type="checkbox"/> Exhaustion of fund balances previously used to support program
	<input type="checkbox"/> IT Technology/Security related
<input type="checkbox"/> Consulted DTO during development	
<input type="checkbox"/> Related to a Non-Recurring request – If so, Priority #	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b>
	<input type="checkbox"/> Education, Training, and Human Development
	<input type="checkbox"/> Healthy and Safe Families
	<input checked="" type="checkbox"/> Maintaining Safety, Integrity, and Security
	<input type="checkbox"/> Public Infrastructure and Economic Development
<input type="checkbox"/> Government and Citizens	

<b>ACCOUNTABILITY OF FUNDS</b>	<p>The specific Agency strategy that this funding request supports is: 1.3 Provide outreach and community relations services to promote the Agency's mission across the State, i.e., "to promote goodwill and the betterment of human affairs" thereby improving the quality of life for all South Carolinians.</p> <p>The funds requested will allow the Agency to hire seven (7) Community Relations Consultants and one (1) Administrative Assistant to assist with ongoing efforts to minimize racial and civil unrest while building and maintaining community harmony across the State.</p>
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*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF FUNDS</b>	The Community Relations Department. These funds will be utilized to support seven (7) Community Relations Consultants and one (1) Administrative Assistant within the Community Relations Department.
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

	<p>Despite what people may currently think, the South Carolina Human Affairs Commission was not created only to investigate employment discrimination complaints. It was the community relation issues of the 1960's and 70's that gave birth to the Commission in 1972. In 1968, college students were attempting to integrate a bowling alley in Orangeburg, South Carolina, which escalated into the shooting deaths and serious injuries of many, in what became known as the Orangeburg Massacre. A few years after that horror and tragic loss of lives, this state began in earnest the process of school desegregation, which led to further racial disharmony and division. In 1970, school buses were overturned in Lamar, South Carolina. These and other community issues led the General Assembly to create the agency that now exist. "The General Assembly further declares that to alleviate these problems a state agency is created which shall seek to eliminate and prevent discrimination..."</p> <p>Today, South Carolina has evolved from a largely segregated and farming economy, to a diverse economy which affords people of all races and ethnicities, better job opportunities and living conditions. Over the past 48 years since the creation of the Commission, South Carolina because of tremendous economic growth and goodwill has made strides in race relations and community harmony. People have learned to live and work together. However, despite the progress made, South Carolina can never take this success for granted. As stated in Section 11320 of the South Carolina Human Affairs Law, the State must do its</p>
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due diligence to ensure and "promote goodwill and the betterment of human affairs."

In order to accomplish its enabling mission, the agency's program services are structured to "prevent and eliminate". Over the years, most of the agency's resources have gone toward "eliminating" discrimination through its investigative responsibilities of the law. When the recession of 2008 hit and all state agencies were required to layoff employees, the Community Relations Department tasked with "prevention" responsibilities lost all of its employees to the layoff. Today, this area has only two employees.

In 2017, the Legislative Oversight Committee made two recommendations regarding the work of the Commission. One dealt with employee retention, which Agency Priority 1 addresses in the FY 2020-2021 budget request. This addendum to the original FY2020-2021 budget request (submitted by former Commissioner Ray Buxton), addresses the second recommendation of the Legislative Oversight Committee, that is "prevention" and the creation of community relation councils throughout South Carolina. Agency Priority 2 represents the Commission's efforts to address the 2017 recommendation of the Legislative Oversight Committee and to bring the agency back in compliance with its enabling law.

This request is indeed timely given the racial discord, division and disharmony that now seeks to erode the progress made over the past 48 years in this nation and state. Hate crimes are on the rise and the political divide that has the country spiraling toward community unrest dictates that the State must be strategic and preemptive in its efforts to maintain and "promote goodwill and the betterment of human affairs, thereby improving the quality of life for all South Carolinians.

This request seeks funding for seven (7) Community Relations staffers, one staff person for each Congressional district to work with the seven SHAC Board Commissioners appointed by the Governor. No positions are being requested for the two at-large seats.

Rather than creating new community relation councils across the State, we believe it more expeditious for these staffers and Board members to work within the framework of organizations and groups that already exist to deal with emergencies across the State. **The SHAC contends that no one can deny that if racial or civil unrest comparable to that of the 60's and 70's reappears, it would indeed be treated as a state of emergency.**

Therefore, we propose a partnership with the South Carolina Emergency Management Division (SCEMD) which already has six (6) districts with identified organizations and people already in place to assist the state in the event of any racial and community discord. We recommend to the Governor that all responders associated with the SCEMD team also become members of each regional Community Relations Council for purposes of being the eyes and ears in each region related to racial and civil unrest. Additionally, other community oriented partners such as representatives for religious organizations, local 501© 3 organizations, schools, medical and mental health entities, and grassroots leaders, who know the temperature of communities, would also be invited to become a member of the regional Community Relations Council.

Two of the seven (7) staffers would be housed in Columbia, while the other five (5) would live and work in the other five (5) districts where assigned. It would be the responsibility of the two (2) staffers in Columbia to develop training information and programs to educate the regional member organizations and local citizens how to deescalate issues before they evolve into bigger issues, and to understand their roles in being the eyes and ears regarding incidences of racial or civil unrest. The responsibilities of the five (5) regional SHAC staffers and each regional Community Relations Council would be to respond appropriately to community issues that threaten quality of life, race relations and community harmony; maintain a state of readiness to help save lives, prevent and minimize damage to property from civil unrest; protect public health; and provide assistance to all who are threatened by racial and community tensions; and seek to bring about healthy discussions about race relations through community meetings, community activities, sharing sessions, and an annual regional event for citizens of diverse populations in each regional district.

To ensure that the SHAC Community Relations Department and its partners across the state are ready for any situation that arises, the Commission will use the South Carolina Emergency Management Division Operating Conditions (OPCON) three levels to denote SHAC's work in each of the six (6) regions.



**JUSTIFICATION OF REQUEST**

**Level 3: Normal Operation**

- Identifying community partners
- Training community partners/ Defusing racial tensions
- Defining local/county goals
- Problem Solve

Hold Public Forums

EEO Compliance

Housing Compliance

Local SWOT Analysis

**Level 2: Enhanced Level of Awareness/Alert**

Racial Tension/Rumored Hate Crime Eminent

Convene local leadership and Community Relation Council Membership

Problem Solve

Attempt to mediate community conflict

**Level 1: Eminent Loss of Life**

Property Damage

Law Enforcement Needed to Reestablish Peace

Curfew in Place

Problem Solve

Mediate/Conflict Resolution

Program Coordinator I Salary: \$373,366

Program Coordinator I Fringe: \$145,501 (38.97%)

Other Operating: \$416,522 (Cell phone, travel, office supplies)

SCHAC currently does not have any open FTE positions.

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

Agency Name:	Human Affairs Commission		
Agency Code:	L360	Section:	70

## FORM B1 – RECURRING OPERATING REQUEST

<b>AGENCY PRIORITY</b>	<b>3</b> <i>Provide the Agency Priority Ranking from the Executive Summary.</i>
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<b>TITLE</b>	<b>Additional Personnel</b> <i>Provide a brief, descriptive title for this request.</i>
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<b>AMOUNT</b>	<b>General: \$363,262</b> <b>Federal: \$79,896</b> <b>Other: \$79,896</b> <b>Total: \$523,054</b> <i>What is the net change in requested appropriations for FY 2021-2022? This amount should correspond to the total for all funding sources on the Executive Summary.</i>
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<b>NEW POSITIONS</b>	<b>7.00</b> <i>Please provide the total number of new positions needed for this request.</i>
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<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b> <table border="1"> <tr><td><input type="checkbox"/></td><td>Change in cost of providing current services to existing program audience</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Change in case load/enrollment under existing program guidelines</td></tr> <tr><td><input type="checkbox"/></td><td>Non-mandated change in eligibility/enrollment for existing program</td></tr> <tr><td><input type="checkbox"/></td><td>Non-mandated program change in service levels or areas</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Proposed establishment of a new program or initiative</td></tr> <tr><td><input type="checkbox"/></td><td>Loss of federal or other external financial support for existing program</td></tr> <tr><td><input type="checkbox"/></td><td>Exhaustion of fund balances previously used to support program</td></tr> <tr><td><input type="checkbox"/></td><td>IT Technology/Security related</td></tr> <tr><td><input type="checkbox"/></td><td>Consulted DTO during development</td></tr> <tr><td><input type="checkbox"/></td><td>Related to a Non-Recurring request – If so, Priority #</td></tr> </table>	<input type="checkbox"/>	Change in cost of providing current services to existing program audience	<input checked="" type="checkbox"/>	Change in case load/enrollment under existing program guidelines	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program	<input type="checkbox"/>	Non-mandated program change in service levels or areas	<input checked="" type="checkbox"/>	Proposed establishment of a new program or initiative	<input type="checkbox"/>	Loss of federal or other external financial support for existing program	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program	<input type="checkbox"/>	IT Technology/Security related	<input type="checkbox"/>	Consulted DTO during development	<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #
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<input type="checkbox"/>	Maintaining Safety, Integrity, and Security										
<input type="checkbox"/>	Public Infrastructure and Economic Development										
<input checked="" type="checkbox"/>	Government and Citizens										

<b>ACCOUNTABILITY OF FUNDS</b>	<p>The specific Agency strategies that this funding request supports are:</p> <p>1.1 - Train stakeholders to prevent discrimination, 1.3 - Provide outreach and community relations opportunities to promote the Agency's mission across the State, 2.1 - Implement an efficient processing system for Employment discrimination complaints, 3.1 - Implement an efficient processing system for Housing discrimination complaints, 4.1 - Increase the efficiencies of the Employment Enforcement Division., 4.2 - Increase the efficiencies of the Fair Housing Division, and 4.3 - Increase the effectiveness and efficiency of the Commission through employee retention.</p> <p>The funds requested will allow the Agency to hire:</p> <p>Two additional Equal Employment Opportunity (EEO) Investigators to assist with ongoing public education and outreach as well to investigate EEO cases;</p> <p>Two additional Housing Investigators to assist with ongoing public education and outreach as well to investigate the historically high case load that the Fair Housing Department is experiencing;</p> <p>One additional Intake Consultant to assist with reaching individuals across the State;</p> <p>One additional Trainer to assist with ongoing public education and outreach; and</p> <p>Security personnel to ensure the safety of our employees, as it is the believe of the Commission that when <u>employees feel safe/secure in their working environment, they are likely to remain with the agency.</u></p> <p><i>What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?</i></p>
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<b>RECIPIENTS OF FUNDS</b>	<p>The Compliance Division – Equal Employment Opportunity (EEO) Enforcement Department, Intake Department, and Fair Housing Division. These funds will be utilized to support two (2) EEO Investigators within the EEO Enforcement Department, one (1) Intake Consultant within the Intake Department, and two (2) Housing Investigators within the Fair Housing Department.</p> <p>The Technical Services Department. These funds will be utilized to support one (1) Technical Services Consultant - Trainer within the Technical Services Department.</p> <p>The Administration Division. These funds will be utilized to support one (1) security officer within the Administration Division.</p> <p><i>What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?</i></p>
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**JUSTIFICATION OF  
REQUEST**

The South Carolina Human Affairs Law protects individuals in South Carolina from discrimination in employment actions because of age, color, disability, national origin, race, religion, retaliation, sex (including pregnancy and related medical conditions, and sexual harassment).

The South Carolina Fair Housing Law makes it illegal to discriminate in housing because of race, color, religion, sex, national origin, physical or mental handicaps, or familial status (families with children). The South Carolina Human Affairs Commission has a historically high fair housing case load.

Salary: \$308,076

Fringe: \$120,058 (38.97%)

Other Operating: \$94,920 (Cell phone, travel, office supplies)

If the funding is not received, SCHAC will not have enough staffing and funds to complete their current case load, potentially resulting in a decrease of funds from the US Equal Employment Opportunity Commission and US Department of Housing and Urban Development.

SCHAC currently does not have any open FTE positions.

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

Agency Name:	Human Affairs Commission		
Agency Code:	L360	Section:	70

## **FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	<b>4</b> <i>Provide the Agency Priority Ranking from the Executive Summary.</i>
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<b>TITLE</b>	<b>Authorization Adjustment</b> <i>Provide a brief, descriptive title for this request.</i>
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<b>AMOUNT</b>	<b>General: \$0</b> <b>Federal: \$263,775</b> <b>Other: \$250,000</b> <b>Total: \$513,775</b> <i>What is the net change in requested appropriations for FY 2021-2022? This amount should correspond to the total for all funding sources on the Executive Summary.</i>
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<b>NEW POSITIONS</b>	<b>0.00</b> <i>Please provide the total number of new positions needed for this request.</i>
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<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b> <table border="1"> <tr><td><input checked="" type="checkbox"/></td><td>Change in cost of providing current services to existing program audience</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Change in case load/enrollment under existing program guidelines</td></tr> <tr><td><input type="checkbox"/></td><td>Non-mandated change in eligibility/enrollment for existing program</td></tr> <tr><td><input type="checkbox"/></td><td>Non-mandated program change in service levels or areas</td></tr> <tr><td><input type="checkbox"/></td><td>Proposed establishment of a new program or initiative</td></tr> <tr><td><input type="checkbox"/></td><td>Loss of federal or other external financial support for existing program</td></tr> <tr><td><input type="checkbox"/></td><td>Exhaustion of fund balances previously used to support program</td></tr> <tr><td><input type="checkbox"/></td><td>IT Technology/Security related</td></tr> <tr><td><input type="checkbox"/></td><td>Consulted DTO during development</td></tr> <tr><td><input type="checkbox"/></td><td>Related to a Non-Recurring request – If so, Priority #</td></tr> </table>	<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience	<input checked="" type="checkbox"/>	Change in case load/enrollment under existing program guidelines	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program	<input type="checkbox"/>	Non-mandated program change in service levels or areas	<input type="checkbox"/>	Proposed establishment of a new program or initiative	<input type="checkbox"/>	Loss of federal or other external financial support for existing program	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program	<input type="checkbox"/>	IT Technology/Security related	<input type="checkbox"/>	Consulted DTO during development	<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #
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<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b> <table border="1"> <tr><td><input type="checkbox"/></td><td>Education, Training, and Human Development</td></tr> <tr><td><input type="checkbox"/></td><td>Healthy and Safe Families</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Maintaining Safety, Integrity, and Security</td></tr> <tr><td><input type="checkbox"/></td><td>Public Infrastructure and Economic Development</td></tr> <tr><td><input type="checkbox"/></td><td>Government and Citizens</td></tr> </table>	<input type="checkbox"/>	Education, Training, and Human Development	<input type="checkbox"/>	Healthy and Safe Families	<input checked="" type="checkbox"/>	Maintaining Safety, Integrity, and Security	<input type="checkbox"/>	Public Infrastructure and Economic Development	<input type="checkbox"/>	Government and Citizens
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<b>ACCOUNTABILITY OF FUNDS</b>	<ul style="list-style-type: none"> <li>2.1.0 – Implement and efficient processing system for employment</li> <li>2.2.0 – Enforce Compliance with agreements / settlements &amp; legal orders</li> <li>2.3.0 – Encourage conciliated resolutions between charging parties</li> <li>3.1.1 – Implement an efficient processing system for Housing discrimination</li> <li>3.2.2 – Promote settlements/agreements &amp; ensure compliance with Fair Housing Law</li> </ul>
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*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF FUNDS</b>	Payroll, employer contributions and operating costs associated with investigations of employment and housing discrimination complaints.
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>JUSTIFICATION OF</b>	The Commission for Human Affairs is requesting additional earmarked authorization to enable the agency to expend existing revenue received from the US Equal Employment Opportunity Commission (EEOC) and additional federal authorization to expend US Department of Housing & Urban Development (HUD) grant funds.
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**REQUEST**

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

Agency Name:	Human Affairs Commission		
Agency Code:	L360	Section:	70

**FORM E – AGENCY COST SAVINGS AND GENERAL FUND REDUCTION CONTINGENCY PLAN**

<b>TITLE</b>	Agency Cost Savings and General Fund Reduction Contingency Plan
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<b>AMOUNT</b>	\$78,190 <i>What is the General Fund 3% reduction amount? This amount should correspond to the reduction spreadsheet prepared by EBO.</i>
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<b>ASSOCIATED FTE REDUCTIONS</b>	The Human Affairs Commission will plan to reduce 2 State FTEs in association with this General Fund reduction.  <i>How many FTEs would be reduced in association with this General Fund reduction?</i>
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<b>PROGRAM / ACTIVITY IMPACT</b>	The Compliance Division would be impacted by the General Funds identified.  <i>What programs or activities are supported by the General Funds identified?</i>
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<b>SUMMARY</b>	<p>The service delivery impact caused by a reduction in General Fund Appropriations will increase the agency’s average processing time and decrease the number of cases that it can reasonably process. The Agency’s Compliance Division contracts with the U.S. Equal Employment Opportunity Commission (EEOC) and the U.S. Department of Housing and Urban Development (HUD) to process employment and housing cases. The Agency’s goal is to investigate its employment cases within 180 days and HUD cases within 100 days.</p> <p>The increase in average case processing time will adversely impact citizens and businesses that depend upon a quick resolution to matters that can be highly sensitive in nature. In addition, less investigators processing complaints will negatively affect the number of discriminatory allegations being investigated by the State of South Carolina and will allow the Federal Government to have exclusive jurisdiction to resolve charges.</p> <p>The anticipated reductions were determined by the Governor’s Office and the Executive Budget Office.</p>
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*Please provide a detailed summary of service delivery impact caused by a reduction in General Fund Appropriations and provide the method of calculation for anticipated reductions. Agencies should prioritize reduction in expenditures that have the least significant impact on service delivery.*

<b>AGENCY COST</b>	A reduction of more than \$50,000 will require a reduction in staffing at the SC Human Affairs Commission. The Agency would need to perform a Reduction in Force of 2 State FTEs, a savings of approximately \$93,094. The Agency will repurpose the funds to provide training in efforts to maintain efficiency and strive to complete the Agency’s agreements with the U.S. Equal Employment Opportunity Commission (EEOC) and the U.S. Department of Housing and Urban Development (HUD).
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## SAVINGS PLANS

*What measures does the agency plan to implement to reduce its costs and operating expenses by more than \$50,000? Provide a summary of the measures taken and the estimated amount of savings. How does the agency plan to repurpose the savings?*

