

AGENCY NAME:	SC CONSERVATION BANK		
AGENCY CODE:	P400	SECTION:	53

**Fiscal Year 2018–2019
Accountability Report**

SUBMISSION FORM

AGENCY MISSION	To improve the quality of life in South Carolina through the conservation of significant natural resource lands, wetlands, historical properties, archeological sites, and urban parks.
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AGENCY VISION	The SC Conservation Bank’s vision is to improve the quality of life in South Carolina for current and future generations by conserving, preserving and protecting significant natural resource areas and wildlife habitats; water quality; forest lands; farmlands, especially family farms; significant historical and archaeological sites; enhance public access for outdoor recreation and preserve traditional uses such as hunting, fishing, and other types of outdoor recreation; and to encourage cooperation and innovative partnerships among private landowners, state agencies, municipalities, and non-profit organizations.
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Does the agency have any major or minor recommendations (internal or external) that would allow the agency to operate more effectively and efficiently?

	Yes	No
RESTRUCTURING RECOMMENDATIONS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Is the agency in compliance with S.C. Code Ann. § 2-1-230, which requires submission of certain reports to the Legislative Services Agency for publication online and the State Library? See also S.C. Code Ann. § 60-2-30.

	Yes	No
REPORT SUBMISSION COMPLIANCE:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Is the agency in compliance with various requirements to transfer its records, including electronic ones, to the Department of Archives and History? See the Public Records Act (S.C. Code Ann. § 30-1-10 through 30-1-180) and the South Carolina Uniform Electronic Transactions Act (S.C. Code Ann. § 26-6-10 through 26-10-210).

RECORDS MANAGEMENT COMPLIANCE:	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is the agency in compliance with S.C. Code Ann. § 1-23-120(J), which requires an agency to conduct a formal review of its regulations every five years?


REGULATION REVIEW:	Yes	No
	<input checked="" type="checkbox"/> <i>(Bank Board does not promulgate any regulations)</i>	<input type="checkbox"/>

Please identify your agency's preferred contacts for this year's accountability report.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PRIMARY CONTACT:	Margaret Pennebaker	803-734-0360	Margaret.Pennebaker@sccbanc.sc.gov
SECONDARY CONTACT:	Amber Larck	803-734-3883	Amber.Larck@sccbanc.sc.gov

I have reviewed and approved the enclosed FY 2018–2019 Accountability Report, which is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR (SIGN AND DATE):	
(TYPE/PRINT NAME):	J. Raleigh West III

BOARD/CMSN CHAIR (SIGN AND DATE):	
(TYPE/PRINT NAME):	Michael G. McShane

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AGENCY'S DISCUSSION AND ANALYSIS

THE SOUTH CAROLINA CONSERVATION BANK WAS ESTABLISHED IN 2002 AND FUNDING BEGAN IN 2004. DURING THIS TIME THE CONSERVATION BANK HAS CONSERVED, PRESERVED AND PROTECTED OVER 310,196 ACRES OF SIGNIFICANT NATURAL RESOURCE LANDS, WETLANDS, HISTORICAL PROPERTIES, PARKS AND ARCHEOLOGICAL SITES. THE AVERAGE COST IN CONSERVING THESE SIGNIFICANT LANDS AVERAGES \$509 PER ACRE AND \$.17 ON THE DOLLAR COMPARED TO THE FAIR MARKET VALUE. THE CONSERVATION BANK HAS PROVIDED FUNDING FOR NUMEROUS PROJECTS THROUGHOUT 45 OF THE 46 COUNTIES WITHIN THE STATE. THESE ACCOMPLISHMENTS HAVE BEEN REACHED THROUGH PARTNERSHIP EFFORTS BETWEEN THE CONSERVATION BANK AND NUMEROUS LAND TRUST ORGANIZATIONS, NON-PROFIT ORGANIZATIONS, STATE AGENCIES AND PRIVATE CITIZENS.

THE FUNDING PROVIDED BY THE CONSERVATION BANK HAS HELPED CONSERVE THE FOLLOWING:

- I. FULL PUBLIC ACCESS
 1. 93,342 ACRES NOW AVAILABLE FOR HUNTING, FISHING, OUTDOOR RECREATION WITH PUBLIC ACCESS;
 2. 11,061 ACRES NOW AVAILABLE IN URBAN PARKS;
 3. 720 ACRES NOW AVAILABLE IN HISTORIC SITES;

- II. LIMITED PUBLIC ACCESS
(WHICH INCLUDES 19,845 ACRES OF WORKING FAMILY FARMS WITH LIMITED PUBLIC ACCESS FOR ELEMENTARY & HIGH SCHOOL GROUPS; BOY SCOUTS & GIRL SCOUTS; AND COLLEGE PROGRAMS FOR EDUCATIONAL PURPOSES.)

MANY OF THESE CONSERVATION BANK GRANTS HAVE PROVIDED PUBLIC HUNTING & FISHING ON PRIVATE LANDS INCLUDING YOUTH HUNT OPPORTUNITIES; WOUNDED WARRIOR'S HUNTS' PUBLIC CAMP SITES; EDUCATION AND RESEARCH OPPORTUNITIES.

BANK GRANTS TO ALL APPLICANTS HAVE RESULTED IN LEVERAGING MATCHING FUNDS FROM OUTSIDE SOURCES IN AN AMOUNT MORE THAN THE BANK ORIGINALLY PAID FOR THE GRANTS.

THE SC CONSERVATION BANK CONTINUES TO STRIVE TOWARD ACCOMPLISHING THE FOLLOWING OBJECTIVES AS SET FORTH IN OUR MISSION STATEMENT AS LISTED ON OUR WEBSITE.

- PROTECT SIGNIFICANT NATURAL RESOURCE AREAS AND WILDLIFE HABITATS
- PROTECT WATER QUALITY
- MAINTAIN THE STATE'S FOREST LANDS
- PROTECT FARMLANDS, ESPECIALLY FAMILY FARMS
- PROTECT AND ENHANCE SIGNIFICANT HISTORICAL AND ARCHAEOLOGICAL SITES
- ENHANCE PUBLIC ACCESS FOR OUTDOOR RECREATION AND PRESERVE TRADITIONAL USES SUCH AS HUNTING, FISHING AND OTHER TYPES OF OUTDOOR RECREATION
- TO ENCOURAGE COOPERATION AND INNOVATIVE PARTNERSHIPS AMONG LANDOWNERS, STATE AGENCIES, MUNICIPALITIES, AND NON-PROFIT ORGANIZATIONS

**SOUTH CAROLINA CONSERVATION BANK
ORGANIZATION CHART**

SC CONSERVATION BANK BOARD

Michael G. McShane, Interim Chairman

W. Thomas Lavender, Jr., Interim Vice-Chairman

Andrea Clark, Elliott Close, Geordy Johnson, Charles G. Lane,

Curtis M. Spencer, C. Richmond Wilhoit, Jr.,

Keith Williamson, Larry L. Yonce

Ex officio: Norman F. Pulliam, Walt McPhail, Duane N. Parrish

Executive Director
J. Raleigh West III
803-734-3986

Business Manager
Amber J. Larck
803-734-3883

Admin Coordinator
Margaret Pennebaker
803-734-0360

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Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Government and Citizens	G	1			To establish sustainable amounts of diverse habitat reflecting the values of							
	S	1.1			Within the next 5 years improve the abundance & distribution of conserved properties							
	M		1.1.1	Additional acreage conserved	287,305.13	297,305.13	310,196.00	July 1 - June 30	Biannual Conservation Bank Board meetings and minutes	Based on the number of applications reviewed by the SC Conservation Bank Board	Promotes conservation efforts (all goals & objectives)	
	G	2			To enhance the use & enjoyment of conserved habitats consistent with the mission of the Conservation Bank Act							
	S	2.1			To increase the distribution, number & types of opportunities for use of conserved habitats and develop & maintain an inventory of conserved properties							
	M		2.1.1	Additional new sites of significant natural resources conserved which are distributed statewide.	283	293	301	July 1 - June 30	Biannual Conservation Bank Board meetings and minutes	Based on the number of applications reviewed by the SC Conservation Bank Board	Promotes conservation efforts (all goals & objectives)	
Education, Training, and Human Development	G	3			To improve public awareness & understanding of resource management							
	S	3.1			Attend joint conferences and speaking engagements to explain the process and how it works.							
	M		3.1.1	To have an informed & supportive public that has ownership in both								
	S	3.2			Implement and meet technical review & focus groups							
	M		3.2.1	To have an informed & support from various land trusts, state agencies and non-profit groups.								
	S	3.3			Implement a Legislative Education Outreach Program with field trips to grant sites.							
	M		3.3.1	The Bank attended numerous meetings informing the General Assembly as to the benefits of the conservation practices.								
Public Infrastructure and Economic Development	G	4			To develop & maintain effective & supportive partnerships that enable the							
	S	4.1			Hold quarterly meetings between the Bank and qualified entities and							
	M		4.1.1	To increase successful projects & programs that involves collaborative								
Government and Citizens	G	5			To develop and maintain effective support and planning systems							
	S	5.1			Design & implement award criteria for the grant application and website updates							
	M		5.1.1	To continue to use an effective criteria award priority system for conservation								
	S	5.2			Establish and update system on the accomplishments of stakeholders							
	M		5.2.1	Updating the website continually when new grant awards are approved by the Board								
	S	5.3			Report at regular Board meetings on budget planning and allocating of funds							
	M		5.3.1	To develop strategy for an integrated business & budget planning system to								

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Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2019-20			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Government and Citizens	G	1			To establish sustainable amounts of diverse habitat reflecting the values of SC citizens							
	S	1.1			Within the next 5 years improve the abundance & distribution of conserved properties							
	M		1.1.1	Increase the number of acres of land in conservation	310,196	320,196		July 1 - June 30	based on the number of applications reviewed and approved by the SC	Count of acres reported in applications approved by the Conservation Bank for land	Promotes the critical need for land conservation efforts by funding the	
	M		1.1.2	Increase the number of land conservation grants awarded	301	320		July 1 - June 31	based on the number of applications reviewed and approved by the SC	Count of applications approved by the Conservation Bank for land	Promotes the critical need for land conservation efforts by funding the	
	S	1.2			Within the next 5 years improve the abundance & distribution of conserved properties with public access							
	M		1.2.1	Increase the number of acres of public access land in conservation	93,342	95,000		July 1 - June 30	based on the number of applications for conservation of public	Count of acres reported in applications approved by the Conservation Bank for public	Promotes the critical need for land conservation efforts by funding the	
	M		1.2.2	Increase the number of land conservation grants awarded	104	107		July 1 - June 30	based on the number of applications reviewed and approved by the SC	Count of applications approved by the Conservation Bank for public	Promotes the critical need for land conservation efforts by funding the	
Government and Citizens	G	2			To improve public awareness & understanding of resource management issues & increase opportunities to participate in the process.							
	S	2.1			To develop & maintain effective & supportive partnerships that enable the Bank and its partners to reach mutual conservation goals.							
	M		2.1.1	Hold at least 4 events at conservation sites with a statewide geographical distribution	0	4		July 1 - June 30	Conservation Bank internal master calendar	Staff activity records	Increases the public awareness of the critical need to fund land conservation as an essential element	
	M		2.1.2	Conduct quarterly Board Meetings at conservation sites with a statewide geographical distribution	0	4		July 1 - June 30	Quarterly Conservation Bank Board meetings and minutes	Board Meeting notices	Increases the public awareness of the critical need to fund land conservation as an essential element	
	S	2.2			General Assembly							
	M		2.2.1	Attend at least 10 meetings for the purpose of informing the General Assembly as to the benefits of the conservation practices.	0	10		July 1 - June 30	Conservation Bank internal master calendar	Staff activity records	Increases legislative awareness of the critical need to fund land conservation as an essential element	
	M		2.2.2	Develop and distribute Annual Report to each member of the General Assembly	0	170		July 1 - June 30	Annual Report distribution list	Staff activity records	Increases legislative awareness of the critical need to fund land conservation as an essential element	
Government and Citizens	G	3			To develop and maintain effective support and planning systems to ensure efficient overall agency operations.							
	S	3.1			Design & implement enhanced application and award criteria for the grant application process							
	M		3.1.1	Update grant application to attract a larger volume of high quality conservation proposals consistent with the Bank's mission	0	1		July 1 - June 30	Grants Review Committee meetings and minutes	Grant application	Increases the quantity of land conservation projects which is vital in addressing the critical need of	
	M		3.1.2	Update grant award scoring criteria to ensure alignment with conservation priority goals	0	1		July 1 - June 30	Grants Review Committee meetings and minutes	Scoring Criteria	Increases the quantity of land conservation projects which is vital in addressing the critical need of	
	M		3.1.3	Hold meeting with Board & stakeholders to inform and discuss grant application changes	0	1		July 1 - June 30	Conservation Bank Board meetings and minutes	Board meeting notice and Agenda	Increases the quantity of land conservation projects which is vital in addressing the critical need of	
	S	3.2			To develop an Heirs' Property conservation easement plan and program							
	M		3.2.1	Hold meeting with the Center for Heirs' Property Preservation (CHPP) to collaborate on conservation of heirs property	0	1		July 1 - June 30	CHPP meeting notes	Staff activity records	Increases the quantity of land conservation projects which is vital in addressing the critical need of	
	M		3.2.2	With the help of CHPP, create Heirs' Property report to track Heirs' Property conservation projects	0	1		July 1 - June 30	Heirs' Property Report	Heirs' Property Report	Increases the quantity of land conservation projects which is vital in addressing the critical need of	
	S	3.3			Establish system to update Board and general public on the accomplishments of stakeholders							
	M		3.3.1	Provide monthly updates to Board members	0	12		July 1 - June 30	Board correspondence files	Board update records	Engages the bank Board and other stakeholders in furthering the	
	M		3.3.2	Update the website within 5 business days when Board-approved land conservation grants are completed and finalized	no baseline measure	100%		July 1 - June 30	Conservation Bank website	website activity log	Engages the bank Board and other stakeholders in furthering the process of funding land	

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Legal Standards Template

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Does this law specify who your agency must or may serve? (Y/N)	Does the law specify a product or service your agency must or may provide?	If yes, what type of service or product?	If other service or product, please specify what service or product.
1	SC Code 12-24-95	State	Statute	Statutorily directs the SCCB to receive twenty-five cents of every dollar thirty cents from the deed stamp recording fee for the purpose of accepting and reviewing land conservation easements and making grants and loans to qualified public and private entities to acquire interests in real property for the purpose of improving the quality of life in SC by permanently preserving & protecting farmlands, forestlands, wetlands, openlands, historic sites, archaeological sites, urban parks & natural resources.	Yes	Yes	Distribute funding to another entity	
2	SC Code 12-24-97	State	Statute	Establishes when the SCCB started receiving funding; how long they would receive funding and if the SCCB Act is repealed where the funding would be redirected	Yes	Yes	Distribute funding to another entity	
9	SC Act 224 of 2018	State	Statute	To amend section 48-59-30, code of laws of South Carolina, 1976, relating to South Carolina conservation bank definitions, so as to redefine the term eligible trust fund recipient; to amend section 48-59-40, relating to the board of the South Carolina conservation bank, so as to establish certain requirements for members of the board; to amend section 48-59-50, relating to the powers and duties of the South Carolina conservation bank, so as to require the bank to collaborate and advise on mitigation efforts when requested, to authorize the bank to develop conservation criteria to advance support federal, state, and local conservation goals, to provider certain restrictions on who may serve as executive director, and to prohibit the award of a grant or loan unless the funds are presently available in the trust fund; to amend section 48-59-70, relating to grants or loans for land interests, so as to expand the conservation criteria to include the value of the proposal for access to the public, to require a detailed statement of applicable fees and costs of the acquisition of the interest in the land on the application, to require the establishment of a grant review committee, and establish certain application requirements; to amend section 48-59-110, relating to use restrictions on trust funds, so as to authorize the bank to award additional grant funds to certain agencies for the acquisition of fee simple title to land and to establish application and reporting requirements; to repeal section 12-24-95 and 12-24-97, both relating to the portion of the deed recording fee credited to the South Carolina conservation bank trust fund; to repeal section 27-8-120, relating to the repeal of the South Carolina conservation bank; to repeal section 48-59-75, relating to the restriction of deed recording fees to the trust fund and to repeal sections 3, 4, 5, and 7 of act 200 of 2002 relating to the requirement to periodically reauthorize the South Carolina conservation bank trust fund.	Yes	Yes	Distribute funding to another entity	
12	SC Code 48-59-10	State	Statute	Established & statutorily required to accept & review land conservation easements and make grants and loans to qualified public and private entities to acquire interests in real property for the purpose of improving the quality of life in SC by permanently protecting farmlands, forestlands, wetlands, openlands, urban parks, historic sites and natural resources.	Yes	Yes	Distribute funding to another entity	
13	48-59-20	State	Statute	Established the purpose for enacting the SC Conservation Bank Act and including an ongoing funding source to acquire interests in land from willing sellers through cooperation and innovative partnerships among landowners, state agencies, municipalities, and nonprofit organizations.	No	No - But relates to sources of funding for one or more agency deliverables	Distribute funding to another entity	
14	48-59-30	State	Statute	Definitions	No	No - Does not relate directly to any agency deliverables		
	48-59-40 (A-C)	State	Statute	Establishes guidelines for Board member appointments, terms, and qualifications	No	No - Does not relate directly to any agency deliverables		
15	48-59-40 (D)	State	Statute	Establishes parameters for Board member recusal from voting when a conflict of interest arises	Yes	Yes	Other service or product our agency must/may provide	Board members may not vote on any action affecting or providing funding for the acquisition on interests in land.
	48-59-40 (E)	State	Statute	Board meetings	Yes	Yes	Board, commission, or committee on which someone from our agency must/may serve	
	48-59-40 (F)	State	Statute	Board member personal liability	No	No - Does not relate directly to any agency deliverables		

16	48-59-50 (A-B)	State	Statute	Establishes and directs the Bank's powers and duties in carrying out the purpose of the Conservation Bank Act	Yes	Yes	Distribute funding to another entity	
	48-59-50 (C)	State	Statute	The Bank is authorized to hire an Executive Director with the advice and consent of the Senate, to hire staff, to contractor services and to enter into cooperative agreements with other state agencies	Yes	Yes	Other service or product our agency must/may provide	Hiring of Executive Director, staff, contract services, cooperative agreements with other state agencies
	48-59-50 (D)	State	Statute	Establishes the trust fund as the funding source for bank operating expenses	No	No - Does not relate directly to any agency deliverables		
	48-59-50 (E)	State	Statute	Stipulates that fund awards cannot be made unless the funds are in the trust fund at the time of the award; provides for certain exceptions for awards for extraordinary conservation opportunities	Yes	Yes	Distribute funding to another entity	
17	48-59-60	State	Statute	Statutorily establishes the South Carolina Conservation Bank Trust Fund as separate and distinct from all other funds in the State Treasury for the purpose of receiving and holding revenues of the bank. Earnings on the trust fund are retained in the trust fund and unexpended trust fund revenues are carried forward in the trust fund from one fiscal year to the next.	No	No - Does not relate directly to any agency deliverables		
18	48-59-70	State	Statute	Trust fund grants or loans for land interests; application; conservation criteria.	Yes	Yes	Distribute funding to another entity	
19	48-59-80	State	Statute	Statutorily establishes that interests in lands must be held by eligible trust fund recipients and addresses mortgages, insurance and rights of fee simple title owners. The Bank must be named as an insured on a title insurance policy acceptable to the board and obtained by the loan recipient for loans it makes to eligible trust fund recipients.	Yes	Yes	Distribute funding to another entity	
20	48-59-90	State	Statute	Funds from the trust fund may not be used to acquire interests in lands or other interests in real property through the exercise of any power of eminent domain or condemnation proceeding.	Yes	No - But relates to manner in which one or more agency deliverables is provided		
21	48-59-100	State	Statute	Notwithstanding any other provision of this chapter, an easement acquired in whole or in part with trust funds must provide for public access consistent with the uses permitted by the terms of the easement.	Yes	No - But relates to manner in which one or more agency deliverables is provided		
22	48-59-110	State	Statute	Establishes trust fund use restrictions, and allows and establishes policies for board to award additional grant funds to the South Carolina Department of Natural Resources, the South Carolina Department of Parks, Recreation and Tourism, or the South Carolina Forestry Commission for the acquisition of fee simple title to land to which the public will have full access. The additional funds must be used only for improvements that create or enhance wildlife habitats.	Yes	Yes	Distribute funding to another entity	
23	48-59-120	State	Statute	Repeal and amendment requirements	No	No - Does not relate directly to any agency deliverables		
24	48-59-130	State	Statute	The provisions of this chapter must not be construed to eliminate or unreasonably restrict hunting, fishing, farming, forestry, timber management, or wildlife habitat management, as regulated by the laws of this State, upon lands for which interests in lands are obtained pursuant to this chapter. These and other traditional and compatible activities may be conducted, where appropriate, upon lands preserved with trust funds.	Yes	No - But relates to manner in which one or more agency deliverables is provided		
25	48-59-140	State	Statute	Establishes statutory parameters governing the purchase a conservation easements with trust funds.	Yes	No - But relates to manner in which one or more agency deliverables is provided		

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Report and External Review Template

Item	Is this a Report, Review, or both?	Report or Review Name	Name of Entity Requesting the Report or Conducting Review	Type of Entity	Reporting Frequency	Current Fiscal Year: Submission Date or Review Timeline (MM/DD/YYYY)	Summary of Information Requested in the Report or Reviewed	Method to Access the Report or Information from the Review
1	External Review and Report	State Financial Audit	State Auditor	State	Annually	5/8/19 - 9/30/2018	Provides annual financial reporting to State Auditor	Online - State Auditor's Office
2	Internal Review and Report	Infosec & Privacy Survey	Division of Information Security	State	Annually	August 20, 2019	Provides annual IT security reporting to DIS	
3	Internal Review and Report	IT Data Collection Workbook	Department of Technology	State	Annually	July 24, 2019	Provides annual IT data/planning to DTO	
4	Internal Review and Report	Accountability Report	Executive Office of Budget	State	Annually	September 15, 2018	Provides annual report to the Governor & General Assembly of expenditures and prospective goals, strategies & objective	
5.1	Internal Review and Report	GAAP Report - Master Checklist Reporting Package	Comptroller General	State	Annually	July 5, 2019	Provides CG's Office of various financial reports to be submitted annually	
5.2	Internal Review and Report	GAAP Report - Operating Leases	Comptroller General	State	Annually	August 23, 2019	Provides CG's Office with financial report of all agency operating leases	
5.3	Internal Review and Report	GAAP Reporting - Subsequent Events	Comptroller General	State	Annually	October 21, 2019	Provides CG's Office with notice of any changes that may have occurred once all annual financial reporting has been completed	
5.4	Internal Review and Report	GAAP Reporting - Fund Balance	Comptroller General	State	Annually	August 23, 2019	Provides CG's Office with all funds that activity during the fiscal year	
6	Internal Review and Report	Minority Business Enterprise Utilization Plan	Office of Small & Minority Business Contracting	State	Annually	August 26, 2019	Provides OSMBCC annual report of utilization of small & minority businesses in procurement related matters	
7	Internal Review and Report	Payroll Report	SC State Accident Fund	State	Annually	July 11, 2019	Report to SAF of updated employee info for Worker's Compensation Insurance Coverage	
8	Internal Review and Report	Tort Liability Report	B&C Board-IRF	State	Annually	December 11, 2018	Report to IRF for tort liability insurance coverage	