

Application for Federal Assistance SF-424

Version 02

***1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

***2. Type of Application**

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s)

*Other (Specify)
_____**3. Date Received:****4. Applicant Identifier:****5a. Federal Entity Identifier:*****5b. Federal Award Identifier:****State Use Only:****6. Date Received by State:****7. State Application Identifier:****8. APPLICANT INFORMATION:*****a. Legal Name:** Richland County***b. Employer/Taxpayer Identification Number (EIN/TIN):**
57-6000398***c. Organizational DUNS:**
07-370-9883**d. Address:*****Street 1:** 2020 Hampton Street, Suite 3063**Street 2:** P.O. Box 192***City:** Columbia**County:** Richland***State:** SC**Province:** _____***Country:** USA***Zip / Postal Code** 29202**e. Organizational Unit:****Department Name:**
Richland County**Division Name:****f. Name and contact information of person to be contacted on matters involving this application:****Prefix:** Ms.***First Name:** Valeria**Middle Name:** _____***Last Name:** Jackson**Suffix:** _____**Title:** Director**Organizational Affiliation:**
Community Development Department***Telephone Number:** 803-576-2230**Fax Number:** 803-576-2052***Email:** jacksonv@rcgov.us

Application for Federal Assistance SF-424

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***9. Type of Applicant 1: Select Applicant Type:**

B.County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

11. Catalog of Federal Domestic Assistance Number:

14.257

CFDA Title:

Homelessness Prevention and Rapid Re-Housing Program (HPRP)

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Richland County

***15. Descriptive Title of Applicant's Project:**

Funds would be used to provide a comprehensive menu of services to program participants who are homeless or at-risk households who would be homeless without this assistance.

16. Congressional Districts Of:

*a. Applicant: SC-002 and SC-006

*b. Program/Project:

17. Proposed Project:

*a. Start Date: 9/30/09

*b. End Date: 9/30/2012

18. Estimated Funding (\$):

*a. Federal	568,201.
*b. Applicant	
*c. State	
*d. Local	
*e. Other	
*f. Program Income	
*g. TOTAL	568,201.

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Mr. _____ *First Name: J. Milton _____

Middle Name: _____

*Last Name: Pope _____

Suffix: _____

*Title: County Administrator

*Telephone Number: 803-576-2050

Fax Number: 803-576-2137

* Email:

*Signature of Authorized Representative: 

*Date Signed: 5/13/09

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***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 80 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	Type of Submission: (Required): Select one type of submission in accordance with agency instructions. • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.	10.	Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
2.	Type of Application: (Required) Select one type of application in accordance with agency instructions. • New – An application that is being submitted to an agency for the first time. • Continuation – An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision – Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)	11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	12.	Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
4.	Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.	13.	Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
5a.	Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.	14.	Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
5b.	Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.	15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
6.	Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.	16.	Congressional Districts Of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5 th district, CA-012 for California 12 th district, NC-103 for North Carolina's 103 rd district. • If all congressional districts in a state are affected, enter "all" for the district number. e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
8.	Applicant Information: Enter the following in accordance with agency instructions: a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website. b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444. c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website. d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US). e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the	18.	Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
		19.	Is Application Subject to Review by State Under Executive Order 12372 Process? Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the

	assistance activity, if applicable. f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.		State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.		
20.			Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.		
21.	2. Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions. <table border="1" data-bbox="180 625 862 997"> <tr> <td data-bbox="180 625 521 997"> A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority </td> <td data-bbox="521 625 862 997"> M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify) </td> </tr> </table>		A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)	21. Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)				

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD by May 18, 2009, or within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness.

A complete submission maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed. contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

These items have also been posted on Richland County website at www.rcgov.us. For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. *Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.* Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

A. General Information

Grantee Name	Richland County
Name of Entity or Department Administering Funds	Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Vivian McCray
Title	Housing Project Coordinator
Address Line 1	2020 Hampton
Address Line 2	Suite 3063
City, State, Zip Code	Columbia, SC 29204
Telephone	(803) 576-2044
Fax	(803) 576-2052
Email Address	mccrayv@rcgov.us
Authorized Official (if different from Contact Person)	J. Milton Pope
Title	County Administrator
Address Line 1	2020 Hampton
Address Line 2	Suite 4069
City, State, Zip Code	Columbia, SC 29204
Telephone	(803) 576-2050
Fax	(803) 576-2137
Email Address	
Web Address where this Form is Posted	www.richlandonline.com

Amount Grantee is Eligible to Receive*	\$568,201.
Amount Grantee is Requesting	\$568,201.

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response: As a recipient of US Department of Housing and Urban Development (HUD) funds, the Richland County Community Development Department is required to formally outline and document measures to promote the active participation of Richland County residents in the planning process. Citizen participation includes actively encouraging citizens, particularly the low and moderate income population, to participate in the planning process for the five-year Consolidated Housing and Community Development Plan (Consolidated Plan), the Annual Action Plans, the submission of substantial amendments and the development of the Consolidated Annual Performance Evaluation Report (CAPER), as well as individual neighborhood plans. These measures are summarized in the Community Development Citizen Participation Plan and conducted as required by HUD 24 CFR Part 91, Subpart B.

Richland County employs diverse methods to encourage on-going participation from residents, community service providers, and existing and potential community development partners. The participation process for the Substantial Amendment included: public notices and consultation with non-profits, County staff, elected officials and housing providers.

All notices of public hearings were published in *The State* newspaper (Metro section, Legal, or Neighbors section) on April 18, 2009, 10 days prior to the public hearing. In addition, notices may be published in other local newspapers. Notices were posted on April 18, 2009 and posted electronically on the Richland County website at <http://www.richlandonline.com>.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

- ☐ Grantee did not receive public comments.
- ☒ Grantee received and accepted all public comments.
- ☐ Grantee received public comments and did not accept one or more of the comments.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response: A public hearing was conducted on April 29, 2009 at 5:00 p.m. at 2020 Hampton Street, County Council Chambers, Columbia, South Carolina. There were 14 attendees at the Public Hearing. Some of the comments made during the discussion or feedback section of the hearing were:

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

- The consensus appeared to be that the attendees want to see a large percentage of funds being directed to prevention of homelessness.
- Collaboration piece important for legal, financial, etc. Suggested a “one-stop” to have Homelessness Prevention and Rapid Re-Housing located at the same place. Center Place was a one-stop place to go to for services years ago, but this program no longer exists in Richland County.
- Legal services is an integral piece for eviction defense (i.e., to work out private evictions and negotiate with landlords). The role of legal service is to have a network to assist with other needs that may create crisis. Other legal assistance would include domestic violence; expungement (i.e., erasing an arrest or conviction on criminal record; driver’s license issues and other support legal services). There should be stabilization of clients by providing direct client services. This would include working with landlord and educating client on legal rights.
- Emphasized the importance of a holistic approach.
- Be sure that the benefits last past the funding period of three (3) years.
- Emphasized counseling as an integral piece in assisting those at risk or homeless. Homelessness involves other unmet needs such as physical, economic and social. Therefore, there is an impact of stress from other entities including credit card debt; unemployment; other financial issues, etc.
- A plan to address long term assistance when housing is not affordable.
- Ensuring that CoC also addresses the needs of the working poor.

Other Email Comments:

- Feedback on HMIS: Since all agencies will be required to participate in HMIS when applying for funding they should ensure that they included adequate funds to hire a case manager to also assist with the compliance of this area.
- All agencies should be aware that HMIS requires some very sensitive client information. Agencies should know what is expected prior to participation and ensure their current policies do not preclude them from

providing this information or sharing client information with other participants in the HMIS. This is required to avoid duplication of services.

- Since HMIS is already in place in the MACH 14-counties, the County should try to apply more funds to support the agencies with adequate staff to facilitate the HMIS. It maybe more appropriate to shift additional funds from the HMIS line item into the prevention programs and leave remaining funding for training, software, etc.
- Feedback from South Carolina Legal Service (SCLS): Based on SCLS' experience, legal services can play a critical role in preventing homelessness and assisting in rapid re-housing by preventing evictions, stabilizing family situations, addressing underlying legal issues that have led to the risk of homelessness, and, in those situations where homelessness does occur, by removing legal impediments to rapidly obtaining new housing. Thus, although we believe an enhanced, coordinated program of eviction defense should be a cornerstone of legal services contribution to your efforts, expert assistance and representation in family law, public benefits and consumer law matters will also greatly improve the ability of persons at risk of homelessness to stabilize their situation and help insure that they can remain in their homes on a long-term basis after receiving temporary assistance under the HPRP program.

Legal services necessary to help keep persons in their homes vary, but typically include the following types of activities.

Representing clients to prevent evictions (including cases of fee disputes, alleged damage to housing, alleged lease violations, code issues, Section 8 issues, late payments, deficiencies, unauthorized uses, and other landlord/tenant matters or housing issues).

Representing clients to insure that housing is habitable, that tenants are aware of applicable lease provisions and that leases are appropriately modified and enforceable where temporary housing funds are used to maintain housing.

Assisting clients in obtaining public benefits they are entitled to thereby increasing household income available for housing.

Representing clients in physical cruelty divorce actions to help gain or maintain possession of the family home where the client and children are currently living in a domestic violence shelter or where the client needs child support in order to stay in the home.

Representing clients in consumer cases where the client has been

wrongfully deprived of, or dunned for, funds which could otherwise be used for rental expenses.

Representing clients in utility cases to prevent termination of utilities that may then result in eviction.

Representing grandparents in cases where they seek to get custody/adoption of children to prevent the children from becoming homeless. In these cases a part of the representation may involve getting additional housing funds for grandparents to support the children.

Representing clients in obtaining expungment of records in order to secure employment and thereby increase household income for rental expenses.

Representing clients in obtaining reinstatement of drivers licenses in order to secure employment and thereby increase household income for rental expenses.

Representing clients in unemployment benefits hearings and in obtaining extended benefits in order to ameliorate the effects of job loss and to increase household income for rental expenses.

Representing clients in dealings with credit companies on disputed debts to Repair credit rating and improve finances.

SCLS will, therefore, be proposing a comprehensive approach for legal services under the HPRP, including an aggressive defense of eviction proceedings, negotiating with landlords to settle cases and keep tenants in their homes, and securing additional sources of income, family stabilization and support which, combined with other assistance available under the grant, will allow persons to stay in their homes or rapidly find new housing if this is not possible. Providing outreach, education, training and materials to caseworkers and recipients on legal rights and responsibilities and federal state and local benefits, programs and services is also an important part of what legal services can bring to bear, and we will be partnering with SC Appleseed Legal Justice Center to provide this in our response to your request for proposal. We also agree that a coordinated approach among the continuum of subgrantees is also important, and this should include cross referrals, any necessary modifications to intake systems and case coordination.

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and Richland County. The three-year deadline to expend funds begins when HUD signs the grant agreement. Richland County will ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which Richland County provides HPRP funds.

☒ Competitive Process

☐ Formula Allocation

☐ Other (Specify: _____)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response: In accordance with Richland County's Procurement procedures, a competitive process will be used to award grants funded under the HPRP. RFP were released for response on April 30, 2009 with a submission deadline of June 5, 2009 at 4:00 p.m. Applications received in response to the solicitation will be evaluated and ranked by a Review Panel comprised of public and private stakeholders. Each proposal will be reviewed to ensure that all required components were addressed. Review Panel participants will score the proposals individually and submit their recommendations for a Review Panel meeting.

3. Briefly describe the process the Richland County plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response: Once HUD signs the grant agreement, Richland County will provide final notification to sub-grantees who were awarded funds through the competitive process. Richland County anticipates that the solicitation and review process will be completed during the month of June 2009, to ensure that the September 30, 2009 deadline is met. Grant funds will be awarded to the highest ranking sub-grantees deemed to have a responsive bid proposal. The scoring criteria will include scope of service or project description; data collection; eligibility requirement of program participants; budget; performance measure; personnel qualifications and other pertinent criteria, as deemed appropriate. Sub-grantees will receive a two (2) year contract for the proposed activities and will be required to submit quarterly reports to show compliance with federal guidelines prior to renewal of grant.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

4. Describe Richland County's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response: Richland County Community Development (RCCD) plans to comply with the expenditure deadlines by using at least 60% of funds within the two (2) years of the date that HUD signs the grant agreement, and 100% of funds within three (3) years of this date. RCCD will ensure that the funds are drawn down on a quarterly basis as stipulated in the HUD timeliness standards.

RCCD will monitor sub-grantee's compliance with HPRP, to include on-site reviews for documenting program participant's eligibility by reviewing client records, tracking and data collection to ensure compliance with HPRP guidelines. RCCD has experienced staff support that is familiar with public housing, homeless prevention, emergency housing issues and data management systems. Upon on-site review, technical assistance, recommendations and/or corrective action findings will be discussed with sub grantee. Any corrective action will require action from sub grantee within specified amount of time. Documentation of data collected on use of funds and program participants served will be reported through HMIS. All draw downs or expenditures will be documented in IDIS. Quarterly and annual reports will be completed as required by HUD. Richland County will oversee and monitor the allocation of funds for Administration by allowing at least 4% of the 5% maximum amount to be used to support the Richland County Community Development staff. The remainder or one (1) percent of the funds may be available for use by sub grantees.

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response:

RCCD is also a member of the Midlands Area Consortium for the Homeless (MACH) where agencies from 14 counties (i.e., Aiken, Allendale, Bamberg, Barnwell, Calhoun, Chester, Fairfield, Kershaw, Lancaster, Lexington, Newberry, Orangeburg, Richland and York) formed a collaboration to address homelessness issues and funding opportunities. MACH serves as a link between the homeless population and the

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

community at large, through education, planning, advocacy and services. In addition, MACH receives federal funds, such as, Shelter Plus Care (S&C); Supportive Housing Program (SHP), etc. Some of the partners also receive Emergency Shelter Grant (ESG) and other funds.

United Way of the Midlands works with MACH to coordinate funding for Emergency Food and Shelter National Board Program (EFSP) The Local Board is staffed by United Way. Agencies that are members of MACH are allowed to participate in voting and funding opportunities.

HMIS is already in place in the 14-counties who represent the MACH. Richland County received a grant to administer HMIS. A consultant or administrator handles the coordination of data collection for MACH.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response:

RCCD collaborates with MACH and the new local coalition, Central Midlands Homeless Group, and the United Way of the Midlands. The plan is to collaborate to promote a continuum of services and to limit duplication of services. RCCD will disseminate information to the MACH and other non-profit service providers, to include notification of the substantial amendment.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response: RCCD proposes to utilize HPRP funds for financial assistance and housing relocation/stabilization services as outlined in the Consolidated Plan 2007-2011. Families who are doubling up with friends or relatives because they have no other housing options are also considered homeless under the McKinney Act. The McKinney legislation recognizes that doubling up is a temporary situation, one that is often prohibited by public housing laws and landlords. If the extra household residents were discovered, both families would likely be evicted. Moreover, doubled-up friends or families often impose space and financial burdens on the host family and the guests are often asked to leave after a short time. Finally, in communities with no public shelters, doubling up is often a stopgap measure before sleeping on the streets. Estimates provided by the University of Detroit-Mercy indicate that 1.13% of the population of Richland County (more than 3,946 persons) could be considered "couch homeless" –

staying at another person's home without paying rent, as a last resort before becoming fully homeless.

Richland County is located within the service and planning area of the Midlands Area Consortium for the Homeless (MACH). MACH is a 501 (c)3 organization governed by a 21-member Board of Directors.

According to our Consolidated Plan, we are seeking to meet the needs of the homeless population. The rising unemployment rate for Richland County and subsequently the State of South Carolina also supports the need to provide prevention measures to stabilize individual and families who need assistance.

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

E. Estimated Budget Summary HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
Homelessness Prevention	Homelessness Prevention	Rapid Re-Housing	
Financial Assistance ¹	\$ 224,041.	\$ 146,028.	\$ 370,069.
Housing Relocation and Stabilization Services ²	\$ 87,446.	\$ 58,297.	\$ 145,743.
Subtotal (add previous two rows)	\$ 311,487.	\$ 204,325.	\$ 515,812.
Data Collection and Evaluation ³			\$ 23,979.
Administration (up to 5% of allocation)			\$ 28,410.
Total HPRP Amount Budgeted⁴			\$ 568,201.

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

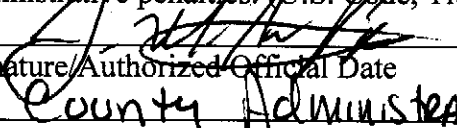
³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

F. Authorized Signature By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature/Authorized Official Date

 5/13/09

County Administrator Title

GENERAL CERTIFICATIONS FOR STATE OR LOCAL GOVERNMENT FOR THE HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the state, territory, or local government certifies that:

Affirmatively Further Fair Housing -- The state, territory, or local government will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction or state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Drug-Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. 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;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. 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 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) 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;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) 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

- (b) 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;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the state, territory, or local government's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, 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 awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. 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 contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Local Government, State, or Territory -- The submission of the consolidated plan is authorized under state law and local law (as applicable) and the jurisdiction or state possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan -- The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.


Signature/Authorized Official

5/13/09
Date

County Administrator
Title

Homelessness Prevention and Rapid Re-Housing Program (HPRP) Certifications

The HPRP Grantee certifies that:

Consolidated Plan – It is following a current HUD-approved Consolidated Plan or CHAS.

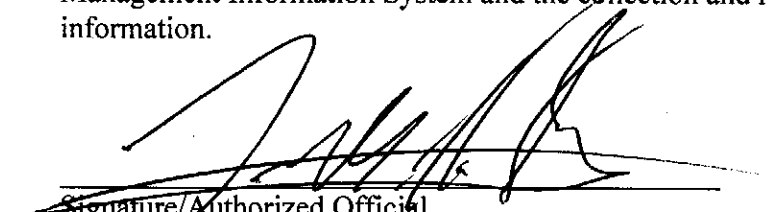
Consistency with Plan – The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Confidentiality – It will develop and implement procedures to ensure:

- (1) The confidentiality of records pertaining to any individual provided with assistance; and
- (2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

Discharge Policy – A certification that the State or jurisdiction has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

HMIS – It will comply with HUD's standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.


Signature/Authorized Official

5-13-09
Date

County Administrator
Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The Grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

2020 HAMPTON ST. Ste. 3063 Richland County
Columbia, SC 29204

Check ☐ if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).



Public Notice

Request for Proposal (RFP) for Federal Funds Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Agencies who currently serve Richland County homeless or at-risk populations are encouraged to apply for grants funded through HPRP allocation by the US Department of Housing and Urban Development to Richland County. Richland County Government's Community Development Request for Proposals (RFP) will be accepted from those agencies that have existing programs that can provide homeless prevention and rapid re-housing. Those seeking to apply for these programs must demonstrate a plan that provides "comprehensive menu of services to assist eligible program participants". Agencies that have the capability and experience to manage federal funds (of \$50,000 or more) and are able to provide necessary documentation of how the funds will be expended are encouraged to apply. HPRP funds are allocated for use in the following areas: financial assistance to homeless and at-risk households who would be homeless without this assistance; housing relocation and stabilization services (i.e., case management, outreach and engagement, housing search and placement, legal services, credit repair); data collection and evaluation; and administrative costs. Financial assistance can be used for short term rental assistance (up to 3 months); medium term rental assistance (4-18 months); utility deposits and payments; moving cost assistance; storage (up to 3 months); motel and hotel vouchers (up to 30 days). Total assistance can not exceed 18 months for rental or utility assistance. Rental assistance must comply with HUD "rental reasonableness" standards.

Beginning April 30th, RFP packets can be requested by emailing Vivian McCray at mccrayv@rcgov.us or calling to request a packet be mailed to you. The contact number is (803) 576-2230, Monday - Friday, 8:30 a.m. to 5:00 p.m. The submission deadline for Request for Proposals (RFP) will be Friday, June 5, 2009 at 4 pm. These RFP responses must be submitted to Vivian McCray, Housing Project Coordinator, Community Development, Richland County Administration Building, 2020 Hampton Street, Suite 3063, Columbia, South Carolina, 29201, by this date and time.

Richland County does not discriminate on the basis of age, color, race, religion, sex, national origin, familial status or disability in the admission or access to or treatment or employment in its federally assisted programs or activities. The Human Resource Director, Dwight Hanna, in the County Administration Building, 2020 Hampton Street, Columbia, South Carolina, telephone number (803) 576-2110 or TDD (803) 748-4999, has been designated to coordinate compliance with the non-discrimination requirements contained in the US Department of Housing and Urban Development's regulations.

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GOALS AND
COMMUNITY DEVELOPMENT

THE STATE-RECORD CO., INC.

Columbia, South Carolina 2909 MAY -7 AMID: 31



Public Notice and Public Hearing

Richland County Government Homelessness Prevention and Rapid Re-Housing Program (HPRP) Notice of Allocation of Funds

NOTICE IS HEREBY GIVEN that Richland County Community Development has been allocated \$568,201 for the "Homelessness Prevention and Rapid Re-housing Program (HPRP)", under Title XII of the American Recovery and Reinvestment Act of 2009. Homeless Prevention and Rapid Re-Housing funds must be used to address homeless and at-risk households who would be homeless without this assistance. A draft substantial amendment will be posted on the Richland County website: <http://www.richlandonline.com>. The public will have until May 4, 2009 to submit written comments. Written comments may be sent to Vivian McCray, Housing Project Coordinator, Richland County Community Development, Richland County Administration Building, 2020 Hampton Street, Suite 3063, Columbia, South Carolina, 29204 or by emailing mccrayv@rcgov.us. A substantial amendment to the 2008 Richland County Consolidated Action Plan is due to the US Department of Housing and Urban Development on May 18, 2009.

NOTICE IS HEREBY GIVEN that on Wednesday, **April 29, 2009** at 5:00 p.m. in the Richland County Administration Building, County Council Chambers 2020 Hampton Street, there will be a Public Hearing concerning the use of Homelessness Prevention Rapid Re-housing Program (HPRP) grant funds for Richland County. For further details, please contact Vivian McCray, Housing Project Coordinator, Richland County Administration Building, 2020 Hampton Street, Suite 3063, Columbia, South Carolina, 29204. The contact number is (803) 576-2230, Monday – Friday, 8:30 a.m. to 5:00 p.m. The email address is mccrayv@rcgov.us.

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Public Notice
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Homelessness Prevention and Rapid Re-Housing Program (HPRP)

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Public Hearing
April 29, 2009
AGENDA

- ▼ 1. Welcome Valeria Jackson
- ▼
- ▼ 2. HPRP Overview Valeria Jackson
- ▼
- ▼ 3. Power Point Presentation Vivian McCray
- ▼
- ▼ 4. Substantial Amendment
- ▼
- ▼ 5. Request for Proposal (RFP)
- ▼
- ▼ 6. Comments
- ▼
- ▼ 7. Adjourn

APRIL 29, 2009

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NAME	ADDRESS	PHONE	EMAIL ADDRESS
Darlene Richardson	P.O. Box 2454 Columbia, SC 29202	796-8289	Housing@brooklandhousing.org
Arnette Wilks	P.O. Box 8997 Wat Ch 29171	791-7074	afolds@fmc.edu.sc
Clamita L Stewart	SC Applesed Legal Justice Ctr PO Box 7187 Columbia SC 29202	779 1113 ext 104	cstewart@scjustices.org
Lila Anna Sauls	Trinity Housing Corp 2400 Waites Rd Columbia SC 29206	256-3999	lasauls@stlawrenceplace.org
Tony D. Gordon	Oliver Gospel Mission		
Rebecca Frierson	2020 Hampton Street	462-0450	rfrierson3@scn.com
Edna Primus	P.O. Box 1445, Columbia SC 29202	799-9668	ednasmith-primus@sclegal.org
DAN Unumb	South Carolina Legal Services P.O. Box 1445, Columbia SC 29201 2109 Bull Street	744-4181	danielunumb@sclegal.org
Rhonda Dean	Lexington County	785-8151	rdean@lex-co.com
Coretta McGill	1725 Oak Street, 29205	606-9594	cmcgill@richlandone.org
Steve Magnus	1115 Beaverton St Columbia, SC 29201	779-5121	cmcgill@richlandone.org
Michael Lowe	P.O. Box 5531 W Columbia 29171	318 3767	smaglione@dacsc.org MLowe@aol.com

APRIL 29, 2009

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