



STATE OF SOUTH CAROLINA
HUMAN AFFAIRS COMMISSION



Raymond Buxton, II
Commissioner

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March 28, 2017

The Honorable Laurie Slade Funderburk
First Vice-Chair, House Legislative Oversight Committee
Post Office Box 11867
Columbia, SC 29211

Dear First Vice-Chair Funderburk:

I would like to request a two-week extension until April 14, 2017 to submit the information your committee requested for the House Legislative Oversight Study of the South Carolina Human Affairs Commission. I have had a couple of key employees who are gathering data to be involved in various trainings, personal and work-related activities to which they were obligated to perform prior to the Legislative Oversight Committee notifying the Commission that information would be due by March 31, 2017.

My staff has been working diligently to gather the information that was requested and have the overwhelming majority of the material completed. However, I would like several more days to review the prepared charts and data so that I can be assured that it meets the high standards to which our team and your team expect.

I look forward to hearing your response regarding this request for a two-week extension.

Sincerely,

Signature Redacted

Raymond Buxton, II
Commissioner

Cc: Jennifer L. Dobson, Research Director
Charles L. Appleby IV, Legal Counsel

Legislative Oversight Committee

South Carolina House of Representatives

Post Office Box 11867

Columbia, South Carolina 29211

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Program Evaluation Report Extension Request Guidelines

PLEASE NOTE:

The information included in the agency's report will appear online for all legislators and the public to view.

Agency Name:

Human Affairs Commission

Date Request Submitted:

March 28, 2017

Background

Committee Standard Practices 10.1.3 - 10.1.5

Extensions for PER

10.1.3 The Chairman may, for reasons he determines as good cause, provide an agency an extension and new deadline to submit its Program Evaluation Report ("New Deadline"). The Chairman will not provide more than one, thirty day extension without unanimous consent from the full committee.

10.1.4. Before the Chairman will consider granting an extension, the Chairman may require the agency to provide a written letter, which may be sent via U.S. mail or included as an attachment to an email, explaining the reason the agency is requesting the extension and the number of days it is requesting, not to exceed thirty.

10.1.5 Until the agency receives a response, it should continue to complete the report to the best of its ability as if it is due on the original deadline.

Submission Process

Note this Extension Request Form will be published online.

Agency	SC Human Affairs Commission
Date of Submission	28-Mar-17

Instructions: Please complete this Extension Request Form. The completed form should be submitted electronically to the House Legislative Oversight Committee (HCommLegOv@schouse.gov) in both the original format (Excel) and saved as a PDF for online reporting. Please direct any questions about this process to Jennifer Dobson (jenniferdobson@schouse.gov) or Charles Appleby (charlesappleby@schouse.gov).

I. Extension Request

1	State the date the agency originally received the report guidelines:	2/13/2017
2	State the date the agency submitted this request for an extension:	3/27/2017
3	State the original deadline for the report:	3/31/2017
4	State the number of additional days the agency is requesting:	14
5	State the new deadline if the additional days are granted:	4/14/2017

II. History of Extensions

1	List the years in which the agency previously requested an extension, putting the years the extension was granted in bold:	<i>Restructuring and Seven-Yer Plan Report (2015 - 14 days)</i>
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III. Good Cause

1	Please state good cause as to why the Committee should grant the extension requested by the agency. Please limit the response to 1,000 words or less.	<i>Key employees who are gathering data are involved in various trainings, personal and work-related activities to which they were obligated to perform prior to the Legislative Oversight Committee notifying the Commission that information was due by March 31, 2017.</i>
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IV. Verification

1	Please state the name of the agency head, or person designated and authorized by the agency head to do so, that has approved and reviewed the information provided in this Extension Request form.	<i>Raymond Buxton, II - Commissioner Lori Dean - Primary Contact</i>
2	Does the agency head, or designated person by the agency head, affirm that the information contained in this form from the agency is complete and accurate to the extent of his or her knowledge.	<i>Yes</i>

V. Committee Response

Leave this section blank.		
1	Date extension was granted:	28-Mar-17
2	Number of additional days granted:	14
3	New deadline for agency response:	14-Apr-17