

**A G E N D A**

**OCONEE COUNTY COUNCIL MEETING**

**TUESDAY, JANUARY 3, 1995**

**7:00 PM**

Swearing in Ceremony for Mrs. Burrell, District I &  
Mr. Hamilton, District III

1. Call to Order
2. Invocation
3. Approval of Minutes
4. Committee Assignments for 1995-96 - Mr. Norman D. Crain, Supervisor-Chairman
5. Appointment of County Attorney - Mr. Norman D. Crain, Supervisor-Chairman
6. Appointment of Council Member to Serve on Oconee Memorial Hospital Board - Mr. Norman D. Crain, Supervisor-Chairman
7. Election of Council Member to SC Appalachian Council of Governments Board
8. Election of Council Member to Serve as Vice Chairman of Oconee County Council
9. Election of County Council Clerk
10. Consideration of Renewal of Cooperative Agreement By and Between the Oconee County Sheriff's Department & the Corps of Engineers - Sheriff James Singleton
11. Discussion & Consideration of Grant Request for Tugaloo Environmental Education Center - Ms. Lisa Strachan, Governmental Affairs Director
12. Discussion Regarding State Road 107 Being Named State Park Rd:  
  
Mr. Morgan Burrell  
Mr. Jack Lombard
13. Remarks Regarding County Roadway Hemlock Hollow Road (CH 28) and Santa's Lane (CH 80) - Mr. Melvin J. Robinson

Page 2

**AGENDA**

January 3, 1995

14. Presentation of Mascot and Materials for Solid Waste Program - Mr. Jack Hirst, Solid Waste Director
15. Old Business
16. New Business
17. Adjourn

\*\*\*6:45 pm\*\*\* Administrative Briefing

**MEMBERS, OCONEE COUNTY COUNCIL**

Mrs. M. Fran Burrell, District I    Mr. Harrison E. Orr, District II  
Mr. Harry R. Hamilton, District III    Mr. Roy B. Strickland, District IV  
Mr. Alton K. Williams, District V

**MINUTES, OCONEE COUNTY COUNCIL MEETING**

The regular meeting of the Oconee County Council was held Tuesday, January 3, 1995 at 7:00 pm in Council Chambers with all Council Members present and the County Attorney present.

Members of the press notified (by mail):  
Journal/Tribune, Keowee Courier, Westminster News, Anderson Independent, Greenville News, WGOG Radio, WBFM Radio, WCCP Radio, WZLI/WLET Radio, WYFF TV, WLOS TV & SC Black Media Group.

Press

Members of the press present: Ashton Hester  
- Keowee Courier & Dick Mangrum - WGOG Radio.

The meeting was called to order by Supervisor  
-Chairman Crain who welcomed the guests and media.

Call to Order

The invocation was given by Mr. Williams.

Invocation

Mrs. Burrell made a motion, seconded by Mr. Orr, approved 5 - 0 that the minutes of the December 20, 1994 meeting be adopted as printed.

Minutes

Mr. Strickland presented a check to Dr. J. David Stellwagen in the amount of \$450.00 from Thrift Brothers on behalf of Mary Chandler, wife of County employee Jim Chandler, for a prosthetic device not covered under the County insurance plan.

Financial Aid (Jim Chandler)

Mr. Crain then made the following standing committee assignments:

Committee Assignments

**Personnel & Intergovernmental Committee:**

Mr. Strickland, Chairperson  
Mr. Orr  
Mrs. Burrell

**Budget & Finance Committee:**

Mr. Williams, Chairperson  
Mrs. Burrell  
Mr. Orr  
Mr. Hamilton  
Mr. Strickland

Roads & Transportation:

Mr. Orr, Chairperson  
Mr. Hamilton  
Mr. Williams

Purchasing, Contracting, Real Estate,  
Building & Grounds:

Mrs. Burrell, Chairperson  
Mr. Strickland  
Mr. Williams

Law Enforcement, Safety, Health, Welfare  
& Services Committee:

Mr. Hamilton, Chairperson  
Mrs. Burrell  
Mr. Strickland

Mr. Crain then re-appointed Mr. Timothy M. Cain as County Attorney.

County  
Attorney

Mr. Crain appointed Mr. Orr to represent Council on the Oconee Memorial Hospital Board.

Hospital  
Board

Upon nomination of Mr. Strickland, Council voted unanimously to elect Mr. Hamilton to represent Oconee County on the SC Appalachian Council of Governments Board.

COG  
Board

Upon nomination of Mrs. Burrell, Council voted unanimously to elect Mr. Orr as Vice Chairman of Council.

Vice  
Chairman

Upon nomination of Mr. Williams, Council voted unanimously to elect Opal O. Green as Council Clerk.

Clerk

Mr. Crain also informed Council that Dr. Edward H. Booker was willing to continue as County physician.

Physician

Upon recommendation of Sheriff James Singleton, Mr. Strickland made a motion, seconded by Mr. Williams, approved 5 - 0 that the attached Cooperative Agreement by and between the Oconee County Sheriff's Department and the Corps of Engineers for law enforcement services in the recreational areas at Lake Hartwell be adopted.

Sheriff  
(Corps. of  
Engineers  
Agreement)

Ms. Lisa Strachan, Governmental Affairs Director, Tugaloo Environmental Educational Center, addressed Council regarding the County applying on behalf of TEEC for a

TEEC

SC Department of Public Safety grant to develop a drug control and system improvement program known as "Vision Quest" for the purpose of reaching high risk youth.

However, after considerable discussion regarding this program including the fact that the January 9, 1995 deadline for applying for the grant did not give sufficient time to prepare and apply for the grant, the matching funds would have to be set aside in the County budget, the County would have to hire personnel to monitor the funds and the fact this program is not exclusively for Oconee County youth, Mr. Strickland made a motion, seconded by Mr. Williams, approved 5 - 0 that the County not apply for the grant, but to continue dialogue with TEEC regarding this program.

Mr. Jack Lombard & Mr. Morgan Burrell addressed Council regarding the changing of State Park Roadway to Highway 107. Mr. Crain referred this request to the Roads & Transportation Committee which scheduled a meeting Tuesday, January 17, 1995 at 1:00 pm in Council Chambers.

State Park  
Road

Mr. Melvin J. Robinson, Paralegal Consultant, representing Ross & Mary Meek, addressed Council requesting that the County abandon/close Hemlock Hollow Roadway (CH 28) and Santa's Lane (CH 80).

CH 80 &  
CH 28

Mr. Charles Williams, resident of Santa's Lane informed Council that the roadway was put in by Oconee County in 1973 with the permission of Mr. Tucker (former property owner).

Mr. Dan McCall & Ms. Ann McCall stated they had four (4) flat tires in the past six (6) months from nails in the roadway.

Mr. John Gambrell stated Mr. Meek had walked on his property and he had never asked him to leave, he also stated he had had several flat tires himself.

Mr. Strickland then made a motion, seconded by Mr. Williams, approved 5 - 0 that the request be denied due to a lack of legal authority.

Mr. Hirst, Solid Waste Director, introduced "Chippy, the Chipmunk" to Council and informed them Chippy would be going into the schools to educate the children regarding recycling. Mr. Hirst also informed Council that Chippy had been invited to present their educational program to SC DHEC in Columbia.

Page 4  
January 3, 1995

Mr. Crain appointed a special committee of Council to study the County purchasing procedures with Mrs. Burrell as Chairperson.

Purchase

The committee scheduled a meeting Wednesday, January 25, 1995 at 3:00 pm in Council Chambers.

Mr. Cain presented to Council an evaluation of Jordan, Jones & Goulding to the contract of the Sewer Commission for the purchase of a sludge drying machine.

Sewer  
Commission

The Council Clerk informed Council that Mr. H. D. Pinion had applied for credit at the Rock Crusher.

Credit at  
Rock  
Crusher

The Road Committee scheduled this for discussion at the meeting on January 17, 1995 at 1:00 pm.

Adjourn: 9:15 pm

Norman D. Crain /og  
Norman D. Crain  
Supervisor-Chairman  
Oconee County Council

OCCOEE COUNTY COUNCIL STANDING COMMITTEES

EFFECTIVE DATE: JANUARY 3, 1995

	B U R R E L L	O R R	H A M I L T O N	S T R I C K L A N D	W I L L I A M S
PERSONNEL & INTERGOVERNMENTAL	X	X		(X)	
BUDGET & FINANCE	X	X	X	X	(X)
ROADS & TRANSPORTATION		(X)	X		X
PURCHASING, CONTRACTING, REAL ESTATE, BUILDING & GROUNDS	(X)			X	X
LAW ENFORCEMENT, SAFETY, HEALTH, WELFARE & SERVICES	X		(X)	X	

(X) DENOTES CHAIRPERSON

X DENOTES MEMBER

- HOSPITAL BOARD: MR. HARRISON E. ORR
- COUNTY ATTORNEY: MR. TIMOTHY M. CAIN
- COUNTY PHYSICIAN: DR. E. H. BOOKER, JR
- COG BOARD: MR. HARRY R. HAMILTON
- VICE CHAIRPERSON: MR. HARRISON E. ORR
- COUNCIL CLERK: OPAL O. GREEN

COOPERATIVE AGREEMENT  
APPENDIX "A"  
PLAN OF OPERATION  
INCREASED LAW ENFORCEMENT SERVICES

1. Law enforcement service shall be performed at Hartwell Lake, Oconee County, South Carolina, in the following recreation areas:

- |                     |   |
|---------------------|---|
| a. Choestoea        | h. Mullins Ford                               |
| b. Coneross         | i. Oconee Point                               |
| c. Fair Play        | j. Prathers Bridge & Tugaloo<br>Indian Mounds |
| d. 123 Fishing Pier | k. Tabor                                      |
| e. Friendship       | l. PU 46 River Area*                          |
| f. Lawrence Bridge  |   |
| g. Martin Creek     |   |

\* Patrol only when time and manpower allow.

2. The normal law enforcement services to be provided by the Cooperator without reimbursement by the Government are as follows:

- a. Intermittent patrols to the most heavily used areas.
- b. Response to emergency or special assistance calls as needed.

3. The cooperator agrees to provide increased law enforcement services, which are reimbursable from the government, by providing a trained and qualified deputy with one official vehicle at locations identified in Paragraph 1 above and in accordance with the following:

- a. Tour of duty for deputies will be from March 3, 1995, until October 29, 1995. Patrols will be 8-hour shifts (excluding lunch breaks) and will be performed according to the following frequencies. Actual times of patrols will be established prior to each month and will be given to the Cooperator by the Contracting Officer's Representative.

March 3 - April 30, 1995 - Three 8-hour patrols (Fri., Sat., and Sun.)

May 3 - September 3, 1995 - Five 8-hour patrols within a 7-day period. (Including Fri., Sat., and Sun.)

September 8 - October 29, 1995 - Three 8-hour patrols (Fri., Sat., and Sun.)

In addition to the above schedule in Paragraph 3b., an 8-hour patrol will be conducted on May 29, 1995, July 3, 4, 1995, and September 4, 1995.



b. Areas "a" through "k" in Paragraph 1 shall be patrolled a minimum of once during each shift. A full 8-hour patrol is required for each shift. Mutually agreed upon exceptions may be made to this schedule to respond to unusual circumstances or conditions (i.e., foot patrols, road checks, etc.).

4. An orientation program will be conducted by Government personnel with all cooperating law enforcement personnel that patrol Government projects. At this orientation, the cooperator shall identify to the Government a person who will be the main contact person for dealings involving this agreement.

5. The Cooperator shall prepare a Daily Law Enforcement Log in accordance with Attachment No. 1. The log shall be a complete summary of findings and actions taken during patrols and completed by the person(s) performing a patrol. Large gaps in time between areas shall be explained on these logs. Completed logs must be submitted to justify claims for payment.

6. The Cooperator agrees to maintain radio communication capabilities with the Natural Resource Management personnel either by the use of agency equipment or by Government furnished equipment. The Cooperator will assume liability for any radio equipment issued by the Government that is lost or damaged due to carelessness or negligence. The Government will be responsible for the installation and maintenance of the radio equipment hand-receipted to the Cooperator.

7. Any incident occurring on public land or water which is of a serious nature or requires written documentation by the Cooperator should be reported to the Resource Manager's Office immediately or no later than the next normal work day. A written report will be submitted within 2 working days of the incident.

8. Monthly partial payments shall be made by the Government based upon the Cooperator's submittal of Attachment No. 2. Incomplete Daily Law Enforcement Logs (Attachment No. 1) and large time frames which are unexplained may result in incomplete monthly payment. The request for payment shall be submitted to the Government within 5 working days subsequent to the month requested.

#### Rate Schedule of Reimbursable Services

1. For the services in Paragraph 3 above, the Government agrees to pay the Cooperator at the rate of \$23.25 per hour. This

includes the use of the official vehicle by the Cooperator which includes overhead, utilization and operation, maintenance, and repair of such vehicle as allocated for use under the contract. Payment will not be authorized for activities not directly related to actual lake patrols without prior approval from the Corps of Engineers.

2. Estimated cost for reimbursable services is \$26,598.00 for the period indicated in 3a above (increased law enforcement services) and shall not exceed \$27,063.00. The Service Contract Act (SCA) and the Contract Work Hours and Safety Standards Act (CWHSSA), both apply to this cooperative agreement. The county agrees to pay its employees in accordance with the provision of these Acts. Accounting Classification: 96x3123 O&M General, CE, Civil, CC3691610C0006R YC.

Designated Representative

1. The following person is designated by the Government to make or receive requests for services under this agreement:

Kim Whipple, Chief Park Ranger  
U.S. Army Corps of Engineers, Hartwell Lake  
Post Office Box 278  
Hartwell, Georgia 30643-0278  
Telephone: 706/376-4788 or 803/225-3832

2. The following person is designated by the Cooperator to make or receive requests for service under this agreement:

James Singleton  
Sheriff, Oconee County  
County Mail Room  
Walhalla, South Carolina 29691

3. Payments should be made payable to Oconee County.

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Receipt is hereby acknowledged:

James Singleton  
Sheriff, Oconee Co.,  
South Carolina

1-4-95  
Date

Norman D. Cain 4 Jan '95  
Chairman, Oconee Co. Council  
Date

\_\_\_\_\_  
Resource Manager

\_\_\_\_\_  
Date



**ATTACHMENT NO. 2  
DAILY LAW ENFORCEMENT LOG  
FOR REPORTS REQUIRED UNDER THE COOPERATIVE AGREEMENT  
WITH THE U.S. ARMY CORPS OF ENGINEERS**

CONTRACTOR (COUNTY) : \_\_\_\_\_ PROJECT: HARTWELL

DEPUTIES NAME : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE	TOTAL HOURS	COST PER HOUR	TOTAL COST PER DAY
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=

GRAND TOTAL = \_\_\_\_\_

I certify that the above bill is correct and just for payment

SIGNATURE: \_\_\_\_\_

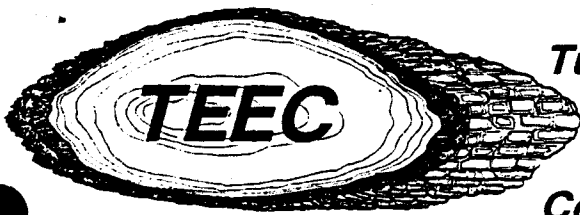
TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Tugaloo  
Environmental  
Education  
Center**

**Oconee County, South Carolina**

Ian G. Koblick  
President, MRDF

A. B. Marshall  
Director

Science Advisory Council

Dr. Lynn Altman  
Science Coordinator  
School District of Greenville County

Shelley W. Barbary, PhD  
Assistant Professor, Clemson University

James E. Mayer  
Science/Health Coordinator  
School District of Oconee County

Business Advisory Council

R. Daniel Day  
Attorney at Law

Gene Dickson  
Jantzen, Inc., Distribution Manager

Frank J. Kuhn  
Broker, ERA Central Real Estate

Alexander Rex Ramsay  
Blue Ridge Electric Cooperative

William W. Thraves  
President, W. W. Thraves Jewelers

December 30, 1994

The Honorable Members of the  
OCONEE COUNTY COUNCIL  
Walhalla, South Carolina 29691

Ladies and Gentlemen:

Attached you will find information pertaining to the request that appears on your January 3, 1995 Council agenda requesting support and consideration of our very special and unique project - Vision Quest.

I will be attending the meeting of January 3, and be happy to answer any and all questions you may have pertaining to the information found herein. I am sure that you, after reviewing the material provided, will be as enthusiastic and excited about the potential we have for forging a partnership that will benefit the young people of Oconee County and the State of South Carolina.

Due to the holiday, Monday, January 2, you may find that you need clarification prior to the meeting on Tuesday evening. Please feel free to contact me at 647-7430 anytime Monday or Tuesday. I monitor my voice-mail and will return your call . . . holiday or not!

Thanking you in advance for your consideration, review and support, I remain,

Very truly yours,

Lisa Spowers Strachan  
Governmental Affairs Director

cc: Ian Koblick  
File

**Tugaloo Environmental  
Education Center**

**Vision Quest**

***A program designed for at-risk youth in South Carolina***

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*This document is produced to show the Goals and Objective  
of the Tugaloo Environmental Education Center 's "Vision Quest"  
program and should not be viewed or received as the actual Grant Application.*

*It is solely prepared for the purpose of seeking the  
Oconee County Council's Sponsorship of said Grant,  
which must be submitted on January 9, 1994.*

**Tugaloo Environmental  
Education Center  
A Division of Marine Resources Development Foundation**

**Vision Quest  
A program designed for at-risk youth in South Carolina**

**GOAL:**

To secure funding through the State of South Carolina Department of Public Safety - Drug Control and System Improvement Grant Program for the establishment of a program to be known as "Vision Quest" (hereinafter referred to as VQ).

This program is designed to provide an alternative program for up to 2,000 young people who are currently processed under the limited programs available within the Juvenile Justice Department (JJD) of South Carolina. Said program would provide a well balanced, tightly structured program designed to act as an intervention method of dealing with 5th, 6th, and 7th grade youth. Although not adjudicated of a criminal act, these children appear to the JJD, and/or Division of Social Services (DDS), and/or state and local Courts, to be at-risk of becoming potential clients of the the criminal justice system due to unacceptable behavior, socially or within the context of the community/school and/or have been victims of neglect or abuse.

**OBJECTIVE:**

In order to implement the Vision Quest program, the Tugaloo Environmental Education Center (TEEC) which is a division of Marine Resources Development Foundation (MRDF) is requesting funding in the amount of \$650,000. MRDF is a non-profit, Tax Exempt, foundation, sanctioned by the IRS under 501 (c) 3. As such, and under the conditions of the Grant being sought, TEEC must secure the sponsorship of a "governmental body." In this case, since the facility is located within the geographical boundaries of Oconee County, South Carolina, it is only reasonable that we would seek the approval and sponsorship of the County Council. (SEE ADDENDUM A FOR FOUNDATION 'S IRS STANDING.)

In anticipation of the questions that might be raised, the following information is provided in an attempt to provide answers and a fuller understanding of this request.

**WHAT TYPE OF GRANT IS THIS?**

The grant that is being applied for is a 75%/25%, first year matching formula. TEEC is fully prepared to post the 25% required funding in the manner of a Bond. Additional year's requests will be considered after a complete review of the success rate of the 1995/1996 program.

**WHY THE "LAST MINUTE" REQUEST?**

Unfortunately, this grant was not publicly presented until November 15, 1994. Work began immediately to develop and define the program which is proposed. With the tremendous amount of legal and financial review and professional consultations required by a program of this nature, it was only finalized on December 26, 1994. Upon the arrival of the Foundation's President, Ian Koblick, further planning and implementation tactics were developed. The Grant is required in Columbia by 5 PM on January 9th, 1995.  
**NO EXCEPTIONS MADE**

continued on page 2

**WHAT IS THE PROBABILITY OF OCONEE COUNTY/TEEC BEING AWARDED THIS GRANT?**  
It is strongly felt that there is a better than even chance of this program being funded. Under the guidelines established by the State of South Carolina, South Carolina Department of Public Safety, the "Drug Control and System Improvement Program" grant (copy on file with the County Supervisor's office) the proposed program has been designed to meet the criteria of:

Section 4 - Page 4	Item 8. "Reaching High-risk Youth through Outdoor Activities."
Section 11 - Page 7	Item 3. "Changing Attitudes through Physical Adventure."
Section 18 - Page 9	Item 1. "Domestic/Family Violence Intervention."
Section 20 - Page 10	Item 1, 3, "Alternatives to Incarceration." (non-violent only) "Alternative Punishment." (non-violent only)
Section 24 - Page 11	Item: "... prevention program relating to gangs or to youth who are involved or at risk with involvement in gangs."

Vision Quest has been developed so that a multiple number of factors can be addressed.

Just one example would be the following comparison:

Johnny Smith has been picked up repeatedly for violating the community's curfew ordinances. It has also been determined that during these late evening adventures he is "hanging" with suspected members of the Crypt's (a gang of young men who are known for their tendency toward violent behavior.)

Johnny Smith has not committed a "Crime" at this point. However, he falls well within the definition of "at-risk" for becoming a community/social problem.

Law Enforcement/JJD/DDS have two options:

Send Johnny to a juvenile detention facility, funded by public taxes at a tremendous cost, for a specified period of time, which will, as statistics and studies show:

- a. Make Johnny a lot smarter in manipulating the system.
- b. Send Johnny a message that he is "no good."
- c. Make Johnny a strong candidate for the criminal justice system in the future.

OR

Send Johnny to a one week program that is designed to reestablish his self-esteem, provide him with the tools to cope with peer pressure, provide drug education and a reality-check on where his life is headed if his behavior is not changed. All of this is accomplished for approximately 1/2 the cost to taxpayers vs. the same time in a detention facility.

continued on page 3



**Tugaloo Environmental Education Center  
Vision Quest**

page 3

**WHAT WOULD THE LIABILITY TO OCONEE COUNTY BE?**

None.

The Foundation, on whose behalf the County is sponsoring this request, would agree by contract with the County, as a sub-contractor to be responsible for all monies expended by them.

**WHAT WOULD OCONEE COUNTY BE REQUIRED TO DO IN THE ADMINISTERING OF THIS GRANT?**

Within the requested funding, we have established an amount to be used for "administrative costs." This portion of the grant would be utilized by the County to establish a "liaison position" between the County and the Foundation (MRDF/TEEC.) There would be no direct cost to Oconee County or the taxpayers of Oconee County.

**WHAT BENEFIT IS THIS PROGRAM TO OCONEE COUNTY?**

Beside the obvious one, that being a facility within the community that would deal effectively with at-risk youth, the grant would further provide:

- a) A full year's salary of one Deputy to provide 20-weeks of D.A.R.E. education at TEEC.
- b) A vehicle (van), designated for use by the Sheriff's Dept. for transportation.
- c) Compensation for newly created program, "Scared Straight", to be implemented by the Oconee County Sheriff's Department.

Items (a) and (b) would amount to approximately \$60,000 in additional resources to the County, with no increase in the budget.

ADDITIONALLY - This program will create jobs and place more than a \$500,000 in to the local economy. This figure does not include additional revenues recognized by the general expansion of the TEEC facility.

**WHEN WOULD THIS PROGRAM, IF FUNDED, BEGIN:**

The grant, if awarded, would become available on July 1, 1995. With a 90-day start-up period, (i.e., staffing, fulfilling bid requirements, etc.) we would anticipate being in full operation on October 1, 1995.

**Additional Documents Provided via this package:**

Foundation Prospective / Summary of Environmental Quest - and related components  
Letters of Support for "Environmental Quest" - a secondary program being planned.

Thanking you in advance for your time and consideration of this request, I remain,

Very truly yours,

Ian Koblick  
President  
Marine Resources Development Foundation / Tugaloo Environmental Education Center

BUILDING BETTER CITIZENS THROUGH ENVIRONMENTAL EDUCATION  
(EQ)  
ENVIRONMENTAL QUEST

INTRODUCTION

The Environmental Quest (EQ) program was developed to help reduce the number of high school dropouts by working with at-risk students in their elementary school years. In this program the at-risk students will develop their personal ability to make decisions with thought-out consequences. This activity will be carried out in a unique mountain environment, using nature as a stimulus for self-awareness, an understanding of man's relationship with nature and natural systems. It is hoped that this awareness will stimulate an attitude of responsibility and a desire for continuing education. A higher percentage of high school graduates is critical for the long-term, social and economic well-being of the community.

PROGRAM NEED

During the 1991-1992 school year, 284,764 students attended the public school system in the state of South Carolina. Almost 45% of these students were eligible to receive free or reduced lunches, due to the socioeconomic standard of living of their families, (one of the major determinants of students in at-risk situations). One in three (or as many as 42,193) of these at-risk students may never graduate from high school. These dropouts may find it more difficult to compete for available jobs than those with high school degrees, and are more likely to become society-dependent. Although we cannot change the economic standards of these families, we can hope to change the social attitudes of the at-risk children, by providing the necessary inspiration to keep them focused throughout their high school years. Children are not born with morality, ethics and pride - this must be achieved through education, and this program is designed to stimulate that process.

Recent studies by Dr. Edward O. Wilson of Harvard University and Dr. Stephen R. Kellert of Yale University have indicated that man is genetically linked to the natural environment, and depravation of this natural environment may lead to undesirable social behavior. The at-risk student is particularly vulnerable to the development of such behavior. Students who are trapped in an urban development and have little contact with nature are equally at-risk as those students who are secluded in a remote rural area and have little social interaction. The "Environmental Quest (EQ)" program offers an opportunity to change the behavior and attitudes of the at-risk students, therefore increasing their chances of finishing high school and becoming a better citizens.

## PROGRAM DESIGN

The Tugaloo Environmental Education Center (TEEC), located in Oconee County, South Carolina, has developed the EQ program, targeted for at-risk students from both urban and rural areas in Greenville County. The EQ program will provide a three-day residential, environmental educational experience aimed at improving the social behavior of 5th grade at-risk students. TEEC's unique mountain setting, physical layout, and program content emphasize the importance of man and nature co-existing in harmony. After this 3-day immersion experience, students will return to the classroom with an appreciation for their unique ability to understand man's relationships with nature, and the importance of coexistence between the two. This awakening to one's personal capability to understand is the key to positive changes in social behavior, decreasing the dropout rate of these at-risk students.

## PROGRAM CONTENT

During the three-day EQ Program, TEEC will teach "citizenship skills" - a combination of natural sciences, social sciences and civic responsibility. Teaching the students to develop the use of their natural senses - sight, sound, smell and touch, - will help them to better understand their surroundings and will enhance their self-image. An understanding of these processes will build an appreciation of how they can prepare themselves to be better citizens and workers in tomorrow's job place.

Important aspects of the program include: the awakening of the senses, all too often neglected in our modern society; the interconnectedness and interdependence of people and the natural world; and the need to respect and understand our environment and one another. For these reasons, the curriculum is modeled after a biology course with an environmental theme called "BioCom", short for Biology in the Community, which is being developed by high school and college biology educators and research biologists from across the country under a Clemson University National Science Foundation Grant. The TEEC curriculum includes the biological aspects of ecology, geography, geology, physics (energy flow), cultural history, mathematics and language arts. (See attached Program Schedule)

## PLAN OF MANAGEMENT FOR EQ GRANT

Objective	Activities	Personnel	Time Schedule
1. Identify and select 2 classes to participate in EQ	1) Identify targeted at-risk population. 2) Invite eligible classes to apply for EQ program. 3) Select 2 classes (up to 64 students) to participate.	Lynn Altman	12/1/94 - 2/30/95
2. EQ program at TEEC	Students participate in a 3 day environmental curriculum.	A.B. Marshall and TEEC staff	March 1995
3. Community Responsibility	1) Identify local environmental issues. 2) Class selects an issue they wish to explore in depth. 3) Class uses techniques learned at TEEC to impact the chosen issue.	DHEC, DNR, Cooperative Extension Service  Class Teacher  Visions for Youth Program	4/1/95  4/15/95  4/15 - 5/15/95
4. Assessment	1) Administer pre and post tests for knowledge and attitudes. 2) Compare grades, absences, changes in behavior, group involvement	A.B. Marshall  Class Teacher/A.B. Marshall	March 1995  5/15 - 30/95
5. Data Analysis	Compare tests and other discriminators pre and post exposure to EQ program	A.B. Marshall	1995

## PROGRAM EVALUATION AND COMMUNITY SUPPORT - LONG AND SHORT TERM

Evaluation, follow-up and reinforcement is an integral part of the EQ Program. Upon arrival at TEEC, a survey will be administered to assess the knowledge and attitudes of the students toward environmental concepts. At the conclusion of the three day program, students will be reevaluated. In coordination with the "Save the Children" and "Visions for Youth" partnership program in South Carolina (both affiliates of Clemson University and South Carolina State University), a community/school outreach program is being developed as ongoing follow-up to this program.

Various agencies (Department of Health and Environmental Control -DHEC, Department of Natural Resources-DNR, Clemson Extension Service) have agreed to serve as an information resource that will assist the outreach efforts through a concept called "service learning". Service learning enhances what is taught in the classroom through the application in real-life community situations. This form of community involvement allows students to learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs and that are coordinated in collaboration with the school and community.

The EQ project is a critical part of the mission of the HUB concept of the South Carolina Math & Science Systemic Initiative, which seeks to link non-formal science centers such as ours, colleges and universities, public and private agencies, and the business community to enrich the public education system. As a member of the advisory board of the Anderson - Oconee - Pickens HUB, TEEC would request that EQ become part of the state HUB information network. Our program could then be distributed and set up at other locations throughout the state through the HUB.

TEEC's staff, having a wide variety of degrees and backgrounds in education, biology, and environmental sciences, will instruct the students. The "Visions for Youth" and "Save the Children" organizations will manage the outreach program.

### TEEC FACULTY

A.B. Marshall - A.B. attended the College of Charleston, Austin Peay State University and The Citadel, with majors in mathematics and English, and received a M.S. in Endocrine Physiology from the Medical University of South Carolina. He is an experienced naturalist/interpreter, as well as a wildlife rehabilitator. A.B. has been actively involved with the Boy Scouts of America, has received the Charleston County Schools Distinguished Volunteer award for his service to public education, and has also served on the Trident Chamber of Commerce Education Committee and Public Education Foundation. He is a facilitator for Project Wild, Aquatic Wild and Project Learning Tree and a certified Emergency Medical Technician.

Timothy Lee - Tim earned his Bachelors Degree in Secondary Science Education (Biology) from Clemson University. Tim was a consultant to The Army Corps of Engineers and is a member of the Lake and Watershed Association of South Carolina. He is a Research Assistant at Clemson's Aquatic Botany Lab, studying the ecology and physiology of aquatic plants. Tim is also a member of NALMS (North American Lake Management Society) and the South Carolina Aquatic Plant Management Society.

Robert Gudger, Jr. - Bob graduated from North Carolina State University with a B.S. in Wildlife Biology and also a B.S. in Animal Husbandry and Pre-Veterinary Science. Bob spent over 20 years with the Duke Power Company as an Environmental Health Supervisor for Lakes Keowee and Jocassee. He is associated with both the South Carolina and North Carolina Wildlife Association, has co-founded the Oconee County Humane Society and the Keep Oconee Beautiful Association, and is actively involved with the Boy Scouts of America.

Theodora Shuler - Teddy earned a Bachelor of Arts from the Baptist College at Charleston, and a Master of Arts in Teaching from The Citadel. She is a member of the Elementary Science Leadership Program, is a Project Wild and Project Learning Tree facilitator, and was named Teacher of the Year in 1991 at Tamassee Elementary School in Oconee County. She has taught school in Oconee County since 1984, and has recently developed an Outdoor Ecology Lab at Tamassee Elementary School.

Edward Shuler, Jr. - Ned earned his Bachelor of Science from the College of Charleston, and a Master of Arts in Teaching from The Citadel. He is currently the chairman of the Science Department at Tamassee-Salem High School in Oconee County, is a trained facilitator for Project Wild, Project Aquatic Wild and Project Learning Tree, is a Sponsor of the South Carolina Junior Academy of Science, and is Vice-President of the Environmental Education Association of South Carolina.

David Strickland - Dave holds a Bachelor of Science in Marine Biology from the College of Charleston, with a minor in Environmental Science. Dave has worked on various projects with the U.S. Forest Service at the Piedmont National Wildlife Refuge, the Sumter National Forest, and the Savannah River Site in Aiken, South Carolina. He is also an avid white water kayaker and certified SCUBA diver.

#### THE TEEC FACILITY

TEEC's unique location on the southernmost beginning of the Appalachian mountain chain in South Carolina offers students the opportunity to explore the singular ecology of North America's only temperate rain forest. The mixed deciduous forests of the southern Appalachians are one of only three such forests in the world. The rich diversity of plant and animal species found there is akin to taking a walk from South Carolina to Canada. Many

species, which were carried southward from northern climes before the advancing glaciers, found refuge in the small Appalachian coves. Here they became the basis of the many unusual communities that are found throughout these ancient mountains.

TEEC facilities are situated in a 150 acre privately-owned valley, bordered by the Sumter National Forest to the east, and to the west by the Tugaloo River and the Chatahoochee National Forest. Above the Sumter and Chatahoochee National Forest sits the Nantahala National Forest, which is ultimately crowned by the Great Smokey Mountains National Park. This 2.1 million acres of land in the public trust, the largest expanse of its kind east of the Mississippi, is TEEC's "backyard."

TEEC operates two 28-foot pontoon boats that are floating laboratories for the exploration of nearby river and lake ecosystems. Each boat can accommodate 15 students, one chaperone and a field instructor who guides the group in the many activities involved in watershed assessment. The unique placement of the Tugaloo River between the dams and lakes of the Savannah River system provides a fascinating setting for exploration of one of South Carolina's most pristine riparian areas.

To supplement the field instruction, a large outdoor meeting area, an indoor classroom and an indoor theater/lecture area are used for orientation and discussions associated with the day's activities. More intimate presentations often take place around a roaring fire in the Lodge's stone fireplace or TEEC's outdoor fire pit. A library contains reference materials, a VCR and slide and overhead projectors for group presentations.

In addition to the meeting places, outdoor laboratories are used for hands-on sessions. The wet lab contains materials for water quality and soil analysis. The outdoor biology lab is equipped with dissecting and compound microscopes, glassware, collecting materials and reference specimens.

Our carpeted and heated/air conditioned dormitory sleeps 88 people, with separate rooms for teachers and chaperones. Each 16 person dorm room has its own bathroom. Additional accommodations are available in the main Lodge. Students must provide their own bed linens or sleeping bag and pillow.

Meals are served cafeteria style in the main Lodge. The eating area also serves as a meeting area for various presentations and social functions. A small gift shop in the Lodge building sells tee shirts, local crafts, educational and nature related materials and sundries. Proceeds from sales help to purchase program materials.

The TEEC facility is conveniently located 10 miles from Toccoa, Georgia, where medical services and shopping are available. Clemson University is 35 miles to the southeast and Atlanta is 85 miles to the southwest.

## THE FOUNDATION

Marine Resources Development Foundation (MRDF) is a non-profit education and research entity that has been active in education, ocean science and technology development since 1970. Under the direction of Ian G. Koblick, the Foundation has worked with the governments of Puerto Rico, the Virgin Islands, Brazil, Costa Rica, Italy, Vietnam and numerous other countries to establish resource management and development projects.

The Foundation moved its headquarters to its present location in Key Largo, Florida in 1985. MRDF has developed MarineLab, the only underwater classroom in the world, and has presented marine environmental education and technology programs to more than 20,000 students from ages 8 to 80. MRDF has realized that if we are to maintain our essential water resources, we must understand and protect them long before they reach the ocean. Therefore, in April of 1992, MRDF opened the TEEC facility in northern Oconee County, South Carolina. TEEC now serves as a "cutting edge" teaching and learning facility for students, educators and interested adults, emphasizing mountain ecosystems, freshwater ecology and their relationships to our everyday lives.



**STATE OF SOUTH CAROLINA  
SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY**

**DRUG CONTROL AND SYSTEM IMPROVEMENT PROGRAM GRANT APPLICATION**

11/94

**FOR STATE FUNDING AGENCY (SFA) USE ONLY**

Grant #: \_\_\_\_\_ Award Date: \_\_\_\_\_ Org. Type \_\_\_\_\_ Adv/Reimb: \_\_\_\_\_  
 Prior Grant #1: \_\_\_\_\_ #2: \_\_\_\_\_ #3: \_\_\_\_\_ #4: \_\_\_\_\_  
 Pre-App #: \_\_\_\_\_ Agency Code: \_\_\_\_\_ Monitor Code: \_\_\_\_\_;  
 Fiscal Year: \_\_\_\_\_ Fund Type: \_\_\_\_\_ Fund Year: \_\_\_\_\_ Program Area: \_\_\_\_\_

**TO BE COMPLETED BY PROJECT DIRECTOR -- SEE INSTRUCTIONS**

1. District #: \_\_\_\_\_ County #: \_\_\_\_\_ 2. Grant Period:  
 County Name: \_\_\_\_\_ Begin: \_\_\_\_\_ End: \_\_\_\_\_

3. Project Title: \_\_\_\_\_

4. Project Summary: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Type of Application (Check Applicable Line)

A. \_\_\_\_\_ Initial \_\_\_\_\_ Continuation B. Year of Funds: \_\_\_ 1st \_\_\_ 2nd \_\_\_ 3rd \_\_\_ 4th \_\_\_ 5th  
 \_\_\_\_\_ Revision C. \_\_\_\_\_ Advance \_\_\_\_\_ Reimbursable

6. A. Organization Type: (Check Applicable Line)

\_\_\_\_\_ State \_\_\_\_\_ City \_\_\_\_\_ County  
 \_\_\_\_\_ Other (Specify): \_\_\_\_\_

B. U.S. Congressional District: \_\_\_\_\_

7. Name and Address of Implementing Agency:

10 Digit Zip: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**COMPLETE PAGES 2 - 4 BEFORE COMPLETING THIS SECTION**

8. BUDGET: USE WHOLE DOLLARS ONLY! (For Example: \$1,500 NOT \$1,500.00)

A. BUDGET CATEGORIES	<u>GRANTOR</u>	<u>AGENCY MATCH</u>	<u>TOTAL</u>
Personnel <u>A321</u>	_____	_____	_____
Consultants <u>A331</u>	_____	_____	_____
Travel <u>A341</u>	_____	_____	_____
Equipment <u>A351</u>	_____	_____	_____
Renovation/Constr. <u>A361</u>	_____	_____	_____
Other <u>A371</u>	_____	_____	_____
<b>TOTAL:</b>	_____	_____	_____

B. PERCENTAGE: \_\_\_\_\_ % \_\_\_\_\_ % 100 %

9. APPROPRIATION OF NON-GRANTOR MATCHING FUNDS: \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ City

\_\_\_\_\_ Other (Explain): \_\_\_\_\_

BUDGET DETAILS

Grant Number: \_\_\_\_\_

COMPLETE PAGES 3 AND 4 BEFORE COMPLETING THIS PAGE

USE WHOLE DOLLARS ONLY

PERSONNEL (Note: Combine Fringe Benefits with Salary)

Description	Detail Code	Quantity	Grantor Amount
A421 _____	_____	_____	.00
A421 _____	_____	_____	.00
A421 _____	_____	_____	.00
A421 _____	_____	_____	.00
A421 _____	_____	_____	.00
A421 _____	_____	_____	.00
* PERSONNEL TOTAL			.00

EQUIPMENT

Description	Detail Code	Quantity	Grantor Unit Cost	Grantor Total Cost
A451 _____	_____	_____	.00	.00
A451 _____	_____	_____	.00	.00
A451 _____	_____	_____	.00	.00
A451 _____	_____	_____	.00	.00
A451 _____	_____	_____	.00	.00
A451 _____	_____	_____	.00	.00
* EQUIPMENT TOTAL (Multiply each unit price by the quantity)				.00

OTHER

Description	Detail Code	Grantor Amount
A471 _____	_____	.00
A471 _____	_____	.00
A471 _____	_____	.00
A471 _____	_____	.00
A471 _____	_____	.00
A471 _____	_____	.00
* OTHER TOTAL		.00

\* TOTAL AMOUNT MUST AGREE WITH THE GRANTOR AMOUNT ON PAGE 1

CATEGORIES	GRANTOR	MATCHING FUNDS		TOTAL
		CASH	IN-KIND	
<b>I. PERSONNEL</b> <b>A. SALARIES:</b> <u>Position Title</u> <u>Annual Salary Rate</u> X <u>% Time On Project</u>			N/A	
<b>TOTAL SALARIES:</b>			N/A	
<b>B. FRINGE BENEFITS, EMPLOYER PORTION:</b> (Itemize - i.e., FICA, Work. Comp., Retirement, etc.) <u>Description</u> <u>% Or Rate</u> X <u>BASE</u> FICA Retirement Health Insurance Workers Compensation Unemployment Ins. Other: _____ _____			N/A	
<b>TOTAL FRINGE BENEFITS:</b>			N/A	
<b>TOTAL PERSONNEL: (Salaries + Fringe)</b>			N/A	
<b>II. CONTRACTUAL SERVICES: (Describe)</b>			N/A	
<b>TOTAL CONTRACTUAL SERVICES:</b>			N/A	
<b>III. TRAVEL: (Itemize - include mileage, airline cost, lodging, food)</b>			N/A	
<b>TOTAL TRAVEL:</b>			N/A	

CATEGORIES	GRANTOR	MATCHING FUNDS		TOTAL
		CASH	IN-KIND	
IV. EQUIPMENT: (Itemize - Do Not Use Brand Names. Include purchased items costing \$300 or more. Do NOT include leased or rented items.)			N/A	
<b>TOTAL EQUIPMENT:</b>			N/A	
V. RENOVATIONS/CONSTRUCTION: (Describe) NOTE: Construction projects are prohibited except when facilities to be constructed are State Correctional Institutions. (Planning funds for local facilities are allowable.)			N/A	
<b>TOTAL RENOVATIONS/ CONSTRUCTION:</b>			N/A	
VI. OTHER: (Itemize - see instructions)			N/A	
<b>TOTAL OTHER:</b>			N/A	
<b>TOTAL PROJECT COST:</b>			N/A	

## BUDGET NARRATIVE

Page 5

**BUDGET DESCRIPTION:** Explain exactly how each item listed in your budget will be utilized. It is important that the necessity of these items, as they relate to the operation of the program, be established. (e.g., Travel – \$525: 2500 miles at \$.21 per mile for drug enforcement officer; Rent – \$1,500: 150 square feet of office space for drug enforcement officer at \$10 per square foot.)

**ACCEPTANCE OF AUDIT REQUIREMENTS**

We agree to have an audit conducted in compliance with OMB Circular A-128 or OMB Circular A-133 or in compliance with generally accepted accounting principles in accordance with the Government Auditing Standards, whichever is applicable. We will forward for review and clearance a copy of the completed audit(s), including the management letter if applicable, to:

Ms. Carol S. Pappas, Supervisor  
Accounting - Grants  
S. C. Department of Public Safety  
1205 Pendleton Street, Room 440A  
Columbia, South Carolina 29201-3740

The following is information on the next organization-wide audit which will include this agency:

1. \*Audit Period: Beginning \_\_\_\_\_ Ending \_\_\_\_\_
2. Audit will be submitted to Accounting - Grants by : \_\_\_\_\_  
(Date)

**NOTE:** The audit must be submitted to Accounting - Grants, S. C. Department of Public Safety, no later than the tenth month after the end of the audit period.

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular A-128 or OMB Circular A-133 or in compliance with generally accepted accounting principles in accordance with the Government Auditing Standards, whichever is applicable.

Any information regarding the OMB Circular audit requirements will be furnished by Accounting - Grants, S. C. Department of Public Safety, upon request.

**\*NOTE:** The Audit Period is the organization's fiscal or calendar year to be audited.

**Failure to complete this form will result in your grant award being delayed and/or cancelled.**

**PROBLEM STATEMENT:** First, define the problem exactly as it exists in your particular community. Describe the nature and magnitude of the problem using valid, updated statistical data, and cite the source and date of your information. Prior data may be used to show changes in the magnitude or severity of the problem. Remember to document the problem and **not** the symptoms or solutions of the problem. Second, identify your existing efforts, current resources and programs being utilized to deal with the problem.

PROJECT PURPOSE: First, describe the broad goals of your project. Then describe a specific plan for conducting the project and a rationale for the tasks and activities to be employed to address the problem outlined on Page 7.



**PROJECT OBJECTIVE(S):** Objectives are specific, quantified statements of expected results of the project. The objectives must be described in terms of measurable events that can be realistically expected under time constraints and resources. Objectives must be related to the Problem Statement and Project Purpose outlined on Pages 7 and 8.

PERFORMANCE INDICATOR(S): State exactly how each objective will be measured. Performance indicators must be matched to each specific program objective outlined on Page 9 (i.e., if there are 5 objectives, then there must be 5 corresponding performance indicators). Performance indicators are based on quantitative (numbers) and qualitative (opinions organized in meaningful ways) data gathering procedures which evaluate and document your project.

Blank area for writing performance indicators.

**PROJECT EVALUATION:** This requirement is to: (1) establish an evaluation plan or process to assess the impact of your project on the drug and violent crime problem in your jurisdiction, (2) conduct the evaluation during the grant funded period, and (3) submit a formal written evaluation report at the close of the grant period. The purpose of evaluating each project is to assess how well it has been implemented in your jurisdiction and to assess the extent to which the activities funded have achieved the project's goals. The plan or process must describe how the evaluation will be accomplished and must describe the range of activities that will serve as vehicles for obtaining general qualitative and specific quantitative information. The plan or process must be completed and submitted as Page 11 of this grant application. The completed evaluation report must be received in the Office of Safety and Grant Programs not later than 30 days after the end of the grant funding period. The results of the completed evaluation report should be a major basis on which to modify and improve the project's goals and objectives to more effectively address the drug and violent crime problem in your jurisdiction as they effect your subsequent grant funded projects. The modifications should be appended to the completed evaluation report.

**PROGRAM NARRATIVE**

**TOTAL PROJECT AREA POPULATION:** Provide the most current population figures for the area served by this project. The population of the project area may be larger than the population of the recipient unit of government (e.g., the project is a multi-jurisdictional effort) or smaller (e.g., the project targets a specific segment of the jurisdiction). Cite the source of the information presented.

Total population for county(ies): \_\_\_\_\_ or city/town: \_\_\_\_\_

Cite source of information: \_\_\_\_\_

**FOR D.A.R.E. PROJECTS ONLY:** Data for schools served by D.A.R.E. Project.

<u>School Name</u>	<u>Name of School District</u>	<u>Number of Core Curriculum Grade Classes</u>	<u>Grade Level of Core Curriculum Classes</u>	<u>Number of Students to be Taught Core Curriculum</u>	<u>Grade Levels being Targeted for Visitation Lessons</u>	<u>Number of Students being Targeted for Visitation Lessons</u>

Cite source of school information: \_\_\_\_\_

**GRANT-FUNDED PERSONNEL TRAINING:** A formal training plan should be prepared for grant-funded personnel to provide qualification training necessary to adequately implement the first year of the grant project. For continuation grant projects, sustainment training needs are encouraged and expected. Cite the training plan and training courses.

- a. Implementation Training (First year only): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- b. Sustainment Training (2nd & 3rd year projects only): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROJECT CONTINUATION POTENTIAL:** Explain how the project activity will be continued after federal assistance is no longer available.

Implementation Tasks	Person Responsible	Implementation Proposed Time Frame				Implementation Actual Time Frame (Date)			
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr

The implementation schedule is intended to give our office a proposed list of activities planned, when they are to be implemented, and the person responsible. Exact dates are not necessary in the "Implementation Proposed Time Frame" Section. Please use an "X" to denote which quarter you plan to implement the activity. Use this schedule to report changes in your proposed Implementation Schedule and to provide evidence of actual implementation (progress) during monitoring visits. NOTE: "1st Quarter" means 1st Quarter of the grant period.

**NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION**

**Availability of Federal Funds:** This grant award is contingent upon availability of federal funds approved by Congress.

2. **Applicable Federal Regulations:** The Subgrantee must comply with the Office of Management and Budget (OMB) Circulars, as applicable: A-21 Cost Principles for Educational Institutions; A-87 Cost Principles for State and Local Governments; A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions; and, A-122 Cost Principles for Non-Profit Organizations. Also, the Subgrantee must comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part II, Applicability of Office of Management and Budget Circulars; Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 42, Non-discrimination Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Part 66 (formerly OMB Circular A-102), Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
3. **Allowable Costs:** The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable OMB Circulars referenced above.
4. **Audit Requirements:** The subgrantee agrees to comply with the requirements of OMB Circular A-128 or OMB Circular A-133, as applicable. Further, records with respect to all matters covered by this grant shall be made available for audit and inspection by the State Funding Agency (SFA) and/or any of their duly authorized representatives. The audit report must specifically cite that the report was done in accordance with the applicable OMB Circular.
5. **Equal Employment Opportunity:** No person shall on the grounds of race, creed, color or national origin, be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under subgrants awarded pursuant to the Act governing these funds or any project, program, activity or subgrant supported by such requirements of Title VI of the Civil Rights Act of 1964, and all applicable requirements pursuant to the regulations of the Department of Commerce (Title 15, Code of Federal Regulations, Part 8, which have been adopted by the Federal Funding Agency); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Labor Regulations 41 CFR Part 60; and the Department of Justice Non-Discrimination Regulations 28 CFR Part 42, Subparts C, D, E and G. The subgrantee must therefore ensure it has a current Equal Employment Opportunity Program (EEOP) which meets the requirements of 28 CFR 42.301. The Subgrantee further agrees to post in a conspicuous place, available to all employees and applicants for employment, notices setting forth the provisions of The EEOP, as supplemented in Department of Labor Regulations 41 CFR Part 60.

The Subgrantee assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will immediately forward a copy of the findings to the SFA.

6. **Conflict Of Interest:** Personnel and other officials connected with this grant shall adhere to the requirements given below:
  - a. **Advice:** No official or employee of a state or unit of local government or of nongovernment grantees/subgrantees shall participate personally through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, grant, cooperative agreement, claim, controversy, or other particular matter in which these funds are used, where to his knowledge he or his immediate family, partners, organization other than a public agency in which he is serving as officer, director, trustee, partner, or employee or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment, has a financial interest.
  - b. **Appearance:** In the use of these grant funds, officials or employees of state or local units of government and nongovernmental grantees/subgrantees shall avoid any action which might result in, or create the appearance of:

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

- 1) Using his or her official position for private gain;
  - 2) Giving preferential treatment to any person;
  - 3) Losing complete independence or impartiality;
  - 4) Making an official decision outside official channels; or
  - 5) Affecting adversely the confidence of the public in the integrity of the government or the program.
7. **Bonding:** It is strongly recommended that all officials identified on this grant who have authority to obligate, expend or approve expenditures be bonded for an amount no less than the total amount of the grant, including match.
8. **Non-Supplanting Agreement:** The subgrantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the subgrantee must stop charging the grant for the new position. Upon filling the vacancy, the subgrantee may resume charging for the grant position.
9. **Project Implementation:** The Subgrantee agrees to implement this project within ninety days following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of project implementation must be detailed in the first quarterly report.
10. **Written Approval of Changes:** Any changes to this subgrant, which are mutually agreed upon, must be approved, in writing, by the SFA and shall be incorporated in written amendments to this grant. This procedure for changes to the approved subgrant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application.
11. **Contract Approval Requirements:** The Subgrantee must receive approval of all contract agreements for services and products from the SFA prior to execution. The contract will require review and approval by appropriate staff. Every contract will identify by name all researchers, agents or vendors providing the service or product stipulated. If written approval of the contract is given, an executed copy of the contract must be submitted to the SFA prior to payment or within 30 days of signature, whichever comes first.
- In addition to the above requirements, consultant contractors (both individual and consulting firm) will be required to file quarterly progress and fiscal reports. Such reports will include an accounting of all financial transactions completed during the reporting period as well as a description of the actual services provided. Final progress, narrative and fiscal reports will be required within 30 days after the completion of the contract. The final fiscal report must contain a complete accounting of financial transactions for the entire contract period. In the final narrative report, the contractor must provide a specific statement as to the total services or products provided under the terms of the contract.
12. **Individual Consultants:** Billings for consultants who are individuals must include at a minimum: a description of services; dates of services; number of hours services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates, not to exceed the maximum of \$150.00 per day.
13. **Dual Employment Compensation:** Dual employment compensation must be approved by the SFA prior to contracting with consultants. An appropriate dual employment compensation form must be completed and submitted to the SFA.
14. **Sole Source Contracts:** Use of sole source contracting is discouraged. Sole source contracts will be awarded only under exceptional circumstances and must follow precisely the procedure set forth in the South Carolina Consolidated Procurement Code. All sole source contracts will require the explicit prior written approval of the SFA.

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

15. **Bidding Requirements:** The subgrantee must comply with proper competitive bidding procedures as required by 28 CFR Part 66 (formerly OMB Circular A-102) or OMB Circular A-110, as applicable.

On any items, including those bid in the aggregate, whose total cost is less than \$1,500, the bids do not have to be submitted to the SFA for review and approval; but, adequate documentation must be maintained in the subgrantee's files.

On any items, including those bid in the aggregate, whose total cost is \$1,500 or more, bids must be submitted to the SFA for review and approval prior to acceptance of any bid. Provide the following information:

- a. A copy of all bids submitted
- b. The criteria used for selection
- c. The bid selected
- d. If other than low bid selected, provide justification.

When only one responsive bid is received, you must process the bid as sole source. This includes state agencies.

16. **Travel Costs:** Travel costs must comply with the agency's regulations. In the absence of agency regulations, travel costs must not exceed the rate set by state regulation, a copy of which is available upon request.

17. **Rental Cost:** The Subgrantee must request approval, in writing, when:

- a. The total rental space requirement, including space for files, conference, mail, supply, reproduction and storage rooms, is in excess of 150 square feet per employee. Space required for intermittent and/or part-time employees may be included in the space requirement.
- b. The rental charge exceeds \$10 monthly per square foot. The subgrantee must certify in writing that the requested rental charge is consistent with the prevailing rates in the local area and shall maintain documentation in its files to support such a determination.

18. **Obligation of Grant Funds:** Grant funds may not, without advance written approval by the SFA be obligated prior to the effective date or subsequent to the termination date of the grant period. No obligations are allowed after the end of the grant period, and the final request for payment must be submitted no later than 45 days after the end of the grant period.

19. **Utilization and Payment of Grant Funds:** Funds awarded are to be expended only for purposes and activities covered by the subgrantee's approved project plan and budget. Payments will be adjusted to correct previous overpayments and disallowances or under payments resulting from audit.

Claims for reimbursement must be submitted no more frequently than once a month and no less than once a quarter. Grants failing to meet this requirement, without prior written approval, are subject to cancellation.

20. **Recording and Documentation of Receipts and Expenditures:** Subgrantee's accounting procedures must provide for accurate and timely recording of receipt of funds by source, of expenditures made from such funds, and of unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the subgrant activities are for allowable purposes. Additionally, effective control and accountability must be maintained for all grant cash, real and personal property, and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.

21. **Reports:** The subgrantee shall submit, at such times and in such form as may be prescribed, such reports as the SFA may reasonably require, including quarterly financial reports, progress reports, final financial reports and evaluation reports.

22. **Program Income:** All program income generated by this grant during the project period must be reported to the SFA quarterly (on the quarterly fiscal report) and must be put back into the project or be used to reduce the grantor participation in the program. The use or planned use of all program income must have prior written approval from the SFA.



NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

23. **Retention of Records:** Records for non-expendable property purchased totally or partially with grantor funds must be retained for three years after its final disposition. All other pertinent grant records including financial records, supporting documents and statistical records shall be retained for a minimum of three years after the final expenditure report. However, if any litigation, claim or audit is started before the expiration of the three year period, then records must be retained for three years after the litigation, claim or audit is resolved.
24. **Property Control:** Effective control and accountability must be maintained for all personal property. Subgrantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Subgrantees should exercise caution in the use, maintenance, protection and preservation of such property.
- a) **Title:** Subject to the obligations and conditions set forth in 28 CFR Part 66 (formerly OMB Circular A-102), title to nonexpendable property acquired in whole or in part with grant funds shall be vested in the subgrantee. Non-expendable property is defined as any item having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.
- b) **Property Control Record Form:** At the time the final request for payment is submitted, the subgrantee must file with the SFA a copy of the Property Control Record Form (provided by the SFA) listing all such property acquired with grant funds. The subgrantee agrees to be subject to a biennial audit by the SFA and/or its duly authorized representatives for verification of the information contained in the Property Control Record Form.
- c) **Use and Disposition:** Equipment shall be used by the subgrantee in the program or project for which it was acquired as long as needed, whether or not the program or project continues to be supported by federal funds. When use of the property for project activities is discontinued, the subgrantee shall request, in writing, disposition instructions from the SFA prior to actual disposition of the property. Theft, destruction, or loss of property shall be reported to the SFA immediately.
25. **Performance:** This grant may be terminated or fund payments discontinued by the SFA where it finds a substantial failure to comply with the provisions of the Act governing these funds or regulations promulgated, including those grant conditions or other obligations established by the SFA. In the event the subgrantee fails to perform the services described herein and has previously received financial assistance from the SFA, the subgrantee shall reimburse the SFA the full amount of the payments made. However, if the services described herein are partially performed, and the subgrantee has previously received financial assistance, the subgrantee shall proportionally reimburse the SFA for payments made.
26. **Deobligation of Grant Funds:** All grants must be deobligated within forty-five (45) days of the end of the grant period. Failure to deobligate the grant in a timely manner will result in an automatic deobligation of the grant by the SFA.
27. **Project Evaluation Report:** The formal written evaluation report must be received by the SFA not later than 30 days after the end of the grant funding period. The report is in addition to the cumulative Fourth Quarter (Final) Progress Report also due 30 days after the end of the grant funded period.
28. **Copyright:** Except as otherwise provided in the terms and conditions of this grant, the subgrantee or a contractor paid through this grant is free to copyright any books, publications or other copyrightable materials developed in the course of or under this grant. However, the federal awarding agency and/or state funding agency (SFA) reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government and/or SFA purposes:
- (a) the copyright in any work developed under this grant or through a contract under this grant; and,  
(b) any rights of copyright to which a subgrantee or subcontractor purchases ownership with grant support. The federal government's rights and/or the SFA's rights identified above must be conveyed to the publisher and the language of the publisher's release form must ensure the preservation of these rights.
29. **Cash Depositories:** Subgrantees are required to deposit grant funds in a federally insured banking institution, and the balance exceeding insurance coverage must be collaterally secured.

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

- Furniture Purchase Requirements:** The SFA requires that furniture funded by the grant (both grantor and match) be purchased through the South Carolina Department of Corrections, Prison Industries Program (PI). The subgrantee may purchase grant funded furniture through another vendor only if, (a) PI is unable to guarantee delivery within eight (8) weeks of the placement of the order, or (b) the subgrantee receives a bid for furniture of equal or higher specifications for less than the PI cost. If (a) or (b) is utilized, the Project Director or Authorized Official must certify this process. The certification must accompany the Request for Payment for the applicable items. Regardless of purchase source, the PI cost will be the maximum allowed the grant. The maximum limit applies to Grantor funds and Match funds and any combination of the two. The subgrantee should contact a customer services representative at PI at 1-800-922-8121.
31. **Americans with Disabilities Act of 1990 (ADA):** The subgrantee must comply with all requirements of the Americans with Disabilities Act of 1990 (ADA), as applicable.
32. **Compliance With Section 504 Of The Rehabilitation Act of 1973 (Handicapped):** All recipients of federal funds must comply with Section 504 of the Rehabilitation Act of 1973 (The Act). Therefore, the federal funds recipient pursuant to the requirements of The Act hereby gives assurance that no otherwise qualified handicapped person shall, solely by reason of handicap be excluded from the participation in, be denied the benefits of or be subject to discrimination, including discrimination in employment, in any program or activity that receives or benefits from federal financial assistance. The recipient agrees it will ensure that requirements of The Act shall be included in the agreements with and be binding on all of its subgrantees, contractors, subcontractors, assignees or successors.
33. **Utilization of Minority Businesses:** Subgrantees are encouraged to utilize qualified minority firms where cost and performance of major contract work will not conflict with funding or time schedules.
34. **Confidential Information:** Any reports, information, data, etc., given to or prepared or assembled by the subgrantee under this grant which the SFA requests to be kept confidential shall not be made available to any individual or organization by the subgrantee without prior written approval of the SFA.
35. **Political Activity:** None of the funds, materials, property or services provided directly or indirectly under this contract shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office, or otherwise in violation of the provisions of the "Hatch Act".
36. **Debarment Certification:** The subgrantee must comply with Federal Debarment and Suspension regulations by requiring completion of "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion — Lower Tier Covered Transactions" by subrecipients prior to entering into a financial agreement with the subrecipients for any transaction as outlined below:
- a. Any procurement contract for goods and services, regardless of type, expected to equal or exceed the Federal procurement small purchase threshold (currently \$25,000).
  - b. Any procurement contract for goods and services, regardless of amount, under which the subrecipient will have a critical influence on or substantive control over the transaction.
- The subgrantee is responsible for monitoring the submission and maintaining the official document.
37. **Drug-Free Workplace Certification:** This Certification is required by the S. C. Drug-Free Workplace Act #593 of 1990 and federal regulations implementing the Federal Drug-Free Workplace Act of 1988. The federal regulations, published in the January 31, 1989 Federal Register, require certification by state agency subgrantees that they will maintain a drug-free workplace. The South Carolina Drug-Free Workplace Act requires certification by all subgrantees receiving \$50,000 or more. The Certification is a material representation of fact upon which reliance will be placed when the SFA determines to award the grant. False Certification or violation of the Certification shall be grounds for suspension of payments, suspension or termination of the grant; or governmentwide suspension or debarment.

**NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION**

38. **Disclosure of Federal Participation:** In compliance with Section 623 of Public Law 102-141, the subgrantee agrees that no amount of this award shall be used to finance the acquisition of goods and services (including construction services) for the Project unless the subgrantee:
- (a) specifies in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) the amount of Federal funds that will be used to finance the acquisition; and,
  - (b) expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition.

The above requirements only apply to a procurement for goods or services (including construction services) that has an aggregate value of \$500,000 or more.

39. **Publications:** The subgrantee agrees that any publication (written, visual, or sound, but excluding press releases, newsletters, and issue analyses) issued by the subgrantee describing programs or projects funded in whole or in part with federal funds, shall contain the following statement:

"This project was supported by Federal Formula Grant # \_\_\_\_\_, (refer to the Grant Award for the Federal Formula Grant Number which can be found immediately after the CFDA No.) awarded by the Bureau of Justice Assistance, U. S. Department of Justice through the South Carolina Department of Public Safety. The Assistant Attorney General, Office of Justice Programs, coordinates the activities of the following program offices and bureaus: Bureau of Justice Assistance, Bureau of Justice Statistics, National Institute of Justice, Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the U. S. Department of Justice."

The subgrantee also agrees that one copy of any such publications will be submitted to the SFA to be placed on file and distributed as appropriate to other potential subgrantees or interested parties. The SFA may waive the requirement for submission of any specific publication upon submission of a request providing justification from the subgrantee.

40. **Closed-Captioning of Public Service Announcements:** Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of Federal Government shall include closed captioning of the verbal content of such announcement.
41. **Non-Profit Organization Special Requirement:** In accordance with the revised OMB Circular A-110, effective February 10, 1987, non-profit organizations shall maintain advances of federal funds in interest bearing accounts. Interest earned on federal advances deposited in such accounts shall be remitted promptly, but at least quarterly, to the federal agencies that provided the funds. Interest amounts up to \$100 per year may be retained by the recipient for administrative expense. In order to simplify compliance with this requirement, we suggest that the subgrantee have a separate bank account for funds received under this grant.
42. **Fiscal Regulations:** The fiscal administration of grants shall be subject to such further rules, regulations and policies concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as may be prescribed by the SFA Guidelines or "Special Conditions" placed on the grant award.
43. **Compliance Agreement:** The subgrantee agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by the SFA. Failure to comply could result in a "Stop Payment" being placed on the grant.

**DRUG CONTROL AND SYSTEM IMPROVEMENT GRANT TERMS AND CONDITIONS****NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION****CERTIFICATION BY OFFICIAL AUTHORIZED TO SIGN \***

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this grant application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

The Anti-Drug Abuse Act of 1988 requires that subgrantees provide assurance that subgrant funds will not be used to supplant or replace local or state funds or other resources that would otherwise have been available for law enforcement and/or criminal justice activities. In compliance with that mandate, I certify that the receipt of federal funds through the State Funding Agency shall in no way supplant or replace state or local funds or other resources that would have been made available for law enforcement and/or criminal justice activities.

Name: \_\_\_\_\_  
(Please Print or Type)

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Bonded: \_\_\_ Yes \_\_\_ No

\* NOTE: THE PROJECT DIRECTOR, FINANCIAL OFFICER AND OFFICIAL AUTHORIZED TO SIGN CANNOT BE THE SAME PERSON. STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS WITHOUT SFA APPROVAL.

**DRUG CONTROL AND SYSTEM IMPROVEMENT GRANT TERMS AND CONDITIONS****NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION****CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under the applicable CFR covering New Restrictions on Lobbying, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certifications shall be treated as a material representation of fact upon which reliance will be placed when the State Funding Agency (SFA) determines to award the covered transaction, grant or cooperative agreement.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented by the applicable CFR, for persons entering into a grant or cooperative agreement over \$100,000, as defined by the applicable CFR, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (SUB-RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented under the applicable CFR, for prospective participants in primary covered transactions, as defined in the applicable CFR -

**A. The applicant certifies that it and its principals:**

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

**B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.**

**DRUG CONTROL AND SYSTEM IMPROVEMENT GRANT TERMS AND CONDITIONS**

**NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER  
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

**3. A. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS) – APPLICABLE TO GRANTEES RECEIVING \$50,000 OR MORE AND ALL STATE AGENCIES REGARDLESS OF GRANT AMOUNT.**

As required by the S. C. Drug-Free Workplace Act #593 of 1990 and the Federal Drug-Free Workplace Act of 1988 and implemented under the applicable CFR for grantees –

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about –

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the State Funding Agency. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted –

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

**B. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS) – APPLICABLE TO GRANTEES RECEIVING \$50,000 OR MORE.**

As required by the S. C. Drug-Free Workplace Act #593 of 1990 and the Federal Drug-Free Workplace Act of 1988, and implemented under the applicable CFR for grantees –

A. As a condition of the grant I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to the State Funding Agency.

**DRUG CONTROL AND SYSTEM IMPROVEMENT GRANT TERMS AND CONDITIONS****NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION****CERTIFICATION BY PROJECT DIRECTOR \***

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 (Please Print or Type)

Agency: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Bonded: \_\_\_ Yes \_\_\_ No

**CERTIFICATION BY FINANCIAL OFFICER \***

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this grant application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Financial Officer as they relate to the fiscal terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

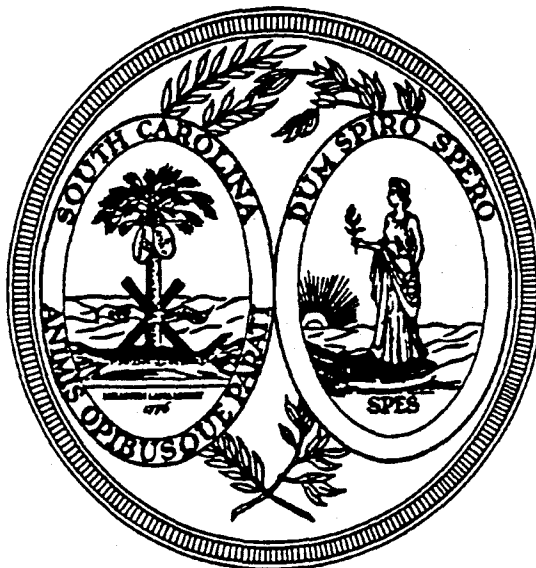
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 (Please Print or Type)

Agency: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Bonded: \_\_\_ Yes \_\_\_ No

1995  
DRUG CONTROL AND  
SYSTEM IMPROVEMENT  
FORMULA GRANT PROGRAM



APPLICATION GUIDELINES AND PROCEDURES  
FOR  
CONTINUATION AND NEW PROJECTS

APPLICATIONS DUE BY: JANUARY 9, 1995, 5:00 P. M.

SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF SAFETY AND GRANT PROGRAMS



# DRUG CONTROL AND SYSTEM IMPROVEMENT

## FORMULA GRANT PROGRAM

### Application Guidelines and Procedures

#### I. Introduction

The S.C. Department of Public Safety, Office of Safety and Grant Programs, has been designated to administer the Drug Control and System Improvement Formula Grant Program re-authorized by the *Violent Crime Control and Law Enforcement Act of 1994*. The purpose of the Formula Grant Program is to assist states and units of local government in carrying out specific programs which offer a high probability of improving the functioning of the criminal justice system. Special emphasis is placed on nationwide and multijurisdictional projects and projects that advance national and state drug control priorities. In accordance with Section 501 of the Act, the states may award formula grant funds to state agencies and units of local government for the purposes of: enforcing state and local laws which establish offenses similarly established in the *Controlled Substances Act* (21 U.S.C. 801 *et seq.*); improving the functioning of the criminal justice system; and, emphasizing violent crime and serious offenders. Formula grants may provide personnel, equipment, training, technical assistance, and criminal justice information systems for the more widespread apprehension, prosecution, adjudication, detention and rehabilitation of persons who violate criminal laws. In addition, funds are available for projects which facilitate the implementation of innovative initiatives aimed at crime and drug control.

#### II. Purpose

This document provides potential applicants with program criteria and eligibility information so that formal application proposals may be prepared. The grant application forms will be distributed at the Office of Safety and Grant Programs' (Criminal Justice Programs) Request for Grants Workshop on November 15, 1994, and may also be obtained by mail from the Office of Accounting - Grants.

It is recommended that each application be submitted as a single document. Special covers or binding are discouraged. A letter of transmittal should appear as the first page of the proposal, followed by the completed application form. Supporting documents, letters of cooperation and appendixes relating to the programmatic areas, if any, should follow the standard application pages. Completed applications

should be forwarded to the following address:

Ms. Carol S. Pappas, Supervisor  
Office of Accounting - Grants  
S.C. Department of Public Safety  
1205 Pendleton Street, Room 440 A  
Columbia, South Carolina 29201

**The deadline for submittal is 5:00 p.m. on January 9, 1995. No applications will be accepted after this time. Postmarks will not be considered. An original and four copies of the grant proposal must be submitted.**

Please feel welcome to contact Lisa Nine, John Loftus (734-0268) or Bonnie Kyzer regarding any programmatic questions. Contact Carol Pappas (734-0365) or Donna Strange (734-0406) of the Office of Accounting - Grants for any financial questions.

### **III. Eligible Program Areas**

Pursuant to the requirements of the Bureau of Justice Assistance, Office of Justice Programs, a State Strategy for Drug and Violent Crime Control has been developed to ensure that federal assistance is coordinated and integrated with existing state and local efforts and that the maximum impact on criminal justice problems in the state is achieved. In the development of this strategy, interviews were conducted with key law enforcement, judicial, and correctional personnel on the local, state and federal levels. Extensive research was conducted to analyze the historical demands on the state's criminal justice system, its current efforts, and projected resource needs. From this research, the eligible program areas authorized by the federal legislation were compared to the state's needs. This comparison yielded several areas of priority interest: D.A.R.E. programs; Narcotics Multijurisdictional Task Forces; Violent Crime Multijurisdictional Task Forces; Community-Oriented Policing; and Criminal History Records Improvement Systems. All twenty-six authorized program areas are eligible and are presented for the information of applicants on the following pages.

# Authorized Purpose Areas

## and Examples of Programs Which Fall Within Each Purpose Area

FFY 95

1. Demand reduction education programs in which law enforcement officers participate

- o Demand Reduction Education (not DARE)
- o Drug Abuse Resistance Education (DARE) Officer
- o Officer Training for DARE Program

(Key: General or school-based education programs aimed at drug abuse prevention and involving law enforcement personnel)

2. Multi-jurisdictional task force programs that integrate Federal, State and/or local drug law enforcement agencies and prosecutors for the purpose of enhancing interagency coordination and intelligence and facilitating multi-jurisdictional investigations

- o Multi-jurisdictional Task Forces
- o Regional Drug Task Forces
- o Organized Crime/Narcotics Program
- o Special Narcotics Prosecutor (in direct support of MJTF)
- o Criminal Intelligence Systems (if drug offender specific)
- o Statewide Confidential Funds Pool/Equipment Pool
- o Regional Violent Drug Trafficker Program

(Key: Cooperative programs involving two or more separate law enforcement entities which have different jurisdictional responsibilities, with formal agreements to work together as a team to enforce drug laws, usually with a focus on mid- or high-level traffickers; prosecutorial projects must be clearly integrated with the operations of a MJTF to be included in this purpose area; contrast, purpose areas #7 & #21)

[NOTE: Not all programs falling within this purpose area are excluded from the operation of the "four year rule," but all drug enforcement programs eligible for exclusion from that rule should be categorized under this purpose area.]

**3. Programs designed to target the domestic sources of controlled and illegal substances, such as precursor chemicals, diverted pharmaceuticals, clandestine laboratories and cannabis cultivations**

- o Pharmaceutical Diversion
- o Clandestine Laboratories
- o Marijuana Eradication
- o Drug Identification (laboratory-based research studies)

(Key: Efforts directed to elimination or control of domestically-produced drugs through better technology or enhanced enforcement)

**4. Providing community and neighborhood programs that assist citizens in preventing and controlling crime, including special programs that address the problems of crimes committed against the elderly and special programs for rural jurisdictions**

*Important*

- o Community Crime Prevention
- o Crime Prevention through Environmental Design
- o Neighborhood Watch
- o Night Out (Against Crime)
- o Community Policing (but see purpose area #16)
- o Innovations in Rural Crime Control
- o Drug-Impacted Rural Jurisdictions
- o Reaching High-risk Youth through Outdoor Activities
- o Senior Citizen Crime Prevention/Golden Alert Program
- o Preventing Burglary through Enhanced Household Security

(Key: Crime prevention and/or drug demand reduction efforts initiated primarily by citizens or with heavy citizen involvement (e.g., community or church-based) or for the benefit of educating the public about prevention of crime or enhancing the ability of a community to prevent or reduce crime, with or without law enforcement involvement)

**5. Disrupting illicit commerce in stolen goods and property**

- o STING
- o County Attorney's Office Property Crime Program
- o Motor Vehicle Theft Prevention

(Key: Law Enforcement (generally undercover) or other efforts targeted on fencing operations or criminal enterprises based on burglary and theft)

**6. Improving the investigation and prosecution of white-collar crime, organized crime, public corruption crimes and fraud against the government with priority attention to cases involving drug-related official corruption**

- o Reducing Drug Corruption in Police Departments
- o Targeting White Collar Crime

(Key: Law enforcement and prosecution efforts directed at the designated crime categories (e.g., white collar crime or public corruption), which may or may not be directly related to drug crimes)

**7. a. Improving the operational effectiveness of law enforcement through the use of crime analysis techniques, street sales enforcement, schoolyard violator programs, gang-related and low-income housing drug control programs**

**b. Developing and implementing anti-terrorism plans for deep draft ports, international airports and other important facilities**

- o Street Sales Enforcement (but use purpose area #21)
- o Drug Task Force (single jurisdiction effort aimed at mid-level or higher-level traffickers)
- o Drug Enforcement in Public Housing (but use purpose area #17)
- o Juvenile Gangs Involvement in Drug Trafficking
- o Gang Task Forces (exempt in FY 1994 from 4-year rule)
- o Drug-free School Zone Enforcement
- o Integrated Criminal Apprehension Program (ICAP)
- o Statewide Violent Offender Apprehension
- o Arson Prevention and Control
- o Preserving the Crime Scene
- o Drug Recognition Training
- o Drug Dog/Canine Acquisition and Training/K-9 Unit
- o "Night Eyes" State Water Patrol

(Key: General law enforcement enhancements, usually by a single governmental entity/agency, directed at the designated drug control problems and other serious crime problems; also includes terrorism enforcement in certain designated areas)

[NOTE: Because this purpose area overlaps with others, BJA requests it be used only if no other more specific (narrow) purpose area is applicable.]

**8. Career criminal prosecution programs, including the development of model drug control legislation**

- o Career Criminal/Major Offender Prosecution
- o Career Drug Offender Prosecution
- o Narcotics Prosecution Unit (but use purpose area #2 if directly in support of MJTF)
- o Model Drug Control Legislation (directed at offenders)
- o Use of Civil RICO in Drug Enforcement

(Key: Prosecution efforts to craft new laws or to utilize existing laws more effectively against offenders, with a focus primarily on improved operations of one office or within a single jurisdiction)

**9. Financial investigative programs that target the identification of money laundering operations and assets obtained through illegal drug trafficking, including the development of proposed model legislation, financial investigative training and financial information sharing systems**

- o Financial Investigations
- o Assets Forfeiture Units
- o Model Drug Control Legislation (directed at assets)

(Key: Efforts directed at the financial aspects of drug control, including developing enabling legislation to get at assets)

[NOTE: a multi-part Assets Forfeiture series is available which addresses most relevant aspects of this type of effort.]

**10. Improving the operational effectiveness of the court process by expanding prosecutorial, defender and judicial resources and implementing court delay reduction programs**

- o Court Delay Reduction
- o Differentiated Case Management
- o Fast Track Prosecution/Fast Track Defense
- o Drug Courts
- o Court Improvement/Court Management Improvement
- o Court Unification
- o Pretrial Services Delivery (but use purpose area #15 if primary focus is drug testing or purpose area #20 if focus is reducing jail crowding)

(Key: Improving court-based operations and adjudication agency management systems to allow more effective and efficient case processing)

[NOTE: This purpose area addresses management and process improvement based on better utilization of personnel or case routing through means other than automation of files; equipment-based enhancements fit under purpose area #15.]

11. Programs designed to provide additional public correctional resources and improve the corrections system, including treatment in prisons and jails, intensive supervision programs and long-range corrections and sentencing strategies

- o Intensive Supervision Probation and Parole
- o Boot Camps
- o Changing Attitudes through Physical Adventure (involving offenders only)
- o Treatment in a Jail Setting
- o Treatment in Correctional Facilities
- o Correctional Facilities Planning/Population Projections
- o Sentencing Strategies Development

*might consider  
"At Risk" w/no  
conv.*

(Key: Corrections improvement programs which provide additional resources or options within correctional settings, including treatment and other programs for inmates, other than prison/jail industries)

12. Providing prison industry projects designed to place inmates in a realistic working and training environment which will enable them to acquire marketable skills and to make financial payments for restitution to their victims, for support of their own families and for support of themselves in the institution

- o Prison Industries
- o Jail Industries

(Key: Correctional program specifically designed to aid offenders in becoming employable after release and to comply with court-ordered restitution to victims and support to their own families)

13. Providing programs which identify and meet the treatment needs of adult and juvenile drug-dependent and alcohol-dependent offenders

- o Treatment for Drug Addicted Offenders
- o Treatment for Juvenile Offenders
- o Treatment Aftercare Unit

(Key: Programs actually providing counselling and other treatment to addicted offenders, whether or not residential, excluding correctional-facility based programs; contrast with purpose area #15/TASC)

14. **Developing and implementing programs which provide assistance to jurors and witnesses and assistance (other than compensation) to victims of crime**
- o One Day-One Trial/Jury Management Improvement
  - o Systems for Setting Juror Fees/Compensation
  - o Victim/Witness Programs
  - o Restitution for Victims
  - o Victim Assistance

(Key: Facilitating the role of and/or making it easier for citizens caught up in the activities of the criminal justice system, including assisting victims in ways other than direct compensation)

[NOTE: For programs aimed at assisting victims of domestic violence, use purpose area #18.]

15. a. **Developing programs to improve drug control technology, such as pretrial drug testing programs, programs which provide for the identification, assessment, referral to treatment, case management and monitoring of drug-dependent offenders and enhancement of State and local forensic laboratories**

b. **Criminal justice information systems to assist law enforcement, prosecution, courts and corrections organizations (including automated fingerprint identification systems)**

- o Pretrial/Probation/Parole Drug Testing
- o Statewide Urinalysis Testing
- o Treatment Alternatives to Street Crimes (TASC)
- o Forensic Laboratory Enhancement
- o DNA Profiling
- o Criminal Justice Records Improvement
- o Information/Management System for Criminal Justice Agencies
- o Automated Fingerprint Identification System (AFIS)
- o Prosecution Management Support Systems
- o Video Arraignment/Pre-sentence Telecommunications Project
- o Metropolitan Intelligence Exchange (if not restricted solely to drug-related information; contrast with purpose area #2)

(Key: Process-oriented programs including technology development and information systems development which benefit criminal justice agencies by providing special controls on drug dependent offenders, or better means of processing offenders through the criminal justice process, or better dispositional information for the state's criminal history records system.)



**16. Innovative programs which demonstrate new and different approaches to enforcement, prosecution and adjudication of drug offenses and other serious crimes**

- o Weed and Seed
- o Firearms Trafficking/Firearms Control
- o Governor's Drug Summit
- o Motor Vehicle Officers' Watch for Drugs
- o Violent Fugitives Arrest Squad
- o Unified Court Policy on Drug Evidence and Custody
- o Health Department's Drug Abuse Warning Network
- o Air Smuggling

(Key: Innovative or unique programs focused on drug, violent or serious crimes which do not follow previously-issued program briefs and are not typical of or similar to programs previous funded in the State or in other States)

[NOTE: This category should be used only if no other category applies or the program gives an especially innovative "twist" on previous approaches to a problem. Projects which implement both "weed" and "seed" aspects of a crime reduction approach within a targeted area or projects which address one key aspect of a larger Weed & Seed program, where other Federal or State funds are being concurrently utilized, should be placed here; community policing projects without "seed" aspects should be placed under purpose area #4.]

**17. Addressing the problems of drug trafficking and the illegal manufacture of controlled substances in public housing**

- o Enforcement in Public Housing Developments
- o Eliminating Crack Houses (in public housing)

(Key: Programs specifically directed at drug control efforts in public housing, which may or may not involve law enforcement)

**18. Improving the criminal and juvenile justice system's response to domestic and family violence, including spouse abuse, child abuse and abuse of the elderly**

- o Domestic/Family Violence Intervention
- o Law Enforcement's Response to Domestic Violence
- o Child Abuse Prosecution
- o Responding to Sexual Abuse of Children
- o Crimes Against the Elderly (in domestic settings)

(Key: Any type of program addressing domestic violence issues as they interface with the criminal justice system, regardless of where in or external to the system the program is based)

19. Drug control evaluation programs which State and local units of government may utilize to evaluate programs and projects directed at State drug control activities

- o Evaluation of Drug Control Programs
- o Research and Evaluation

(Key: Evaluations and other research directed at individual projects or general program areas, whether or not the projects or programs being evaluated are funded by BJA formula grants.)

20. Providing alternatives to prevent detention, jail and prison for persons who pose no danger to the community

- o Alternatives to Incarceration
- o House Arrest/Electronic Monitoring
- o Alternative Punishment
- o Restitution by Juveniles
- o Community Service Labor Program
- o User Accountability Sanctioning (but not, if involving incarceration)

(Key: Programs offering alternatives to detention in appropriate cases for both pretrial arrestees and convicted offenders)

21. Programs of which the primary goal is to strengthen urban enforcement and prosecution efforts targeted at street drug sales

- o Street Sales Enforcement
- o Street-level Narcotics Enforcement
- o Target Cities
- o Drug Enforcement Enhancement
- o Crack Houses/Nuisance Abatement Unit (exempt in FY 1994 from 4-year rule)
- o Reverse Sting Demand Reduction Enforcement
- o User Accountability Enforcement

(Key: Law enforcement and/or prosecution programs in urban jurisdictions, focused on street-level drug trafficking, generally involving only one law enforcement or one prosecution agency; contrast purpose areas #2 & #7)

[NOTE: Individual projects funded within a generic program addressing law enforcement agency enhancements may have little in common in how the funds are actually used, as long as the goal is demand reduction at the street-level.]

**22. Prosecution of driving while intoxicated charges and the enforcement of other laws relating to alcohol use and the operation of motor vehicles.**

- o Enhancement Prosecution of DWI Cases
- o Diversion of DWI Offenders into Treatment

(Key: Any program implementing or enforcing laws related to driving while intoxicated (alcohol).)

**23. Programs that address the need for effective bindover systems for the prosecution of violent 16- and 17-year-old juveniles in courts with jurisdiction over adults for the crimes of (a) murder in the first degree; (b) murder in the second degree; (c) attempted murder; (d) armed robbery when armed with a firearm; (e) aggravated battery or assault when armed with a firearm; (f) criminal sexual penetration when armed with a firearm; and (g) drive-by shooting as described in section 36 of title 18, United States Code.**

**24. Law enforcement and prevention programs relating to gangs, or to youth who are involved or at risk of involvement in gangs.**

**25. Developing or improving in a forensic laboratory a capability to analyze deoxyribonucleic acid for identification purposes.**

**26. Assisting in the litigation processing of Death Penalty Federal Habeas Corpus petitions.**

- o Prosecution of Death Penalty Habeas Corpus Petitions

(Key: Assistance to prosecutors responding to habeas corpus petitions in death penalty cases from State prisoners being brought under Federal law.)

#### IV. Eligible Applicants

Formula grant awards may be made to state agencies and local units of government. A "local unit of government" is defined as any city, county, town, township or other general purpose political subdivision of a state.

In addition, the following points should be noted regarding eligible applicants:

- A. Police departments and sheriffs' offices are not eligible to apply directly. A city or county would be the legal applicant and recipient of funds on behalf of the department.
- B. State courts are eligible to apply for funds. However, local courts, similar to police departments, would have to apply through their local units of government.
- ✓ C. Non-profit agencies are not eligible to be funded directly. However, a project can be operated by a non-profit organization if a unit of government serves as the grantee and enters into a contract or other form of agreement with the non-profit organization.
- D. The Solicitor's Office, for grant purposes, is funded as an office within a lead county.
  1. The lead county must meet the following requirements:
    - a. Maintain the financial records for the grant;
    - b. Include the Solicitor's Office in its payroll records; and
    - c. Include the financial records of the grants to the Solicitor's Office in its organization-wide audit.
  2. The following signatures will be required on the Grant Application:
    - a. Project Director - The person within the Solicitor's Office who meets the definition of Project Director as found on page 5 of the Grant Application instructions;
    - b. Financial Officer - County Finance Director;
    - c. Official Authorized to Sign - County Administrator; and
    - d. The county may wish to include the signature of the Solicitor as an additional "Official Authorized to Sign." However, the County Administrator must be the first signature and will be the one recognized and required by the Governor's Office.

- E. A Public Defender's Office, for grant purposes, can be funded as a separate entity or as an office within a lead county.
1. If a Public Defender's Office is to be funded as a separate entity and as the subgrantee, then the Public Defender's Office must meet the following requirements:
    - a. Establish and maintain accounting systems and financial records that accurately account for all funds received and disbursed, including grant funds;
    - b. Have its own Federal I.D. Number;
    - c. Be responsible for preparing its own payroll and maintaining payroll records;
    - d. Pay its own costs for an organization-wide audit of the Public Defender's Office;
    - e. Be independent of financial services from any county within the Public Defender's jurisdiction; and
    - f. The Project Director, the Financial Officer and the Official Authorized to Sign on the Grant Application must be employees of the Public Defender's Office.
  2. If a Public Defender's Office elects to be funded as part of the lead county, with the lead county as the subgrantee, the lead county must meet the following requirements:
    - a. Maintain the financial records for the grant;
    - b. Include the Public Defender's Office in its payroll records;
    - c. Include the financial records of grants to the Public Defender's Office in its organization-wide audit; and
    - d. The following signatures will be required on the Grant Application:
      - (1) Project Director - The person within the Public Defender's Office who meets the definition of Project Director as found on Page 5 of the Grant Application instructions,
      - (2) Financial Officer - County Finance Director, and
      - (3) Official Authorized to Sign - County Administrator.

- e. If the lead county is the subgrantee, the county may wish to include the signature of the Public Defender as an additional Official Authorized to Sign. However, the County Administrator must be the first signature and will be the one recognized and required by the Governor's Office.

## V. Funding Period

Projects may be funded on a yearly basis for a period not to exceed three years, based on an annual evaluation of current-year grant performance. As the only present exception to policy, the continued funding of multijurisdictional task force (MJTF) projects is allowed for a period of five years. However, funding for MJTF projects is also considered on a yearly a basis, based on an annual evaluation of the current-year grant performance and availability of federal funds.

## VI. Distribution of Formula Funds

A minimum of 42.53 percent of South Carolina's entire allocation of formula grant funds is required to be awarded to local programs. This allocation is referred to as the "variable pass-through requirement," and equals the local share of total criminal justice expenditures in the state. In the past, the state has awarded local units of government much more than the amount specified by the pass-through requirement.

## ✓ VII. Matching Requirement

The matching requirement for the formula grants made under the formula grant program is 75% federal and 25% non-federal. The following points should be noted regarding the non-federal match:

- A. The non-federal portion of the expenditures must be paid in cash.
- B. Funds contributed from private sources and federal funds from the following sources can also be used as match:
  - 1. Housing and Community Development Act of 1974, 42 U.S.C. Section 5305, et seq.;
  - 2. Appalachian Regional Development Act, 40 U.S.C. Appendix Section 214; and
  - 3. General Revenue Sharing Act, 31 U.S.C. Section 6701, et. seq.
- C. Existing appropriated resources available for drug law enforcement and criminal justice system improvement may not be used as matching funds. The non-federal portion of the cost of each program or project shall be in addition to funds that would otherwise be made available by the recipient of the grant funds.

- D. A state agency or local unit of government can use drug-forfeiture funds as match. In addition, program income generated by prior or existing narcotics grants may be used as cash match upon proper notification to the Office of Accounting - Grants, S.C. Department of Public Safety.
- E. Expenditures need to be charged proportionately to the federal and non-federal funds over the life of the project with a line-item match.

**VIII. Grant Application and Review Schedule**

September 29, 1994	Publish notice of the availability of federally provided funds to state for FFY 95 and announce grant program workshop.
November 15, 1994	Request for Grants Workshop: Peebles Auditorium, at DHEC on Bull Street in Columbia 9:30 a.m. - 1:00 p.m.
<b>January 9, 1995</b>	<b>5:00 p.m. - Due date for grant applications. No applications will be accepted after this time.</b>
April 7, 1995	Mail preliminary grant announcements (approved, denied or preliminary approval with revisions).
May 1, 1995	Due date for appeals to denials and grant revisions.
May 22, 1995	Publish notice of grant awards.
July 1, 1995	Activate FFY 95 DCSIP continuation and new grants

**IX. Guidelines for the Use of Formula Grant Funds**

**A. Allowable Expenses:**

1. Personnel, training as a component of an overall program, operating expenses, equipment and supplies are allowable expenses if they are related to the programs which address the authorized program areas. All expenditures must be related to the implementation of an actual program. This program must be defined in the program narrative sections of the application;
2. All grant funded personnel must have one hundred percent of their time dedicated to grant activities (See also all non-supplanting provisions in the Grant Terms and Conditions.); and

3. Audit fees can be included in project budgets to cover the costs associated with an audit of the project.

**B. Unallowable Expenses**

1. Any expenditures that are not a part of an approved program or project (within the authorized program areas) are not allowable;
2. Formula grant funds may not be used to supplant existing state or local criminal justice funds. Any expenditures must increase the existing amount of funds available for eligible activities;
3. The purchase of land is not an allowable expense;
4. Formula grant funds for construction projects are prohibited, except when facilities to be constructed are state correctional institutions designed specifically for drug offenders; and
5. "Buy money" is not an allowable expense.

**X. Procurement Guidelines and Restrictions**

In all instances of sole source procurement costs in excess of \$25,000 and all Automated Data Processing (ADP) costs in excess of \$50,000, prior approval from the State Funding Agency (SFA (i.e. Office of Accounting - Grants, S.C. Department of Public Safety)) and the U.S. Department of Justice's Office of Justice Programs (OJP) is required before acquisition. In these cases, the SFA will obtain the needed federal approval. As a minimum, an additional 30 days should be allowed in order to receive a decision on the procurement request from the U.S. Department of Justice.

Federal, state, and local jurisdiction procedures will be precisely followed for all equipment procurement. In any case, selection of other than the lowest bidder must always be fully justified. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition.

The grantee/subgrantee shall be alert to organizational conflicts of interest or noncompetitive practices among contractors which may restrict or eliminate competition or otherwise restrain trade. Contractors who develop or draft specifications, requirements, statements of work and/or Requests for Proposal (RFP) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. An exemption to this regulation requires the prior approval of the grantor agency and is only given in unusual circumstances such as when a nonprofit organization is acting as the agent for the state or local unit of government. Any request for exemption must be submitted in writing to the grantor agency.



The following procedures implement instructions contained in the federal OJP Guideline Manual (OJP M7100.1D), Financial and Administration Guide for Grants.

- A. **Bidding Requirements:** The subgrantee must comply with proper competitive bidding procedures as required by 28 CFR Part 66 (formerly OMB Circular A-102) or OMB Circular A-110, as applicable. (See paragraph B. for Sole Source Procurement requirements.)
1. On any items, including those bid in the aggregate, whose total cost is \$1,500 or more, bids must be submitted to the SFA for review and approval prior to acceptance of any bid.
  2. Bids do not have to be submitted to the SFA for review and approval on any items, including those bid in the aggregate, whose total cost is less than \$1,500. Adequate documentation must, however, be maintained in the subgrantee's files. The only exception to this procedure is any ADP equipment procurement (see paragraph C).
  3. Upon completion of the bidding process, a letter which requests procurement approval and includes the following documentation must be sent to the SFA (see paragraph D for mailing address):
    - a. Copy of the RFP or specifications (equipment criteria) provided each vendor
    - b. List of all vendors solicited with a copy of each letter sent
    - c. Copy of all vendor responses, including those who send a "no bid" response
    - d. Copy of any advertisements placed in newspapers, trade papers, etc.
    - e. The bid selected
    - f. Criteria used for bid selection. If other than low bid is selected, provide sufficient justification/rationale
    - g. Statement that bid selected will satisfactorily meet user requirement.
  4. If purchase is to be made under an approved state contract, a letter which requests procurement approval must be sent to the SFA and include the following:
    - a. Item(s) description
    - b. Item(s) quantity
    - c. State contract number
  5. If, after completion of the competitive bidding process, only one responsive bid is received (less than two complete competitive bids received), then this is a sole source procurement and a letter requesting procurement and following the requirements outlined in subparagraph A(3) above and B below must be submitted to the SFA.
- B. **Sole Source Contracts:** Use of sole source contracting is discouraged. Sole source contracts will be awarded only under

exceptional circumstances and must follow precisely the procedure set forth in the South Carolina Consolidated Procurement Code and the federal requirements as outlined below:

1. All sole source contracts require the explicit prior written approval of the S.C. Department of Public Safety (as the state funding agency (SFA) ).
2. All sole source procurements in excess of \$25,000 must also receive prior approval of the grantor agency (U.S. Department of Justice). The SFA will obtain this federal approval.
3. A letter requesting any sole source procurement approval must be submitted to the SFA prior to the acquisition of the equipment. The letter must contain sufficient documentation to justify the request and should address, as a minimum, the following information:
  - a. Brief description of the program
  - b. Complete equipment description, listing and costs for which the sole source procurement is being sought
  - c. Explanation of need to contract noncompetitively, to include the expertise of the contractor, management, responsiveness, knowledge of program and experience of contractor personnel
  - d. Time constraints such as when contractual coverage is required and why, impact on the program if dates are not met, time it would take another contractor to reach the same level of competence (equate to dollars if desired)
  - e. Uniqueness
  - f. Other points that should be expressed to substantiate the request
  - g. A declaration that this action is in the "best interests" of the agency.

C. Automatic Data Processing (ADP) Equipment And Software: Brand names will not normally be specified. Criminal justice information and communication systems that are to be funded shall be designed and programmed to maximize the use of standard and readily available computer equipment and programs. Applicants involved in the development of criminal justice information systems should utilize the past experience of those agencies which have successfully implemented such systems. A detailed requirements analysis should be performed and a search for existing software that could meet the identified requirements should be made before new software is developed. If new software is developed, it shall be designed and documented so that other criminal justice agencies will be able to use it with minor modifications and at minimum cost. A subgrantee shall request approval prior to arranging for copyright of computer software and programs.

1. Definition. Automatic data processing equipment is defined in 41 CFR, Subpart 1-4.1102-1 as "general purpose

commercially available, mass produced automatic data processing components and the equipment systems created from them regardless of use, size, capacity or price that are designed to be applied to the solution or processing of a variety of problems or applications and are not specifically designed (not configured) for any specific application." This definition includes:

- a. Digital, analog or hybrid computer equipment and automated fingerprint equipment.
  - b. Auxiliary or accessorial equipment such as data communications terminals, source data automation recording equipment (e.g., optical character recognition equipment and other data acquisition devices), and data output equipment (e.g., digital plotters, computer output microfilms), etc., to be used in support of digital, analog or hybrid computer equipment, whether cable connected, wire connected, radio connected or self-standing, and whether selected or acquired with a computer or separately.
  - c. Data transmission or communications equipment that is selected and acquired solely or primarily for use with a configuration of ADP equipment which includes an electronic computer.
2. Qualification and Exclusions.
- a. Analog computers are covered only when being used as equipment peripheral to a digital computer.
  - b. Items of ADP equipment that are (a) physically incorporated in a weapon, or (b) manufactured under a development contract are excluded from the above definition.
  - c. Accessories, such as tape cleaners, tape testers, magnetic tapes, paper tapes, disc packs and the like are excluded.
3. All ADP equipment procurements must be submitted to the SFA for review and approval. Provide a complete equipment description, listing and costs for the procurement being sought. All ADP equipment procurements in excess of \$50,000 must also receive prior approval of the grantor agency (U.S. Department of Justice). The SFA will obtain this federal approval.
4. A letter which requests ADP equipment procurement approval must include documentation to certify that the procurement is consistent with the requirements listed below (see paragraph D for mailing address).
- a. The ADP equipment of the type to be purchased was identified within the grant application and is necessary and sufficient to meet the project goals.

- b. The ADP equipment procurement is in compliance with existing federal/grantor agency, state and local laws and regulations.
- c. A purchase/lease comparison has been conducted for ADP equipment requiring U.S. Department of Justice approval, demonstrating that it is more advantageous to purchase rather than lease the ADP equipment under consideration.
- d. If software development is involved, it has been demonstrated that computer software already produced and available will not meet the needs of the grant.
- e. If the ADP equipment procurement is to be sole-source, documentation has been submitted to justify the action (see paragraph B.(3) ).

## **XI. Important Considerations**

The following factors will be considered in the review of applications:

### **A. Design quality of the proposal**

- 1. Program Definition - Any funds requested must be for the implementation of a program eligible under one of the program areas. The program must address the activities as identified in the grant area selected.
- 2. Project Impact - The program should be designed to address the problems and needs of the area to be served. An analysis of how these problems could be improved through the project should be shown.
- 3. Budgetary Review - Each application will be reviewed to ensure budgetary reasonableness and allowability of costs.
- 4. Project Feasibility - Applicants should describe sufficiently and clearly how the project will be implemented.
- 5. Multijurisdictional Cooperation - Where applicable, proposals should indicate what type of coordination will be established between the applicant and other jurisdictions in the development and implementation of the project. Written agreements should be included where possible.
- 6. Project Evaluation - Simple, specific and measurable objectives should be presented and each objective must be matched with a performance indicator. The performance indicators describe how the grant's objectives will be monitored. Evaluation measures the effectiveness of your program by comparing your objectives with actual accomplishments.

- B. Geographic Areas of Greatest Need
  - 1. Jurisdictions with Highest Violent Crime Rates
  - 2. Jurisdictions with Highest Drug Arrest Rates
  - 3. UCR/NIBRS DATA in State Repository (SLED)
- C. Jurisdictions with limited resources
- D. Current or past grant performance
- E. Probability of success
- F. Projects whose goal is self-sufficiency at some time in the future
- G. Effective utilization of resources
- H. Requested grant amounts

## **XII. Grant Application/Proposal Review Check List**

- A. Budget and Description - Proposed expenditures are reasonable, adhere to the RFP guidelines, equipment/personnel are documented as necessary and each expenditure is explained in detail in the budget narrative.
- B. Problem Statement - Is clearly defined and based upon analytical research.
- C. Project Purpose - Tells the reader exactly what the program plans to do. It is clear to the reader that the project has been well thought out, excellent planning is evident and chances of success are documented as good.
- D. Project Objectives - Are relevant, specific and measurable. They specify what the program will accomplish in concrete terms. Each objective corresponds to each performance indicator. (Examples are attached)
- E. Performance Indicators - Each performance indicator corresponds to each objective and they are useful measurements to assess the effectiveness of the project. (Examples follow in Section XIII)
- F. Project Evaluation - The evaluation component is supported by the performance indicators and includes a comprehensive plan to provide an overall assessment of project effectiveness.
- G. Other Relevant Requirements - All signatures obtained, project continuation addressed, grant-funded personnel training requirements stated, implementation schedule contains detailed information, total project area population addressed, letters of support from all entities involved in multijurisdictional projects attached, etc. The application must be fully complete and an original and four copies submitted to receive full credit in this section.

### **XIII. Examples Of Objectives And Performance Indicators**

The DCSI Formula Grant Program Grant Application requires precise statements regarding objectives and performance indicators to support proposed grant programs. The following examples were randomly selected to provide project directors and grant writers types of objectives and performance indicators representative of these requirements.

#### **A. Courts**

##### *Automation Projects*

##### Objective #1

This project will provide the ability to transfer Magistrate's Courts filing and disposition data electronically to the state repository (SLED) and the S.C. Court Administration. The ability to accomplish this transfer will be available within 30 days of receipt of the specifications from SLED for the transfer.

##### Performance Indicator #1

SLED and the S.C. Court Administration will certify that the Magistrate's Courts are transmitting case filing and disposition data electronically to them, and that the transmission conforms to their specifications.

##### *Differentiated Case Management (DCM)*

##### Objective #1

Review and screen all drug/substance abuse related cases which are pending as of the beginning of the grant period as to age and complexity and place these cases into various dispositional tracks in a Differentiated Case Management System within 90 days.

##### Performance Indicator #1

The regular reports and computerized data kept by the project staff (Solicitor's Office, Public Defender's Office, Clerk of Court's Office and Judge's Office) will be the best indicator of how the cases are moving through the system. Tracked cases will be measured against figures from the previous year (same as grant period) for pending cases by age. Cases will be screened and assigned based on factors such as: age of case; prior record of defendant; the lack of, or use of, violence or weapons; age of defendant; amount of contraband; personal background of defendant; strength of evidence; applicable constitutional and legal principles; need for treatment; defendant's status as incarcerated or released on bond; and, the defendant's wish to a plea or trial.

##### Objective #2

New, incoming cases will be electronically tracked and disposed of within the timeframes and deadlines established for each docket track. Older cases will be tracked, but disposition of these cases will be secondary to the goal of disposing of newer cases. For the first year of the project, the goal is

that 70% of the new cases will be disposed of within the timeframes prescribed by the various tracks.

Performance Indicator #2

A computerized system to electronically track cases will be installed and maintained in each of the agencies involved in the implementation of the DCM Project (i.e. Solicitor's Office, Public Defender's Office, Clerk of Court's Office and the Judge's Office). Computer printouts will list the date of arrest, the date of disposition, and the track that a particular case is assigned to. The number of days taken to dispose of a case will be compared to the number of days allowed for disposition under the particular track. A comparison will be made and percentage calculated of the total number of new cases that were disposed of within the case track guidelines.

*Enhancement of Prosecution/Public Defense*

Objective #1

To continue aggressive civil forfeiture proceedings against all drug defendants prosecuted in the circuit.

Performance Indicator #1

The drug prosecution unit will establish records that maintain copies of all civil proceedings filed and processed for law enforcement agencies in the circuit.

Objective #2

To reduce the time of incarceration of defendants awaiting their trials by 10% through the use of plea bargains or alternative programs.

Performance Indicator #2

The public defender will maintain records documenting the number of cases disposed of through trial, through plea bargains or through alternative programs. The attorney will maintain a written catalog of existing alternatives which might be used in lieu of trials and will update the information on a regular basis.

**B. Crime Prevention/Community-Oriented Policing**

Objective #1

To reduce the incidence of crime and disorder within the community by increasing police presence and efficiency.

Performance Indicator #1

Established police satellite stations will document the incidence of street and neighborhood crime and disorder through the number of citizen complaints, requests for assistance, etc. A comparison of incidence rates from the previous period will be made to indicate any reduction in crime and disorder.

## Objective #2

To develop \_\_\_ citizen patrols and \_\_\_ citizen hot lines that link citizens, who suspect criminal activity in their neighborhoods, with police.

### Performance Indicator #2

The crime prevention officer will meet with neighborhood groups to recruit volunteers for citizen patrols and to make available the hot lines for them to report any suspicious activity to the police department. Records will be kept to document citizen patrol activities and calls received by the department reporting suspected criminal activity.

## Objective #3

Law enforcement officers will make an effort to understand the concerns and priorities of the community. Therefore, law enforcement officers will spend \_\_\_% of their time out of their patrol cars interacting with the citizens, obtaining information, and keeping the public informed of law enforcement activities.

### Performance Indicator #3

Foot patrol, bike patrol, or other methods will be used to increase the police officers' exposure to the community. Officers can either establish a citizen contact record to keep track of his or her acquaintances or they can create a journal to make entries at the end of every shift as to the nature and extent of their daily activities. These records and entries will be checked periodically by supervisors.

## Objective #4

Training will no longer focus only on law enforcement skills. Law enforcement officers will receive important training in community organizing, leadership, and problem-solving skills along with learning about the complexities and dynamics of communities.

### Performance Indicator #4

The law enforcement agency will provide training opportunities in the areas of community organization, leadership, and problem solving skills. This training will be mandatory and progressive, with each officer required to pass basic-level skills before advancing to higher level training. The law enforcement agency will keep a documented record of who attended what training courses and where they were held.

## Objective #5

The law enforcement agency will coordinate its efforts to solve community problems not only with the community, but also with other agencies (public health, social services, etc.), civic and county elected officials (city manager, mayor, city council, etc.), the business community, and the media.



#### Performance Indicator #5

The law enforcement agency will measure coordinating efforts by keeping a record of how many problems were resolved due to multi-agency cooperation and by documenting the working relationships between the agencies involved.

### **C. Criminal History Records Improvement Systems**

#### Objective #1

Establish an automated interface which will allow incident-based data at the county or municipal level to be transmitted electronically between a local law enforcement agency and the state Criminal Records Repository located at SLED.

#### Performance Indicator #1

Monthly reports generated by SLED's Uniform Crime Reporting Division will document receipt of the agency's automated UCR data. Interim acceptance of automated data, with manual backup, will be accomplished within \_\_\_\_ months. Manual input to SLED will be eliminated within \_\_\_\_ months.

#### Objective #2

Develop a criminal record information database. This information will be shared among department members and other criminal justice agencies to improve the efficiency of investigations and case preparation.

#### Performance Indicator #2

Information on current cases will be entered within \_\_\_\_ days/hours. Previously recorded criminal history information will be programmed into the database at a rate of \_\_\_\_ cases per month once the system is fully operational. A record will be kept to monitor the number of requests made, the nature of the request, and how it increased the efficiency of an investigation or case preparation.

### **D. Violent Crime Multijurisdictional Task Force**

#### Objective #1

The Violent Crime Multijurisdictional Task Force will focus efforts on identifying, arresting and prosecuting chronic gun offenders, armed career criminals, and violent offenders to reduce the number of violent crimes committed in their jurisdiction.

#### Performance Indicator #1

Violent or multiple-offense arrests will increase by \_\_\_\_ % when compared to the previous year's data. A chronic violent crime offender file will be created to maintain all information regarding violent career criminals. All violent crime cases will be assigned to a unit whose utmost priority is the investigations of violent crimes.

Objective #2

Seek significant non-parolable sentences for those individuals who are engaged in violent offenses stemming from illegal drug distribution or trafficking activity and the illegal use or possession of firearms in violation of certain federal statutory provisions.

Performance Indicator #2

The project director will maintain a record of all individuals who are charged under federal laws, their disposition information and their sentences. This information is essential in determining the success of the task force.

Objective #3

Identify and gather intelligence on individuals associated with loosely organized gangs involved in both violent and drug distribution activities.

Performance Indicator #3

All information related to the identification of individuals associated with loosely organized gangs involved in violent and drug distribution activities will be maintained in a reliable filing system.

Objective #4

Establish a profiling system to identify targets of the violent crime task force.

Performance Indicator #4

All criteria utilized to establish a habitual, violent offender profile will be documented and maintained by the project director.

Objective #5

Review past and present incident reports from all surrounding law enforcement agencies to identify individuals or cases which fit the violent crime task force profile for habitual, violent offenders.

Performance Indicator #5

Individuals or cases originating from the review of incident reports will be recorded by the project director. Incident report reviews will be made on a continual basis.

**E. Narcotics Multijurisdictional Task Force**

Objective #1

Develop a written interagency agreement to document the establishment, agreements and operating procedures of the task force.

Paralegal Consultant  
Melvin J. Robinson  
1612 E River St Anderson SC.  
803-964-0024

29624

Oconee County Counsel  
Walhalla S.C. 29691

Norman D. Crain  
Supervisor

Re: Ross & Mary Meek Vs Oconee County et al.

Dear Sir.

The above so named Ross Meek through there Power of Attorney is requesting you to add there name to the agenda on December 20 1994, At the 3,0clock Hearing.

The Complaint's have been informed and believe that there Civil rights are being Violated by the County of Oconee Maintaining Logging roads on there property, making additional public roads across there property. With out permission or consent.

The property is 9.572 Acres of land situated and being in the State of South Carolina, County of Oconee, Belmont School District, Chattooga Township.


This Property was Recorded February 13, 1991 In Vol. 645 page 168 in the Office of Sallie Smith Clerk of court for Oconee Property Designated as Map 104 Bock 02 Parcel 009. Tax Map for Oconee Assessor Office.

The Complaint's are requesting that this maintenance by the Oconee County be stop, and all road signs be taken down.

Upon information and belief pursuant to the Court records dating 1955 through 1994 . There has only been an easement granted to Blue Ridge Electric Cooperate, Pickens South Carolina.

The Complaint's are informed and believe that the Oconee County Counsel has the authority to grant this request, without further legal proceeding to protect the Complaints Civil Rights of property being taken without due process.

December 7, 1994.

  
Melvin J. Robinson, POA  
Attorney in fact for Complaints  
Ross Meek.  
South carolina Code §40-5-80

Paralegal Consultant  
Melvin J. Robinson  
1612 E River St Anderson SC.  
803-964-0024

29624

Oconee County Counsel  
Walhalla S.C. 29691

Norman D. Crain  
Supervisor

Re: Ross & Mary Meek Vs Oconee County et al.

*This refers to CH 28 which is  
Hemlock Hollow Rd + CH 80  
which is Santa's Lane. Mr.  
Robinson called 12/8/94  
and asked that this be  
placed on the Jan 3 agenda  
rather than 12/20  
agenda.*

Dear Sir.

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December 7, 1994.

*Melvin J. Robinson*  
Melvin J. Robinson, POA  
Attorney in fact for Complaints  
Ross Meek.  
South carolina Code §40-5-80

# LIMITED POWER OF ATTORNEY

(With Durable Provision)

A TRUE COPY

Date 12-16-94

Monty Burton

RMC Director

STATE OF SOUTH CAROLINA )  
COUNTY OF ANDERSON )

TO ALL PERSONS, be it known, by these present that I, Ross WEEK in Anderson County, State of South Carolina, as GRANTOR, DO HEREBY MAKE AND Grant a Limited and specific Power of Attorney to Melvin J. Robinson, Paralegal of Anderson county, State of South Carolina, and appoint and constitute said individual as my Attorney-in-fact, and shall have full power and authority to undertake, commit and perform as my true and lawful attorney for me in my names, Place and stead, and for use and benefit to ask, demand all interests, LEGAL OR CIVIL in prosecuting or defending in any actions or appeals before the State of South Carolina, and to take all lawful ways and means in my name, Under the South Carolina Code §40-5-80, §62-5-501, and the Six Amendment to the Constitution of the United States. Giving and granting unto my said agent whatsoever requisite and necessary to be done on my behalf to all interest and purposes as I might or could have done personally, Hereby RATIFYING AND CONFIRMING all that said attorney-in-fact shall do or cause to be done on my behalf. This Power of Attorney shall not be affected by Physical disability or mental incompetence of the Principal which renders the Principal incapable of managing his own affairs.

I, agree to reimburse my Attorney-in-fact all reasonable expenses incurred in the preparation in the fulfillment of the duties and responsibilities enumerated herein.

SPECIAL DURABLE PROVISIONS:

This Power of Attorney shall be only revoked by me and shall not prevent my said attorney-in-fact to assist any attorney, retained or appointed Counsel, as Co-Counsel in any and all matters and Appeals before the State of South Carolina.

My Attorney in fact agrees to accept this appointment subject to its terms, Under Title §40-5-80, and agrees to act and perform in said fiduciary capacity consistent with my best interest as he in his discretion deems advisable, and I there upon RATIFY all acts so carried out on my behalf.

The aforesaid Melvin J. Robinson accepts this appointment of Power of Attorney Melvin J. Robinson in witness Whereof I have set my hand and seal this 1 day of December 1994.

SIGNED IN THE PRESENCES OF:

Marv E. Meek

Melvin J. Robinson

[Signature]  
GRANTOR

State of South Carolina, County of Anderson

Then Personally appeared, Ross WEEK, the above named Grantor who known to me, signed and acknowledge the foregoing Power of Attorney as his or her free act and deed, before me.

Dec 1, 1994.

Will Kelly  
Notary Public for South Carolina  
My Commission Expires 3-16-2004.

STATE OF SOUTH CAROLINA )  
 )  
COUNTY OF OCONEE )  
 )  
Ross Meek, )  
 )  
Plaintiff )  
 )  
Vs. )  
 )  
Dan McCall, )  
 )  
and Layton McCall, a Minor, )  
 )  
Defendants )  
 )  
\_\_\_\_\_ )

NO TRESPASSING NOTICE

CERTIFIED MAIL  
Return Receipt Requested  
Z 069 354 984


TO THE CO\_DEFENDANTS SO NAMED ABOVE:

The defendants in the above matter is hereby notified that you are to refrain from harassing, bothering, or molesting, being in the vicinity of the Plaintiff home or property. That you are further refrained from calling the Plaintiff's at there home. That the defendants are further refrained from driving or parking on the Plaintiff private road on there property. This notice is given pursuant to the South Carolina Code Article 7 Section 16.

You are further notified that there will be a public meeting before the Oconee Counsel. Jan 3, 1994 at 7 Oclock P.M. Concerning the Private Roads going through the Plaintiff Property. from the day of service of this notice you will refrain each other in Violating the Plaintiff Civil rights or you will be prosecuted to the fullest extent of the law.

YOU ARE NOTIFIED THAT ANY FURTHER CORRESPONDENCE WILL BE through the Plaintiff's Attorney and your Attorney.

December 12, 1994.  
CC: Oconee Sheriff;s  
Department

  
\_\_\_\_\_  
Melvin J. Robinson, POA  
Attorney in fact § 40-5-80  
South Carolina Code of Laws

LIMITED POWER OF ATTORNEY

Dated:

Paralegal, Consultant  
Melvin J. Robinson  
1612 E. River St.  
Anderson, SC 29624  
(803)

STATE OF SOUTH CAROLINA

PROBATE

COUNTY OF ANDERSON

PERSONALLY appeared before me Mary E Meek

and made oath that he or she was present and saw the above named

[Signature] signed, seal and as his/her act and deed

deliver the within document, and that he with Melvin J. Robinson

witnessed the execution thereof.

SWORN to before me this 1 day

of DECEMBER 1994

Mary E Meek

[Signature]

Notary Public for South Carolina.

My Commission Expires My Commission Expires 3-16-2004.