

RICHLAND COUNTY

ADMINISTRATION AND FINANCE COMMITTEE

AGENDA



TUESDAY JUNE 24, 2025

6:00 PM

COUNCIL CHAMBERS

Richland County Council 2024-2025



Derrek Pugh
District 2
Vice Chair



Jason Branham
District 1



Gretchen D. Barron
District 7



Tyra Little
District 3



Paul Livingston
District 4



Allison Terracio
District 5



Don Weaver
District 6



Tish Dozier Alleyne
District 8



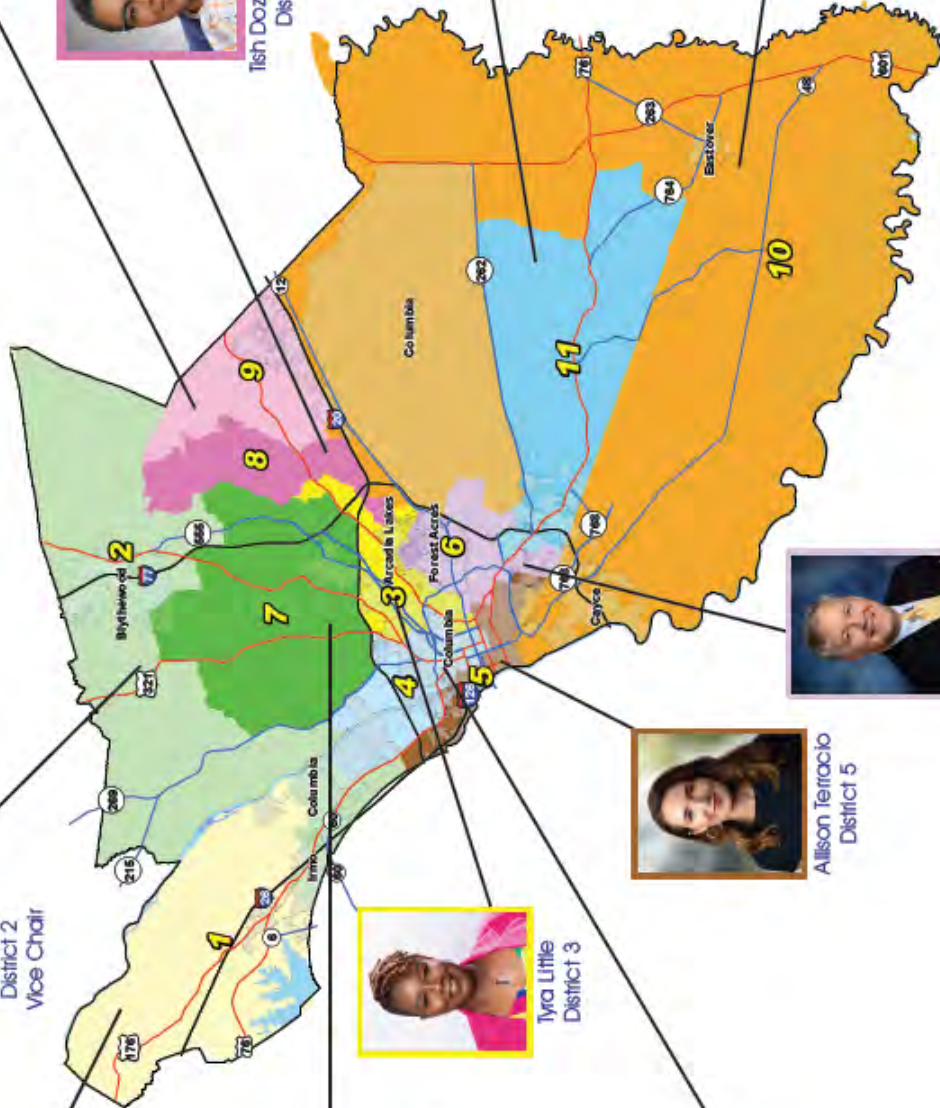
Chakisse Newton
District 11



Cheryl D. English
District 10



Jessica Macley
District 9
Chair





**Richland County
Administration and Finance Committee**

AGENDA

June 24, 2025 - 6:00 PM
2020 Hampton Street, Columbia, SC 29204

The Honorable Derrek Pugh, Chair	The Honorable Tyra K. Little	The Honorable Paul Livingston	The Honorable Don Weaver	The Honorable Tish Dozier Alleyne
County Council District 2	County Council District 3	County Council District 4	County Council District 6	County Council District 8

- 1. CALL TO ORDER** The Honorable Derrek Pugh, Chair
 - a. Roll Call
- 2. APPROVAL OF MINUTES** The Honorable Derrek Pugh
 - a. May 20, 2025 [\[PAGES 6-8\]](#)
- 3. ADOPTION OF AGENDA** The Honorable Derrek Pugh
- 4. ITEMS FOR ACTION** The Honorable Derrek Pugh
 - a. Operational Services - Award of Contract - Antique Mall Demolition [\[PAGES 9-20\]](#)
 - b. Operational Services - Award of Contract - Guardian Fuel [\[PAGES 21-34\]](#)
 - c. Operational Services - Award of Contract - Alvin S. Glen Facility Maintenance [\[PAGES 35-36\]](#)
 - d. Operational Services - Award of Contract - Sears Demolition and Roof [\[PAGES 37-72\]](#)
 - e. Procurement - Award of Contract- Public Safety Uniforms [\[PAGES 73-74\]](#)
 - f. Public Works - Solid Waste & Recycling - Excavator Purchase [\[PAGES 75-83\]](#)
 - g. Grants & Community Outreach - Community Development - Disaster Response & Recovery

Substantial Amendment to the Citizen
Participation Plan [\[PAGES 84-96\]](#)

- h.** Grants & Community Outreach - Community
Development - 2025 Annual Action Plan for HUD
Grants [\[PAGES 97-208\]](#)
- i.** Grants & Community Outreach - Community
Development - Substantial Amendments - 2017, 2018,
2020, 2021 & 2024 Annual Action Plans
[\[PAGES 209-223\]](#)

5. ADJOURN

The Honorable Derrek Pugh



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.



Richland County Council
Administration and Finance Committee Meeting
MINUTES
May 20, 2025 – 6:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29204

COUNCIL MEMBERS PRESENT: Derrek Pugh, Chair; Tyra K. Little, Paul Livingston, Don Weaver, and Tish Dozier Alleyne.

OTHERS PRESENT: Councilwoman Allison Terracio, Councilwoman Chakisse Newton, Councilwoman Cheryl English, Anette Kirylo, Patrick Wright, Ashiya Myers, Angela Weathersby, Lori Thomas, Michelle Onley, Kenny Bowen, Jackie Hancock, Kyle Holsclaw, Stacey Hamm, Michael Byrd, John Thompson, Patrick Wright, Michael Maloney, James Boone, Jennifer Wladischkin, Tamar Black, Brittany Hammond, Jani Hussain, and Syndi Castellucio

1. **CALL TO ORDER** – Chairman Derrek Pugh called the meeting to order at approximately 6:00 PM.

2. **APPROVAL OF MINUTES**

a. April 22, 2025 – Mr. Livingston moved to approve the minutes as distributed, seconded by Ms. Little.

In Favor: Pugh, Little, Livingston, Weaver, and Alleyne

The vote in favor was unanimous.

3. **ADOPTION OF AGENDA** – Mr. Weaver moved to adopt the agenda as published, seconded by Ms. Alleyne.

In Favor: Pugh, Little, Livingston, Weaver, and Alleyne

The vote in favor was unanimous.

4. **ITEMS FOR ACTION**

a. Utilities – Metron-Farnier, LLC – Dr. John Thompson, Assistant County Administrator, stated staff is recommending approval to purchase 420 water meters. These water meters will allow us to read the meters remotely and alert staff when there are leaks in the system.

Mr. Livingston inquired if the meters would be dispersed across the County.

Mr. Jani Hussain, Interim Utilities Director, indicated that the County's water system is in the Lower Richland/South area.

Mr. Weaver asked if there would be no additional costs to the residents.

Mr. Hussain responded that there is no additional cost.

Mr. Pugh inquired about the number of meters.

Mr. Hussain stated that there are 560 total meters, and they would be replacing 420 of those meters.

Mr. Pugh expressed that the meters were reading incorrectly. Therefore, were they reading high or low?

Mr. Hussain asserted the meters were not reporting. The staff drove around and manually collected the data at the end of the month.

Mr. Pugh asked how long the County had known the software was not working correctly and the vendor was no longer supporting them.

Ms. Alleyne inquired if the meters are being purchased all at once and if the replacement of the meters will be phased in.

Mr. Hussain indicated that the meters will be replaced at one time, as the existing meters are not reporting or are not registering accurate data.

Ms. Alleyne moved to forward to Council with a recommendation to approve the purchase of 420 water meters from Metron-Farnier, LLC, seconded by Mr. Weaver.

In Favor: Pugh, Little, Livingston, Weaver, and Alleyne

The vote in favor was unanimous.

- b. Utilities – Equipment Purchase from Pete Duty Associates, Carolina Lift Station, P&S Construction – Dr. Thompson stated staff is requesting an increase in the purchase order by \$200,000 for equipment and services for the pump system.

Mr. Livingston moved to forward to Council with a recommendation to approve an increase in the purchase order by \$200,000 for replacement pumps and equipment from Pete Duty Associates and repair and maintenance services from Carolina Lift Stations and P&S Construction, seconded by Ms. Little.

In Favor: Pugh, Little, Livingston, Weaver, and Alleyne

The vote in favor was unanimous.

- c. Risk Management -Fleet – One-Year First Vehicle Services extension – Mr. James Boone, Fleet Division – General Manager, stated staff is requesting a one-year extension to the current contract for automotive maintenance. The plan is to rebid the contract next year.

Mr. Pugh inquired if this is related to the fleet lease program.

Mr. Boone indicated that this contract covers the maintenance of the leased vehicles, but they are two separate contracts.

Mr. Livingston asked if the terms and costs are the same as the previous 5-year contract.

Mr. Boone replied Transdev Fleet Services Inc. has requested a 5% increase for the coming year. He maintained that the contract has changed little in the previous years, and there has been a significant change in the automotive industry.

Mr. Weaver inquired about how many vehicles are in the County's fleet.

Mr. Boone stated there are approximately 2,000 pieces of equipment, including vehicles, machinery, and small equipment.

Ms. Alleyne moved to forward to Council a recommendation to approve the one-year extension of the existing automotive maintenance contract with Transdev Fleet Services Inc., formerly known as Fleet Vehicle Services. Seconded by Ms. Little.

In Favor: Pugh, Little, Livingston, Weaver, and Alleyne

The vote in favor was unanimous.

- d. Public Works – Solid Waste & Recycling – Municipal Solid Waste Host Agreement – Dr. Thompson stated staff is requesting to extend the current Host Community Municipal Solid Waste Agreement with Waste Management, Inc. for five years at the negotiated rate of \$32.82 per ton beginning in FY26. He pointed out the County pays to take our household waste to Waste Management.

Mr. Weaver stated, for clarification, that the fee for this service is reflected on the residents' tax bills.

Dr. Thompson replied in the affirmative.

Ms. Syndi Castelluccio, General Manager – Solid Waste & Recycling, stated we have a Solid Waste fee and the millage. Those funds are split between the landfill and collections budget. The cost increases each year with CPI, but is capped at 3%.

Mr. Weaver moved to forward to Council with a recommendation to approve the five-year extension of the Host Community Municipal Solid Waste Agreement with Waste Management, Inc., at the negotiated rate of \$32.82 per ton beginning in FY26, seconded by Ms. Alleyne.

In Favor: Pugh, Little, Livingston, Weaver, and Alleyne

The vote in favor was unanimous.

- e. Public Works – Stormwater Management – Hickory Ridge Conveyance System Upgrades – Dr. Thompson stated staff is recommending the award of construction to the lowest responsive, responsible bidder, Williams Infrastructure LLC, to remediate flooding in the southeastern portion of the County.

Mr. Weaver asked if there was a reason the contingency is 20%.

Mr. Michael Maloney, Public Works Director, pointed out we are working in backyards, alongside streets, and areas with utility conflicts. Most of those have been identified, but we will not know what we will encounter until the work has begun.

Ms. Alleyne moved to recommend the award of construction to the lowest responsive, responsible bidder, Williams Infrastructure LLC, in the amount of \$4,806,210 plus a 20% contingency for a total award of \$5,767,452, seconded by Mr. Weaver.

In Favor: Pugh, Little, Livingston, Weaver, and Alleyne

The vote in favor was unanimous.

5. **ADJOURNMENT**: Mr. Livingston moved to adjourn the meeting, seconded by Ms. Alleyne.

In Favor: Pugh, Little, Livingston, Weaver, and Alleyne

The vote in favor was unanimous.

The meeting adjourned at approximately 6:20 PM.

**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050

**Agenda Briefing**

Prepared by:	T. J. Danley	Title:	Project Manager
Department:	Operational Services	Division:	Facilities & Grounds
Date Prepared:	April 8, 2025	Meeting Date:	June 24, 2025
Legal Review	Patrick Wright via email	Date:	June 5, 2025
Budget Review	Brittany Hammond via email	Date:	May 19, 2025
Finance Review	Stacey Hamm via email	Date:	May 14, 2025
Approved for consideration:		Assistant County Administrator	Lori J. Thomas, MBA, CGFO
Meeting/Committee	Administration & Finance		
Subject	Award of Contract for Antique Mall Demolition Project		

RECOMMENDED/REQUESTED ACTION:

Operational Services recommends approval of a contract with EMR Services Inc. for \$142,050.30 (base contract price of \$123,522, plus \$18,528.30 in contingency) to provide demolition and abatement services for the Old Antique Mall building located at 2956 Broad River Road, Columbia, SC 29210. The contract also includes hazardous material abatement and an Erosion Control Plan.

Request for Council Reconsideration: ☒ Yes

FIDUCIARY:

Are funds allocated in the department's current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If not, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

Funding was allocated and approved via the budget process. If approved, the County will enter into a contract with the recommended contractor, EMR Services Inc., for \$123,522.00 (not including contingency of \$18,528.30). Contingency is requested to ensure adequate funding is available in case of unforeseen costs or conditions associated with this project (e.g., soil contamination treatment or federal code improvement upgrades that may be required). Contingency use must be requested in writing by the contractor and evaluated by the Richland County Operational Services department as a change. Contingency use will not be approved by Richland County staff without strict examination of all the facts and possible options by the Project Management team.

Applicable fund, cost center, and spend category:

Fund: 1100

Cost Center: 3170

Spend Category: Construction

OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:

A Request for Bid # RC-704-B-25 Antique Mall Demolition Project was publicly advertised on February 18, 2025. Nine (9) submittals were received. After initial evaluation of bid submittal, The company TOA, LLC. was deemed non-responsive. EMR Services Inc. was identified as the lowest, responsive, responsible bidder at a cost of \$123,522.00.

COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

There are no legal concerns regarding this matter.

REGULATORY COMPLIANCE:

Not applicable.

MOTION OF ORIGIN:

There is no associated Council motion of origin.

STRATEGIC & GENERATIVE DISCUSSION:

The Operational Services department requests approval to enter into a contract with EMR Services Inc. to demolish the Old Antique Mall building. The current building exhibits structural problems that require extensive repair, and the building's position on the property is not conducive to future plans for the site. The demolition of the building and parking lot is needed to return the property to a buildable state.

If approved, the recommended contractor will provide the building and parking lot demolition, material removal, hazardous material abatement and removal, utility removal, erosion control, grading, and seeding.

This project not only addresses the immediate safety and visual concerns related to the deteriorating building but also supports the county's long-term goal of using this land to construct new facilities that to offer or support constituent services.

ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INITIATIVE:

Goal: Plan for Growth through Inclusive and Equitable Infrastructure

Objective: Create excellent facilities

SUMMATIVE OVERALL COUNTY IMPACT:

- The Old Antique Mall property was purchased in 2017.
- The current building condition and layout are not conducive to providing services for the residents of Richland County.
- The building exhibits structural degradation and is an eyesore.
- Providing a blank slate allows the flexibility to construct new facilities to better serve the community.

ATTACHMENTS:

1. Bid tabulation sheet
2. Contract

Antique Mall Demolition Project, RC-704-B-25	4 Seasons Demolition Inc.	Complete Demolition Services	Corley Construction, LLC	EMR Services Inc	
	Total Cost				
	\$ 254,000.0	\$ 221,000.0	\$ 342,813.0	\$ 123,522.0	
Selected (\$)	\$ 0	\$ 0	\$ 0	\$ 0	

Kershaw Builders, Inc.	Sessler Wrecking	Webb-Harrell Construction Service Corp	Wrecking Corp of America, LLC
\$ 334,890.28	\$ 235,747.0	\$ 247,800.0	\$ 296,525.0
\$ 0	\$ 0	\$ 0	\$ 0

**CONTRACT AGREEMENT
RC-704-B-25**

THIS Contract Agreement is dated ____ day of ____ in the year 2025 by and between **RICHLAND COUNTY, SOUTH CAROLINA**, (hereinafter called "OWNER") and **EMR SERVICES INC.** (hereinafter called "CONTRACTOR") for the following Project, for which the Work under the Contract Documents may be the whole or only a part, is generally described in the OWNER's Request for Bids: Bid No. **RC-704-B-25**

(hereafter called "Request For Bids") as follows:

Antique Mall Demolition Project
(the "Project").

OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Article 1. WORK.

1.1 CONTRACTOR shall complete all work for the Project as specified or indicated in the Contract Documents (the "Work"). The Work is generally described as follows:

Abatement, demolition, and debris removal services at the commercial building named the Antique Mall, located at 2956 Broad River Road, Columbia, SC 29210

Article 2. INSPECTOR.

2.1 The OWNER has designated Tracy (TJ) Danley as its representative and it will assume all duties and responsibilities and will have the rights and authority assigned to the INSPECTOR as described in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents. Construction Engineering and Inspection shall also be performed by the INSPECTOR. The INSPECTOR information for notice purposes is:

Tracy (TJ) Danley, M.S.
Operational Services
Richland County Government
(803) 331-7705
danley.tracy@richlandcountysc.gov

Article 3. CONTRACT TIME.

- 3.1 The Contractor shall achieve Final Completion of the Project within thirty (30) Days after the Work is Substantially Complete.
- 3.2 Liquidated Damages. Will not be applicable to this Contract.
- 3.3 The Contract Time maybe changed only by a Change Order or Claim as defined and for the reasons stated in the General Conditions that are part of the Request For Bids.

Article 4. CONTRACT PRICE.

- 4.1 OWNER shall pay CONTRACTOR for completion of the Work in accordance with the Contract Documents, and in accordance with the unit bid prices submitted in the Contractor's Response to the Request for Bids on March 25, 2025 with an initial contract amount of \$ 123,522.00 .
- 4.2 The Contract Price may be changed only by a Change Order for the reasons stated in the General Conditions that are part of the Request For Bids.

Article 5. PAYMENT PROCEDURES.

CONTRACTOR shall submit Applications for Payment in accordance with the General Conditions in the Request for Bids but in no case shall submit Applications for Payment more than once per month. Applications for Payment will be processed by INSPECTOR as provided in the General Conditions.

- 5.1 Payment Terms. Payment will be made within thirty (30) days after acceptance of completed order/project in accordance with the payment schedule. Payment applications for construction contracts are to be submitted on the latest standard AIA Application for Payment form for unit price contracts. Application for Payment shall reflect work completed through the last day of the month. Retainage for construction contracts will be on each Application for Payment is as follows: 10% of completed, 10% of stored materials. Partial payments will be made as follows: Provided an Application for Payment is received by the INSPECTOR, or project manager, no later than the 10th of the month, the OWNER shall make payment to the CONTRACTOR not later than thirty (30) days from receipt of the approved Application for Payment. If an Application for Payment is received by the INSPECTOR after the 10th day of the month, payment shall be made by the OWNER no later than thirty (30) days after the INSPECTOR, or project manager, approves the Application for Payment.
- 5.2 Final Payment. Upon Final Completion and acceptance of the Work in accordance with the General Conditions in the Request For Bids, OWNER shall pay the remainder of the Contract Price and retainage as recommended by INSPECTOR as provided in this Article, subject to any offsets due to OWNER as provided in this Agreement.

Article 6. CONTRACTOR'S REPRESENTATIONS.

In order to induce OWNER to enter into this Agreement CONTRACTOR makes the following representations:

- 6.1 CONTRACTOR has familiarized itself with the nature and extent of the Contract Documents, Work, site, locality, and all conditions and including any federal, state, and local Laws and Regulations that in any manner may affect cost, progress, performance or furnishing of the Work.
- 6.2 CONTRACTOR has obtained and carefully studied (or assumes responsibility for obtaining and carefully studying) all such examinations, investigations, explorations, tests, reports and studies which pertain to the subsurface or physical conditions at or contiguous to the site or otherwise may affect the cost, progress, performance or furnishing of the Work as CONTRACTOR considers necessary for the performance or furnishing of the Work at the Contract Price, within the Contract

Time and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, explorations, tests, reports, studies, or similar information or data are or will be required by CONTRACTOR for such purposes.

- 6.3 CONTRACTOR has reviewed and checked all information and data shown or indicated on the Contract Documents with respect to existing underground facilities at or contiguous to the site and assumes responsibility for the accurate location of said underground facilities. No additional examinations, investigations, explorations, tests, reports, studies or similar information or data in respect of said Underground Facilities are or will be required by CONTRACTOR in order to perform and furnish the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents.
- 6.4 CONTRACTOR has correlated the results of all such observations, examinations, investigations, explorations, tests, reports and studies with the terms and conditions of the Contract Documents.
- 6.5 CONTRACTOR has given INSPECTOR written notice of all conflicts, error or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by INSPECTOR is acceptable to CONTRACTOR.
- 6.6 The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

Article 7. CONTRACT DOCUMENTS.

The Contract Documents which compromise the entire Agreement between OWNER and CONTRACTOR concerning the Work consist of the following:

- 7.1 This Contract Agreement.
- 7.2 The OWNER's Request For Bids: Bid No. **RC-704-B-25** (Not attached but incorporated herein by reference thereto.) The Request For Bids includes all documents that were part of the advertisement of the Project, including but not limited to Instructions to Bidders, General Provisions, and General Conditions in the bid documents.
- 7.3 Contractor's Response to Bid No. **RC-704-B-25** including its Performance Bond. (Not attached but incorporated herein by reference thereto.)
- 7.4 Technical Specifications, Special Provisions and Addendums provided in the bid documents that is part of the Request for Bids. (Not attached but incorporated herein by reference thereto.)
- 7.5 The following, which may be delivered or issued after the effective date of the Agreement and not attached hereto:
 - a) Notice to Proceed
 - b) Performance Bond
 - c) Payment Bond
 - d) Fully executed Written Amendments
 - e) Fully executed Work Change Directive(s)
 - f) Fully executed Change Order(s)

- 7.6 Additionally, if not included in the Request for Bids, the OWNER's General Conditions that are the standard terms and conditions for doing business with Richland County and found at <http://www.richlandonline.com/Government/Departments/BusinessOperations/Procurement.aspx> ("OWNER's Standard General Conditions") are part of the Contract Documents.
- 7.7 Order of Precedence. This Agreement, including the Exhibits listed above, are collectively called in this Agreement "the Contract Documents," and form the entire Agreement between the parties, superseding all prior negotiations, representations, or agreements, whether written or oral. The Contract Documents are intended to supplement and complement each other and shall, where possible, be thus interpreted. If, however, any provision of the Agreement, any other Contract Document and any Exhibit irreconcilably conflicts with a provision of the Agreement, the following rules of interpretation shall control:
- 7.7.1 As between this primary Agreement document and any of the other Contract Documents (including the Request For Bids and the contract terms and conditions included therein), this Agreement shall govern.
- 7.8 Degree of Application: CONTRACTOR. Should there be a conflict between any provision of any Contract Document that is not determined by the Order of Precedence section herein, the CONTRACTOR will be assumed to have agreed to the more onerous obligation or duty between or among the conflicting terms.

Article 8. MISCELLANEOUS.

- 8.1 Terms used in this Agreement will have the meanings indicated in the Request For Bid documents, including the General Conditions.
- 8.2 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation monies that may become due and monies that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specially stated to the contrary in any written consent to an assignment no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.
- 8.3 OWNER and CONTRACTOR each binds itself, its partners, successors, assigns and legal representatives to the other party hereto, its partners, successors, assigns and legal representatives in respect of all covenants, agreements and obligations contained in the Contract Documents.
- 8.4 Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon OWNER and CONTRACTOR, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.
- 8.5 If the CONTRACTOR defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten (10) day period after receipt of written notice from the OWNER to commence and continue correction of such default or neglect with diligence and promptness,

the OWNER may, without prejudice to other remedies the OWNER may have, correct such deficiencies and deduct from payments then or thereafter due the CONTRACTOR the reasonable cost of correcting such deficiencies, including OWNER'S expenses and compensation for additional engineering services made necessary by such default, neglect or failure. If payments then or thereafter due the CONTRACTOR are not sufficient to cover such amounts, the CONTRACTOR shall pay the difference to the OWNER. Should the CONTRACTOR default under its obligations in the performance of this Agreement and is terminated by the OWNER prior to Substantial Completion of the Work, the CONTRACTOR shall be liable to the OWNER for all actual, consequential and incidental damages as a consequence of CONTRACTOR'S default, including but not limited to, the additional cost to complete the Work under the approved schedule at the time of the CONTRACTOR'S default and any liquidated damages that may result from any resulting delay of the date of Substantial Completion.

- 8.6 The CONTRACTOR warrants to the OWNER and INSPECTOR that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The CONTRACTOR further warrants that the Work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the Work the Contract Documents require or permit.
- 8.7 If the CONTRACTOR encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature, that differ materially from those ordinarily found to exist and generally recognized as inherent in the character of the Work to be provided in the Contract Documents, the CONTRACTOR shall promptly provide notice of a Claim to the OWNER and the INSPECTOR before conditions are disturbed and in no event later than ten (10) days after first observance of the conditions. If the INSPECTOR determines that conditions differ materially and cause an increase or decrease in the CONTRACTOR'S cost of, or time required for, performance of any part of the Work, the INSPECTOR will recommend an equitable adjustment in the Contract Sum or Contract Time, or both. If the INSPECTOR determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the INSPECTOR shall promptly notify the OWNER and CONTRACTOR in writing, stating the reasons. The failure of the CONTRACTOR to provide written notice of the nature of the Claim within the ten (10) days, and that the Claim may result in a delay or additional cost to the OWNER, is an absolute waiver of the CONTRACTOR's right to any additional contract time or compensation because of such site conditions. This waiver applies notwithstanding the OWNER's actual knowledge and notice of the site conditions and/or CONTRACTOR's Claim associated with such site conditions.
- 8.8 The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.
- 8.9 Non-Appropriation: Any contract entered into by the OWNER resulting from this bid invitation shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

- 8.10 Indemnification: The contractor shall indemnify and hold harmless the OWNER, its officials, employees, temporary and leased workers and volunteers from and against any and all damages, losses and expenses, including but not limited to attorney's fees, arising out of, or resulting from negligent performance of the Work defined herein, but only to the extent caused or contributed to by the negligent acts or omissions of contractor, its subcontractors and consultants, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damages, loss or expense is caused in part by a party indemnified hereunder..
- 8.11 Governing Law: This Agreement is to be construed in accordance with the laws of the State of South Carolina.

ARTICLE 9. INSURANCE.

Minimum Insurance Requirements: CONTRACTOR shall procure, and maintain for the duration of the contract, insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the CONTRACTOR, his agents, representatives, employees or sub-contractors.

Coverage - Coverage shall be at least as broad as the following:

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to OWNER) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability** – Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if CONTRACTOR has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
3. **Workers' Compensation Insurance** - as required by the State of South Carolina, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the OWNER, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the OWNER has received a waiver of subrogation from the insurer.
4. **Contactors' Professional Liability** - (Also known as Errors & Omission Coverage) Insurance coverage with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.

If Claims Made Policies:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
3. If coverage is canceled or non-renewed, and not **replaced with another claims-made policy form with a Retroactive Date** prior to the contract effective date, the CONTRACTOR must purchase "extended reporting" coverage for a minimum of **five (5) years** after completion of contract work.

If the CONTRACTOR maintains broader coverage and/or higher limits than the minimums shown above, the OWNER requires and shall be entitled to the broader coverage and/or higher limits maintained by the CONTRACTOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the OWNER.

Other Required Provisions - The general liability policy must contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status:** OWNER, its directors, officers, employees, and authorized volunteers are to be given insured status per ISO Forms CG 20 10 04 19 (ongoing operations) and CG 20 37 12 19 (complete operations), with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations.
2. **Primary Coverage:** For any claims related to this project, the CONTRACTOR's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the OWNER, its directors, officers, employees and authorized volunteers. Any insurance or self-insurance maintained by the OWNER its directors, officers, employees and authorized volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the OWNER.

Self-Insured Retentions - Self-insured retentions must be declared to and approved by the OWNER. The OWNER may require the CONTRACTOR to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or OWNER. .

Acceptability of Insurers - Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII or as otherwise approved by OWNER.

Verification of Coverage – CONTRACTOR shall furnish the OWNER with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the OWNER before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the CONTRACTOR's obligation to provide them. The OWNER reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and Endorsement pages.

Sub-contractors - CONTRACTOR shall require and verify that all sub-contractors maintain insurance meeting all the requirements stated herein, and CONTRACTOR shall ensure that OWNER, its directors,

officers, employees, and authorized volunteers are an additional insured are an additional insured on Commercial General Liability Coverage.

Article 10. OTHER PROVISIONS.

IN WITNESS WHEREOF, OWNER and CONTRACTOR have signed this Agreement in triplicate, under seal. One counterpart each has been delivered to OWNER, CONTRACTOR and INSPECTOR. All portions of the Contract Documents have been signed or identified by OWNER and CONTRACTOR.

This Agreement will be effective on _____.

OWNER:

RICHLAND COUNTY

By: _____

Its: County Administrator

CONTRACTOR:

EMR SERVICES INC.

By: _____

Its: _____

Attest: _____

Attest: _____

Address for giving notices:

Address for giving notices:

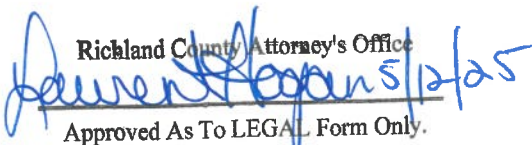
(INSPECTOR)

Designated Representative:

Designated Representative:

And
Richland County (OWNER)
Office of Procurement & Contracting
2020 Hampton Street, Suite 3064
Columbia, SC 29204

EMR Services Inc.
524 Turner Street
Thomasville, NC 27360


Richland County Attorney's Office
Approved As To LEGAL Form Only.
No Opinion Rendered As To Content.

**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050



Agenda Briefing

Prepared by:	Eric Williams	Title:	Director
Department:	Operational Services	Division:	Facilities and Grounds
Date Prepared:	June 2, 2025	Meeting Date:	June 24, 2025
Legal Review	Patrick Wright via email	Date:	June 5, 2025
Budget Review	Brittany Hammond via email	Date:	June 6, 2025
Finance Review	Stacey Hamm via email	Date:	June 5, 2025
Approved for consideration:		Assistant County Administrator	Lori J. Thomas, MBA, CGFO
Meeting/Committee	Administration & Finance		
Subject	Fire Station Fuel Tank Replacement		

RECOMMENDED/REQUESTED ACTION:

Staff recommends Council approval of a contract in the amount of \$247,452.30 with Guardian Fueling Technologies to provide fuel tank replacement services and fuel management system upgrades at fire stations 22, 17, and 14.

Request for Council Reconsideration: ☒ Yes

FIDUCIARY:

Are funds allocated in the department's current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If not, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

Funds were allocated and approved by County Council through the budget process. The cost associated with the request is \$247,452.30.

Applicable fund, cost center, and spend category:

Fund: 1100

Cost Center: 3170

Spend Category: Building Improvements

OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:

This purchase will utilize the Sourcwell Cooperative Agreement. Sourcwell is a cooperative purchasing organization which establishes competitively awarded contracts made available to all public entities. By participating in cooperative agreements, the County can accomplish cost savings via economies of scale and reduce the administrative costs of conducting the solicitation process.

COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

There are no legal concerns regarding this matter.

REGULATORY COMPLIANCE:

- EPA – Spill Prevention, Control, and Countermeasure (SPCC) Rule
- NFPA 30 – Flammable and Combustible Liquids Code
- OSHA – 29 CFR 1910.106 (Flammable Liquids)
- Clean Water Act (CWA) & Resource Conservation and Recovery Act (RCRA)
- South Carolina Fire Code or South Carolina Fire Marshal

MOTION OF ORIGIN:

There is no associated Council motion of origin.

STRATEGIC & GENERATIVE DISCUSSION:

Staff seeks approval to enter into a contract with Guardian Fueling Technologies to replace deteriorating fuel tanks at Fire Stations 22 and 17 and to permanently remove the fuel tank at Station 14. The existing tanks at these locations exhibit significant corrosion and utilize outdated fueling systems that hinder the accurate tracking and management of fuel consumption. The degradation of the tanks poses a risk of fuel leaks, which may result in soil and groundwater contamination, if not promptly addressed.

The scope of work includes:

- Provide and install temporary fuel tanks during the transition period;
- Safely dispose of any remaining fuel;
- Remove the outdated, corroded tanks;
- Install new, up-to-code fuel tanks;
- Install FuelMaster software—the same system currently used at other Richland County fueling locations and serviced by Guardian Fueling Technologies—for improved monitoring and control.

The FuelMaster system will enhance operational efficiency by enabling real-time tracking of fuel usage, preventing unauthorized access, and improving accountability. Guardian Fueling Technologies is an authorized distributor and installer of FuelMaster software and is the current service provider for Richland County fuel sites.

Due to the urgent condition of the existing infrastructure, timely approval of this contract is critical to prevent potential environmental and operational risks.

ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INITIATIVE:

Goal: Establish Operational Excellence

Objective: Modernize employee technology

Objective: Address current and future resource needs

SUMMATIVE OVERALL COUNTY IMPACT:

- Ensures Emergency Readiness: Reliable fuel tanks guarantee that fire apparatus is always fueled and ready to respond without delay.
- Prevents Environmental Hazards: Replacing aging tanks reduces the risk of leaks, protecting soil and groundwater near critical public safety infrastructure.
- Improves Safety Compliance: Up-to-date systems help maintain compliance with EPA and fire code regulations, avoiding costly violations or shutdowns.
- Enhances Fuel Management: Modern software provides real-time tracking, inventory control, and usage reports, improving accountability and efficiency.
- Reduces Maintenance Downtime: Newer, properly functioning tanks and systems lower the risk of equipment failures that could delay emergency response.

ATTACHMENTS:

1. Proposals from Guardian Fueling Technologies for Fire Stations 22, 17, and 14.



To: **Richland County Fleet**
400 Powell Road
Columbia, SC 29203
803-331-7705
danley.tracy@richlandcountysc.gov
 ATTN: **TJ Danley**

Jacksonville, FL
Tampa, FL
Ft. Myers, FL
Ft. Lauderdale, FL
Pensacola, FL
Orlando, FL
Tallahassee, FL
Birmingham, AL
Lafayette, LA

Savannah, GA
Atlanta, GA
Columbia, SC
Greensboro, NC
Raleigh, NC
Charlotte, NC
Knoxville, TN
Nashville, TN
Richmond, VA

CORPORATE OFFICE: 800-733-2945

guardianfueltech.com / getguardianconnect.com

Guardian Fueling Technologies provides layouts, installation, and service on all Liquid Handling Projects.

We are pleased to offer the following for your consideration

Site	Lower Richland FS #22	Quote #	SJ - 135 - 10868	PROJ	Sales Person
Address	2612 Lower Richland Blvd	Job Name	Fuel System Upgrades		<i>Susan MH Jenio</i>
	Columbia, SC 29061		SOURCEWELL CONTRACT	Date:	<i>704-779-2674</i>
			NUMBER 092920-SYS		<i>4/25/2025</i>

****UNLESS NOTED BELOW, THIS PROPOSAL IS VALID FOR 30 DAYS FROM THE DATE ABOVE****

Due to severe volatility in building material pricing due to raw material shortages, surcharges, and supply chain interruptions, adjustments to pricing and/or product substitution can occur at the time of job commencement.

General description of work to be performed:

Dismantle, remove and properly dispose of customers (2) existing 500 gallon Aboveground Storage Tanks (ASTs)
 Form and pour 14' x 20' concrete tank pad and 20' x 20' concrete drive pad
 Reinstall concrete curb
 Furnish and install (2) new 500 gallon ASTs on concrete pad (1 for gasoline, 1 for diesel)
 Complete turnkey installation with pumps, fueling hardware, high hose retrievers, tank monitor, fuel management system and emergency stop button

TANK EQUIPMENT

2 Aboveground Storage Tank, U.L. 2085 Labeled, specifications as follows:

Capacity: **500 gallons** Diameter: **4'-6"** Tank Length: **6'-0"**
 Openings: **Standard** Products: **Diesel / Gasoline**
 Construction: **FIREGUARD**
 Special Conditions:
 Grounding and Lifting Lugs
 (2) Coats White Epoxy Finish Paint
 Factory seal welded saddles
 (2) 4" Emergency vents
 Step to access tank top fill
 30-Year Warranty

PUMP EQUIPMENT

2	FILL RITE	Fuel Transfer Pump	NX25-120NB-PX
		With Pulse Meter	
		120v AC	
		25GPM	

AST VALVES AND FITTINGS

2	Morrison	Drop Tube 2" Dia x 6' Length	419-***
2	Morrison	Clock Gauge Face Label (Gallons)	918GH---***
2	Morrison	Clock Gauge with battery operated Overfill Alarm (droptube float)	918C-0400 AG
2	OPW	AST SPILL CONTAINER 3.5 GALLON 2.0" NPT WHITE	6221-ASTW32
2	OPW	Coupler, Kamlock 2"x2" Alum	633B-0150
2	OPW	2" Dust Cap for 61FSTOP-2000	634B-0150
2	OPW	61FSTOP-2000 4" TANK OPENING/2" FILL PORT	61FSTOP-2000
2	OPW	2" x 6' Aluminum Drop Tube	61FT-0206
1	OPW	2" atmospheric vent cap	23-0033
1	OPW	2" pressure/vac vent cap	623V-2203
2	Krueger	2" Interstitial Leak Detection Gauge (43"-76")	K-2-***

Guardian to obtain necessary locates and permits, if required, for all work performed by Guardian Tanks to be Empty (to within 6" of bottom of ASTs) prior to Guardian arrival on Site.
Others to provide and install network switch for FMU communication
Customer to complete Centeron dashboard set up
Guardian to provide (2) temporary fuel storage tanks and fuel for customer use during demo and construction

Dismantle, transport and properly dispose of existing tanks.
This process includes inerting tank(s) and degassing in accordance with all Federal, State and Local Requirements.

Provide Certificate of Disposal for Tanks Removed by Guardian.

Sawcut, breakout and remove existing asphalt and curbing as needed for new tank pad and drive pad installation

Lightly grade area to prepare for new concrete tank pad

Pour Concrete to the following spec:

Length: 14'	Width: 20'	Thickness: 8"	TANK PAD
Length: 20'	Width: 20'	Thickness: 8"	DRIVE PAD

NOTE: TRUCKS WEIGH 73,000 LBS

Steel Reinforcing Provided in Concrete with:

Single Mat #5 Rebar
12" on Center, Spaced Each Way

Install Pipe Bollards as listed below at the aboveground tank(s)

12 6" Bolt-Down Bollards with "Maintenance Free" bollard cover (installed on three sides of tank pad)

Off-load and test (2) ASTs per Federal/State/Local Requirements

Anchor AST to Concrete Pad

Provide Grounding for AST

Install (2) 2" Top Fill with Spill Container, Overfill Prevention Valve and Accessories

Install Clock Guage on Tank Visible from the Fill Connection

Install Atmospheric Vent Riser on diesel tank and Pressure Vac Vent on gasoline tank with Proper Sized Caps

Provide Post-Mount for Tank Alarms

Install the Following Equipment:

1	Fuel Management System (FuelMaster)
2	Tank Monitor System (Centeron)
2	Pumps (Fill-Rite)
1	Emergency Stop Button
2	High Hose Retrievers
x	Signs and Decals

Install Electrical Conduit as Follows:

2	Transfer Pumps
1	Fuel Management System
1	Emergency Stop Button

Clean up the job site of debris created by Guardian

Calibrate dispenser meters. Change Filters

Test all equipment supplied by Guardian for proper operation. Does not include repairs to owner furnished equipment

Instruct customer's personnel in the proper operation of the equipment supplied by Guardian.

GENERAL CONDITIONS

The quoted price is based on tank(s) being pumped down to 6" of product remaining in tank.

Removal and disposal of additional tank contents will be billed in addition to base bid amount.

Permits as required by local AHJ will be obtained by Guardian. A permit allowance of \$1,000 is included in this proposal. Costs incurred in excess of the permit allowance will be charged to the customer. Planning department approval, use permits, variances, or zoning changes are the responsibility of the customer.

Guardian is not responsible for repairs to existing equipment or electrical components.

Temporary fuel storage tanks and fuel consumed will be billed separately. Cost is not included in the total below.

OUR INSTALLATION PRICE IS CONTINGENT ON THE FOLLOWING:

Due to severe volatility in building material pricing due to raw material shortages, surcharges, and supply chain interruptions, adjustments to pricing and/or product substitution can occur at the time of job commencement.

The installation price quoted does not include disposal of contaminated soil.

Ability to use existing site wiring and wiring runs

Existing conduit is to be clear, usable and meeting the current electrical codes. Any repairs

or replacement of the existing conduit will be performed on a "time and material" basis at our normal rates and will be an additional cost to the customer.

Existing circuit panel is to be adequately sized, and meeting the current electrical codes. Any repairs to or replacement of the existing conduit will be performed on a "time and material" basis at our normal rates and will be an added cost to the customer.

Existing wiring is to be usable, and meeting the current electrical codes. Any repairs or replacement of the existing wiring will be performed on a "time and materials" basis at our normal rates and will be an additional charge to the customer.

Asphalt paving which is to be removed being no more than 4" thick

Concrete which is to be removed being no more than 6" thick

INSTALLATION PRICE DOES NOT INCLUDE:

Network switch for FMU communication
 Electrical panels
 Asphalt work
 Handling of any product or material classified as hazardous
 Geotechnical or environmental
 Fuel for the new system
 Engineered-stamped drawings for permits
 Stockpiling, transporting, or disposal of contaminated soils
 Cost for temporary fuel storage tanks and fuel consumed during demo and construction
 Any and all labor or equipment not specifically outlined within this proposal

THE TOTAL PRICE IS AS FOLLOWS:

NOTE: TOTAL PRICE INCLUDES ESTIMATED SALES / USE TAX

EQUIPMENT -		\$	48,876.71
INSTALLATION -		\$	87,623.75
ESTIMATED SALES TAX - SC	8.00%	\$	4,847.62
TOTAL PRICE			\$ 141,348.08

OPTIONS:

Substitute Flameshield Tanks for Fireguard Tanks

*If Authority Having Jurisdiction approves installation of UL-142 Flameshield tanks instead of UL-2085 Fireguard tanks
 Deduct: \$5,300 per tank*

-\$5,300.00 per tank

OPTION

Declined

SERVICE / PROJECT PAYMENT TERMS:

Customer Initials Required:

Guardian has the right to refuse delivery and/or installation for past due account balance.
 Projects are invoiced upon substantial completion of outlined scope of work and payments are **due thirty (30) days from invoice date**.
 Project payments received later than **thirty (30) days** from invoice date may result in an additional interest charge on your account.
 The deposit and credit approval are required prior to equipment ordering and scheduling. Late payments may result in a site lien.
 A 25% restocking fee will apply to cancelled orders. Any deposit balance will apply toward the 25% restocking fee.
 Purchaser shall pay for expense of Seller in enforcement of remedies including reasonable attorney's fees and other legal expenses.
 All overdue payments, placed with collection agencies or attorneys, shall bear interest at 1 (1/2)% per month from invoice date until paid in full.

NOTE:

All dispenser & POS equipment is invoiced at date of shipment from manufacturer and terms are net seven (7) days.

We appreciate the opportunity of offering this proposal and trust we may be favored with your most valued business.



ACCEPTANCE:
*This proposal, when accepted by the purchaser, and executed by final approval of Sellers Official Officer, will constitute a bonafide contract between us, subject to all terms and conditions within .
It is expressly agreed that there are no promises, agreements or understandings, oral or written, not specified in this proposal. The person signing below certifies the legal authority to bind the company into this contract.*

GFT Salesmar Susan MH Jenio
Signature: _____
Phone number: 704-779-2674

GUARDIAN FUELING TECHNOLOGIES ACCEPTANCE

Richland County Fleet
Company Name

Signature of Officer

Signature Date
(I AGREE TO PAY TERMS ABOVE)

Title

Title

Date



To: **Richland County Fleet**
400 Powell Road
Columbia, SC 29203
803-331-7705
danley.tracy@richlandcountysc.gov
 ATTN: **TJ Danley**

Jacksonville, FL
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Columbia, SC
Greensboro, NC
Raleigh, NC
Charlotte, NC
Knoxville, TN
Nashville, TN
Richmond, VA

CORPORATE OFFICE: 800-733-2945

guardianfueltech.com / getguardianconnect.com

Guardian Fueling Technologies provides layouts, installation, and service on all Liquid Handling Projects.

We are pleased to offer the following for your consideration

Site	Upper Richland FS #17	Quote #	SJ - 135 - 10870	PROJ	Sales Person
Address	300 Camp Ground Rd	Job Name	Fuel System Upgrades		<i>Susan MH Jenio</i>
	Columbia, SC 29203		SOURCEWELL CONTRACT	Date:	<i>704-779-2674</i>
			NUMBER 092920-SYS		<i>4/25/2025</i>

****UNLESS NOTED BELOW, THIS PROPOSAL IS VALID FOR 30 DAYS FROM THE DATE ABOVE****

Due to severe volatility in building material pricing due to raw material shortages, surcharges, and supply chain interruptions, adjustments to pricing and/or product substitution can occur at the time of job commencement.

General description of work to be performed:

Dismantle, remove and properly dispose of customers (1) existing 500 gallon and (1) existing 2,000 gallon Aboveground Storage Tanks (ASTs)
 Form and pour (1) 3'x3' concrete pad for FuelMaster pedestal
 Furnish and install (2) new 500 gallon ASTs inside existing tank containment area (1 for gasoline, 1 for diesel)
 Complete turnkey installation with pumps, fueling hardware, high hose retrievers, tank monitor, fuel management system and emergency stop button

TANK EQUIPMENT

2 Aboveground Storage Tank, U.L. 2085 Labeled, specifications as follows:

Capacity: **500 gallons** Diameter: **4'-6"** Tank Length: **6'-0"**
 Openings: **Standard** Products: **Diesel / Gasoline**
 Construction: **FIREGUARD**
 Special Conditions:
 Grounding and Lifting Lugs
 (2) Coats White Epoxy Finish Paint
 Factory seal welded saddles
 (2) 4" Emergency vents
 Step to access tank top fill
 30-Year Warranty

PUMP EQUIPMENT

2	FILL RITE	Fuel Transfer Pump	NX25-120NB-PX
		With Pulse Meter	
		120v AC	
		25GPM	

AST VALVES AND FITTINGS

2	Morrison	Drop Tube 2" Dia x 6' Length	419-***
2	Morrison	Clock Gauge Face Label (Gallons)	918GH---***
2	Morrison	Clock Gauge with battery operated Overfill Alarm (droptube float)	918C-0400 AG
2	OPW	AST SPILL CONTAINER 3.5 GALLON 2.0" NPT WHITE	6221-ASTW32
2	OPW	Coupler, Kamlock 2"x2" Alum	633B-0150
2	OPW	2" Dust Cap for 61FSTOP-2000	634B-0150
2	OPW	61FSTOP-2000 4" TANK OPENING/2" FILL PORT	61FSTOP-2000
2	OPW	2" x 6' Aluminum Drop Tube	61FT-0206
1	OPW	2" atmospheric vent cap	23-0033
1	OPW	2" pressure/vac vent cap	623V-2203
2	Krueger	2" Interstitial Leak Detection Gauge (43"-76")	K-2-***

TANK MONITORING EQUIPMENT			
2	CENTERON	Cellular Remote Tank Monitor (GAS and DIESEL)	R0960-VM-IS
1	CENTERON	Data Call Block	DCB250
DISPENSING ACCESSORIES			
1	OPW	E10 Unleaded Nozzle, Pressure sens. w/ hold clip- Black	11BP-0400
1	OPW	3/4" Hose Swivel	241TPS-0241
1	OPW	3/4" - Reconnectable Breakaway	68EZR-7575
1	Flexhose	3/4" x 9" breakaway whip hose	FLX HW100008
1	Flexhose	3/4" x 12' curb hose	FLX HW201200
1	OPW	Diesel - 1" Nozzle, Pressure Sensitive - Green	7HB-0100
1	OPW	1" Hose Swivel	241TPS-1000
1	OPW	1" - Reconnectable Breakaway	66REC-1000
1	Flexhose	1" x 20' curb hose	FLX HW302000
1	Flexhose	1" x 9" whip hose	FLX HW300009
2	UNIVERSAL	Heavy duty high hose retriever	871-HB100
1	CIMTEK	3/4" in/out cast-iron filter adapter	
1	CIMTEK	1" in/out cast-iron filter adapter	
2	CIMTEK	10 Micron Particle Only Filter	
FUEL MANAGEMENT SYSTEMS			
1	FUELMASTER	PROKEE® MASTER UNIT	FMU 2500PLUS
1	FUELMASTER	DELIBERANT Install Kit (Directional FMU and Building)	941H0219
MISCELLANEOUS			
1	MISC	Fire Extinguisher and Cabinet (Purple-K)	
2	MISC	Decal Package	
1	MISC	Emergency stop button	
1	MISC	Emergency Stop Sign	
TEMPORARY ABOVEGROUND FUEL STORAGE TANKS AND FUEL (BILLED SEPARATELY)			
	CFL	Delivery & Pick Up	
		Initial delivery to first location, pick/delivery to second and third location,	
		final pick up when project is completed.	
		Pump Out	
		Tanks need to be empty before transport. Remaining fuel will be credited back to customer,	
		less the pump out charge	
		Fuel Cost	
		Cost of fuel is fair market rate at time of delivery	
		* No fuel costs are included in this pricing. Actual quantities and applicable market	
		rates will be added to final billing.	
		Tank Rental	
		(2) 500 gallon aboveground fuel storage tanks for Gasoline and Diesel	
		*Based on 3-month project duration. If completed sooner, applicable rental will be	
		deducted from final billing.	
Estimated FREIGHT			
1		In-bound freight on Aboveground Storage Tanks - INCLUDED	
1		Other Estimated Freight (excludes Tanks)	

PRIOR TO OUR ARRIVAL ONSITE:

Guardian to obtain necessary locates and permits for all work performed by Guardian
Tanks to be Empty (to within 6" of bottom of ASTs) prior to Guardian arrival on Site.
Others to provide and install network switch for FMU communication
Customer to complete Centeron dashboard set up
Customers existing containment area to be clean, dry and free of debris
Guardian to provide (2) temporary fuel storage tanks and fuel for customer use during demo and construction

SCOPE OF WORK to be performed by Guardian Fueling Technologies:

Dismantle, transport and properly dispose of existing tanks.
This process includes inerting tank(s) and degassing in accordance with all Federal, State and Local Requirements.

Provide Certificate of Disposal for Tanks Removed by Guardian.

Off-load and test (2) ASTs per Federal/State/Local Requirements

Anchor AST inside existing Concrete Containment

Provide Grounding for AST

Install (2) 2" Top Fill with Spill Container, Overfill Prevention Valve and Accessories

Install Clock Gauge on Tank Visible from the Fill Connection

Install Atmospheric Vent Riser on diesel tank and Pressure Vac Vent on gasoline tank with Proper Sized Caps

Provide Post-Mount for Tank Alarms

Install the Following Equipment:

1	Fuel Management System (FuelMaster)
2	Tank Monitor System (Centeron)
2	Pumps (Fill-Rite)
1	Emergency Stop Button
2	High Hose Retrievers
x	Signs and Decals

Install Electrical Conduit as Follows:

2	Transfer Pumps
1	Fuel Management System
1	Emergency Stop Button

Clean up the job site of debris created by Guardian

Calibrate dispenser meters. Change Filters

Test all equipment supplied by Guardian for proper operation. Does not include repairs to owner furnished equipment

Instruct customer's personnel in the proper operation of the equipment supplied by Guardian.

GENERAL CONDITIONS

The quoted price is based on tank(s) being pumped down to 6" of product remaining in tank.

Removal and disposal of additional tank contents will be billed in addition to base bid amount.

Permits as required by local AHJ will be obtained by Guardian. A permit allowance is included in this proposal. Costs incurred in excess of the permit allowance will be charged to the customer. Planning department approval, use permits, variances, or zoning changes are the responsibility of the customer.

Guardian is not responsible for repairs to existing equipment or electrical components.

Temporary fuel storage tanks and fuel consumed will be billed separately. Cost is not included in the total below.

OUR INSTALLATION PRICE IS CONTINGENT ON THE FOLLOWING:

Due to severe volatility in building material pricing due to raw material shortages, surcharges, and supply chain interruptions, adjustments to pricing and/or product substitution can occur at the time of job commencement.

The installation price quoted does not include disposal of contaminated soil.

Ability to use existing site wiring and wiring runs

Existing conduit is to be clear, usable and meeting the current electrical codes. Any repairs or replacement of the existing conduit will be performed on a "time and material" basis at our normal rates and will be an additional cost to the customer.

Existing circuit panel is to be adequately sized, and meeting the current electrical codes. Any repairs to or replacement of the existing conduit will be performed on a "time and material" basis at our normal rates and will be an added cost to the customer.

Existing wiring is to be usable, and meeting the current electrical codes. Any repairs or replacement of the existing wiring will be performed on a "time and materials" basis at our normal rates and will be an additional charge to the customer.

Asphalt paving which is to be removed being no more than 4" thick

Concrete which is to be removed being no more than 6" thick

INSTALLATION PRICE DOES NOT INCLUDE:

Cleaning or removing debris or water from existing containment area
Furnishing or installing network switch for FMU communication
Asphalt work

Electrical panels
 Handling of any product or material classified as hazardous
 Geotechnical or environmental
 Fuel for the new system
 Engineered-stamped drawings for permits
 Stockpiling, transporting, or disposal of contaminated soils
 Cost for temporary fuel storage tanks and fuel consumed during demo and construction
 Any and all labor or equipment not specifically outlined within this proposal

THE TOTAL PRICE IS AS FOLLOWS:

NOTE: TOTAL PRICE INCLUDES ESTIMATED SALES / USE TAX

EQUIPMENT -		\$	43,974.64
INSTALLATION -		\$	50,516.20
ESTIMATED SALES TAX - SC	8.00%	\$	3,695.24
TOTAL PRICE			\$ 98,186.09

OPTIONS:

Substitute Flameshield Tanks for Fireguard Tanks

If Authority Having Jurisdiction approves installation of UL-142 Flameshield tanks instead of UL-2085 Fireguard tanks

Deduct: \$5,300 per tank

-\$5,300.00	per tank	
OPTION		Declined

SERVICE / PROJECT PAYMENT TERMS:

Customer Initials Required: _____

Guardian has the right to refuse delivery and/or installation for past due account balance.

*Projects are invoiced upon substantial completion of outlined scope of work and payments are **due thirty (30) days from invoice date**.*

*Project payments received later than **thirty (30) days** from invoice date may result in an additional interest charge on your account.*

The deposit and credit approval are required prior to equipment ordering and scheduling. Late payments may result in a site lien.

A 25% restocking fee will apply to cancelled orders. Any deposit balance will apply toward the 25% restocking fee.

Purchaser shall pay for expense of Seller in enforcement of remedies including reasonable attorney's fees and other legal expenses.

All overdue payments, placed with collection agencies or attorneys, shall bear interest at 1 (1/2)% per month from invoice date until paid in full.

NOTE:

All dispenser & POS equipment is invoiced at date of shipment from manufacturer and terms are net seven (7) days.

We appreciate the opportunity of offering this proposal and trust we may be favored with your most valued business.



ACCEPTANCE:

This proposal, when accepted by the purchaser, and executed by final approval of Sellers Official Officer, will constitute a bonafide contract between us, subject to all terms and conditions within.

It is expressly agreed that there are no promises, agreements or understandings, oral or written, not specified in this proposal. The person signing below certifies the legal authority to bind the company into this contract.

GFT Salesmar: Susan MH Jenio
 Signature: _____
 Phone number: 704-779-2674

GUARDIAN FUELING TECHNOLOGIES ACCEPTANCE

Richland County Fleet
 Company Name

Signature of Officer

Signature
 (I AGREE TO PAY TERMS ABOVE)

Date

Title

Title

Date



To: **Richland County Fleet**
400 Powell Road
Columbia, SC 29203
803-331-7705
danley.tracy@richlandcountysc.gov
 ATTN: **TJ Danley**

Jacksonville, FL
Tampa, FL
Ft. Myers, FL
Ft. Lauderdale, FL
Pensacola, FL
Orlando, FL
Tallahassee, FL
Birmingham, AL
Lafayette, LA

Savannah, GA
Atlanta, GA
Columbia, SC
Greensboro, NC
Raleigh, NC
Charlotte, NC
Knoxville, TN
Nashville, TN
Richmond, VA

CORPORATE OFFICE: 800-733-2945

guardianfueltech.com / getguardianconnect.com

Guardian Fueling Technologies provides layouts, installation, and service on all Liquid Handling Projects.

We are pleased to offer the following for your consideration

Site	Dentsville - FS #14	Quote #	SJ - 120 - 22053	PROJ	Sales Person
Address	7214 Fire Lane Rd	Job Name	AST Fuel System Removal		<i>Susan MH Jenio</i>
	Columbia, SC 29223			Date:	<i>704-779-2674</i>
					<i>4/25/2025</i>

****UNLESS NOTED BELOW, THIS PROPOSAL IS VALID FOR 30 DAYS FROM THE DATE ABOVE****

Due to severe volatility in building material pricing due to raw material shortages, surcharges, and supply chain interruptions, adjustments to pricing and/or product substitution can occur at the time of job commencement.

General description of work to be performed:

Dismantle, remove and properly dispose of customers (1) existing 500 gallon Aboveground Storage Tank (AST) at rear of building

PRODUCT DISPOSAL RATES

	Disposal Rates (Will be billed, based on manifest, in addition to base quote)			
	Disposal of Non-Hazardous Liquids	Per Gallon	0.45	0.45
	Vacuum Truck Services (additional)	Standard Time	215.00	215.00
	15% Energy Recovery Fee			

SCOPE OF WORK to be performed by Guardian Fueling Technologies:

NOTE: Tank to be Empty (to within 6" of bottom of AST) prior to Guardian arrival on Site.

Dismantle, transport and properly dispose of existing tanks.

This process includes inerting tank and degassing in accordance with all Federal, State and Local Requirements.

Provide Certificate of Disposal for Tank Removed by Guardian.

GENERAL CONDITIONS

The quoted price is based on tank(s) being pumped down to 6" of product remaining in tank.

Removal and disposal of additional tank contents will be billed in addition to base bid amount.

Guardian is not responsible for repairs to existing equipment or electrical components.

OUR INSTALLATION PRICE IS CONTINGENT ON THE FOLLOWING:

Due to severe volatility in building material pricing due to raw material shortages, surcharges, and supply chain interruptions, adjustments to pricing and/or product substitution can occur at the time of job commencement.

Single crane mobilization

The installation price quoted does not include disposal of contaminated soil.

PRICE DOES NOT INCLUDE:

Disposal cost for remaining product
 Any removal or replacement of any concrete or asphalt
 Handling of any product or material classified as hazardous
 Geotechnical or environmental
 Stockpiling, transporting, or disposal of contaminated soils
 Any and all labor or equipment not specifically outlined within this proposal

THE TOTAL PRICE IS AS FOLLOWS:

NOTE: TOTAL PRICE INCLUDES ESTIMATED SALES / USE TAX

EQUIPMENT -		\$	215.45
INSTALLATION -		\$	7,660.34
ESTIMATED SALES TAX - SC	8.00%	\$	42.34
TOTAL PRICE		\$	7,918.13

SERVICE / PROJECT PAYMENT TERMS:

Customer Initials Required: _____

Guardian has the right to refuse delivery and/or installation for past due account balance.
 Projects are invoiced upon substantial completion of outlined scope of work and payments are **due thirty (30) days from invoice date**.
 Project payments received later than **thirty (30) days** from invoice date may result in an additional interest charge on your account.
 The deposit and credit approval are required prior to equipment ordering and scheduling. Late payments may result in a site lien.
 A 25% restocking fee will apply to cancelled orders. Any deposit balance will apply toward the 25% restocking fee.
 Purchaser shall pay for expense of Seller in enforcement of remedies including reasonable attorney's fees and other legal expenses.
 All overdue payments, placed with collection agencies or attorneys, shall bear interest at 1 (1/2)% per month from invoice date until paid in full.

NOTE:

All dispenser & POS equipment is invoiced at date of shipment from manufacturer and terms are net seven (7) days.

We appreciate the opportunity of offering this proposal and trust we may be favored with your most valued business.



ACCEPTANCE:

This proposal, when accepted by the purchaser, and executed by final approval of Sellers Official Officer, will constitute a bonafide contract between us, subject to all terms and conditions within.
It is expressly agreed that there are no promises, agreements or understandings, oral or written, not specified in this proposal. The person signing below certifies the legal authority to bind the company into this contract.

GFT Salesman: Susan MH Jenio

Signature: _____

Phone number: 704-779-2674

GUARDIAN FUELING TECHNOLOGIES ACCEPTANCE

Richland County Fleet

Company Name

Signature of Officer

Signature

(I AGREE TO PAY TERMS ABOVE)

Date

Title

Title

Date

**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050



Agenda Briefing

Prepared by:	Zach Kay	Title:	Assistant Director
Department:	Operational Services	Division:	
Date Prepared:	January 24, 2025	Meeting Date:	June 24, 2025
Legal Review	Patrick Wright via email	Date:	June 10, 2025
Budget Review	Brittany Hammond via email	Date:	June 12, 2025
Finance Review	Stacey Hamm via email	Date:	June 11, 2025
Approved for consideration:		Assistant County Administrator	Lori J. Thomas, MBA, CGFO
Meeting/Committee	Administration & Finance		
Subject	Alvin S. Glen Detention Center Facility Maintenance Contract		

RECOMMENDED/REQUESTED ACTION:

Staff recommends Council approval to execute a contract with CGL Facility Management, LLC, in the amount of \$1,071,381.24, to implement a comprehensive maintenance program at the Alvin S. Glenn Detention Center.

Request for Council Reconsideration: ☒ Yes

FIDUCIARY:

Are funds allocated in the department's current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If not, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

The proposed contract amount is \$1,071,381.24. This facility maintenance contract is for FY26. Funding is not approved at this time.

Applicable fund, cost center, and spend category:
Fund: 1100
Cost Center: 2100
Spend Category: Building Maintenance

OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:

The Request for Proposals RC-687-P-25 was issued on October 30, 2024. The due date for submissions was December 12, 2024, and there were two submissions. CGL Facility Management, LLC was the highest ranked offeror.

COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

There are no legal concerns regarding this matter.

REGULATORY COMPLIANCE:

The contractor must comply with all Occupational Safety & Health Administration (OSHA), Detention Center, SC Labor, Licensing, and Regulation (SCLLR), and County regulations.

MOTION OF ORIGIN:

There is no associated Council motion of origin. **STRATEGIC & GENERATIVE DISCUSSION:**

Staff requests to enter into a contract with CGL Facility Management, LLC, to implement a comprehensive maintenance program at the Alvin S. Glenn Detention Center. Doing so is necessary to ensure ongoing maintenance support for a critical, 24/7 operational facility, especially given the challenges of hiring full-time maintenance personnel at a detention center. The proposal aims to address staffing shortages, ensure 24/7 response to critical maintenance issues, develop a comprehensive preventive maintenance plan to reduce equipment failures, and implement an asset management program to manage aging equipment and infrastructure.

ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INITIATIVE:

Goal: Establish Operational Excellence

Initiative: Address current and future resource needs

Goal: Plan for Growth through Inclusive and Equitable Infrastructure

Initiative: Create excellent facilities

**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050

**Agenda Briefing**

Prepared by:	Eric Williams	Title:	Director
Department:	Operational Services	Division:	
Date Prepared:	June 12, 2025	Meeting Date:	June 24, 2025
Legal Review	Patrick Wright via email	Date:	June 12, 2025
Budget Review	Brittany Hammond via email	Date:	June 13, 2025
Finance Review	Stacey Hamm via email	Date:	June 13, 2025
Approved for consideration:		Assistant County Administrator	Lori J. Thomas, MBA, CGFO
Meeting/Committee	Administration & Finance		
Subject	Emergency Roof replacement and inside demolition for (Sears) County Facility		

RECOMMENDED/REQUESTED ACTION:

Richland County Operational Services (OPS) recommends approval for the emergency roof replacement due to water damage from multiple roof leaks, asbestos removal, and inside building demolition of the existing Sears (County Facility).

Request for Council Reconsideration: ☐ Yes

FIDUCIARY:

Are funds allocated in the department's current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If not, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

County staff received two proposals to complete the roof replacement and inside demolition. The first one is from Servpro for \$4,690,000.00 and the second is from MB Kahn for a cost of \$2,875,642.00.

Applicable fund, cost center, and spend category:

Fund: 1100

Cost Center: 3170

Spend Category: Construction

OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:

This recommendation is in accordance with Sec. 2-612. Purchase negotiations- due to unforeseen circumstances of such a serious and urgent nature which threatens health, safety, and the preservation of County property.

COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

There are no legal concerns regarding this matter.

REGULATORY COMPLIANCE:

Not applicable.

MOTION OF ORIGIN:

There is no associated Council motion of origin.

STRATEGIC & GENERATIVE DISCUSSION:

The request and proposals are for the roof replacement and inside demolition of the existing Sears building owned and used by Richland County partially for Operational Services, Fleet Management, and Voters Registration. If the proposed roof replacement and inside demolition does not happen soon as possible, the facility will not be able to be occupied by County staff or used for County resources (storage/Fleet Management/Voters Registration) .

ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INITIATIVE:

Goal: Plan for Growth through Inclusive and Equitable Infrastructure

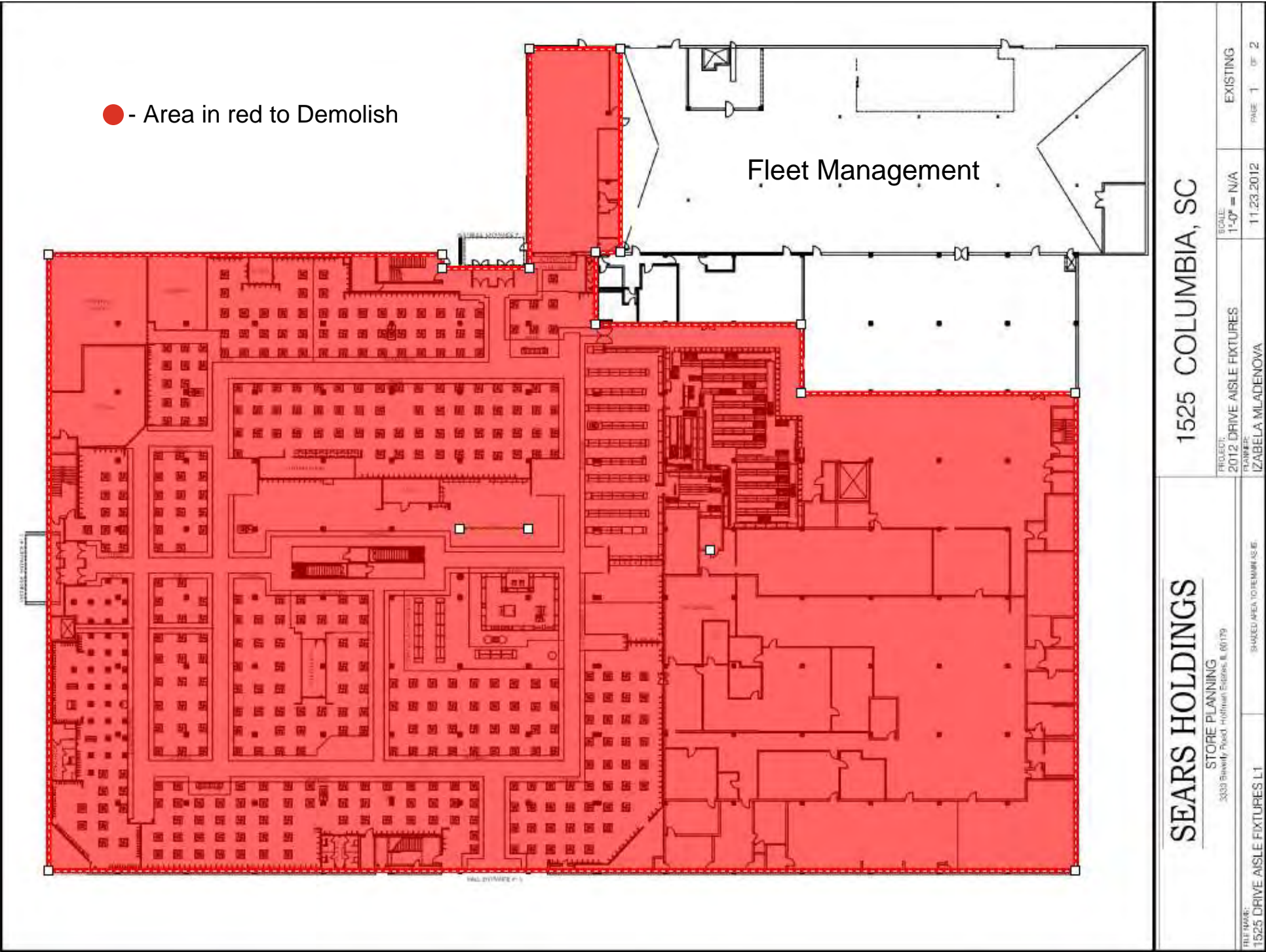
Objective: Create excellent facilities

SUMMATIVE OVERALL COUNTY IMPACT:

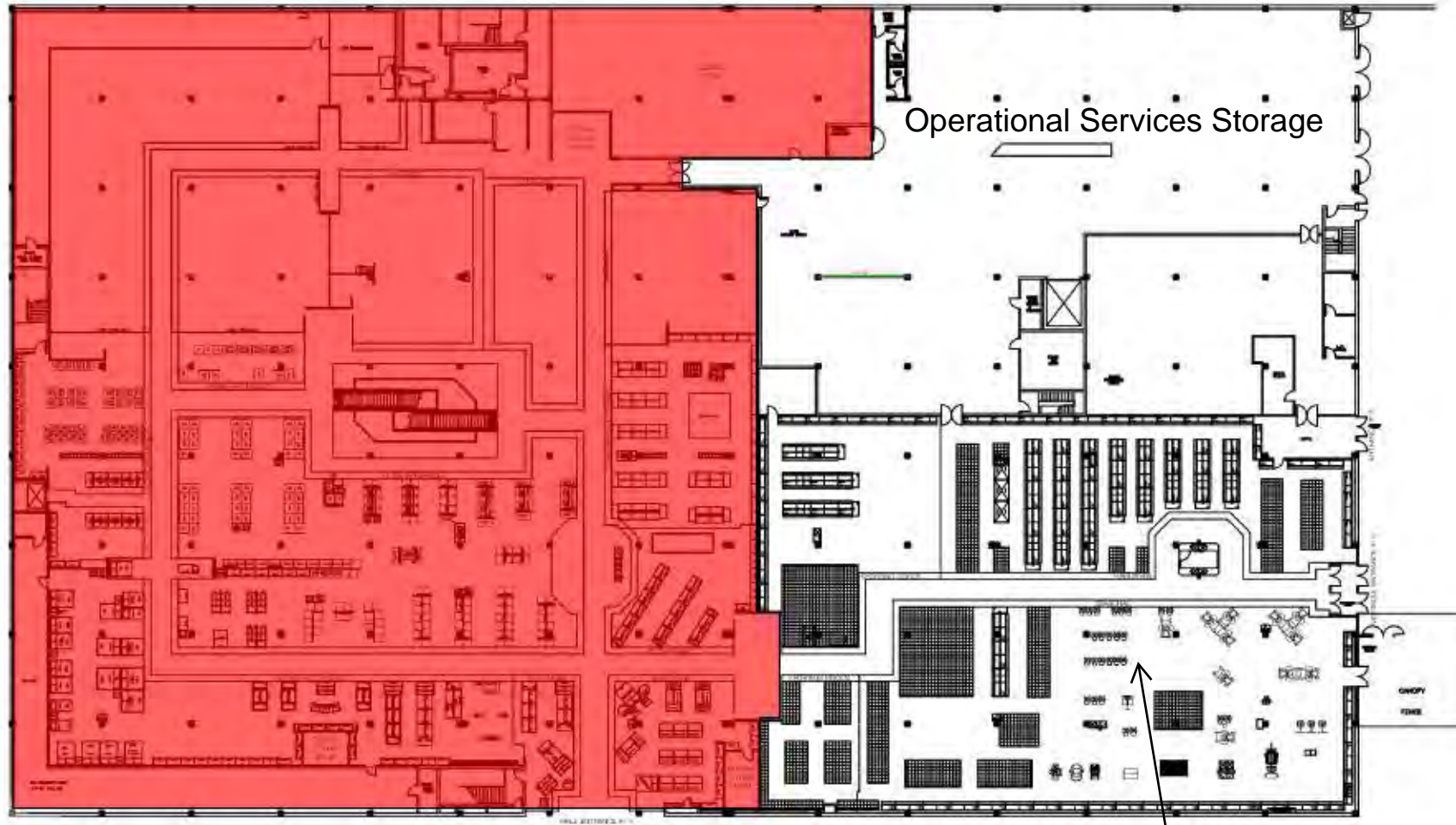
- The proposed construction will preserve County property.
- The proposed construction is urgent and exigent in nature.

ATTACHMENTS:

1. Sears Demolition Floor Plans
2. Servpro Sears Reroof & Demo Proposal
3. MB Kahn Sears Reroof & Demo GMP Proposal
4. Sears Building Damage Pictures



● - Area in Red to Demolish



SEARS HOLDINGS

STORE PLANNING
3030 Bayview Road - Hoffman Estates, IL 60179

1525 COLUMBIA, SC

PROJECT: 2012 DRIVE AISLE FIXTURES	SCALE: 1'-0" = N/A	EXISTING
PLANNER: IZABELA MLADENOVA	DATE: 11.23.2012	PAGE 2 OF 2
1525 DRIVE AISLE FIXTURES L2	SHOULD AREA TO REMAIN AS IS	



**Richland County Support Services
Columbia Mall**

Scope of Work
(Mold Remediation / Demolition / Roof Replacement)

*April 11th, 2025
Proposal Submitted by Phillip Nave*



Project Overview

This Proposal outlines the detailed scope of work for a comprehensive Mold Remediation project to include additional interior demolition and roof replacement. The project is located within the property identified as The Columbia Place Mall.

The project will be executed in three Phases. Phase 1 will include all Roof Related Scope. Phase 2 will include all Mold Remediation/Demolition Scope. Phase 3 will include the replacement of insulation and sheetrock of the exterior walls only. Each Phase will have multiple stages, with specific tasks required to complete each stage.

This project has been estimated assuming the client would prefer to avoid overtime charges. The suggested operating schedule will be Monday through Friday, starting at 8:00 AM and concluding at 5:00 PM. Servpro will provide all labor, material, and equipment for the duration of this project. Each stage has been assigned a team and estimated timeframe for completion. The project is expected to last 25 weeks.



Team Cox
Columbia



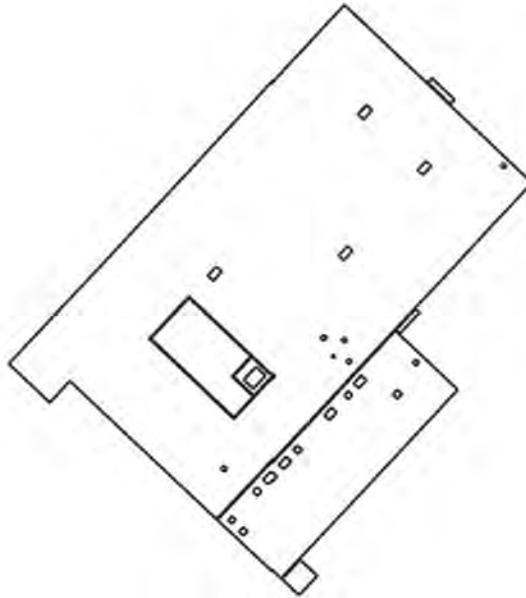
Exterior Staging and
Debris Disposal Zone

112 North Shorecrest Road Columbia, SC 29209
803.419.0470



Team Cox
Columbia

N



Contents

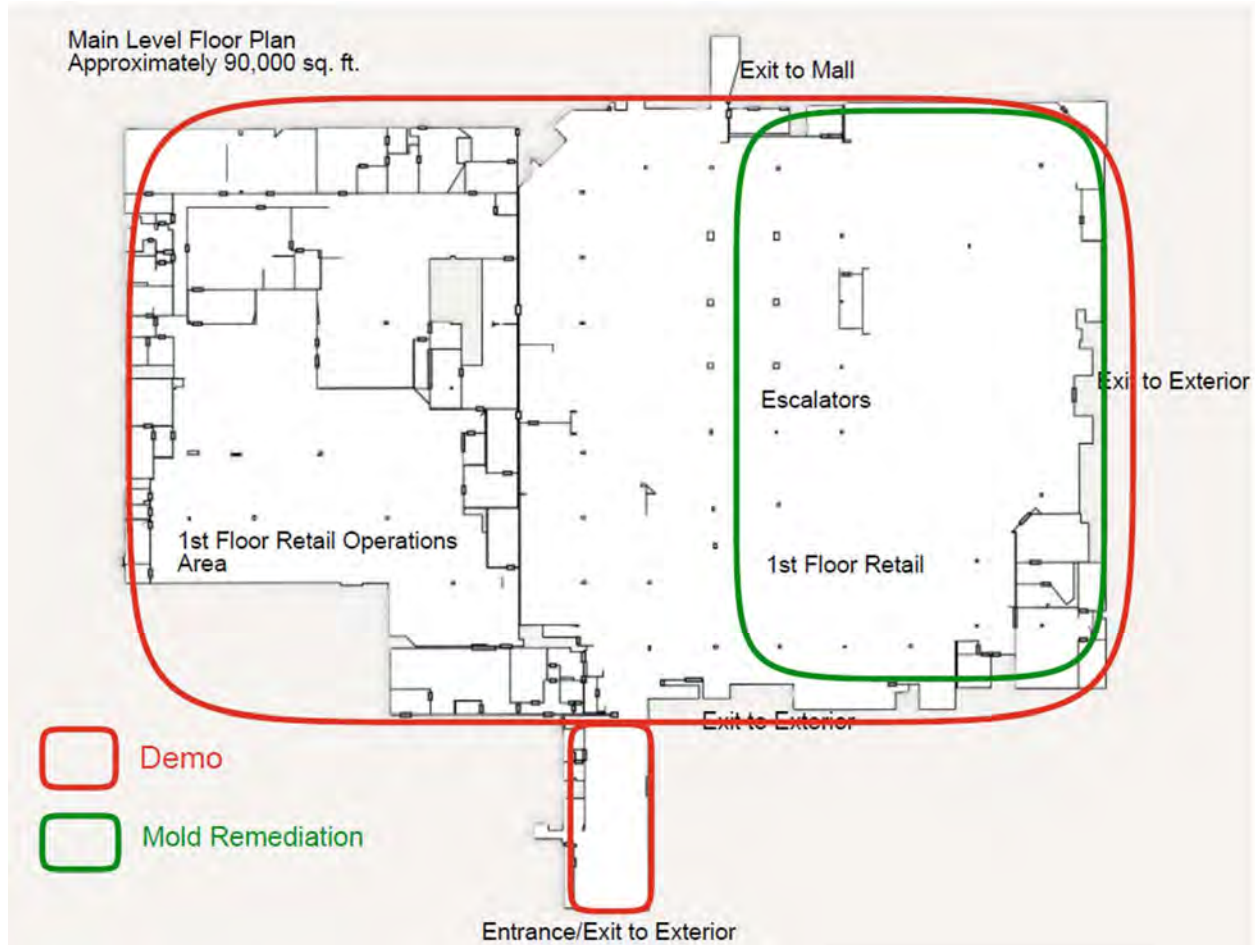
Overview	1
Top View	2
Side Views	3
Lengths	4
Pitches	5
Areas	6
Summary	7
Materials	8

Measurements

Roof Area	114,413 sq ft
Roof Facets	7
Predominant Pitch	0 / 12
Eaves	69 ft



Team Cox
Columbia



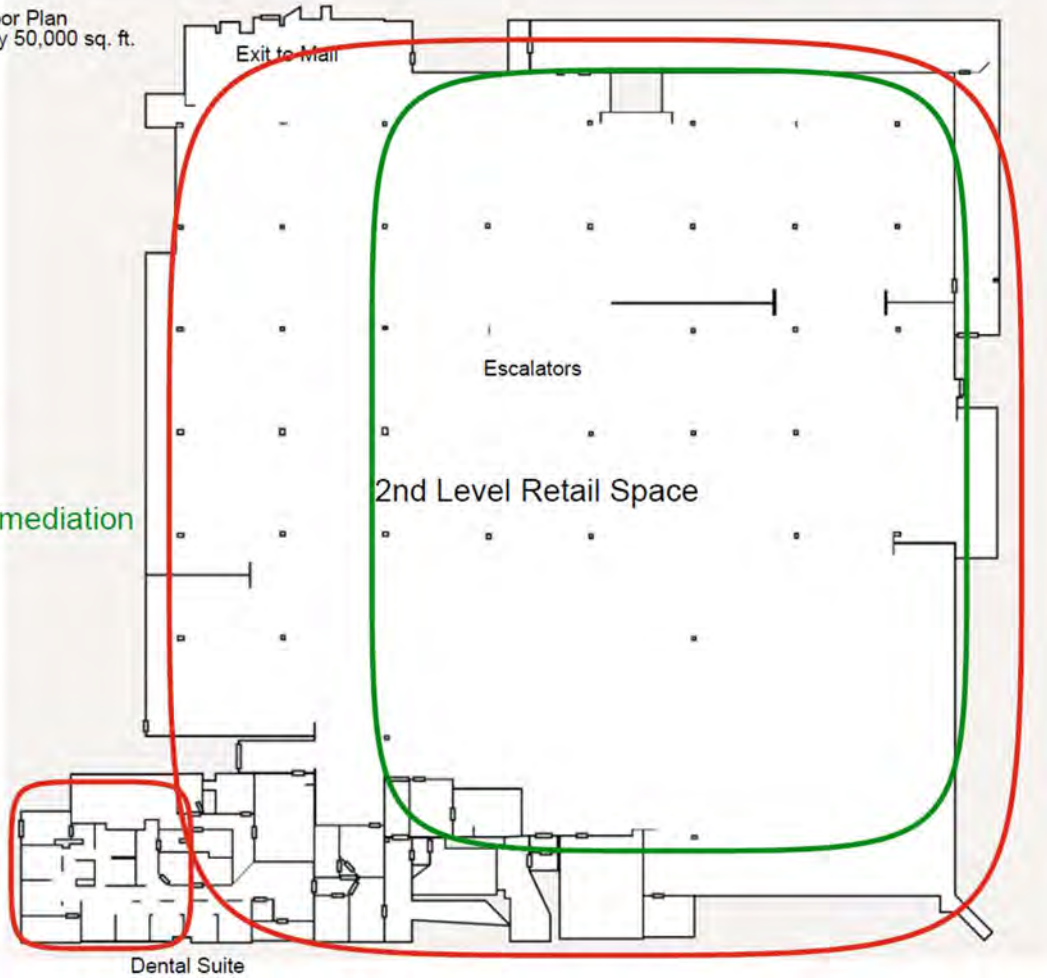
112 North Shorecrest Road Columbia, SC 29209
803.419.0470



Team Cox
Columbia

2nd Level Floor Plan
Approximately 50,000 sq. ft.

-  Demo
-  Mold Remediation



112 North Shorecrest Road Columbia, SC 29209
803.419.0470



PHASE 1

Stage 1: Permitting / Exterior and Interior Safety Measures

Team: Servpro Project Managers
Duration: 5 days

Tasks:

- Obtain necessary Demolition and Roofing Permits
- Install Temporary Security Fencing around Exterior Project Staging Area
- Secure entrances to Mall on 1st and 2nd Floor
- Deliver Temporary Toilets
- Deliver and establish temporary power needs to accomplish Roof Scope as needed.
- Obtain Asbestos Survey



Stage 2: Roof Replacement

Team: Servpro Project Managers / Roofing Subcontractor

Duration: 60 Days

Tasks:

- Remove all existing roofs down to metal deck.
- Inspect metal decking for damage or decay and replace as needed. (\$14.50 / sq. ft. replaced)
- Install 2 layers of new non-tapered, mechanically attached 2.6" Duro-Guard II ISO board (R-30) per manufacture's specifications.
- Install new 16" (W) 2 " thick wood nailer directly on top of all concrete parapet walls. Nailers applied with Tapcon fasteners
- Install new 7/16" OSB on all other perimeter walls from metal decking up flush with top of nailer.
- Install 2 layers of 2.6"Dura-Last ISO II to reach Richland County, SC optimal R-30 Requirements
- Install new Duro-Last Duro-Tuff PVC 60 Mil single ply on entire roof. Membrane will go up and over parapet walls.
- Mechanically attach PVC per manufacturing specifications with all Duro-Last fasteners and plates.
- Install new flashing on curbs, parapet walls, and pitch pockets around chill tower support curbs.
- Install all new Duro-Last drains and drain screens over plumbing
- Install new Duro-Last coping metal on all walls.
- Clean up and haul off all debris

Upgraded Roof Material Available Upon Request

--- End of Phase 1 ---



Phase 2

Stage 1: Mechanical Safety Sweep / Interior Demolition Set Up

Team: Servpro Project Managers / Mechanical Subcontractors
Duration: 5 Days

Tasks:

- Drain Fire Suppression System
- Disconnect all power supplies at service panels.
- Disconnect all HVAC supplies and returns from all air handlers.
- Disconnect all water supply lines and cap for duration of project.
- Establish an Interior Staging Area.
- Deliver ariel equipment to work site.
- Deliver and establish temporary power to accomplish interior scope.
- Deliver and establish temporary lighting to accomplish interior scope.



Stage 2: Mold Remediation

Team: Servpro Project Managers / 48 Labor Personnel
Duration: 10 Days

Tasks:

- Establish PPE Check Point for daily inspection.
- Employ negative air machines to filter air of microbial spores.
- Hepa Vacuum All remaining structure.
- Clean all remaining structure.
- Apply antimicrobial to all remaining structure.
- Encapsulate the remaining structure as needed.



Stage 3: Interior Demolition

Team: Servpro Project Managers / 48 Labor Personnel
Duration: 50 Days

Tasks:

- Remove all mechanical components from ceiling cavities to include HVAC, Electrical, Low Voltage, Lighting, Plumbing, Etc. (FIRE SUPPRESSION TO STAY IN PLACE)
- Remove all ceiling coverings to include ceiling tiles/grid.
- Remove fire walls in ceiling cavities as needed to remediate microbial growth.
- Remove all interior doors to include the door slab, hardware, and metal framing.
- Remove all wall fixtures to include sinks, lighting, thermostats, switches, outlets, etc.
- Remove all wall coverings to include sheetrock, paneling, and tile.
- Remove all non-structural framing to include offices, dressing rooms, storage rooms, etc.
- Remove all floor coverings to expose concrete substrate. Ceramic tile, carpet, leveling compound, and wood subfloor have been observed.

--- End of Phase 2 ---



Phase 3

Stage 1: Interior Sheetrock Install

Team: Servpro Project Management / 20 Labor Personnel
Duration: 40 Days |

Tasks:

- Install insulation in exterior walls.
- Install sheetrock on exterior walls. (Mud and Tape Only)
- Replace fire wall removed from ceiling cavity on first floor as needed.
- Clean up and haul off all debris

--- End of Phase 3 ---



****General Notes****

Safety Requirements:

Ensure all technicians wear safety vests and follow workplace safety protocols.

Ensure all aerial operators follow Safety Requirements

- Progress Reports:

Provide updates on completed tasks and any adjustments needed.

End of Scope of Work



Pricing:

Based on the above scope of work, industry standards, similar past projects, and goals expressed by the Client during the initial meetings, the estimate budgetary amount is being set at:

Phase 1: Roof
\$2,050,000.00

Phase 2: Demolition / Mold Remediation
\$2,250,000.00

Phase 3: Exterior Sheetrock Replacement
\$390,000.00

TOTAL PROJECT
\$4,690,000.00

Exclusions:
Utilization of Industrial Hygienist

This projected budgetary amount is indicative of a 'Not to Exceed' figure



AIA® Document A133® – 2019 Exhibit A

Guaranteed Maximum Price Amendment

This Amendment dated the Twelfth day of June in the year Two Thousand Twenty Five, is incorporated into the accompanying AIA Document A133™–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the Twelfth day of June in the year Two Thousand Twenty Five (the "Agreement")
(In words, indicate day, month, and year.)

for the following **PROJECT:**
(Name and address or location)

Sears Reroof and Interior Demolition

THE OWNER:
(Name, legal status, and address)

Richland County
2020 Hampton Street
Columbia, SC 29201

THE CONSTRUCTION MANAGER:
(Name, legal status, and address)

M. B. Kahn Construction, LLC
101 Flintlake Road
Columbia, SC 29223

TABLE OF ARTICLES

- A.1 GUARANTEED MAXIMUM PRICE
- A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- A.3 INFORMATION UPON WHICH AMENDMENT IS BASED
- A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS

ARTICLE A.1 GUARANTEED MAXIMUM PRICE

§ A.1.1 Guaranteed Maximum Price

Pursuant to Section 3.2.6 of the Agreement, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work, as that term is defined in Article 6 of the Agreement.

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed Two Million Eight Hundred Seventy Five Thousand Six Hundred Forty Two Dollars (\$ 2,875,642.00), subject to additions and deductions by Change Order as provided in the Contract Documents.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

§ A.1.1.2 Itemized Statement of the Guaranteed Maximum Price. Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, including allowances; the Construction Manager's contingency; alternates; the Construction Manager's Fee; and other items that comprise the Guaranteed Maximum Price as defined in Section 3.2.1 of the Agreement.

(Provide itemized statement below or reference an attachment.)

Attachment A dated 6/9/2025

§ A.1.1.3 The Construction Manager's Fee is set forth in Section 6.1.2 of the Agreement.

§ A.1.1.4 The method of adjustment of the Construction Manager's Fee for changes in the Work is set forth in Section 6.1.3 of the Agreement.

§ A.1.1.5 Alternates

§ A.1.1.5.1 Alternates, if any, included in the Guaranteed Maximum Price:

Item	Price
N/A	

§ A.1.1.5.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Exhibit A. Upon acceptance, the Owner shall issue a Modification to the Agreement.

(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance
N/A		

§ A.1.1.6 Unit prices, if any:

(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
NA/		

ARTICLE A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ A.2.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

☒ The date of signature of this Amendment on page 4.

☐ Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of execution of this Amendment.

§ A.2.2 Unless otherwise provided, the Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work. The Contract Time shall be measured from the date of commencement of the Work.

§ A.2.3 Substantial Completion

§ A.2.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Construction Manager shall achieve Substantial Completion of the entire Work:

(Check one of the following boxes and complete the necessary information.)

[**X**] 216 days from all applicable permits received or 124 days from tenant no longer occupying the building, whichever is later.

[] By the following date:

§ **A.2.3.2** Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Construction Manager shall achieve Substantial Completion of such portions by the following dates:

Portion of Work

Substantial Completion Date

§ **A.2.3.3** If the Construction Manager fails to achieve Substantial Completion as provided in this Section A.2.3, liquidated damages, if any, shall be assessed as set forth in Section 6.1.6 of the Agreement.

ARTICLE A.3 INFORMATION UPON WHICH AMENDMENT IS BASED

§ **A.3.1** The Guaranteed Maximum Price and Contract Time set forth in this Amendment are based on the Contract Documents and the following:

§ **A.3.1.1** The following Supplementary and other Conditions of the Contract:

Document

Title

Date

Pages

§ **A.3.1.2** The following Specifications:

(Either list the Specifications here, or refer to an exhibit attached to this Amendment.)

N/A

Section

Title

Date

Pages

§ **A.3.1.3** The following Drawings:

(Either list the Drawings here, or refer to an exhibit attached to this Amendment.)

N/A

Number

Title

Date

§ **A.3.1.4** The Sustainability Plan, if any:

(If the Owner identified a Sustainable Objective in the Owner's Criteria, identify the document or documents that comprise the Sustainability Plan by title, date and number of pages, and include other identifying information. The Sustainability Plan identifies and describes the Sustainable Objective; the targeted Sustainable Measures; implementation strategies selected to achieve the Sustainable Measures; the Owner's and Construction Manager's roles and responsibilities associated with achieving the Sustainable Measures; the specific details about design reviews, testing or metrics to verify achievement of each Sustainable Measure; and the Sustainability Documentation required for the Project, as those terms are defined in Exhibit C to the Agreement.)

Title

Date

Pages

Other identifying information:

§ **A.3.1.5** Allowances, if any, included in the Guaranteed Maximum Price:
(Identify each allowance.)

Init.

Item

Price

§ A.3.1.6 Assumptions and clarifications, if any, upon which the Guaranteed Maximum Price is based:
(Identify each assumption and clarification.)

Attachment B dated 6/9/2025

§ A.3.1.7 The Guaranteed Maximum Price is based upon the following other documents and information:
(List any other documents or information here, or refer to an exhibit attached to this Amendment.)

N/A

ARTICLE A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS

§ A.4.1 The Construction Manager shall retain the consultants, contractors, design professionals, and suppliers, identified below:
(List name, discipline, address, and other information.)

N/A

This Amendment to the Agreement entered into as of the day and year first written above.

OWNER (Signature)

Leonardo Brown County Administrator

(Printed name and title)

(Date)

CONSTRUCTION MANAGER (Signature)

Craig Floyd Executive Vice President

(Printed name and title)

(Date)

Project name	RC - Sears Demo and Reroof
Document	Conceptual Estimate
Estimator	Patrick Faulkner
Job size	222789 sf
Duration	7 mnth
Project	Renovation
Report format	Sorted by 'Group phase/Phase' 'Detail' summary Paginate

Standard Estimate Report													
RC - Sears Demo and Reroof													
Page 2													
6/9/2025 11:52 AM													
Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment	Other	Total		
			Unit Cost	Amount	Unit Cost	Amount	Amount	Name	Amount	Amount	Amount		
<div>01.00.00GENERAL REQUIREMENTS</div>													
<div>01.10.00Summary</div>													
01.10.00.01	General Condition			137,284		4,083			19,806	128,878	290,051		
01.10.00.02	General Requirements			3,100		7,000			34,850	7,577	52,527		
01.10.00.02	Weekly Progressive Cleaning	4.00	wk		125.00	500 /wk	4,000	Owen's	-	-	4,500		
	Summary			140,384		11,583	4,000		54,656	136,455	347,078		
	160.00		Labor hours										
	GENERAL REQUIREMENTS			140,384		11,583	4,000		54,656	136,455	347,078		
	160.00		Labor hours										
<div>02.00.00EXISTING CONDITIONS</div>													
<div>02.05.00Common Work Results for Existing Conditions</div>													
02.05.00.01	Subcontractor - Demolition and Abatement	1.00	ls				885,700	CIDs			885,700		
02.05.00.01	Subcontractor - Demolition - Escalators	1.00	ls				30,000	CIDs			30,000		
	Common Work Results for Existing Conditions						915,700				915,700		
	EXISTING CONDITIONS			0		0	915,700		0	0	915,700		
<div>05.00.00METALS</div>													
<div>05.01.00Maintenance of Metals</div>													
05.01.00.01	Subcontractor - Metals - Deck Repair Allowance	1.00	ls				25,000	M.B. Kahn Estimate			25,000		
	Maintenance of Metals						25,000				25,000		
	METALS			0		0	25,000		0	0	25,000		
<div>07.00.00THERMAL AND MOISTURE PROTECTION</div>													
<div>07.05.00Common Work Results for Thermal and Moisture Protection</div>													
07.05.00.01	Subcontractor - Roofing - Demo Exisiting, Install New R20, .060 TPO	1.00	ls				943,500	Aqua Seal			943,500		
	Common Work Results for Thermal and Moisture Protection						943,500				943,500		
	THERMAL AND MOISTURE PROTECTION			0		0	943,500		0	0	943,500		
<div>09.00.00FINISHES</div>													
<div>09.05.00Common Work Results for Finishes</div>													
09.05.00.01	Subcontractor - Temp Walls/Opens	1.00	ls	10,000.00	/ls	10,000	20,000.00	/ls	20,000	M.B. Kahn Estimate	-	-	30,000
	Common Work Results for Finishes			10,000		20,000						30,000	
	FINISHES			10,000		20,000	0		0	0	30,000		
<div>21.00.00FIRE SUPPRESSION</div>													
<div>21.05.00Common Work Results for Fire Suppression</div>													
21.05.00.01	Subcontractor - Fire Suppression - Make Safe						5,000	M.B. Kahn Estimate			5,000		

Standard Estimate Report											Page 3
RC - Sears Demo and Reroof											6/9/2025 11:52 AM
Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment	Other	Total
			Unit Cost	Amount	Unit Cost	Amount	Amount	Name	Amount	Amount	Amount
	Common Work Results for Fire Suppression						5,000				5,000
	FIRE SUPPRESSION			0		0	5,000		0	0	5,000
22.00.00	PLUMBING										
22.05.00	Common Work Results for Plumbing										
22.05.00.01	Subcontractor - Plumbing - Make Safe						5,000	M.B. Kahn Estimate			5,000
	Common Work Results for Plumbing						5,000				5,000
	PLUMBING			0		0	5,000		0	0	5,000
23.00.00	HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)										
23.05.00	Common Work Results for HVAC										
23.05.00.01	Subcontractor - HVAC - Make Safe						25,000	M.B. Kahn Estimate			25,000
	Common Work Results for HVAC						25,000				25,000
	HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)			0		0	25,000		0	0	25,000
26.00.00	ELECTRICAL										
26.05.00	Common Work Results for Electrical										
26.05.00.01	Subcontractor - Electrical - Make Safe						70,000	M.B. Kahn Estimate			70,000
26.05.00.01	Subcontractor - Electrical - Temp Power/Lighting						50,000	M.B. Kahn Estimate			50,000
	Common Work Results for Electrical						120,000				120,000
	ELECTRICAL			0		0	120,000		0	0	120,000

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Estimate Totals

Description	Amount	Totals	Hours	Rate	Cost Basis	Cost per Unit	Percent of Total
Labor	150,384		160.000 hrs			0.675 /sf	5.23%
Material	31,583					0.142 /sf	1.10%
Subcontract	2,043,200					9.171 /sf	71.05%
Equipment	54,656					0.245 /sf	1.90%
Other	136,455					0.612 /sf	4.75%
	2,416,278	2,416,278				10.846 /sf	84.03% #####
Taxes & Insurance on Labor	94,050			62.540 %	C	0.422 /sf	3.27%
Sales Tax	2,527			8.000 %	C	0.011 /sf	0.09%
	96,577	2,512,855				11.279 /sf	3.36% #####
Subcontractor Bonds	24,518			1.200 %	C	0.110 /sf	0.85%
Corp. General Liability Insurance	27,031			0.940 %	T	0.121 /sf	0.94%
Perf & Payment Bond	26,743			0.930 %	T	0.120 /sf	0.93%
	78,292	2,591,147				11.630 /sf	2.72% #####
Project Management Software	2,876			0.100 %	T	0.013 /sf	0.10%
A/E Fee	30,000				L	0.135 /sf	1.04%
CM Contingency	143,782			5.000 %	T	0.645 /sf	5.00%
CM Fee	107,837			3.750 %	T	0.484 /sf	3.75%
Total		2,875,642				12.907 /sf	

Attachment "B"
Clarifications & Assumptions
Richland County
Sears
Demolition Package

Prepared by
M. B. KAHN CONSTRUCTION, LLC
CONSTRUCTION MANAGEMENT DIVISION
Columbia, SC

Date: June 9th, 2025

The following list of clarifications are intended to supplement the issued bidding documents for the above referenced project and in executing a contract shall become a part thereof.

GENERAL

1. Richland County Sears Demolition Package Clarifications and Assumptions are based direction provided by Richland County and 2018 S&ME Asbestos Assessment Report.
2. MBK assumes the scope of work in the bid documents have received all required agency approvals allowing demolition to begin per agreements with Richland County.
3. Temporary power and water is to be provided and paid for by Owner.
4. The Owner is responsible for providing and paying for all required materials testing services, IBC inspections and erosion control inspections.
5. All debris assumed to have asbestos contaminated materials covered in S&ME Project No. 4261-17-186 and not occupied by Richland County will be included in demolition. No debris addressed outside of this report is understood to have asbestos.
6. Work is to be performed during normal working hours.
7. No permits will be pulled for this work.

CLARIFICATIONS

1. Construction/renovation is not included. This is demolition only.
2. Preparation of surfaces for installation of new floor (adhesive removal) is not included.
3. Patching and repair of any walls, floors, roofs, etc. is not included.
4. Patch, seal and repair of exterior after canopy removal is not included.
5. 3 Hour Fire Wall in not included.
6. The removal of any contaminated soil is not included.
7. Grassing or seeding is not included.
8. Removal of any underground storage tank, septic tanks or grease traps is not included.
9. The locating, protection, removal or relocation or markings of any underground utilities or structures in not included.
10. Disposal of any excess dirt/fill material is not included.
11. Removal of any piles is not included.

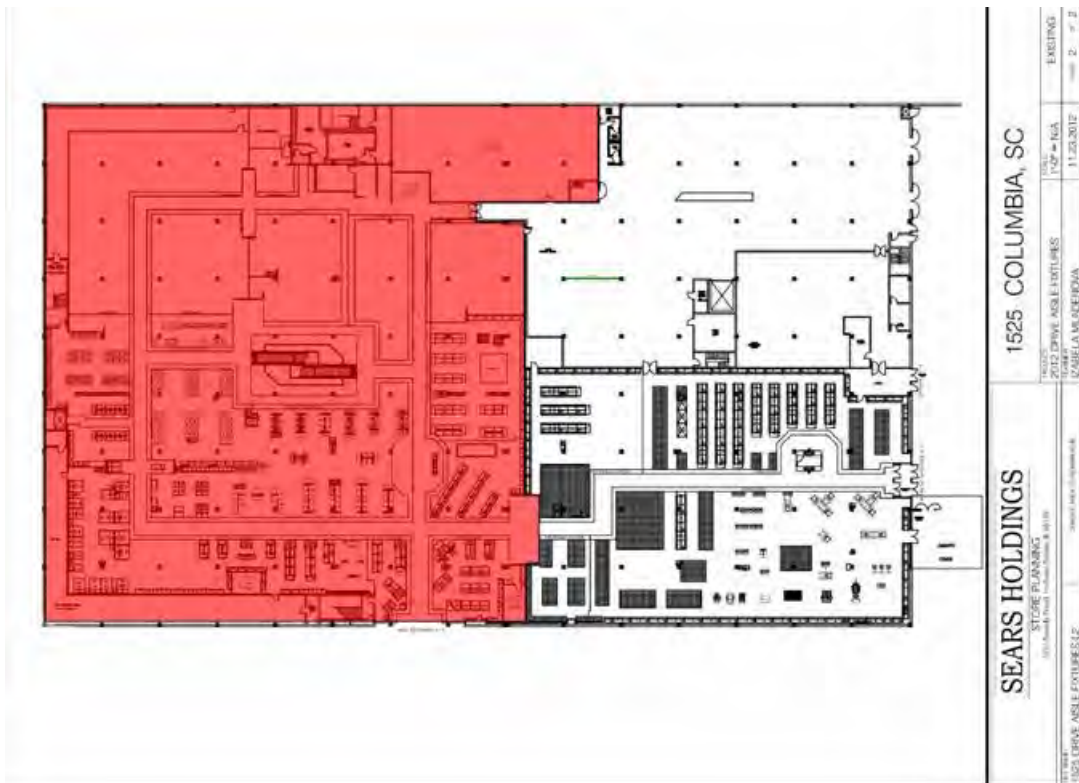
Attachment "B"

12. Saving and/or salvaging of any items for the Owner is not included. Items to be saved/salvaged will need to be removed before work begins.
13. Backfill, compaction or finish grading is not included.

SCOPE

1. Interior Demolition
 - a. Drywall walls
 - b. Ceilings
 - c. Non-ACM floor finishes
 - d. Fire Sprinkler
 - e. Doors
 - f. Drop Ceiling and Grid
 - g. Electrical conduit as found in walls to demo or above drop ceiling
 - h. Plumbing and duct above drop ceiling or in walls to demo
 - i. Reference drawings included below with the areas shaded in RED to be demolished.
2. Asbestos Abatement
 - a. 25,260 sf of FT/M friable in containment on first floor. Expectation is a single layer under either carpet or ceramic tile.
 - b. 500 LF of foam glass insulation with black asbestos mastic nonfriable
 - c. 6,500 sf of FTM single layer below carpet that can be done non-friable
 - d. 27,050 FTM single layer found either under carpet or not covered and done nonfriable
 - e. 300 LF of foam glass insulation with black mastic nonfriable found on piping at roof level
 - f. Mechanical Penthouse excluded
3. Reroof
 - a. Remove and dispose of existing roof system down to metal decks.
 - b. Provide and install poly-iso to achieve R-20 over sloped metal decks.
 - c. Provide and install tapered poly-iso crickets between roof drains.
 - d. Provide and install a Mech Fastened .060 TPO roof system per manufacturer's spec.
 - e. Provide and install all flashing details @ existing VTR's, roof curbs, parapet walls, roof drains, per manufacturer's specs.
 - f. Provide and install 24-gauge prefinished standard color counterflashing @ parapet walls and roof curbs.
 - g. Provide and install (1) leader head and downspout @ lower small roof.
 - h. No asbestos removal in the roof system is included.

Attachment "B"



End of Clarifications















**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050

**Agenda Briefing**

Prepared by:	Jennifer Wladischkin	Title:	Director
Department:	Office of Procurement & Contracting	Division:	
Date Prepared:	June 2, 2025	Meeting Date:	June 24, 2025
Legal Review	Patrick Wright via email	Date:	June 6, 2025
Budget Review	Brittany Hammond via email	Date:	June 6, 2025
Finance Review	Stacey Hamm via email	Date:	June 5, 2025
Approved for consideration:		Assistant County Administrator	Lori J. Thomas, MBA, CGFO
Meeting/Committee	Administration & Finance		
Subject	Award a contract for public safety uniforms		

RECOMMENDED/REQUESTED ACTION:

Staff recommends approval of the award of a contract to Harrison's Workwear for Public Safety uniforms.

Request for Council Reconsideration: ☒ Yes

FIDUCIARY:

Are funds allocated in the department's current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If not, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

Funds for uniforms are appropriated each budget year.

Applicable fund, cost center, and spend category:

Cost Centers: 1100; 1232; 1100

Funds: 2010; 2011; 2100

Spend Category: Uniforms and Equipment

Cost Centers: 1100; 1232

Funds: 2010; 2011; 2012, 2012, 2013, 2015

Spend Category: Uniforms and Equipment

OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:

A Request for Proposals was conducted in accordance with the County's purchasing policies. Solicitation RC-711-P-25 was publicly advertised. One proposal was received from Harrison's Workwear. After a comprehensive evaluation based on price, quality, and vendor experience, Harrison's Workwear was determined to be a responsive and responsible offeror. Harrison's Workwear is the incumbent supplier.

COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

There are no legal concerns regarding this matter.

REGULATORY COMPLIANCE:

Not applicable.

MOTION OF ORIGIN:

There is no associated Council motion of origin.

STRATEGIC & GENERATIVE DISCUSSION:

Staff seeks approval of a vendor contract, awarded through a competitive Request for Proposals (RFP), for the supply of uniforms for the Richland County Sheriff's Department. The department provides uniforms to over 750 officers, which are critical for visibility, identification, professionalism, and officer safety. A reliable supplier is essential to ensure consistent access to high-quality, durable uniforms, along with timely delivery and responsive customer service.

This contract was awarded following a formal RFP process, in full compliance with the County's Procurement Code. Vendors were evaluated based on pricing, product quality, delivery capacity, and customer service. The selected vendor offered the best overall value to meet the department's operational needs.

The uniforms support a core public safety function by ensuring deputies are appropriately and professionally outfitted. The contract helps streamline procurement, reduces delays in onboarding or replacements, and maintains consistent appearance across the department. Costs associated with this contract are covered by the department's approved operating budget, and no additional funding is requested.

ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INITIATIVE:

Goal: Achieve Positive Public Engagement.

SUMMATIVE OVERALL COUNTY IMPACT:

- Supports Core Public Safety Operations - Ensures that more than 750 deputies are equipped with professional, standardized uniforms essential for visibility, safety, and public trust;
- Enhances Service Efficiency - Streamlined procurement and reliable vendor fulfillment reduce delays in onboarding and outfitting personnel, minimizing operational disruptions;
- Protects County Liability and Image - Proper uniforms reinforce accountability, contributing to professional conduct and positive public perception of law enforcement;
- Maximizes Taxpayer Value - The competitive RFP process ensures fiscal responsibility by selecting a vendor that provides the best value for high-quality goods and timely service;
- Aligns with Council's Strategic Priorities - This action fulfills Council's obligation to support essential government functions and maintain safe, well-functioning communities for all citizens.

ADDITIONAL COMMENTS FOR CONSIDERATION:

The approval of the uniform supply contract for the Richland County Sheriff's Department directly supports essential county operations and public service delivery. This action reflects the County's commitment to effective governance, public safety, and fiscal responsibility.

**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050



Agenda Briefing

Prepared by:	Syndi Castelluccio	Title:	General Manager
Department:	Public Works	Division:	Solid Waste & Recycling
Date Prepared:	May 29, 2025	Meeting Date:	June 24, 2025
Legal Review	Patrick Wright via email	Date:	June 5, 2025
Budget Review	Brittany Hammond via email	Date:	June 4, 2025
Finance Review	Stacey Hamm via email	Date:	June 3, 2025
Approved for consideration:		Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCCEM
Meeting/Committee	Administration & Finance		
Subject	Landfill Excavator Replacement		

RECOMMENDED/REQUESTED ACTION:

Staff recommends replacing Landfill Excavator Unit # AH018 - 1997 John Deere 690 Excavator with a new 2025 Hyundai HX160AL Excavator.

Request for Council Reconsideration: ☒ Yes

FIDUCIARY:

Are funds allocated in the department's current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If not, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

Sufficient funds are available in the current FY25 Landfill Heavy Equipment budget, which has a remaining balance of \$284,782.00, to cover the full cost. The quoted price is \$175,201.79.

Applicable fund, cost center, and spend category: **Fund:** 2101 (Solid Waste Enterprise)
Cost Center: 3654 (C&D Landfill)
Spend Category: Heavy Equipment

OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:

Staff, in coordination with Fleet Management, obtained and reviewed three quotes for the equipment replacement. The lowest and most responsible quote was from National Equipment Dealers at \$175,201.79 through the North Carolina Sheriffs Association Cooperative. The NC Sheriff's Association Cooperative is a procurement program open to all county and city governments and their agencies. By participating in cooperative agreements, the County can accomplish cost savings via economies of scale, and reduce the administrative costs of conducting the solicitation process.

COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

There are no legal concerns regarding this matter.

REGULATORY COMPLIANCE:

Replacing this equipment will help ensure continued compliance with the Richland County Class Two Landfill SCDES Permit #401001-1202, as required under Regulation 61-107.19 Solid Waste Management: Solid Waste Landfills and Structural Fill, Section 258.31 Equipment.

MOTION OF ORIGIN:

There is no associated Council motion of origin.

STRATEGIC & GENERATIVE DISCUSSION:

Replacing the 1997 John Deere Excavator is part of the Solid Waste & Recycling Division's operational planning to ensure reliable and efficient operations at the Richland County Landfill. The excavator is critical to daily activities as Solid Waste & Recycling depends on it to excavate cover dirt, remove overburden, load aggregates, clean ponds, load the mobile shredder with mattresses, and perform other essential tasks to maintain compliance with the County's South Carolina Department of Environmental Services permit. Due to reliability concerns and rising repair costs with the aging excavator, replacement is necessary.

Staff recommends the purchase of the Hyundai HX160AL excavator through the North Carolina Sheriff's Association Cooperative with National Equipment Dealers. This option provided the lowest quoted price, the best warranty, reliable customer service and is similar to a model currently in use at the landfill that has demonstrated strong performance and has proven to be dependable.

ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INITIATIVE:

Goal: Commit to Fiscal Responsibility

Objective: Establish process to prioritize initiatives to align with available resources.

Goal: Establish Operational Excellence

Objective: Modernize employee technology

Objective: Address current and future resource needs

SUMMATIVE OVERALL COUNTY IMPACT:

- Supports critical landfill operations: The excavator is essential to maintaining daily landfill functions;
- Ensures regulatory compliance: Reliable equipment is necessary to meet SC DHEC permit requirements and environmental regulations;
- Reduces operational downtime: Replacing aging equipment helps minimize breakdowns and delays in operations;
- Reduces long-term maintenance costs: New machinery lowers the need for frequent repairs and reduces the associated costs;
- Fiscal responsibility: The recommended vendor and cooperative purchase program offer the best value and reflect responsible stewardship of County funds.

ATTACHMENTS:

1. Hyundai HX160AL Quote - NED \$175,201.79
2. Caterpillar 317 GC Quote - Blanchard \$211,706.00
3. John Deere 160 P-Tier Quote - Dobbs \$215,861.14



Quotation / Order
June 2, 2025

Richland County
400 Powell Rd.
Columbia SC 29203

Ship to:
Richland County
Columbia SC

SALESMAN MARK ZEGILLA
Expiration 45 Days

Contract # NC Sheriff's Contract 24-08-0421R

Thank you for this opportunity. We would like to offer you the following for your purchase consideration. If you have any questions please do not hesitate to contact us.

Hyundai HX160A L Excavator

- Cummins B4.5, Tier 4 Final, Stage V, 152 HP Diesel Engine
- 16'9" Mono Boom & 10'2" Arm
- Intelligent Power Control (IPC) 3-Power, 2-Work, 1-User Modes
- Variable Power and Pump Flow Controls
- Engine Auto Idle
- Hi-mate Remote Management System
- Double-Acting Piping Kit
- Pattern Change Valve (SAE and ISO)
- Automatic Swing Brake and Boom/Arm Holding Systems
- 42" Bucket and Hydraulic Thumb
- 3 Year / 3,000 Hour Standard Manufacturer's Warranty
- Operating Weight: 39,560 lbs.
- All Weather Steel ROPS Cab
- Heating, Air Conditioning and Defroster
- Adjustable Air Suspension Seat with Heater and Seat Belt
- Centralized Monitoring with Diagnostics on 8" LCD Display
- Radio / USB Player
- Cabin Lights
- Battery Master Switch
- Rearview and Right side view Camera
- Four Front Working Lights
- Three Outside Rearview Mirrors
- Travel Alarm
- 28" Triple Grouser Shoes

Sale Price \$ 175,201.79

As equipped above. FOB:
Sales Tax: \$500 Max tax



Price and payments do not include applicable sales, use or property taxes. Financing options subject to credit approval, plus \$600 doc fee. Leases based on maximum annual hours as noted above. Signature below indicates acceptance of the above quote and the terms and conditions as noted on the next page. Quote will expire in thirty (30) days.

CUSTOMER SIGNATURE

Date

NED

PURCHASE ORDER #





3151 Charleston Hwy
West Columbia SC 29172
Phone (803) 518-0113 bsmith@blanchardmachinery.com

Quotation

DATE 4/22/2025

Richland County
Mr. Jamie Boone

Prepared by: Brian Smith

Reference Number	Description	Sales Price
651-2183	317 GC 07E HEX AM-N CFG1C	\$211,820
502-7166	INTEGRATED RADIO, W/O DAB	\$0
490-7715	PEDAL, STRAIGHT TRAVEL	\$0
630-5074	CAMERA, REAR & RH VIEW	\$0
585-8704	LIGHTS, BOOM LH 1P	\$0
538-8494	GUARD, TRACK GUIDING, CENTRE	\$0
163-3754	GUARD, TRAVEL MOTOR	\$0
134-8875	GUARD, SWIVEL, STD	\$0
585-2680	STK, R9'6", W/ THUMB BRACKET	\$4,875
630-3549	CYLINDER, BOOM, W/O BLCV	\$4,225
540-1324	CYLINDER, STICK, W/O SLCV	\$2,535
585-8706	LIGHTS, BOOM RH 1P	\$204
577-3853	LIGHTS, CAB, W/O 360	\$394
561-4615	COUNTERWEIGHT, 7870LB	\$1,765
565-4819	UNDERCARRIAGE, LONG W/O BLADE	\$10,690
541-5174	TRACK, 28" TG, W/STEPS	\$3,675
636-9422	HYDRAULIC PKG, COMB, ONE SLIDER	\$8,750
648-7105	CAB, GC COMFORT	\$6,500
565-7254	CONTROL, QC PIN GRABBER	\$1,120
589-6846	PROD LINK, PLE643/PLE743 RADIO	\$0
565-1971	LINES, HIGH PRESSURE BOOM	\$2,250
565-1977	LINES, HP, 9'6" STICK	\$635
565-1973	LINES, QUICK COUPLER BOOM	\$1,650
565-1979	LINES, QC, 9'6" STICK	\$1,180
505-4083	TIP, PENETRATION PLUS ADVANSYS	\$550
380-1204	SIDECUTTERS, GENERAL PURPOSE	\$819
552-8150	BKT GD 36" 0.81YD3 315	\$6,611
0G-4126	STORAGE PROTECTION (EXPORT)	\$76
0P-7563	STORAGE PROTECTION (EXPORT)	\$27
0G-4201	ROLL ON-ROLL OFF	\$157
633-1746	THUMB GROUP - HYDRAULIC	\$16,500
596-2822	LINES GRP, CONNECTING	\$1,375
	TOTAL CATERPILLAR LIST PRICE	\$288,383
	STATE CONTRACT 4400035189 DISCOUNT OF 20%	(\$57,677)
	ADDITIONAL BLANCHARD / CATERPILLAR SUPPORT	(\$23,000)
	FREIGHT AND PREP	\$3,500
	STATE CONTRACT 4400035189 PRICE	\$211,206
	12 MONTH FULL MACHINE FACTORY WARRANTY	
	EXTENDED WARRANTY IS AVAILABLE	
	SC SALES TAX CAP	\$500.00
	STATE CONTRACT 4400035189 PRICE WITH TAX	\$211,706.00

Quote Id: 32709627

Prepared For:
JAMIE BOONE
RICHLAND COUNTY PUBLIC WORKS

Prepared By: **LOCKHART JOHN**
Dobbs Equipment
136 Acres Drive
Ladson, SC 29456
Tel: 843-572-0400
Fax: 843-572-7746
Email: john.lockhart@dobbsequipment.com

Date: 23 April 2025

Offer Expires: 31 July 2025

Quote Id: 32709627

23 April 2025

JAMIE BOONE
RICHLAND COUNTY PUBLIC WORKS
400 POWELL RD
COLUMBIA, SC 29203

Dear Jamie

State Contract number for both the 200G and 160P is 4400034322

Let me know if you have any questions or need anything else.

Thanks John

LOCKHART JOHN
843-572-0400
Dobbs Equipment

Quote Summary**Prepared For:**

JAMIE BOONE
RICHLAND COUNTY PUBLIC WORKS
JAMIE BOONE
400 POWELL RD
COLUMBIA, SC 29203
BOONE.JAMES@RICHLANDCOUNTYSC.GOV

Prepared By:

LOCKHART JOHN
Dobbs Equipment
136 Acres Drive
Ladson, SC 29456
Phone: 843-572-0400
john.lockhart@dobbsequipment.com

Quote Id: 32709627
Created On: 23 April 2025
Last Modified On: 23 April 2025
Expiration Date: 31 July 2025

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 160 P-Tier Excavator	\$ 215,361.14 X	1 =	\$ 215,361.14
John Deere Extended Warranty-36 Months / 5000 Hrs PTH	\$ 0.00 X	1 =	\$ 0.00
Equipment Total			\$ 215,361.14

Quote Summary

Equipment Total	\$ 215,361.14
SubTotal	\$ 215,361.14
State Sales Tax	\$ 500.00
Total	\$ 215,861.14
Balance Due	\$ 215,861.14

Salesperson : X _____

Accepted By : X _____

Selling Equipment

Quote Id: 32709627**Customer:** RICHLAND COUNTY PUBLIC WORKS

JOHN DEERE 160 P-Tier Excavator

Hours:**Stock Number:**

Code	Description	Qty
04D0FF	160 P-Tier Excavator	1

Standard Options - Per Unit

170K	JDLink™	1
0202	United States	1
0259	English	1
0602	Level 2	1
1100	Rear Camera System	1
2000	Less Grade Reference Ready Mounts	1
4070	John Deere PowerTech PSS 4.5L meets FT4/EU Stage IV Emissions	1
5707	700mm (28 in) Steel Track with Triple Semi-Grouser Shoes	1
6667	One Piece Boom w/Arm Cyl. and Plumbing	1
6719	Arm: Long	1
7001	Auxiliary High-Flow Lines with AFL and Auxiliary Relief Pressure Adjustment	1
	Strickland Hydraulic Thumb	1
	Strickland 36" Bucket	1

Service Agreements

John Deere Extended Warranty - 36
Months / 5000 Hrs PTH

**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050



Agenda Briefing

Prepared by:	Callison Richardson	Title:	Division Manager
Department:	Grants and Community Outreach	Division:	Community Development
Date Prepared:	June 4, 2025	Meeting Date:	June 24, 2025
Legal Review	Patrick Wright via email	Date:	June 13, 2025
Budget Review	Brittany Hammond via email	Date:	June 16, 2025
Finance Review	Stacey Hamm via email	Date:	June 11, 2025
Approved for consideration:		County Administrator	Leonardo Brown, MBA, CPM
Meeting/Committee	Administration & Finance		
Subject	Disaster Response & Recovery Substantial Amendment to the Citizen Participation Plan		

RECOMMENDED/REQUESTED ACTION:

County staff request approval for a Substantial Amendment to the Citizen Participation Plan to include a Disaster Response & Recovery Clause allowing the County to more quickly invest available HUD funds in the event of a future Emergency or Disaster Declaration.

Request for Council Reconsideration: ☐ Yes

FIDUCIARY:

Are funds allocated in the department's current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If not, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

No fiscal or budgetary matters are impacted. This amendment allows for the expedited investment of all current and future Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funds received by the U.S. Department of Housing and Urban Development.

Applicable fund, cost center, and spend category: N/A

OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:

None.

COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

There are no legal concerns regarding this matter.

REGULATORY COMPLIANCE:

Citizen Participation Plan

Each Entitlement Community receiving funds from the U.S. Dept. of Housing and Urban Development (HUD) is required to maintain and follow a Citizen Participation Plan (CPP) to guide the management of all HUD awards. The primary goal of the CPP is to provide citizens--especially low- and moderate-income citizens of the community where CPD-funded activities will take place-- an opportunity to participate in an advisory role in the planning, implementation, and assessment of the programs and projects. The plan must be kept up to date.

HUD Substantial Amendment Regulations:

In line with the County's Citizens Participation Plan, any change to an Annual Action Plan, Consolidated Plan or the Citizens Participation Plan that adds or removes a Project, alters a Project's budget by 50%, or alters the proposed beneficiaries by 50% requires the County to conduct a Substantial Amendment process. A Public Notice (see attachment) announcing the proposed Substantial Amendment to the Citizen Participation Plan public comment period, and public hearing posted on Sunday, June 1, 2025 in The State newspaper. The amended plans will be on public display for a 30-Day Public Comment Period from June 3 - July 3, 2025. A Public Hearing will take place on Thursday, June 26, 2025 for Citizens to provide comment. Physical copies of the plans and proposed amendments are available in the Community Development office. Digital copies are available on the Community Development page of the County's website. All Substantial Amendments require final approval from County Council and the local HUD Office.

HUD Disaster Response and Recovery Guidance:

On June 1, 2017, HUD issued CPD Notice 17-06, entitled Using CPD funds for Disaster Response and Recovery. This notice directs entitlement communities to be prepared to respond quickly to a disaster by ensuring the possible use of federal funding for disaster response is included in the Citizen Participation Plan, the Consolidated Plan, and the Annual Action Plan. In the event of a presidentially declared disaster, any HOME, ESG, or CDBG funds reallocated to address the disaster will be considered non-substantial amendments up to the threshold of \$1,000,000.

On July 1, 2024, HUD issued a memorandum entitled Availability of Waivers of Community Planning and Development Grant Program and Consolidated Plan Requirements to Facilitate Recovery from Presidentially Declared Major Disasters (https://www.hud.gov/sites/dfiles/CPD/documents/Presidentially_Declared_Major_Disasters_Megawai_ver.pdf). The memorandum further explains specific program eligibility and outlines the process for utilization of these funds post-disaster

MOTION OF ORIGIN:

“... the committee recommended to approve the 5 Year Consolidated Plan FY 2022-2026 and FY 2022 Annual Action Plan budget and projects for the Community Development Block Grant (CDBG) and HOME investment Partnership (HOME) federal funds.”

Council Member	Recommendation of the Administration & Finance Committee
Meeting	Special Called
Date	July 26, 2022

STRATEGIC & GENERATIVE DISCUSSION:

The proposed Substantial Amendment to the County’s Citizen Participation Plan (CPP) creates a Disaster Response and Recovery Clause allowing the County to more quickly invest available HUD funds in the event of a future Emergency or Disaster Declaration. Non-Substantial Amendments were also made to update contact information, provide clarity on public comment periods, and update public hearing requirements to be consistent with County standards.

Attachment 2 is a copy of the Citizen Participation Plan with the amendments highlighted in yellow. Aside from the Disaster Recovery Clause, the required Public Notice period prior to a Public Hearing was updated to align with County standards. A fifteen (15) day notice is now required prior to holding a Public Hearing.

Why is a Disaster Response and Recovery Clause needed?

The addition of a Disaster Response and Recovery Clause into CPP's is a best practice being adopted by Entitlement Communities nationwide, especially for those in the Southeast as the occurrence of significant natural disasters continues to increase. When a disaster strikes, the Community Development Office would like to be prepared to quickly pivot from plans and utilize any available HUD funds (CDBG, HOME, and ESG) to assist citizens with recovery and relief. At present, the CPP requires the County to conduct a formal Substantial Amendment process anytime HUD funds are reallocated from one activity to another. This process includes a Public Notice, a 30-Day Comment Period, and a Public Hearing all before bringing the amendment for Council approval. If, for example, the County experienced another flood and residents needed assistance with minor home repair, Community Development staff would be unable to initiate assistance until after the full Substantial Amendment process which can take up to 45 days to bring to Council. This was a frustration experienced by Community Development colleagues in Asheville, NC after Hurricane Helene devastated their community. Despite the fact that they had \$850,000 of CDBG funds available from numerous cancelled projects stretching across five Annual Action Plans, they were constrained by their CPP in their ability to utilize the funds until after the Substantial Amendments were conducted.

What would a Disaster Response & Recovery Clause do?

The addition of this Clause would provide the County flexibility to bypass the required 30-Day Public Comment Period to conduct a change to an Annual Action Plan only in the event of a presidentially declared disaster. In this situation, any HOME, ESG, or CDBG funds reallocated to address the disaster will be considered non-substantial amendments up to the threshold of \$1,000,000. Funds would not be taken away from active projects under contract. Rather, the County could quickly pivot historically

unused funds from cancelled/stalled projects and programs to repurpose for immediate disaster recovery needs.

ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INITIATIVE:

Goal: Foster Good Governance

Objective: Develop realistic and achievable goals

Goal: Commit to fiscal responsibility.

Objective: Align budget to priorities and seek alternative revenue sources.

Objective: Establish process to prioritize initiative to align with available resources.

Goal: Operational Excellence

Objective: Address current and future resource needs

SUMMATIVE OVERALL COUNTY IMPACT:

- Entitlement Communities receiving funds from the U.S. Dept. of Housing and Urban Development (HUD) are required to establish a Citizen Participation Plan (CPP) to guide the management of all HUD awards.
- The primary goal of the CPP is to provide citizens--especially low- and moderate-income citizens of the community where CPD-funded activities will take place-- an opportunity to participate in an advisory role in the planning, implementation, and assessment of the programs and projects. The plan must be kept up to date.
- The proposed Substantial Amendment to the County's Citizen Participation Plan (CPP) creates a Disaster Response and Recovery Clause allowing the County to more quickly invest available HUD funds in the event of a future Emergency or Disaster Declaration.
- The addition of a Disaster Recovery & Response Clause provides the County flexibility to bypass the required 30-Day Public Comment Period to conduct a change to an Annual Action Plan only in the event of a presidentially declared disaster.
- With this Clause, any HOME, ESG, or CDBG funds reallocated to address the disaster will be considered non-substantial amendments up to the threshold of \$1,000,000.

ADDITIONAL COMMENTS FOR CONSIDERATION:

The requested action to include a Disaster Response & Recovery Clause in the Citizen Participation plan ensures Community Development policies and procedures align with best practices, prioritizes disaster response in alignment with available resources, and addresses the future resource needs in the event of a disaster declaration.

ATTACHMENTS:

1. Public Notice
2. Citizen Participation Plan with Proposed Amendment



**NOTICE OF 30-DAY COMMENT PERIOD & PUBLIC HEARING ON
PROPOSED SUBSTANTIAL AMENDMENTS TO
ANNUAL ACTION PLANS & CITIZEN PARTICIPATION PLAN**

NOTICE IS HEREBY GIVEN that Richland County, South Carolina will conduct a public hearing on proposed Substantial Amendments to the 2017 Annual Action Plan (AAP), 2018 AAP, 2020 AAP, 2021 AAP, 2024 AAP, and the Citizen Participation Plan. These plans guide the County's investment of funds from the U.S. Department of Housing and Urban Development. Said public hearing will be held at the following date, time and place:

DATE: Monday, June 9, 2025
TIME: 6:00 P.M. EST
PLACE: Richland County Council Chambers, Administration Building
 2020 Hampton Street
 Columbia, South Carolina, 29204

The location is accessible to persons with physical disabilities. If special arrangements need to be made to accommodate any resident, including translation services, please contact the Richland County Community Development Office at least two days in advance at (803) 576-2230 or richardson.callison@richlandcountysc.gov to make those arrangements. Persons who may have a hearing impediment, please contact 7-1-1 for the TTY/TTD relay.

The proposed Substantial Amendments to the 2017, 2018, 2020, and 2021 Annual Action Plans reallocate and consolidate HOME Investment Partnership funds to allow for more flexible and efficient investments into the development of affordable housing in unincorporated Richland County.

The proposed Substantial Amendment to the 2024 Annual Action Plan reallocates \$205,000.00 in Community Development Block Grant (CDBG) funds from a cancelled Public Facility Improvement activity to a shovel-ready Public Facility Improvement activity in unincorporated Richland County.

The proposed Substantial Amendment to the County's Citizen Participation Plan (CPP) creates a Disaster Relief & Recovery Clause, allowing the County to more quickly invest available HUD funds in the event of a future Emergency or Disaster Declaration. Minor amendments clarifying required Public Comment Periods, timing of Public Hearings, and updating contact information are also proposed.

The detailed Substantial Amendments will be available for public review and comment for a 30-Day Period that commences on Wednesday, June 3, 2025 and closes on Thursday, July 3, 2025. Proposed Substantial Amendments and all impacted plans will be on display in the Richland County Community Development Office in the Richland County Administration Building, 2020 Hampton Street, Suite 3058, Columbia, SC 29204. The proposed Substantial Amendments are also available for review on the County's website: <https://www.richlandcountysc.gov/Government/Departments/Community-Development>

To provide comments on the proposed Substantial Amendments, please attend the Public Hearing on June 9th or contact Callison Richardson in the County's Community Development Division at (803) 576-2230 or via email at richardson.callison@richlandcountysc.gov. A summary of all comments received during the public comment period, as well as at the public hearing, will be incorporated into the final

documents for submission to HUD. All Substantial Amendments must receive final approval by Richland County Council and the U.S. Department of Housing and Urban Development.

Ms. Callison Richardson
Division Manager, Community Development
Richland County Government



Richland County Government Citizen Participation Plan (CPP)

Purpose of the Citizen Participation Plan:

As a recipient of entitlement funds from the U.S. Department of Housing and Urban Development (HUD), Richland County is required to outline ways in which the citizens of Richland County can actively participate in the planning and investment of HUD funds through a Citizen Participation Plan (CPP). The primary goal of the CPP is to provide citizens--especially low- and moderate-income citizens of the community where HUD-funded activities will take place-- an opportunity to participate in an advisory role in the planning, implementation, and assessment of the programs and projects. Its purpose is to encourage citizen involvement in the development of plans that impact the management and investment of HUD grants, including: the Five-Year Consolidated Plan, Annual Action Plans, Consolidated Annual Performance Evaluation Report (CAPER), and any Substantial Amendments to a plan as required by HUD 24 CFR Part 91, Subpart B.

Responsible Entity:

The Richland County Community Development Office is part of the Grants and Community Outreach Department and is tasked with the management of all HUD awards received by the County. This Office coordinates the planning and administration of all HUD awards received by the County, including the annual entitlement awards: Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Solutions Grant (ESG). This plan also applies to additional one-time awards that have been or will be awarded to the County by HUD, including: CDBG-DR (Disaster Recovery Grant), CDBG-MIT (Disaster Mitigation Grant), CDBG-CV (Covid-19 Grant), and HOME-ARP (HOME Grant through the American Rescue Plan Act). All funds received by HUD are for investment in the unincorporated areas of Richland County and any Units of General Local Governments (UGLG's) that elect to participate in the County's CDBG Program.

As the Grantee, Richland County has discretion to use HUD funds to support County-run projects or to partner with local governments, public agencies, nonprofits, faith-based organizations, Community Housing Development Organizations (CHDOs), Community-Based Development Organizations (CBDOs), Community Development Corporations (CDC), local contractors, private lenders, and charities.

Community Development Office Contact Info:

Physical Location: County Administration Building 2020 Hampton Street, Suite 3058 Columbia, SC 29204	Hours: 8:30 a.m. to 5:00 p.m., Monday through Friday
Phone #: 803-576-2230 Email: CommunityDevelopmentInfo@richlandcountysc.gov	

Updated information about Community Development efforts can be found online at:

<https://www.richlandcountysc.gov/Government/Departments/Community-Development>



Richland County Government Citizen Participation Plan (CPP)

HUD Awards Granted to Richland County:

1) Annual Formula-Based Entitlement Awards:

- a. Community Development Block Grant (CDBG)
- b. HOME Investment Partnership (HOME)
- c. Emergency Solutions Grant (ESG)

2) One-Time Awards:

- a. CDBG-DR (Disaster Recovery Grant) – In response to the 2015 flood
- b. CDBG-MIT (Disaster Mitigation Grant) – In response to the 2015 flood
- c. CDBG-CV (Covid-19 Grant) – In response to the COVID-19 Pandemic
- d. HOME-ARP (HOME Grant through the American Rescue Plan Act)

Quick Guide on Plans and Reports associated with HUD Grants:

The following plans and reports are developed utilizing the Citizen Participation Plan to guide the management of funds from the U.S. Department of Housing and Urban Development.

- 1) Citizen Participation Plan (CCP) – A plan that guides the public engagement requirements for the investment of any HUD funds.
- 2) Five-Year Consolidated Plan (Con Plan) – Updated every five years, the County is required to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from CDBG, HOME, and ESG awards.
 - a. Active Consolidated Plans: 2017-2021 Con Plan & 2022-2026 Con Plan
 - b. Next Consolidated Planning Process: For years 2027-2031 to begin in Fall 2026
- 3) Annual Action Plan (AAP) – Aligning with the Five-Year Con Plan, the County is required to develop an AAP for each set of annual CDBG, HOME, and ESG awards. Each AAP provides a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.
- 4) Consolidated Annual Performance Evaluation Report (CAPER) – An annual report published in December of each year reporting on accomplishments and progress toward Consolidated Plan goals

Access to Information and Records

Richland County's Citizen Participation Plan, most recent Five-Year Consolidated Plan, active Annual Action Plans, and most recent CAPER are available for public viewing on the County's web site – <http://www.richlandcountysc.gov/Government/Departments/Community-Development>. Copies are also available for review at the Richland County Community Development Office upon request. The



Richland County Government Citizen Participation Plan (CPP)

Office is located at 2020 Hampton Street, Suite 3058, Columbia, SC 29204. The Community Development Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.

Copies may be requested through the County's Ombudsman's Office by calling 803-929-0000 or emailing ombudsman@richlandcountysc.gov. The availability of materials in a form accessible to persons with disabilities, upon request.

Confidential materials, which include personal identity information, cannot be reviewed by the public due to client confidentiality and protection.

Types of Information Made Available

Prior to the adoption of any Consolidated Plan or Annual Plan, the following information is made available to citizens, public agencies and other potential interested parties:

- The amount of assistance the County expects to receive (including grant funds and program income);
- The range of activities that may be undertaken;
- The estimated amount of funding that will benefit persons of low- and moderate-income;
- The County's plans to minimize displacement of persons and to assist any persons displaced, specifying the types and levels of assistance the local government will make available (or require others to make available) to persons displaced, even if the local government expects no displacement to occur; and when and how the local government will make this information available.

Public Hearings & Public Notices

All notices of public hearings will be published in *The State* newspaper (Metro Section, Neighbors or Legal Section) at least fifteen (15) days prior to the public hearing. In addition, notices may be published in other local newspapers. Notices will also be posted on the Richland County website at <http://richlandcountysc.gov> and on the County's social media platforms.

Physical flyers announcing Public Hearings will also be put up in the County Administration Building. Additional notices may be provided through neighborhood-based methods to target specific communities where HUD-funds may be invested, including: community centers, contact with local civic leaders; posting of notices in commercial and neighborhood-based establishments, neighborhood businesses, churches, libraries and post offices.

All public meetings will be held at times and in locations convenient to citizens, particularly those who are potential or actual beneficiaries. Generally, public interest meetings will not be held before 5:00 p.m., on weekdays unless offered in addition to a meeting after 5:00 p.m. for the same topic. Meetings will not be scheduled on Sundays. The County may utilize technology to allow for both virtual hearings and live streaming of in-person hearings to increase citizen participation through expanded access. Persons with special accommodations must notify the Community Development Office two (2)



Richland County Government Citizen Participation Plan (CPP)

business days prior the public meetings and hearings. This gives the County adequate time to provide the needed accommodations.

Whenever possible live-streaming of Public Hearings will be made available through the County's Youtube channel to increase accessibility for citizens.

Needs Assessment Public Hearing & Developing Plans:

Prior to the development of any Consolidated Plan and Annual Action Plan, the community development and housing needs will be assessed, particularly those of low- and moderate-income residents. This process will be conducted through a series of Community Development Needs Assessment Public Hearings. Citizens are encouraged to participate in the development of these documents.

The Community Development Office will hold an adequate number of public meetings and/or hearings in convenient and accessible locations throughout the county for the convenience of citizen input during every Five-Year Consolidated Plan process. At least one needs assessment public hearing will be held every year to address the changing needs for the Annual Action Plan. The participation of citizens will be encouraged in order to assist with determining the community's needs. The County encourages participation by all, but especially low- to moderate-income individuals and households, as well as, members of Presumed Benefit populations, including: senior citizens, adults with disabilities, domestic violence victims, abused and neglected children, unhoused individuals, individuals with HIV/AIDS, and migrant farm workers. Please contact the County if additional accommodations are required to allow input and comment. Comments and suggestions will be considered at Needs Assessment Public Hearings.

The Needs Assessment Public Hearing will address the amount available in funding for CDBG, HOME and any other federal or stimulus funding. The meeting will also address the range of activities that may be undertaken with such funds, particularly in relation to identified community needs. In addition, participation is encouraged by low- and moderate-income citizens, particularly those living in areas where the federal funds are proposed to be used.

The Five-Year Consolidated Plan is due every five years and the next one is due **August 15, 2027 to guide Community Development programming from 2027-2032. The Annual Action Plan is submitted annually to HUD on August 15th.**

Public Comment Period:

A 30-Day comment period from the public is required prior to submitting the Five-Year Consolidated Plan or any Annual Action Plan to HUD. A 15-Day comment period is required prior to submitted the CAPER. A Public Notice must be published announcing the Comment Period with a Public Hearing held to review and to solicit public comments on the contents of these plans. The public hearing(s) will be held consistent with guidelines contained in this document. ***The public will have a minimum of ten (10) days after the Public Hearing to provide written comments on any Plans developed by the***



Richland County Government Citizen Participation Plan (CPP)

Community Development Office. Oral and written comments may be provided at the Public Hearing. Comments may also be submitted in writing by mail or email sent to the Community Development Office during the Comment Period. The County will respond to all written correspondence received.

Amendments/Changes to Plans:

Prior to making any substantial change to the Five-Year Consolidated Plan or Annual Action, Richland County will hold at least one advertised public hearing to inform citizens, particularly those who might be affected by the proposed change, to solicit public comment. Examples of a substantial change would be a 50% increase or decrease in the number of proposed beneficiaries, any increase or decrease of more than 50% in a budget line item, and any addition or deletion of major proposed projects or activities. ***Citizens will be provided no less than 30 calendar days to provide comments on any Substantial Amendments before such amendments are submitted to HUD for approval and implemented.***

Disaster Recovery & Response Clause:

On June 1, 2017, HUD issued *CPD Notice 17-06*, entitled *Using CPD funds for Disaster Response and Recovery*. This notice directs entitlement communities to be prepared to respond quickly to a disaster by ensuring the possible use of federal funding for disaster response is included in the Citizen Participation Plan, the Consolidated Plan, and the Annual Action Plan.

In the event of a presidentially declared disaster, any HOME, ESG, or CDBG funds Richland County reallocated to address the disaster will be considered non-substantial amendments up to the threshold of \$1,000,000. This allows the County to bypass the required 30-Day Public Comment Period to conduct a Substantial Amendment to an Annual Action Plan in the event of a disaster declaration. Funds would not be taken away from active projects or activities under contract. This clause allows the County to quickly pivot historically unused funds from cancelled/stalled projects and programs to repurpose for immediate disaster recovery needs.

Program Performance:

Richland County will conduct one public hearing annually to review program performance and accomplishments for the Consolidated Annual Performance Evaluation Report (CAPER). This public hearing will address and outline the various activities that have been accomplished or are underway. Citizens are given no less than fifteen (15) days to review and provide comments prior to the CAPER's submission to HUD. This report is submitted sixty (60) days after the end of the reporting year. Citizens are encouraged to participate in the development of this document.

Technical Assistance

Richland County will provide technical assistance to individuals, representatives of groups serving low- and moderate-income persons, and local non-profits and faith-based organizations who request assistance participating in a County-run program or in applying for funding for an eligible project. Technical assistance may include information on housing, demographics, and explanation of Community Development's programs and services. Community Development staff work closely with



Richland County Government Citizen Participation Plan (CPP)

the local community organizations to ensure widespread awareness of funding opportunities and services. The County routinely issues Notices of Funding Availability (NOFA), Requests for Qualifications (RFQ), and Requests for Proposals (RFP) for services that support its goals and programs.

Grievances

Complaints and grievances are handled in a timely and professional manner. All complaints are reviewed by the Community Development Division Manager, Director of Grants and Community Outreach, and by the County Administrator, if deemed required and necessary. Written grievances should be addressed to the Richland County Community Development Office, 2020 Hampton Street, Suite 3058, Columbia, SC 29204. Written responses to complaints regarding the Community Development Programs and other general grievances will be made within fifteen (15) business days after receipt of the complaint. A response is prepared by the County in an effort to address the complaint. The final County response, if not resolved, is prepared by the County Administrator or his designee.

Persons who wish to appeal the County Administrator's/designee response may do so in writing to the U.S. Department of Housing and Urban Development, Community Planning and Development Division, 1845 Assembly Street, Columbia, SC 29204.

Non-English-Speaking Population

Richland County Community Development will accommodate the needs of non-English-speaking residents. Translation services are available upon request. If ten percent or more of the potential or actual beneficiaries of a Community Development project are determined to be non-English-speaking, provisions will be made at the appropriate public hearings for translation of comments and documents into the native language of the majority of the non-English-speaking residents affected.

There is additional information provided at our website and within our office in Spanish, as well as brochures printed in Spanish. If additional documents are needed in Spanish (or another language), they can be made available up request.

Anti-Displacement

It is the policy of Richland County to make all reasonable efforts to ensure that activities undertaken with CDBG, HOME, or ESG funds will not cause unnecessary displacement. The County will continue to administer the CDBG, HOME, and ESG Programs in such a manner that careful consideration is given during the planning phase to avoiding displacement. Displacement of any nature shall be reserved as a last resort action necessitated only when no other alternative is available and when the activity is determined necessary in order to carry out a specific goal or objective that is of benefit to the public.

If the displacement is precipitated by activities that require the acquisition (either in whole or in part) or rehabilitation of real property directly by Richland County or its agent, all appropriate benefits as required by the Uniform Relocation Assistance and Real Property Acquisition Policies' Act of 1970 and amendments. The "Uniform Act" or the Residential Anti-displacement and Relocation Assistance Plan



Richland County Government Citizen Participation Plan (CPP)

under Section 104 (d) shall be provided to the displaced person or persons. Information about these programs will be provided to all persons who may potentially be displaced in the form of informational brochures on these programs and explained in detail by the County's Community Development staff.



Agenda Briefing

Prepared by:	Callison Richardson	Title:	Division Manager
Department:	Grants and Community Outreach	Division:	Community Development
Date Prepared:	June 6, 2025	Meeting Date:	June 24, 2025
Legal Review	Patrick Wright via email	Date:	June 13, 2025
Budget Review	Brittany Hammond via email	Date:	June 13, 2025
Finance Review	Stacey Hamm via email	Date:	June 11, 2025
Approved for consideration:		County Administrator	Leonardo Brown, MBA, CPM
Meeting/Committee	Administration & Finance		
Subject	2025 Annual Action Plan for HUD Grants		

RECOMMENDED/REQUESTED ACTION:

The Community Development Division recommends approval of the draft 2025 Annual Action Plan for submission to U.S. Department of Housing and Urban Development for the purposes of administering the County's awarded Community Development Block Grant (CDBG), HOME Investment Partnership, and Emergency Solutions Grant (ESG) funds for the period of Oct. 1, 2025 - Sept. 30, 2026.

County staff also request approval to award CDBG funds for Public Facility Improvement Projects and Public Service Programs as outlined in Attachment 3.

**** Due to the required 30-Day Public Comment Period beginning Friday, June 13th, this item must not go before full Council for final approval until Tuesday, July 15, 2025.**

Request for Council Reconsideration: ☐ Yes

FIDUCIARY:

Are funds allocated in the department's current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If not, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

The HUD funds included in this Briefing are from the HUD allocations in the 2025 Federal Budget. Grant Agreements will be executed following successful submission of the 2025 Annual Action Plan to HUD by August 15, 2025. Budget set up will follow and funds are available to the County as of October 1, 2025.

The 2025 Annual Action Plan identifies the allocations and proposed Activities from the Federal government for \$1,755,995.00 in CDBG funds, \$792,557.75 in HOME funds, and \$151,031.00 in ESG funds. It has been on display since Friday, June 13th for a 30-Day Public Comment Period. Upon approval, it will be submitted to HUD on or before August 15, 2025.

The performance periods, match requirements, and required caps or set asides are outlined below. Selected projects are found in the attached documents.

FY24 Community Development Block Grant (CDBG):

Grant Period	October 1, 2025 - September 30, 2032
Match	No match requirement
Admin & Planning Cap	20% of Award
Public Services Cap	15% of Award

FY24 HOME Investment Partnership

Grant Period	October 2, 2025 - September 30, 2033
Match	25% Match Requirement (sources may include county funds, private developer investments, or in-kind contributions towards a project)
Admin & Planning Cap	10%
CHDO Set Aside	15%

FY24 Emergency Solutions Grant (ESG)

Grant Period	October 1, 2025 - September 30, 2027
Match	recipients of grant funds must match with an equal amount of cash and/or noncash contributions, which may include donated buildings, materials and volunteer services.
Admin & Planning Cap	7.5%

Three (3) recommended Public Facility Improvement Activities will be also funded with supplemental funding from the CDBG-CV Grant. Details are in Attachment 3. Fund details are below:

CDBG-CV	GR-00000106
Fund	1202
Cost Center	9921
Lump Sum Appropriations	\$187,995.00

Applicable fund, cost center, and spend category: Budget Set-Ups will occur following executed Award Agreements in Fall 2025.

OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:

None.

COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

There are no legal concerns regarding this matter.

REGULATORY COMPLIANCE:

The County is required to submit the Annual Action Plan (AAP) to HUD at least 45 days before the start of its program year; the latest submission deadline is August 15, 2025.

To ensure compliance with HUD's regulations, Community Development staff will follow 2 CFR Part 200 regarding the administration of federal grants programs, 2 CFR Part 570 regarding CDBG funds, 2 CFR Part 92 regarding HOME Investment Partnership funds, and 2 CFR Part 576 for Emergency Solutions Grants (ESG). CDBG and HOME funds can only be awarded to sub-recipients located in and/or predominantly serving individuals in unincorporated Richland County. Federal law requires CDBG and HOME funds primarily benefit low-to-moderate-income persons (at 80% of area median income or below). ESG funds are dedicated to homeless support services. Most funds are disbursed as reimbursable grants with monitoring by Community Development staff.

Environmental Reviews:

Environmental Review Records (ERR's) will be conducted for each project to ensure compliance with HUD. ERR's will be certified by the County's Certifying Officer prior to contracting.

2025 Income Limits established by HUD:

Eligibility for CDBG and HOME programs is guided by the 2025 HUD Income Limits for Columbia, SC MSA (Richland County) in relation to the current Area Median Income (AMI). Households up to the 80% limit for the AMI are eligible for these affordable housing opportunities.

Income Threshold by Household Size	1	2	3	4	5	6	7	8
30% Limits	\$19,500	\$22,250	\$26,650	\$32,150	\$37,650	\$43,150	\$48,650	\$54,150
50% Limits	\$32,450	\$37,100	\$41,750	\$46,350	\$50,100	\$53,800	\$57,500	\$61,200
80% Limit	\$51,950	\$59,350	\$66,750	\$74,150	\$80,100	\$86,050	\$91,950	\$97,900

CDBG-CV Funding Regulations

CDBG-CV is a special COVID-19 Relief CDBG grant the County received in 2020. The funds may only be spent on eligible CDBG activities that present a clear tieback to preventing, responding, or reducing the impact of COVID-19. The projects identified for supplemental funding with CDBG-CV funds have specific elements with a clear COVID-19 tieback and have been preliminarily approved by HUD for investment.

MOTION OF ORIGIN:

There is no associated Council motion of origin.

STRATEGIC & GENERATIVE DISCUSSION:

Requests for Council:

1. The Community Development Division requests approval of the draft 2025 Annual Action Plan for submission to U.S. Department of Housing and Urban Development for the purposes of administering the County's awarded Community Development Block Grant (CDBG), HOME Investment Partnership, and Emergency Solutions Grant (ESG) funds for the period of Oct. 1, 2025 - Sept. 30, 2026.
2. County staff request approval to award CDBG funds for Public Facility Improvement Projects and Public Service Programs as outlined in Attachment 3.

Annual Action Plan:

The Annual Action Plan (AAP) is used to identify housing, economic development, public services, and community revitalization needs and to develop CDBG, HOME, and ESG budgeting and focus areas for the next annual period. The proposed 2025 Annual Action Plan was developed in line with Richland County's Citizen Participation plan with public notice (see Attachment I), four public hearings, and a 30-day public comment period. The plan provides the budgets and selected projects for CDBG, HOME Investment Partnership and ESG funds that will guide the administration and investment of these critical resources for the October 1, 2025-September 30, 2026 grant cycle and beyond. Attachment II provides budgets and project descriptions for each HUD grant.

From February -May 2025, the Community Development division initiated a robust NOFA process for organizations and agencies to apply for CDBG project funding in each of the designated focus areas through a competitive application process. Citizens and County staff participate on Application Evaluation Committees to help with project selection.

- \$1.65 Million was requested from local nonprofits seeking Public Facility Improvement projects.
- \$1.30 Million was requested from local nonprofits and County Departments for Public Services.
- Selected project categories are identified in the plan for Owner-Occupied Housing Revitalization (i.e. minor home repair), Public Services and Public Facility Improvements.
- Individually funded activities are listed in Attachment III for Council approval.

Projects for HOME Investment Partnership will be selected through a separate NOFA process beginning in June 2025 with a rolling application deadline to follow. Projects will be recommended for Council approval on a rolling basis.

Projects for ESG Funding supporting members of the local Continuum of Care (CoC) will be selected in partnership with the SC Office of Economic Opportunity and the Midlands Area Coalition for the Homeless. ESG allocations and funded activity decisions will be provided to Council at a later date.

Upon Council approval, the Annual Action Plan will be submitted to the U.S. Department of Housing and Urban Development (HUD) for approval.

The 2025 AAP implements the County's fourth year of the 2022-2026 Five Year Consolidated Plan, approved in July 2022, which enables the County to continue to receive federal housing and community development funds.

Citizen Participation & Input:

County staff expanded opportunities for public input during the Needs Assessment phase by hosting three (3) Public Hearings in different communities (Southeast Library, Crane Creek Gym, Serve & Connect Community Center), having a virtual survey for citizen feedback, and by including survey flyers in 1,000 fresh food box deliveries through Neighborshare. Eight (8) citizens attended public hearings and eleven (11) public comments were received.

Needs identified by citizen input, include: affordable housing, a rise in homeless families and children in Richland One & Two, rental assistance, utility assistance, childcare assistance, food insecurity for seniors, home repair for seniors, assistance with tree removal and debris clean up after storms, and support for domestic violence survivors.

Benefits of Request:

Each year's AAP budget proposal for the three HUD grants allows the County to continue rehabilitation of existing affordable owner-occupied housing units, investments in affordable housing development through rehabilitation and construction, investment in public facilities and infrastructure, and collaboration with community partners to coordinate public services for low/moderate population and targeted high-need populations as identified in the Five-Year Consolidated Plan.

This request allows the County to continue delivering a wide range of programs and projects to benefit low/mod income residents of Richland County. If denied, the County risks delays or reductions in millions of federal dollars that are vital to the Richland County community.

Budget Details

Please see Attachment 2 for proposed budget and Project descriptions for CDBG, HOME, and ESG funds.

Recommended Activities for CDBG Funding

Please see Attachment 3 for recommended activities for funding under the CDBG Projects of

1. Public Facility Improvements;
2. Public Services.

Three (3) of the recommended Public Facility Improvement Activities will also be funded with supplemental funding from the CDBG-CV Grant. The CDBG-CV grant is a COVID-19 specific CDBG grant and funded activities must have a COVID-19 tieback. The tieback portion of these improvement projects will be funded with the CDBG-CV funds to allow for additional leveraging and investment of HUD funds.

Alternatives

Option 1 (recommended) Approve the draft 2025 Annual Acton Plan as proposed for submission to HUD by the deadline of August 15, 2025 which allows the County to continue delivering a wide range of programs and projects to benefit low-to-moderate income (LMI) residents of unincorporated Richland County. With CDBG projects already identified in the plan and activities for each project presented to Council already, Environmental Reviews and contracting can take place by the start date of October 1st, ensuring the County has sufficient time to expend funds for all HUD Timeliness tests and expenditure deadlines.

Option 2 Approve the budget allocations as outlined in the plan, but do not approve the proposed CDBG activities as selected through the competitive grant process. The plan can be submitted with broad categories of funding by the deadline of August 15, 2025; however, Community Development Staff will have to reinitiate a NOFA process for CDBG funding with delayed project start dates and risk not passing the annual CDBG Timeliness Test for expenditure of funds.

Option 3 Do not approve the plans for submission to HUD by the deadline of August 15, 2025 and forego all CDBG, HOME Investment Partnership, and ESF funds for the 2025 year.

Previous Actions of Council

Council approved the Five-Year Consolidated Plan on August 30, 2022. The 2025 Annual Action Plan is aligned with the Consolidated Plan.

ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INITIATIVE:

Goal: Foster Good Governance

Objective: Develop realistic and achievable goals

Objective: Collaborate with other governments

Goal: Commit to fiscal responsibility.

Objective: Align budget to priorities and seek alternative revenue sources.

Objective: Establish process to prioritize initiative to align with available resources.

Goal: Plan for growth through inclusive and equitable infrastructure

Objective: Create excellent facilities.

Objective: Provide equitable living and housing options

Goal: Achieve positive public engagement

Objective: Champion the organization through public engagement and communication on County wins

Objective: Foster positive public engagement with constituents and create opportunities to allow us to “tell our own story”

Objective: Complete and celebrate projects to create excitement in the community

Objective: Develop a community engagement plan

SUMMATIVE OVERALL COUNTY IMPACT:

- The Community Development Office has produced a 2025 Annual Action Plan with significant public input to help oversee the investment and management of Federal funds totaling \$2,699,583.75 from the US. Department of Housing and Urban Development.
- The proposed 2025 Annual Action Plan was developed in line with Richland County's Citizen Participation Plan (CPP) with public notice, four public hearings, and a 30-day public comment period.
- County staff expanded opportunities for public input during the Needs Assessment phase by hosting 3 Public Hearings in different communities (Southeast Library, Crane Creek Gym, Serve & Connect Community Center), having a virtual survey for citizen feedback, and by including survey flyers in 1,000 fresh food box deliveries through Neighborshare.
- Needs identified by citizen input, include: affordable housing, a rise in homeless families and children in Richland One & Two, rental assistance, utility assistance, childcare assistance, food insecurity for seniors, home repair for seniors, assistance with tree removal and debris clean up after storms, and support for domestic violence survivors.
- Proposed projects in the plan help the County meet critical needs for low/mod residents, including: minor home repair, development of affordable housing units, improvements to public facilities, funding for services to low/mod houses, and funding for homeless prevention and support.

ADDITIONAL COMMENTS FOR CONSIDERATION:

The Annual Action Plan (AAP) makes strategic investments in affordable housing development, minor home repair, transitional housing and affordable childcare access, and services to low and moderate-income families Countywide. These plans are developed with several periods of public comment & hearings, County staff sent Needs Assessment surveys through Neighborshare Food Boxes to 1,000 citizens, and both citizens and employees were utilized in the scoring/evaluation process for selection CDBG projects. The execution of these plans is an example of citizen voices being heard and making a difference. These plans also align resources with addressing some of the County's greatest needs facing low/moderate-income residents. County staff actively engage grant Subrecipients in the process of leveraging HUD funds with local investments using match requirements and underwriting processes for each Program. The 2025 AAP will provide significant opportunities for positive public engagement and communication about County wins. Community Development staff has set a goal to secure at least half of the 25% match requirement for new HOME Investment Partnership projects from private developers or in-kind services rather than through the General Fund as has been utilized in previous years.

The required 30-Day Public Comment Period for the 2025 Annual Action Plan is occurring from June 13 - July 14, 2024. The final Public Hearing will be held on Thursday, June 26th at 6:00 PM in the Council Chambers. All public comments and testimony received orally or in writing will be incorporated into the Annual Action Plan prior to Council approval at the July 15th Council meeting.

ATTACHMENTS:

1. Public Notice for 2025 Annual Action Plan
2. 2025 Proposed Budgets & Projects for CDBG, HOME & ESG Grants
3. PY 25-26 Proposed CDBG Facility & Services Activities
4. 2025 Draft Annual Action Plan (still drafting)



PUBLIC HEARING NOTICE

RICHLAND COUNTY WANTS YOUR INPUT

Attachment 1

NOTICE OF PUBLIC HEARING AND DISPLAY RICHLAND COUNTY, SOUTH CAROLINA FY 2025 ANNUAL ACTION PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT, HOME INVESTMENT PARTNERSHIP, AND EMERGENCY SOLUTIONS GRANTS PROGRAMS

Notice is hereby given that Richland County, South Carolina will hold a public hearing on **Thursday, June 26, 2025, at 6:00 p.m.**, prevailing time, in Council Chambers located 2020 Hampton Street, Columbia, South Carolina 29201. The location is accessible to persons with physical disabilities. If special arrangements need to be made to accommodate any resident in order for them to participate in the public hearing, including translation services, please contact the Community Development Office, Richland County Government, (803) 576 - 2230 or email at richardson.callison@richlandcountysc.gov, to make those arrangements, and any person who may have a hearing impediment, please contact 7-1-1 for the TTY/TTD relay.

The purpose of the public hearing is to present Richland County's FY 2025 Annual Action Plan. The County intends to submit its FY 2025 Annual Action Plan in the amount of \$1,755,995 in CDBG funds, \$792,557 in HOME funds, and \$151,031 in ESG funds. The FY 2025 Annual Action Plan will be submitted to the U.S. Department of Housing and Urban Development (HUD) on or before Friday, August 15, 2025.

In order to obtain the views of residents, public agencies and other interested parties, Richland County will place its FY 2025 Annual Action Plan on public display on Friday, June 13, 2025, through Monday, July 14, 2025, at the following locations:

**Richland County Government
Community Planning & Development Department
Community Development Division
2020 Hampton Street – Suite 3058**

Richland County's Website:

<https://www.richlandcountysc.gov/Government/Departments/Community-Development>

These documents will be available for public display during normal business hours of operation for a period of thirty (30) days until 4:00 PM on July 14, 2025. The FY 2025 Annual Action Plan will be submitted to the Richland County Council for approval at a regular scheduled County Council Meeting on July 15, 2025, at 6:00 PM.

The FY 2025 Annual Action Plan were prepared after conducting an initial public hearing on the housing and community development needs and meetings with the County staff and officials.

The following CDBG activities are proposed for funding under the FY 2025 Annual Action Plan:

FY 2025 CDBG Program –

• CDBG General Administration (20% cap)	=	\$ 351,199.00
• Public Service Activities (15% cap)	=	\$ 263,399.00
• Public Facility Improvements	=	\$ 691,397.00
• <u>Housing Rehabilitation</u>	=	\$ 450,000.00
Total CDBG	=	\$ 1,755,955.00

Total FY 2025 CDBG FUNDS FOR PROJECT ACTIVITIES = \$1,755,955.00



The

following activities are proposed for funding under the HOME Program for FY 2025:

FY 2025 HOME Program –

• HOME General Administration (10% cap)	=	\$ 79,255.78
• CHDO Set-Aside (15% min.)	=	\$ 118,883.66
• <u>Development of Affordable Housing</u>	=	<u>\$ 594,418.31</u>
Total HOME		\$ 792,557.75

TOTAL FY 2025 HOME FUNDS FOR PROJECT ACTIVITIES = \$ 792,557.75

The following activities are proposed for funding under the ESG Program for FY 2025:

FY 2025 ESG Program –

• ESG General Administration	=	\$ 11,327.33
• Rapid Re-Housing/Homeless Prevention/HMIS	=	\$ 49,085.08
• <u>Street Outreach/Emergency Shelter</u>	=	<u>\$ 90,618.60</u>
Total ESG		\$ 151,031.00

TOTAL FY 2025 ESG FUNDS FOR PROJECT ACTIVITIES = 151,031.00

If the County would undertake an activity that would result in the displacement of families or individuals, then the County would utilize its policy for minimizing such displacement. Furthermore, the County is responsible for replacing all low- and moderate-income housing units that may be demolished or converted as a result of CDBG funds.

All interested residents and other parties are encouraged to attend this public hearing and they will be given the opportunity to present oral or written testimony concerning the proposed use of Federal funds under the FY 2025 Annual Action Plan. Written or oral comments may be directed to Ms. Callison Richardson, Manager, Grants & Community Development Division, Richland County Government, Grants & Community Outreach Department, Community Development Division, 2020 Hampton St. Suite 3058, Columbia, SC 29204, (803) 576 - 2055 or via 711 for the hearing impaired or email at richardson.callison@richlandcountysc.gov.

Ms. Callison Richardson
Division Manager, Community Development & Grants
Grants Department
Richland County Government

Publish on: Friday, June 13, 2025
Proof of Publication Requested

Program Year 2025 CDBG, HOME & ESG Budgets for Richland County, SC

CDBG Funds	\$ 1,755,995.00
HOME Funds	\$ 792,557.75
ESG Funds	\$ 151,031.00
	\$ 2,699,583.75
1 - CDBG General Administration (20%)	\$ 351,199.00
2 - Housing Rehabilitation (Operation One Touch & CDBG Rehab)	\$ 450,000.00
3 - Public Facility Improvements	\$ 691,396.75
4 - Public Services (15%)	\$ 263,399.25
	\$ 1,755,995.00
5 - HOME General Administration (10%)	\$ 79,255.78
6 - CHDO Set-Aside (15%)	\$ 118,883.66
7 - Development of Affordable Housing	\$ 594,418.31
8 - Down Payment Assistance	\$0.00
	\$ 792,557.75
9 - ESG Administration (7.5%)	\$ 11,327.33
10 -Rapid Re-Housing/Homeless Prevention/HMIS	\$ 49,085.08
11 - Street Outreach/Emergency Shelter (< 60%)	\$ 90,618.60
	\$ 151,031.00

1 - CDBG General Administration: Funds will be used for the overall program administration, coordination, monitoring/evaluation, and public information associated with the preparation of the Annual Action Plan and the Consolidated Annual Performance and Evaluation Report (CAPER) and Fair Housing activities.

2 - Housing Rehabilitation: Funds will support two signature housing rehabilitation programs, Operation One Touch (OOT) and CDBG Rehab, along with Activity Delivery Costs (i.e. inspections, construction estimation, environmental reviews, oversight and compliance). *Available funds from prior years funds will also be used to support these programs.*

1) Operation One Touch (OOT) - OOT is the county's emergency housing rehab program which provides a 0% interest forgivable loan to assist with urgent minor home repair needs for income eligible homeowners in unincorporated Richland County for installation of roofs, soffit, gutters, electrical upgrades, plumbing, etc.

2) CDBG Rehab - CDBG Rehab is the County's Owner-Occupied Housing Rehab program that partners with qualified non-profit organizations to provide minor home repairs to eligible homeowners in unincorporated Richland County.

3 - Public Facility Improvements: Funds will assist with improvements to Public Facilities owned and occupied by nonprofit organizations in which public services to the LMI individuals/households and Presumed Benefit Populations are provided Monday through Friday during normal operating hours. Funds may be utilized for acquisition, rehabilitation, and other structural improvements critical to the provision of public services for facilities located in unincorporated Richland County or predominantly serving residents of unincorporated Richland County. Activity Delivery Costs and contingency funds are included in the allocation.

4 - Public Services: 15% of the CDBG award will be used to fund Public Services to the LMI Population and HUD-defined Presumed Benefit Groups in unincorporated Richland County by local nonprofits and Richland County Government.

5 - HOME General Administration - Funds will be used for the overall program administration, coordination, monitoring/evaluation, and public information associated with the preparation of the Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER).

6 - CHDO Set-Aside: HOME funds will be used to assist a CHDO to increase the number of affordable housing units in the HOME Consortium for owners and renters by assisting with acquisition, soft costs, construction, and rehabilitation.
7 - Development of Affordable Housing - HOME funds will be used to assist in the development of affordable housing in the HOME Consortium for owners and renters by assisting with acquisition, soft costs, construction, and rehabilitation. CDBG funds will be used to pay the program and activity delivery costs associated with implementing the HOME Program.
8 - Down Payment Assistance: Funds will be used for a first-time homebuyer program Richland County Homeownership Assistance Program (RCHAP) for county-wide LMI eligible households. No new funds will be allocated in Program Year 2024 to allow for remaining funds from previous years to be utilized
9 - ESG Administration: Funds will be used for the overall program administration, coordination, monitoring/evaluation, and public information associated with the ESG program.
10 - Rapid Re-Housing/Homeless Prevention/HMIS: Funds will be used for rapid re-housing, homeless prevention, and HMIS system.
11 - Street Outreach/Emergency Shelter: Funds will be used for operating expenses and essential services for shelters.

Proposed 2025 CDBG Public Facility Improvement Activities

Organization/Agency	Activity Description	Location	Proposed CDBG Award	Proposed Supplemental CDBG-CV Funding	Total Activity Allocations
United Way of the Midlands	WellPartners Dental and Eye Clinics Relocation to and upfit of space in the County's Family Services Center in addition to purchase of new equipment.	440 Columbia Mall Blvd. Columbia, SC 29223	\$500,000.00	\$0.00	\$400,000 Grant \$100,000 Loan <i>\$100k paid back at 0% interest over 10 years as CDBG Program Income for reinvestment in future eligible CDBG projects.</i>
The Free Medical Clinic	Renovations to support facility upgrades. County sharing ~30% of total project cost.	1875 Harden Street Columbia, SC 29204	\$100,000.00	\$0.00	\$100,000.00 Grant
Sistercare, Inc	Women's Shelter for DV Victims Renovations for increased safety and security	Shelter location in Richland County is confidential.	\$45,800.00 For safety lighting and flooring improvements	\$ 60,000.00 For three (3) HVAC replacements	\$105,800.00 Grant
Richland County First Steps	Early Head Start Center at Ridgewood MBC Renovations for increased safety and security	Ridgewood Missionary Baptist Church 5324 Ridgeway Street Columbia, SC 29203--0000	\$11,535.00 For security and fencing improvements	\$ 74,137.50 For six (6) windows & install of overhead canopy for outdoor play space	\$85,672.50 Grant
Richland County First Steps	Early Head Start Center at Virginia Wingard UMC Renovations for increased safety and security	Virginia Wingard United Methodist Church 1500 Broad River Road Columbia, SC 29210--7302	\$30,555.00 For new entry doors, upgrading security cameras, install security gate, painting.	\$53,857.50 For replacement of thirty-five (35) windows.	\$84,412.50 Grant
Contingency Funding for 2025 CDBG Projects	Funding for contingency needs with any of the five projects. Unused funds will be reallocated to other eligible CDBG programs (Operation One Touch, Affordable Rental Housing Development).		\$3,507.00 **\$205,000 in 2024 CDBG funds also available as needed.	\$0.00	\$3,507.00 **\$205,000 in 2024 CDBG funds also available as needed.
	TOTALS:		CDBG \$691,397.00	CDBG-CV \$187,995.00	\$879,392.00

Project Descriptions:

United Way of the Midlands | WellPartners Dental and Eye Clinics - *6,000 Low/Mod patients served annually* -- Staff recommends \$500,000 to support the relocation of WellPartners Dental and Eye Clinics from the County Administration Building to the Family Services Center. \$100,000.00 of the funds will be repaid to the County's CDBG Program at 0% interest over 10 years following project completion. This project will involve the careful uninstalling, transporting, and reinstalling of specialized dental and eye care equipment to ensure safe and effective operation in the new space. In addition, the clinics require the installation of audio/visual (A/V) equipment to enhance patient education and staff training capabilities. Funding will also cover the installation of vacuum and air lines necessary for the proper functioning of dental areas, ensuring compliance with clinical safety standards. As part of the relocation, WellPartners will need to purchase and install new medical equipment to replace outdated or non-transferable items, improving service quality and expanding care options. These improvements are essential to maintaining continuity of care and minimizing disruptions for the vulnerable, uninsured, and underinsured populations the clinics serve. Overall, this project will strengthen WellPartners' ability to deliver high-quality, accessible dental and eye care to the community.

The Free Medical Clinic | Renovations to Support Facility Upgrades – *1,800 Low/Mod patients served annually (30% are from unincorporated Richland County)*. Staff recommends \$100,000 of CDBG funding to be applied to hard construction costs, including the installation of new plumbing systems, updated millwork, energy-efficient windows, durable doors, and modern countertops. The County's investment covers 30% of total project cost in line with the current clients served being 30% unincorporated County residents. The Clinic launched expanded telemedicine services in June 2025 through Richland Library countywide with dedicated outreach to increase access for unincorporated residents. These improvements will enhance the functionality, accessibility, and overall safety of the clinic, creating a more comfortable and welcoming space for patients who rely on free, high-quality medical services.

Sistercare, Inc. | Increased Safety and Security Project – *150 women served annually* - Staff recommends \$45,800 in CDBG funding and \$60,000 in CDBG-CV funding to provide critical safety and security upgrades to its Richland County Emergency Shelter for Domestic Violence Survivors and their families. Project includes: increasing the number of security cameras and improving outdoor lighting, replaced of three (3) new HVAC units, removal of old carpets and replacement of new flooring in damaged areas.

Richland County First Steps | Early Head Start Center at Ridgewood Missionary Baptist Church – *23 LMI children (infant to age 5) served annually* – Staff recommends \$11,535 in CDBG funding and \$52,739 in CDBG-CV funding to enhance the health, safety, and learning environment of the child development center facility by improving indoor air quality, expanding outdoor learning opportunities, and improving safety of the facility. The project will involve: 1) the replacement of six existing fixed windows with operable hopper windows in child-care classrooms, 2) installation of a durable aluminum walkway cover to create a dedicated outdoor gross-motor learning area for infants and toddlers, and 3) installation of safety lock mechanism on existing fencing around facility.

Richland County First Steps | Early head Start Center at Virginia Wingard United Methodist Church – *57 LMI children (infant to age 5) served annually* - Staff recommends \$30,555 in CDBG funding and \$31,648 in CDBG-CV funding to provide critical safety and security upgrades of the childcare facility. The project will involve: replacement of thirty-five (35) non-functioning windows, installation of a security gate separating the child development center from an upstairs soup kitchen for the unhoused, replacement of primary entry door with upgraded security, and additional cameras to add onto existing security system.

Proposed 2025 Public Service Activities | Funding for October 1, 2025 – September 30, 2026

Organization/Agency	Project Name & Brief Description	Proposed Award
Able South Carolina	Independent Living Support Program for Adults with Disability (Ages 13-28)	\$20,000.00
Brookland Center for Community Economic Change	Pilot Program: Opening the Door toward Achieving and Sustaining Homeownership	\$53,399.00
Columbia Housing Authority	Building Bridges to Housing Initiative	\$50,000.00
Homeless No More	Life Skills for Homeless Families	\$60,000.00
Latino Communications Development Corporation	Food for Your Heart & Advancing Your Finances	\$40,000.00
Midlands Fatherhood Coalition	Expanding to Provide Economic Mobility, Education and Employment Services	\$30,000.00
Richland County Sheriff's Department	Project HOPE – Window units and fans for Seniors in unincorporated Richland County.	\$10,000.00
	TOTAL <i>Public Service funding allocation in the PY25 Annual Action Plan</i>	\$263,399.00 (Meets 15% CDBG Cap)

Project Descriptions:

Able South Carolina | Building Disability Access in Richland County – *Serving 150 Adults with Disability*- Staff recommends \$20,000 in programmatic support for Able South Carolina to expand its Independent Living services. The enhanced program will empower individuals with disabilities through personalized goal setting, skills training, employment assistance, and peer mentoring. It will also improve access to essential resources like housing, transportation, education, and healthcare, helping participants achieve greater self-sufficiency and community inclusion.

Brookland Center for Community Economic Change | Pilot Program: Opening the Door toward Achieving and Sustaining Homeownership – *Serving 250 LMI Individuals* - Staff recommends \$53,399.00 in programmatic support for Brookland Center for Community Economic Change to support 340 individuals by providing comprehensive services that promote financial stability and long-term self-sufficiency. Through personalized case management, participants will receive tailored support to address barriers that hinder their ability to build savings and achieve economic security. The program will also offer direct financial assistance to help offset critical expenses that often prevent low-income individuals from saving or advancing toward their financial goals.

ATTACHMENT III | CDBG Public Facility Improvement and Public Service Activities

Columbia Housing Authority | Building Bridges to Housing Initiative – *Serving 40 LMI and homeless households* - Staff recommends \$50,000 in programmatic support to assist households experiencing homelessness or at risk of becoming homelessness who have received Housing Choice or Foster Youth to Independence (FYI) Vouchers. The program will help overcome financial barriers like security deposits and utility fees and provide support services such as housing search assistance, landlord engagement, financial counseling, and tenant education. Participants also receive referrals to employment, healthcare, and other resources that will further promote stability and self-sufficiency, increasing successful voucher use and reducing the risk of recurring homelessness.

Homeless No More | Life Skills for Homeless Families - *Serving 120 homeless adults and children* - Staff recommends \$60,000.00 in programmatic support for Homeless No More to enhance life skills programs, aiding families in crisis beyond housing assistance. The focus is on keeping families together, addressing their specific needs, and striving to break the cycle of generational poverty, while case management and training are provided. The expanded programming will offer practical, hands-on training in areas such as financial management, employment readiness, parenting, and health education to equip participants with the essential tools needed for self-sufficiency.

Latino Communications Development Corporation | Food for Your Heart & Advancing Your Finances – *Serving 850 LMI Individuals* - Staff recommends \$40,000 in programmatic support for two essential services that promote stability and well-being. The first provides 30–35 pounds of fresh, nutritious food to families, addressing food insecurity and access to healthy meal options. The second offers personalized housing counseling, with a focus on assisting households facing language barriers, helping them navigate housing processes and secure stable, affordable homes.

Midlands Fatherhood Coalition | Expanding to Provide Economic Mobility, Education and Employment Services – *Serving 35 LMI Individuals* - Staff is recommending \$30,000 in programmatic support for services to empower fathers by providing them with the essential skills and resources needed to strengthen their roles as parents and contributors to their families and communities. The program will focus on teaching parenting skills, fostering healthy relationship habits, and promoting overall well-being through the development of healthy lifestyles. Additionally, the initiative will support fathers in achieving economic stability by offering training in financial literacy, economic mobility strategies, and workplace development, with the goal of securing sustainable job placement.

Richland County Sheriff's Department | Project HOPE – *Serving 200 Seniors* - Staff is recommending \$10,000 in programmatic support for the Richland County Sheriff's Department which aims to expand the seasonal distribution of box fans and window air conditioning units to better support individuals and families facing extreme heat conditions. By increasing the availability of these essential cooling resources, the program will help protect vulnerable populations, including low-income households, seniors, and individuals with health conditions that can be worsened by high temperatures.



RICHLAND COUNTY, SOUTH CAROLINA

2020 Hampton Street
Columbia, SC 29201

FY 2025 Annual Action Plan

*For Submission to HUD for the
Community Development Block Grant, HOME Investment
Partnership, and Emergency Solutions Grant Programs*

July 15, 2025

Honorable Jesica Mackey
Chair, County of Richland Council



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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Established in 1785, Richland County is the county seat of South Carolina and is home to over 425,000 residents. Originally centered around agriculture (Richland County is named after the rich farming land used to support large indigo and cotton crops), Richland County is now the third-most populous county in South Carolina and is home to the military community at Fort Jackson, well-regarded educational institutions, and state-of-the-art hospital systems.

According to the 2019-2023 American Community Survey, 41.27% of the County population is White and 47.32% of the population is Black or African American. The County also has a notable and growing Hispanic or Latino community which makes up 6.29% of the population. 16.9% of the County population is in poverty while the median household income of \$61,699 is similar but smaller than the Statewide median income of \$66,818. Over half of all County residents live in unincorporated areas.

Richland County became a federal entitlement program grantee in 2002. As an entitlement grantee, Richland County receives an annual share of federal Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grant (ESG) funds authorized under Title I of the Housing and Community Development Act of 1974, as amended.

The Richland County Community Development Division of the Grants and Community Outreach Department is responsible for administering CDBG, HOME, and ESG grants for unincorporated areas of the County:

- Community Development Block Grant (CDBG);

- HOME Investment Partnership (HOME); and
- Emergency Solutions Grant (ESG)

The Annual Action Plan is a guide to how the County will allocate its resources for specific activities that support Richland County's Five-Year Consolidated Goals and Strategies. This is the fourth (4th) Annual Action Plan of the FY 2022-2026 Five Year Consolidated Plan. In compliance with HUD regulations, the FY 2025 Annual Action Plan for the period of October 1, 2025 through September 30, 2026. This Annual Action Plan is a strategic plan for the implementation of the County's Federal Programs for housing, community, and economic development.

The FY 2025 Annual Action Plan outlines the actions to be undertaken in Fiscal Year 2025 with the Federal resources received by Richland County. The CDBG Program and activities outlined in this FY 2025 Annual Action Plan will principally benefit low- and moderate-income persons and funding has been targeted to neighborhoods home to the highest percentage of low- and moderate-income residents. The County's previous performance under the CDBG Program was discussed at the First Public Hearings. The Annual Action Plan does not incorporate the Public Housing Comprehensive Grant (Comp Grant) process into the consolidated planning and application process but does require the participation of the public housing authority in the development of the plan.

The FY 2022-2026 Five-Year Consolidated Plan established the County's goals for the next five (5) year period and outlines the specific initiatives the County will undertake to address its needs and objectives by promoting the rehabilitation and construction of decent, safe and sanitary housing, creating a suitable living environment, removing slums and blighting conditions, promoting fair housing, improving public services, expanding economic opportunities, and principally benefitting low- and moderate-income persons.

The Columbia Housing Authority is the designated Housing Authority for Richland County.

Available Funds:

During the FY 2025 Program Year, Richland County, SC will receive the following Federal funds:

- CDBG: \$1,755,995.00
- HOME: \$ 792,557.75
- ESG: \$ 151,031.00
- **Total: \$2,699,583.75**

FY 2025 CDBG, HOME, and ESG Budget:

Richland County proposes to undertake the following activities with the FY 2025 CDBG Grant, CDBG Program Income, HOME Grant, HOME Program Income, and ESG Program:

FY 2025 CDBG Budget:

• CDBG General Administration (20% cap).....	\$ 351,199.00
• Housing Rehabilitation	\$ 450,000.00
• Public Facility Improvements.....	\$ 691,396.00
• Public Service (15% cap)	\$ 263,399.00
• Total CDBG	\$1,755,995.00

FY 2025 HOME Budget:

• HOME General Administration (10% cap).....	\$ 79,255.78
• CHDO Set-Aside (15% Requirement)	\$ 118,883.66
• <u>Development of Affordable Housing.....</u>	<u>\$ 594,418.31</u>
• Total HOME	\$ 792,557.75

FY 2025 ESG Budget:

• ESG General Administration	\$ 11,360.10
• Rapid Rehousing/Homeless Prevention/HMIS	\$ 49,227.10
• <u>Street Outreach/Emergency Shelter (35%).....</u>	<u>\$ 90,880.80</u>
• Total ESG	\$ 151,031.00

Maps:

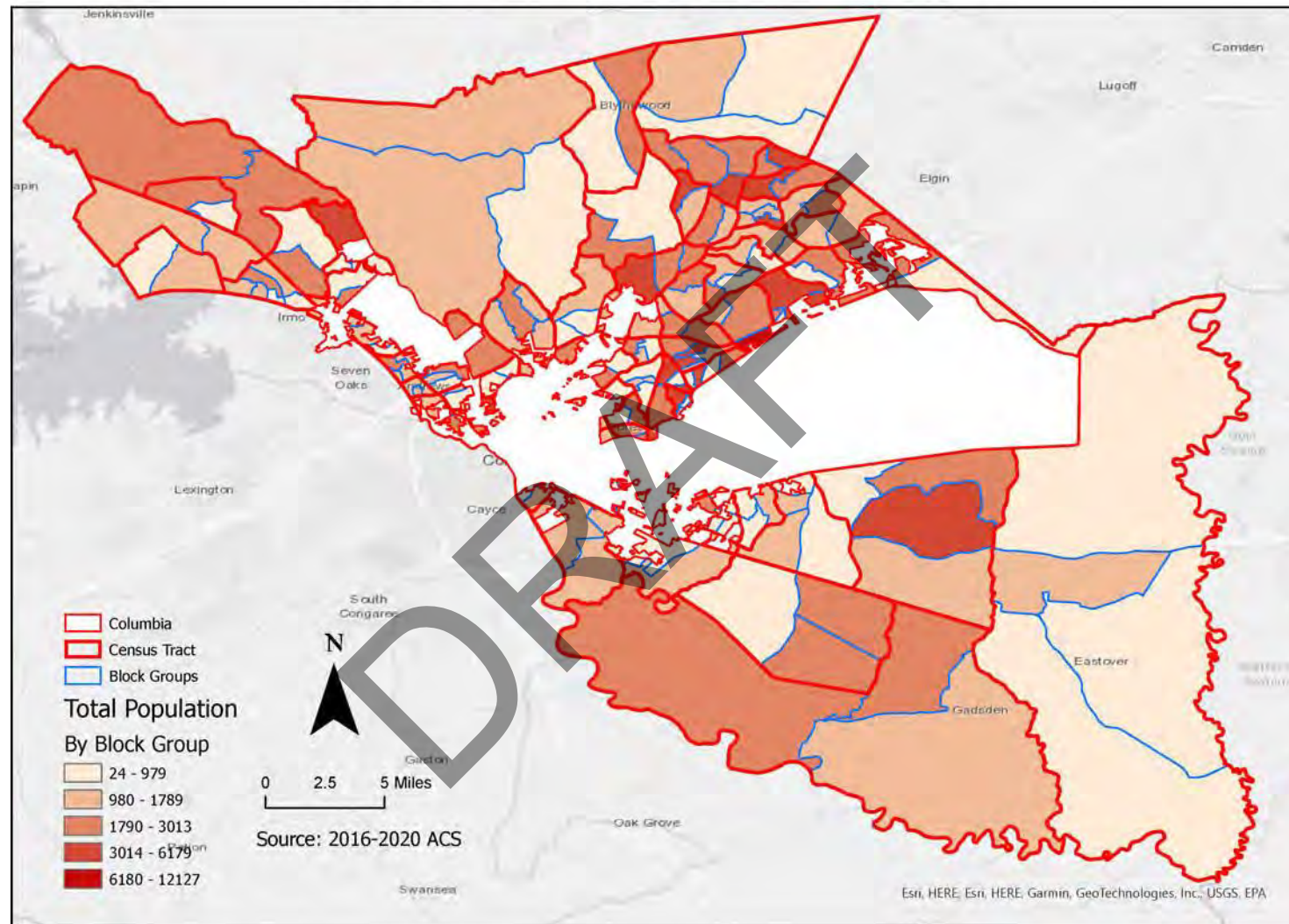
The following maps illustrate the demographic characteristics of Richland County:

- Total Population by Block Group
- Total Population Age 65+ by Block Group
- Percent Population Age 65+ by Block Group
- Percent White Population by Block Group
- Percent Minority Population by Block Group
- Number of Housing Units by Block Group
- Percent Owner-Occupied Housing Units by Block Group
- Percent Renter-Occupied Housing Units by Block Group

- Percent Vacant Housing Units by Block Group
- Low/Moderate Income Percentage by Block Group
- Low/Moderate Income with Minority Percentage by Block Group
- Percent Households with Income Below Poverty Level by Block Group

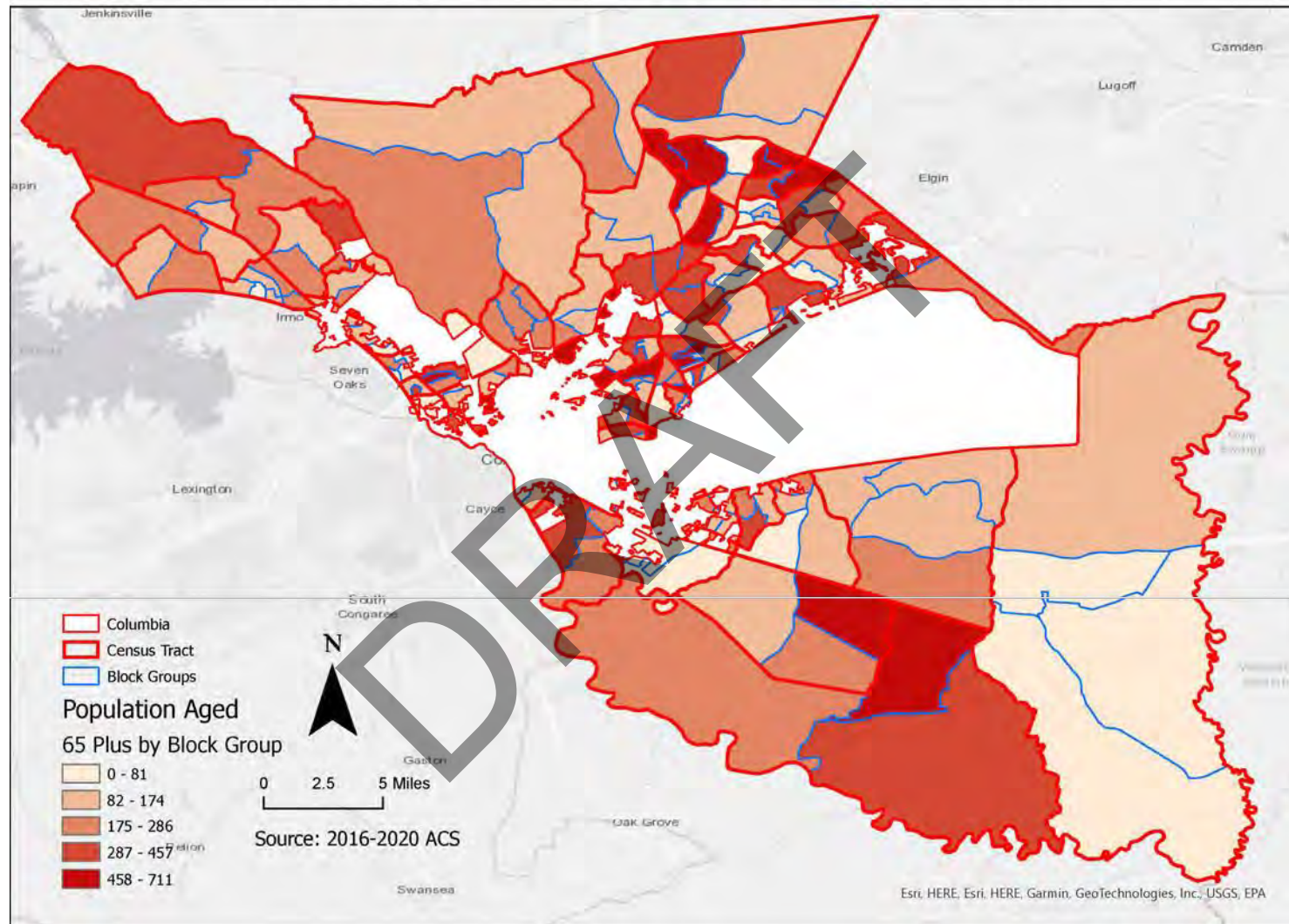
DRAFT

Population By Block Group, Richland County, SC



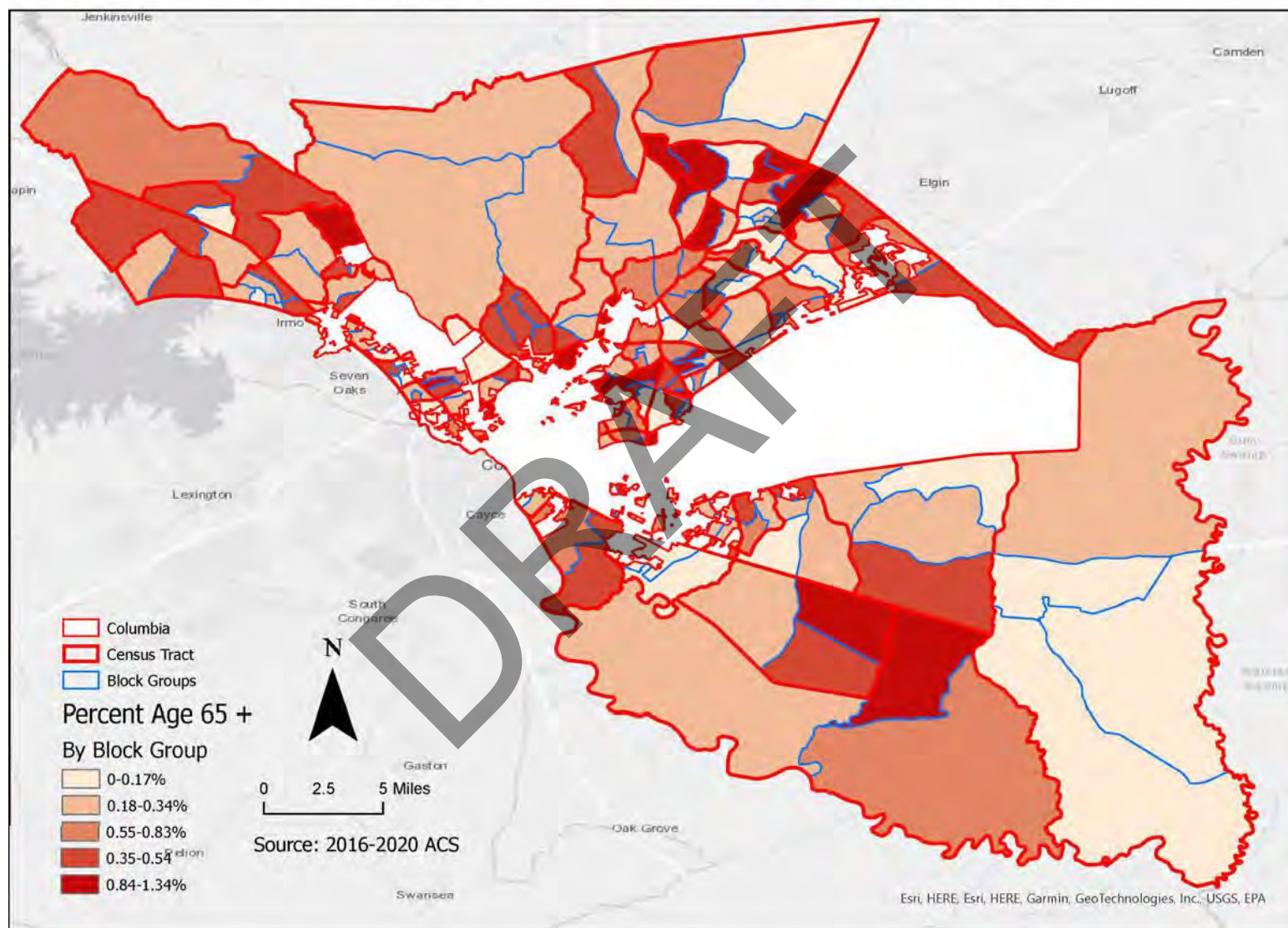
Total Population by Block Group

Population Aged 65 + By Block Group, Richland County, SC



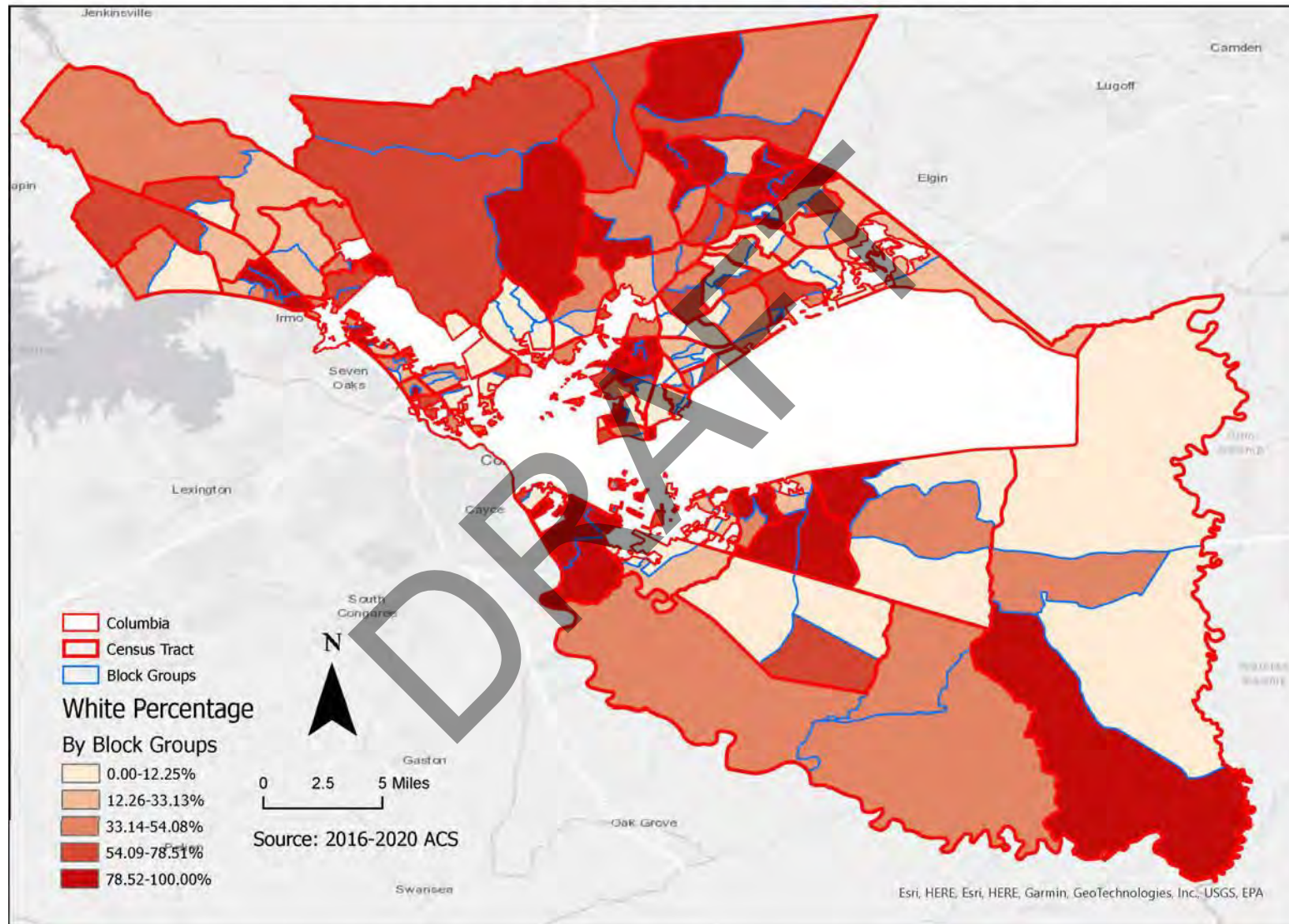
Total Population Age 65+ by Block Group

Percent Aged 65 + By Block Group, Richland County, SC



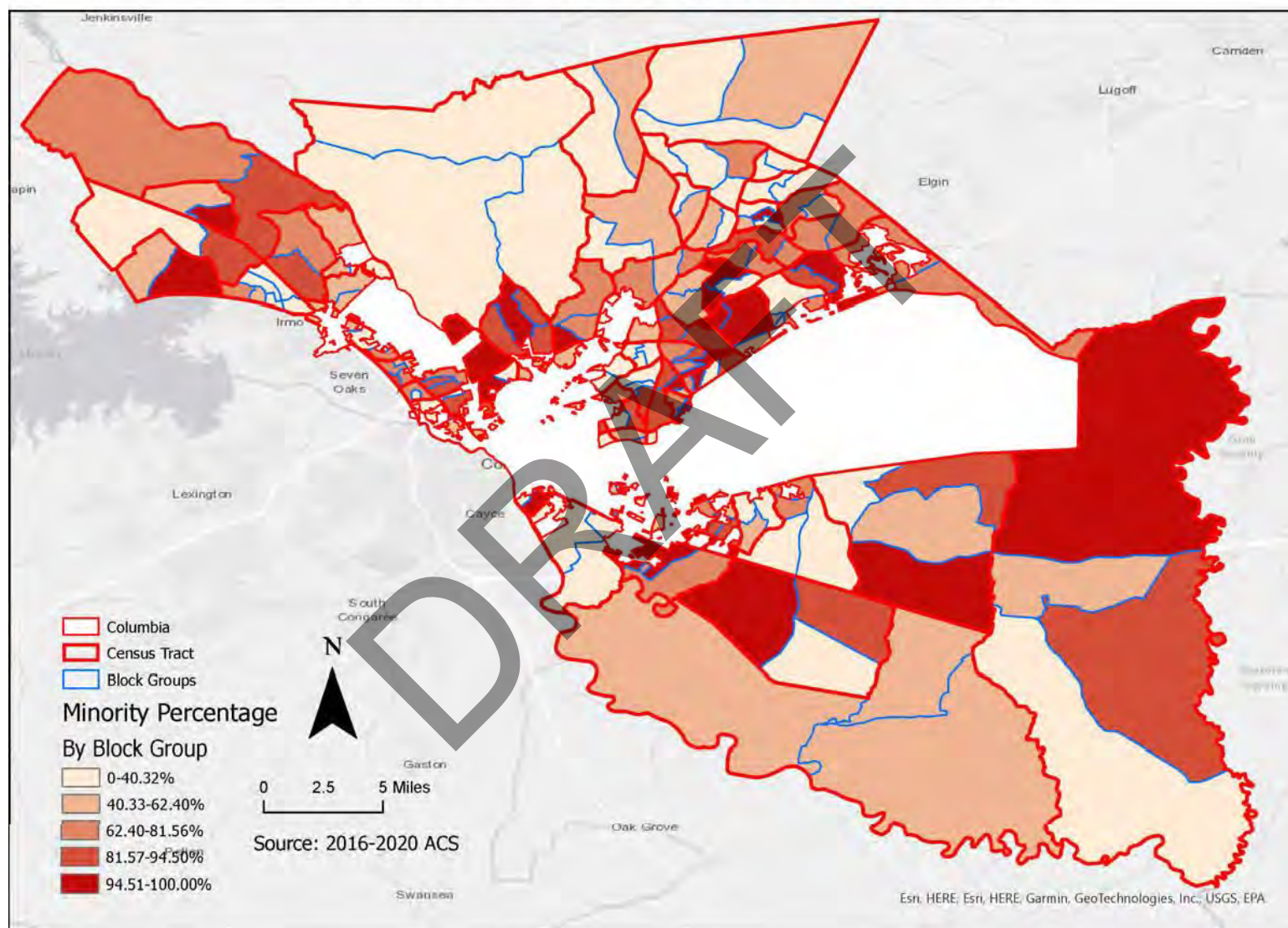
Percent Population Age 65+ by Block Group

White Population By Block Group, Richland County, SC



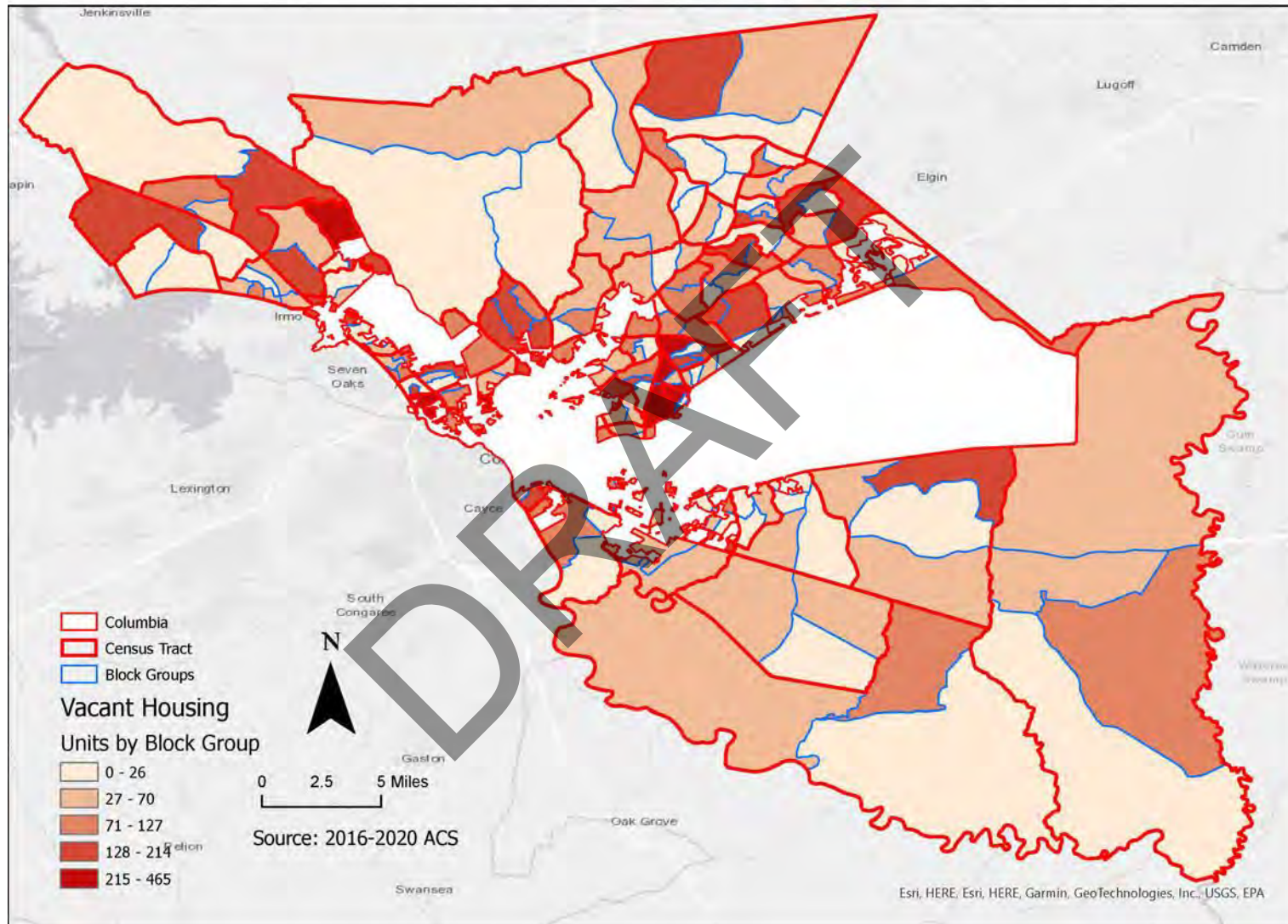
Percent White Population by Block Group

Minority Population By Block Group, Richland County, SC



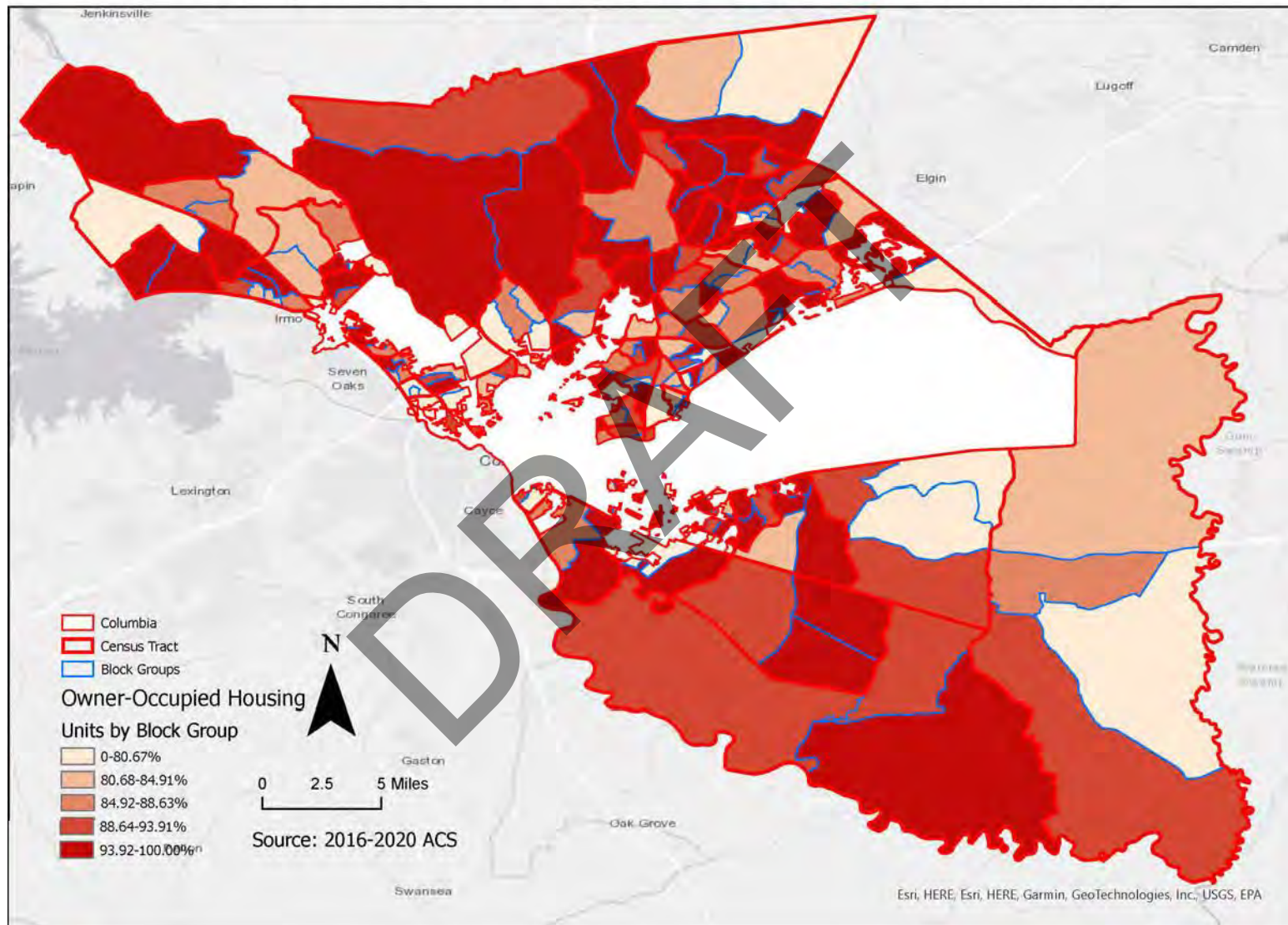
Percent Minority Population by Block Group

Number of Housing Units By Block Group, Richland County, SC



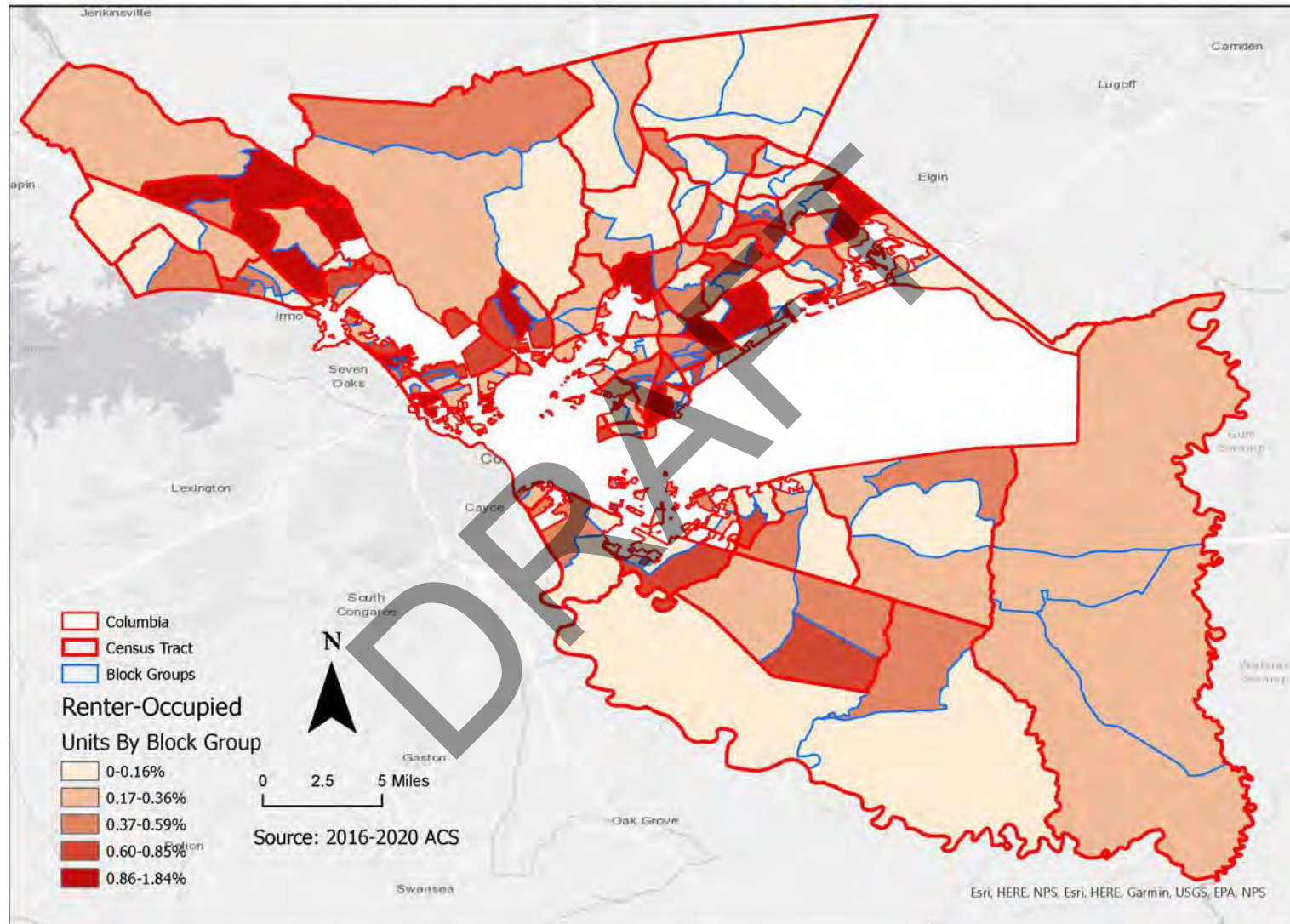
Number of Housing Units by Block Group

Percent Owner-Occupied By Block Group, Richland County, SC



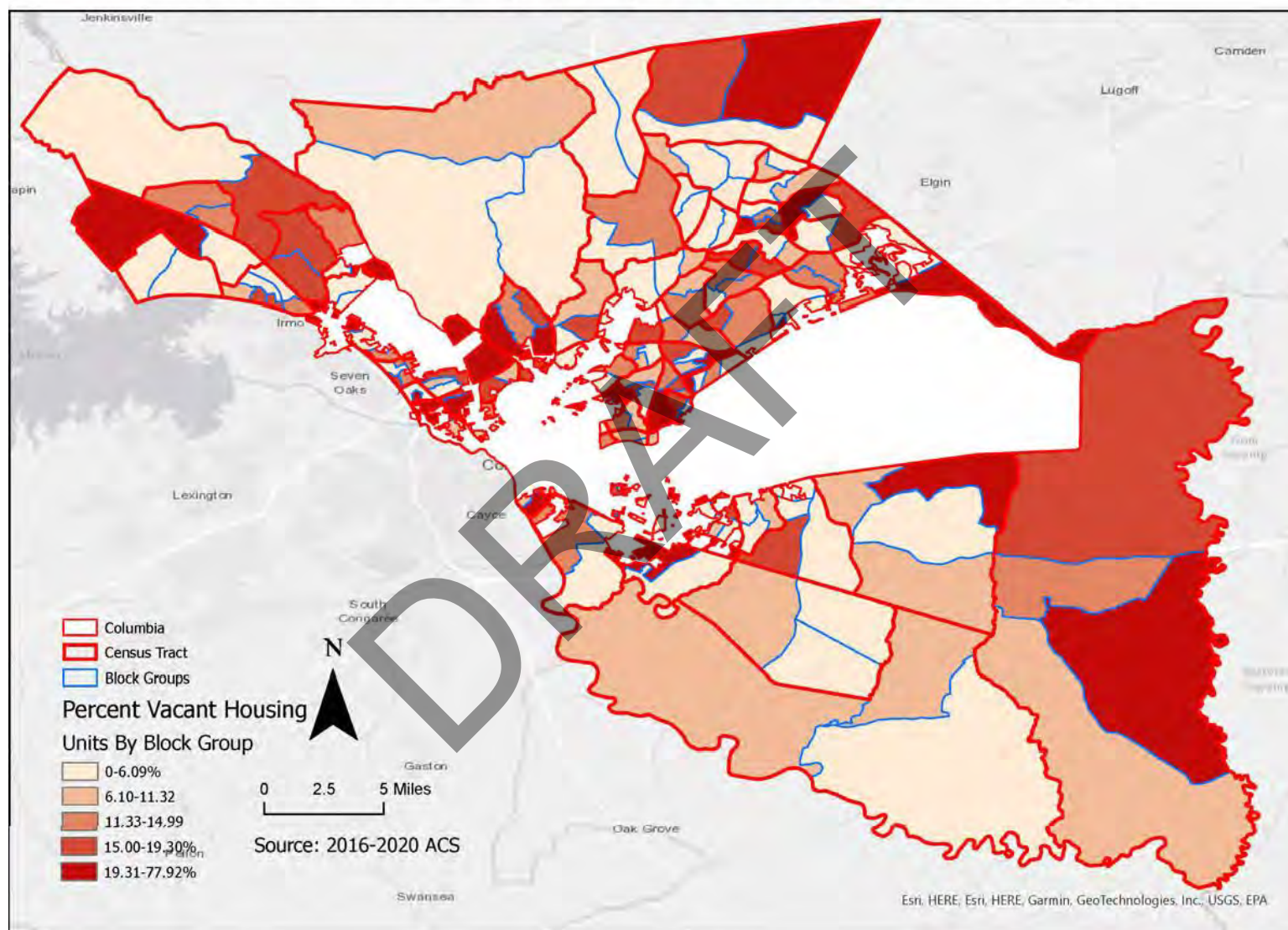
Percent Owner-Occupied Housing Units by Block Group

Renter-Occupied Housing Units By Block Group, Richland County, SC



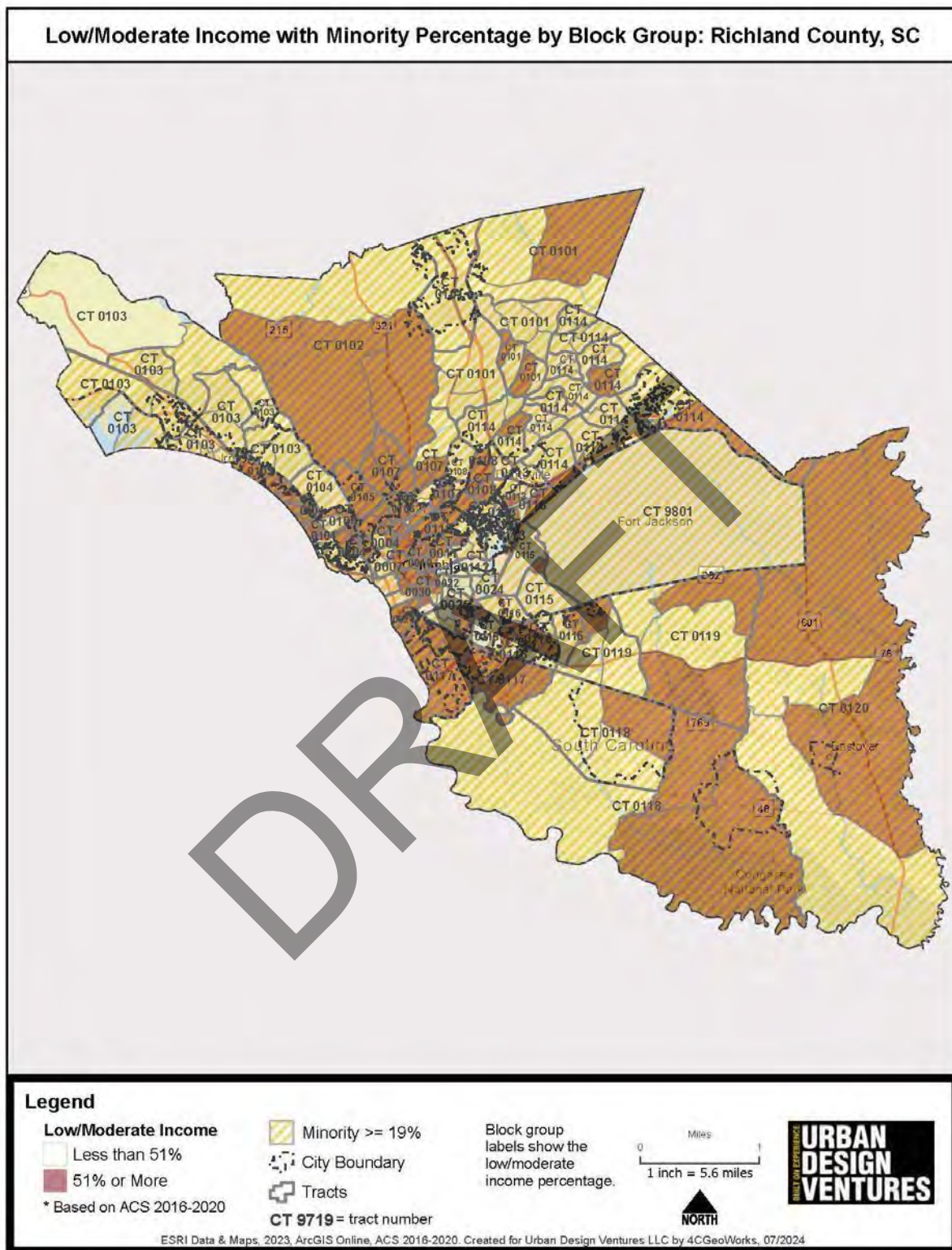
Percent Renter-Occupied Housing Units by Block Group

Percent Vacant Housing Units By Block Group, Richland County, SC

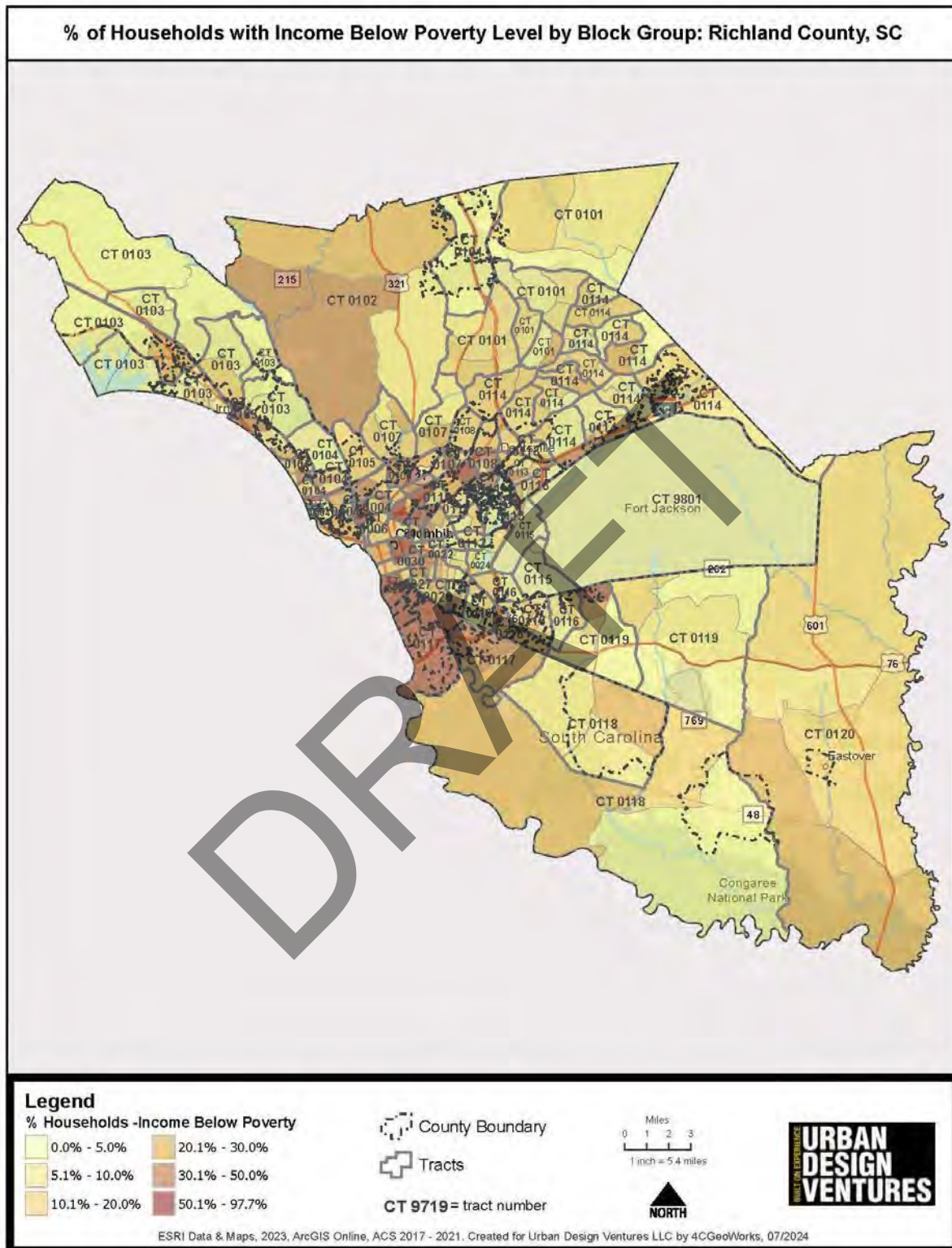


Percent Vacant Housing Units by Block Group





Low/Moderate Income with Minority Percentage by Block Group



Percent Households with Income Below Poverty Level by Block Group

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

During the FY 2025 Program Year, Richland County proposed to address the following strategies, priority needs, objectives, and goals that have been identified in its FY 2022-2026 Five Year Consolidated Plan:

Housing Strategy - (High Priority)

Priority Need: There is a need to increase the supply of affordable housing for homeowners and renters, that is decent, safe and sanitary.

Objective: Improve, preserve, and expand the supply of affordable housing for low- and moderate-income persons and families.

Goals:

- **HSG-1 Homeownership** - Continue to assist low- and moderate-income potential homebuyers to purchase homes through down payment assistance, closing cost assistance, housing rehabilitation assistance and required housing counseling training.
- **HSG-2 Owner-occupied Housing Rehabilitation** - Conserve and rehabilitate existing affordable housing units occupied by low- and moderate-income homeowners in the community by providing financial assistance to addressing code violations, emergency repairs, energy efficiency improvements, and accessibility for persons with disabilities.
- **HSG-3 Housing Construction/Rehabilitation** - Increase the supply of decent, safe and sanitary, and accessible housing that is affordable to both owners and renters in the County by assisting with acquisition, site improvements, development fees, new construction and rehabilitation of vacant buildings.
- **HSG-4 Renter-occupied Rehabilitation** - Provide financial assistance to landlords to rehabilitate affordable housing units for that are rented to low- and moderate-income tenants.
- **HSG-5 Fair Housing** - Promote fair housing choice through education, training and outreach to affirmatively furthering fair housing throughout the County.

Homeless Strategy - (High Priority)

Priority Need: There is a continuing need for services and housing opportunities for homeless persons and persons/families at-risk of becoming homeless.

Objective: Work with community partners to improve the living conditions and support services available for homeless persons, families, and those who are at risk of becoming homeless.

Goals:

- **HMS-1 Operation/Support** - Financially assist providers to operate housing and support services for the homeless and persons at-risk of becoming homeless.
- **HMS-2 Prevention and Re-Housing** - Continue to support the prevention of homelessness through anti-eviction activities and programs for rapid re-housing.
- **HMS-3 Housing** - Support the rehabilitation of, including accessibility improvements, for emergency shelters, transitional housing, and permanent housing for the homeless.
- **HMS-4 Continuum of Care** - Support the local Continuum of Care's (CoC) efforts to provide emergency shelter and permanent supportive housing to persons and families who are homeless or who are at risk of becoming homeless.
- **HMS-5 Permanent Housing** - Promote the development of permanent supportive housing for homeless individuals and families.

Other Special Needs Strategy - (High Priority)

Priority Need: There is a need to increase housing opportunities, services, and facilities for persons with special needs.

Objective: Improve the living conditions and services for those residents with special needs, including the disabled population.

Goals:

- **SNS-1 Housing** - Increase the supply of affordable housing that is accessible, decent, safe, and sanitary for the elderly, persons with disabilities, persons with developmental disabilities, persons with HIV/AIDS, victims of domestic violence, persons recovering from alcohol/drug dependency, and persons with other special needs, through rehabilitation of existing buildings and new construction of housing.
- **SNS-2 Social Services** - Support social service programs and facilities for the elderly, persons with disabilities, persons with developmental disabilities, persons with HIV/AIDS, victims of domestic violence, victims of sexual assault, victims of human trafficking, persons recovering from alcohol/drug dependency, persons recently leaving incarceration, and persons with other special needs.
- **SNS-3 Accessibility** - Improve the accessibility of owner-occupied housing through rehabilitation and support/improve renter occupied housing by making reasonable accommodations for the physically disabled by removing architectural barriers.

Community Development Strategy - (High Priority)

Priority Need: There is a continuing need to upgrade and improve community facilities, infrastructure, public services and revitalize socially and economically distressed neighborhoods in the County.

Objective: Improve the community facilities, infrastructure, public services, public safety, and transportation, along with the elimination of blighting influences in the County.

Goals:

- **CDS-1 Community Facilities** - Improve parks, recreational facilities, neighborhood facilities, trails and libraries including accessibility improvements to public buildings and all community facilities in the County.
- **CDS-2 Infrastructure** - Improve the public infrastructure through rehabilitation, reconstruction, and new construction of streets; sidewalks; bridges; curbs; share the road and segmented multiuse pathways; storm water management; water system improvements; sanitary sewer system; lighting enhancements; broadband infrastructure; handicap accessibility improvements and removal of architectural barriers.
- **CDS-3 Accessibility Improvements** - Improve the physical and visual accessibility of community facilities, infrastructure, and public buildings.
- **CDS-4 Food Programs** - Provide assistance for food and nutritional programs to address the needs of unemployed, underemployed, and homeless.
- **CDS-5 Public Services** - Improve and enhance public services, programs for youth, the elderly, and persons with disabilities, along with general social/welfare public service programs for low- and moderate-income persons and households.
- **CDS-6 Public Safety** - Improve public safety facilities for fire protection, purchase of new fire equipment, crime prevention, and ability to respond to emergency health and safety situations.
- **CDS-7 Clearance/Demolition** - Remove and eliminate slum and blighting conditions through the demolition of vacant, abandoned and dilapidated structures on a spot basis and/or area-wide basis.
- **CDS-8 Revitalization** - Promote neighborhood revitalization in strategic areas of the County through acquisition, demolition, rehabilitation, code enforcement, infrastructure improvements, new housing construction, public and community facilities improvements, etc.

Economic Development Strategy - (High Priority)

Priority Need: There is a need to increase opportunities for economic advancement and self-sufficiency, as well as educational (social/life skills) training and empowerment for all residents of the County.

Objective: Improve and expand employment opportunities in the County for low- and moderate-income persons and families.

Goals:

- **EDS-1 Employment** - Support and encourage new job creation, job retention, workforce development, employment, and job training services for the unemployed and underemployed persons, as well as entrepreneurship and small business development.

- **EDS-2 Financial Incentives/Assistance** - Support and encourage new economic development through local, state, and Federal tax incentives and programs such as Tax Incremental Financing (TIF), real property tax rebate program, Community Development Block Grant and HOME Partnership Program Funds, Section 108 Loan Guarantees, Economic Development Initiative (EDI) funds, Opportunity Zones, New Market Tax Credits, including technical assistance programs and low interest loans, etc.
- **EDS-3 Redevelopment Programs** - Plan and promote the development, redevelopment, and revitalization of economically distressed areas of the County, including vacant and underutilized commercial and industrial sites including underutilized brownfield sites.

Administration, Planning, and Management Strategy - (High Priority)

Priority Need: There is a need for planning, administration, management, and oversight of Federal, State, and local funded programs to address the housing and community and economic development needs.

Objective: Provide sound and professional planning, administration, oversight and management of Federal, State, and local funded programs and activities.

Goals:

- **AMS-1 Overall Coordination** - Provide program management and oversight for the successful administration of Federal, State, and locally funded programs, including planning services for special studies, annual action plans, five-year consolidated plans, substantial amendments, consolidated annual performance and evaluation reports (CAPER), environmental reviews (ERR) and Section 106 clearances (SHPO), fair housing, and compliance with all Federal, State, and local laws and regulations.
- **AMS-2 Special Studies/Management** - Promote new development by providing funds to assist with the preparation of special studies, plans, and management activities related to these activities.
- **AMS-3 Fair Housing** - Provide funds for training, education, outreach, and monitoring to affirmatively further fair housing in the County.

3. Evaluation of past performance

Each year the County prepares its Consolidated Annual Performance and Evaluation Report (CAPER). This report is submitted within ninety (90) days after the start of the new program year. Copies of the CAPER are available for review at the Richland County Office of Community Development website:

<https://www.richlandcountysc.gov/Government/Departments/Community-Development>.

The FY 2023 CAPER, which was the second CAPER for the FY 2022-2026 Five-Year Consolidated Plan, was submitted in IDIS and approved by HUD. In the FY 2023 CAPER, Richland County expended 100% of its CDBG funds to benefit low- and moderate-income persons. The County expended 15% of its funds during the FY 2023 CAPER period on public service, which is at the statutory maximum of 15%. The County expended 20% of its funds during this CAPER period on Planning and Administration, which is at the statutory maximum of 20%. The County was under its required 1.5 maximum drawdown ratio with a drawdown ratio of 1.47.

Richland County met its HOME Match requirements for the FY 2023 Program. Richland County has an excess of matching funds in the amount of \$114,786 for the HOME Program.

4. **Summary of citizen participation process and consultation process**

Richland County has followed its Citizen Participation Plan in the planning and preparation of the FY 2025 Annual Action Plan.

The County held two (2) CDBG Info Sessions on:

- **Monday, March 17, 2025, at 1:00 PM** - 2020 Hampton Street, Columbia, SC 29204, Fourth Floor Conference Room
- **Tuesday, March 18, 2025, at 10:00 AM** - Virtually

The County held three (3) Needs Assessment Public Hearings on:

- **Thursday, March 20, 2025 at 6:00 PM** - Crane Creek Gym - 7405 Fairfield Rd, Columbia, SC 29203
- **Saturday, March 22, 2025, at 10:00 AM** - Southeast Library - 421 Garners Ferry Rd, Columbia, SC 29209
- **Thursday, March 27th, 2025, at 6:00 PM** - Serve and Connect - 8131 Brookfield Rd, Columbia, SC 29223

The Needs Assessment Public Hearings provided the residents, agencies, and organizations with the opportunity to discuss the County's CDBG, HOME, and ESG Programs and to provide suggestions for future CDBG, HOME and ESG Programs priorities and activities. Richland County advertised in one (1) local newspaper, flyers, and on social media. The ad appeared in "The State" on Sunday, March 2, 2025.

The "Draft" Annual Action Plan was on display for a 30-day period beginning Friday, June 13, 2025. The availability for review of the "draft plan" was advertised in the local newspaper and on social media and the plan was placed on display at Richland County's website: <https://www.richlandcountysc.gov/Government/Departments/Community-Development> and hard copies of the plan were available for review at 2020 Hampton Street, Suite 3058, Columbia, South Carolina.

5. Summary of public comments

The County held the Needs Public Hearing in the Crane Creek Gym (7405 Fairfield Rd, Columbia, SC 29203) on Thursday, March 20, 2025 at 6:00 PM. The County also held two other Needs Public Hearings for those unable to attend the hearing in the Crane Creek Gym:

- **Saturday, March 22, 2025, at 10:00 AM**, Southeast Library (421 Garners Ferry Rd, Columbia, SC 29209)
- **Thursday, March 27th, 2025, at 6:00 PM**, Serve and Connect (8131 Brookfield Rd, Columbia, SC 29223)

The FY 2025 Annual Action Plan was placed on public display and a Public Hearing was held on Thursday, June 26, 2025 at 6:00 PM. Comments that were received at the Public Hearings are included in the attachment section.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments and suggestions received to date, have been accepted and incorporated into the planning documents.

7. Summary

During the FY 2025 Program Year, Richland County, South Carolina anticipates the following Federal Financial resources:

- **FY 2025 CDBG Allocation:** \$ 1,755,995.00
- **FY 2025 HOME Allocation:** \$ 792,557.75
- **FY 2025 ESG Allocation:** \$ 151,031.00
- **Total Funds:** **\$ 2,699,583.75**

The main goals of the Five-Year Consolidated Plan and the Annual Action Plans are to improve the living conditions of all residents in Richland County, create a suitable and sustainable living environment, and to address the housing and community development needs of the residents.

During the FY 2025 CDBG, HOME, and ESG Program Year, the County propose to address the following strategies from its Five-Year Consolidated Plan:

- Housing;
- Homelessness;
- Other Special Needs;
- Community Development; and

- Administration, Planning, and Management

The “draft” FY 2025 Annual Action Plan was on public display beginning Friday, June 13, 2025 through Monday, July 14, 2025, at the Richland County website at: <https://www.richlandcountysc.gov> and hard copies of the plan were available for review at 2020 Hampton Street, Suite 3058, Columbia, South Carolina.

The display period started on Friday, June 13, 2025, and ended on Monday, July 14, 2025, for a 30-day display period. A second set of public hearings were held on Wednesday, June 25, 2025, to discuss the proposed activities and solicit citizen comments on the Plan. Upon completion of the comment period, Richland County submitted the FY 2025 Annual Action Plan to the U.S. Department of Housing and Urban Development through IDIS on or Friday, August 15, 2025.

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The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	Richland County	Grants & Community Outreach
HOME Administrator	Richland County	Grants & Community Outreach
ESG Administrator	Richland County	Grants & Community Outreach

Table 1 – Responsible Agencies

Narrative

The administering lead agency and administrator is the County's Department of Grants & Community Outreach for the CDBG, HOME, and ESG programs. The Department is responsible for preparing the Five-Year Consolidated Plan, Annual Action Plans, Environmental Review Records (ERR's), the Consolidated Annual Performance and Evaluation Reports (CAPER), project monitoring, pay requests, contracting, and oversight of the programs on a day-to-day basis. In addition, Richland County has a private planning consulting firm available to assist the County when needed.

Consolidated Plan Public Contact Information

Ms. Callison Rawl Richardson
 Division Manager, Grants & Community Outreach Grants
 evelopmentRichland County Government
 2020 Hampton St.
 Columbia, SC 29204
richardson.callison@richlandcountysc.gov

AP-10 Consultation – 91.100, 91.110, 91.200(b), 91.300(b), 91.215(I) and 91.315(I)**1. Introduction**

While preparing the FY 2025 Annual Action Plan, Richland County consulted with the Columbia Housing Authority, local housing providers, social service agencies, community and economic development organizations, the local Continuum of Care members, local leaders of faith-based organizations, local business representatives, and County department representatives. Input from the meetings and public hearings were used to develop the FY 2025 Annual Action Plan.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).

Richland County works with the following agencies to enhance coordination:

- **Columbia Housing Authority** - Section 8 Housing Choice Vouchers and improvements to public housing communities
- **Midlands Area Consortium for the Homeless (MACH)** - Continuum of Care to coordinate services for the homeless
- **Social Services Agencies** - funds to improve services to low- and moderate-income persons.
- **Housing Providers** - funds to rehabilitate and develop affordable housing and provide housing options for low- and moderate-income households.

As part of the CDBG, HOME and ESG application process, local agencies / organizations are invited to submit proposals for CDBG, HOME, and ESG Funds for eligible activities. These groups participate in the planning process by attending the public hearings, stakeholder consultations, and submission of funding applications.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The (MACH) was awarded \$5,913,504 for its FY 2024 Continuum of Care Application. The following is a breakdown of the awards:

• CACH Rapid Rehousing Program	\$	331,350
• FY2024 Chronic Grant (CHASC)	\$	315,060
• FY2024 Disabled Grant (CHASC)	\$	418,238
• FY2024 Expansion Grant (CHASC)	\$	268,925

• HMIS Renewal SC-502 FY2024	\$ 127,134
• Home Base I and II 2024	\$ 866,357
• Home Base III and IV 2024	\$ 408,090
• Housing First for Unaccompanied Youth FY2024	\$ 87,264
• Midlands Housing Alliance 25-26	\$ 109,455
• Mirci Housing First 2024	\$ 408,387
• Mirci PH for Chronic Homeless 2024	\$ 232,101
• Mirci SHP 2024	\$ 370,335
• Permanent Housing and Supportive Services for Disabled Domestic Violence Victims ...	\$ 409,667
• Rapid Rehousing in Rock Hill (2024)	\$ 43,383
• Rapid Re-Housing MACH 24	\$ 290,396
• Safe Passage RR Program	\$ 369,076
• SC-502 Planning Application FY 2024	\$ 379,848
• Sistercare Rapid Rehousing Program	\$ 374,477
• <u>Unaccompanied Youth JT PH/RRH Project – Palmetto Place 2024</u>	<u>\$ 103,961</u>

Total: \$ 5,913,504

Richland County is a partner in the Midlands Area Consortium for the Homeless and provides a number of programs and services meant to serve and house the homeless and at-risk population in the County using CDBG, HOME, and ESG funding.

Through MACH, Richland County coordinates with over fifty local public, private, non-profit and faith-based partner organizations to address the varied needs of the County's homeless and at-risk population, including youth, families, veterans, and those with mental health issues.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

Richland County will receive an Emergency Solutions Grant (ESG) allocation in 2025. Richland County works closely with the Continuum of Care (CoC) staff at the United Way of the Midlands which is the administrator of and lead agency over HMIS. CoC staff assist with data collection and consult on development of funding, policies and procedures for ESG administration. The SC Office of Economic Opportunities (OEO) manages the SC State ESG Program and also provides support and consult to strengthen the County's ESG program.

2. Describe Agencies, groups, organizations, and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1.	Agency/Group/Organization	Midlands Area Consortium for the Homeless (MACH)
	Agency/Group/Organization Type	Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Families with children Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	MACH as consulted for their input on the needs and goals for Richland County.
2.	Agency/Group/Organization	Richland County Council
	Agency/Group/Organization Type	Civic Leaders Other Government- County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Community Development Strategy Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The County Council was consulted for their input on the needs and goals for Richland County.
3.	Agency/Group/Organization	Columbia Housing Authority
	Agency/Group/Organization Type	Public Housing Agency (PHA) Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Community Development Strategy Lead-based Paint Strategy Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Columbia Housing Authority was consulted for their input on the needs and goals for Richland County.

4.	Agency/Group/Organization	HUD CPD Columbia Office
	Agency/Group/Organization Type	Civic Leaders Other Government- Federal
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Community Development Strategy Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	HUD CPD Columbia Office was consulted for their input on the needs and goals for Richland County, along with guidance on project eligibility.
5.	Agency/Group/Organization	Richland County Community Planning & Development Department
	Agency/Group/Organization Type	Civic Leaders Other Government- County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Community Development Strategy Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Richland County Community Planning & Development Dept. was consulted for their input on the needs and goals for Richland County
6.	Agency/Group/Organization	Richland County Neighborhood Improvement Program
	Agency/Group/Organization Type	Civic Leaders Other Government- County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Community Development Strategy Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Richland County Neighborhood Improvement Program was consulted for their input on the needs and goals for Richland County
7.	Agency/Group/Organization	Richland County Sheriff's Department
	Agency/Group/Organization Type	Civic Leaders Other Government- County

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Community Development Strategy Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Richland County Sheriff's Department was consulted for their input on the needs and goals for Richland County
8.	Agency/Group/Organization	Richland County Court Appointed Special Advocates
	Agency/Group/Organization Type	Civic Leaders Other Government- County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Community Development Strategy Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Richland County Court Appointed Special Advocates was consulted for their input on the needs for Richland County.
9.	Agency/Group/Organization	City of Columbia Community Development Office
	Agency/Group/Organization Type	Civic Leaders Other Government- City
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Community Development Strategy Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	City of Columbia Community Development Office was consulted for their input on the needs for Richland County and how to coordinate Community Development efforts.
10.	Agency/Group/Organization	Lexington County Community Development Office
	Agency/Group/Organization Type	Civic Leaders Other Government- County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Community Development Strategy Anti-poverty Strategy

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Lexington County Community Development Office was consulted for their input on the needs of the region and how to coordinate Community Development efforts.
11.	Agency/Group/Organization	Central Midlands Council of Government
	Agency/Group/Organization Type	Civic Leaders Other Government- Region
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Community Development Strategy Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Central Midlands Council of Government was consulted for their input on the needs and goals for Richland County, especially the Eastover Community.
12.	Agency/Group/Organization	SC Office of Economic Opportunity
	Agency/Group/Organization Type	Civic Leaders Other Government- State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Community Development Strategy Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	SC Office of Economic Opportunity was consulted for their input on the ESG Program and to share public comment feedback.
13.	Agency/Group/Organization	Richland School District Two
	Agency/Group/Organization Type	Civic Leaders Other Government- School District
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homelessness Needs- Unaccompanied Youth Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Richland Two provided insight into the growing crisis of homelessness among Richland Two families and consulted on the use of funds to support rent and utility assistance.
13.	Agency/Group/Organization	Richland County Utilities Department
	Agency/Group/Organization Type	Other Government- County Agency - Management of Public Land or Water Resources

	What section of the Plan was addressed by Consultation?	Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Richland County Utilities Department was consulted for their input on the needs and goals for Richland County.
14.	Agency/Group/Organization	Mental Illness Recovery Center, Inc. (MIRCI)
	Agency/Group/Organization Type	Services - Housing Services - Children Services-Persons with Disabilities Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homelessness Needs- Unaccompanied Youth Non-Homeless Special Needs Market Analysis Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Mental Illness Recovery Center, Inc. (MIRCI) was consulted for their input on the needs of Richland County residents and the unhoused population.
15.	Agency/Group/Organization	Salvation Army of the Midlands
	Agency/Group/Organization Type	Services - Housing Services - Children Services-Persons with Disabilities Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homelessness Needs- Unaccompanied Youth Non-Homeless Special Needs Market Analysis Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Salvation Army provided insight into needs and strategies for Homeless Prevention, including rent and utility assistance.

16.	Agency/Group/Organization	Able South Carolina
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-Employment Civic Leader
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Able South Carolina was consulted for their input on the needs for adults with disability in Richland County.
17.	Agency/Group/Organization	Homeless No More
	Agency/Group/Organization Type	Housing Services- Homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Homeless No More was consulted for their input on the needs of families experiencing homelessness in the County.

18.	Agency/Group/Organization	Alston Wilkes Society
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-homeless Services – Victims Civic Leaders
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Alston Wilkes Society was consulted for their input on the needs of homeless Veterans in Richland County.
19.	Agency/Group/Organization	Brookland Center for Community Economic Change
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Employment Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Brookland Center for Community Economic Change was consulted for their input on the needs and goals for Richland County.
20.	Agency/Group/Organization	Community Assistance Provider
	Agency/Group/Organization Type	Housing Services – Housing Services-Employment Service-Fair Housing Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Anti-poverty Strategy

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Community Assistance Provider was consulted for their input on the affordable housing needs of the County and how to develop projects for HOME funds.
21.	Agency/Group/Organization	Congaree River Community Development Corporation
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Congaree River Community Development Corporation was consulted for their input on the needs of senior citizens in the Lower Richland community, primarily their housing needs.
22.	Agency/Group/Organization	Cooperative Ministries
	Agency/Group/Organization Type	Services - Health Services - Education Services - Employment
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for Richland County.
23.	Agency/Group/Organization	Goodwill Industries of the Update & Midlands
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Services-Employment Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Goodwill Industries of the Update & Midlands was consulted for their input on the needs and goals for Richland County.

24.	Agency/Group/Organization	Housing Authority of the City of Columbia
	Agency/Group/Organization Type	Housing PHA Services – Housing Service-Fair Housing Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis Lead-based Paint Strategy Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Housing Authority of the City of Columbia was consulted for their input on the needs of precariously housed and unhoused individuals and families in the County.
25.	Agency/Group/Organization	Indian Waters Council, Scouting America
	Agency/Group/Organization Type	Services-Children Services-Education Child Welfare Agency Civic Leaders
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Indian Waters Council, Scouting America was consulted for their input on the needs and goals for Richland County.
26.	Agency/Group/Organization	Latino Communications CDC
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Child Welfare Agency Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Latino Communications CDC was consulted for their input on the needs of non-English speaking LMI residents of the County.

27.	Agency/Group/Organization	Local Continuum of Care
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Civic Leaders
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Local Continuum of Care was consulted for their input on the needs and goals for Richland County.
28.	Agency/Group/Organization	Midlands Fatherhood Coalition
	Agency/Group/Organization Type	Services-Children Services-Health Services-Education Civic Leaders
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Midlands Fatherhood Coalition was consulted for their input on the needs of LMI fathers and their families in the County.
29.	Agency/Group/Organization	Midlands Housing Alliance, Inc.
	Agency/Group/Organization Type	Housing PHA Services – Housing Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Midlands Housing Alliance, Inc. was consulted for their input on the needs of the chronically homeless individuals in the County.

30.	Agency/Group/Organization	Boys and Girls Club of the Midlands
	Agency/Group/Organization Type	Services-Children Services-Education Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs-Families with children Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Boys and Girls Club of the Midlands was consulted for their input on the needs of LMI families when it comes to affordable childcare access and mentoring of youth.
31.	Agency/Group/Organization	Epworth Children's Home
	Agency/Group/Organization Type	Services-Housing Services-Children Services-Persons with Disabilities Services-Victims of Domestic Violence Services-Homeless Services-Victims Health Agency Child Welfare Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs-Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Epworth Children's Home was consulted for their input on the needs of foster children, youth in transition, and orphans in the County.
32.	Agency/Group/Organization	Sistercare
	Agency/Group/Organization Type	Services-Housing Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-Health Regional organization

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs-Families with children Homelessness Strategy Non-Homeless Special Needs Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Sistercare was consulted for their input on the needs for domestic violence victims in Richland County.
33.	Agency/Group/Organization	Palmetto AIDS Life Support Services
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-Health Services – Victims Civic Leaders
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs HOPWA Strategy Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Palmetto AIDS Life Support Services was consulted for their input on the needs for residents living with HIV/AIDS in the County.
34.	Agency/Group/Organization	Central Midlands Council of Governments
	Agency/Group/Organization Type	Planning Organization Regional Organization Agency - Managing Flood Prone Areas Agency - Emergency Management Civic Leaders
	What section of the Plan was addressed by Consultation?	Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Central Midlands Council of Governments was consulted for their input on the needs and goals for Richland County, especially regarding the Eastover Community and how to best support community development there.
35.	Agency/Group/Organization	Richland County First Steps
	Agency/Group/Organization Type	Services-Children Services-Education Child Welfare Agency
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Richland County First Steps was consulted for their input on the needs of low-income children and families in the County, including the needs of the childcare industry and expanding childcare access for LMI families.
36.	Agency/Group/Organization	SC Association of Community Action Partnerships
	Agency/Group/Organization Type	Services-Employment Civic Leaders
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	SC Association of Community Action Partnerships was consulted for their input on the needs of LMI adults and families in Richland County.
37.	Agency/Group/Organization	SC Thrive
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Health Health Agency Child Welfare Agency Civic Leaders
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	SC Thrive was consulted for their input on the needs for LMI adults and families in Richland County.
38.	Agency/Group/Organization	SC Uplift Community Outreach
	Agency/Group/Organization Type	Services – Housing Services-Elderly Persons Services-Persons with Disabilities Service-Fair Housing Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis Lead-based Paint Strategy Anti-poverty Strategy

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	SC Uplift Community Outreach was consulted for their input on the housing and services needs for LMI families and individuals in Richland County. They also provided insight into seeking and funding affordable housing development projects.
39.	Agency/Group/Organization	Senior Resources
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Services-Health Civic Leaders
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Senior Resources was consulted for their input on the needs of seniors and disabled adults in Richland County.

Identify any Agency Types not consulted and provide rationale for not consulting

All agency types were consulted and contacted during the planning process.

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(I))

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Midlands Area Consortium for the Homeless	They are incorporated in the FY 2022-2026 Five Year Consolidated Plan and the Annual Action Plans.
Vision 2030	Columbia Housing Authority	They are incorporated in the FY 2022-2026 Five Year Consolidated Plan and the Annual Action Plans.
2021 Hazard Mitigation Plan	Central Midlands Council of Governments	They are incorporated in the FY 2022-2026 Five Year Consolidated Plan and the Annual Action Plans.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional):

The County's Community Development office coordinates with the County Council and other County departments.

As the administering agency for the CDBG, HOME, and ESG programs, the County maintains coordination with other County departments to address infrastructure, code enforcement, and public safety needs.

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AP-12 Participation - 91.401, 91.105, 91.200(c)**1. Summary of citizen participation process/Efforts made to broaden citizen participation**

Summarize citizen participation process and how it impacted goal-setting

The FY 2025 Annual Action Plan has components to reach out and encourage citizen participation. These components are the following: meetings with various stakeholders; three (3) Needs Assessment public hearings; and two (2) hearings to gather public comments on the draft plan while it was on display were also held. The County posted the plan on its website and sought public comment through social media posts. A copy of comments received are included as attachments in the Appendix section of the plan. Through the citizen participation process, the County used input from residents to develop a plan to serve the low- and moderate-income population of Richland County.

The County has followed its approved Citizens Participation Plan to develop its FY 2025 Annual Action Plan.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1.	Newspaper Ad	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies and Organizations	Not Applicable.	Not Applicable.	Not Applicable.	Not Applicable.
2.	CDBG Info Session #1	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies and Organizations	Richland County held a CDBG Info Session in the Council Chambers on Monday, March 17, 2025, at 1:00 PM, concerning the development of the FY 2025 Annual Action Plan.	Comments from participants are in the attachments section of the FY 2025 Annual Action Plan	None.	Not Applicable.
3.	CDBG Info Session #2	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies and Organizations	Richland County held a virtual CDBG Info Session on Tuesday, March 18, 2025, at 10:00 AM, concerning the development of the FY 2025 Annual Action Plan.	Comments from participants are in the attachments section of the FY 2025 Annual Action Plan	None.	Not Applicable.

4.	Public Needs Meeting #1	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies and Organizations	Richland County held a Public Hearing in the Council Chambers on Thursday, March 20, 2025, at 6:00 PM, concerning the development of the FY 2025 Annual Action Plan.	Comments from participants are in the attachments section of the FY 2025 Annual Action Plan	None.	Not Applicable.
5.	Public Needs Hearing #2	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies and Organizations	The County held a public hearing on Saturday, March 22, 2025, at 10:00 AM, to discuss the draft FY 2025 Annual Action Plan.	See Public Hearing comments in the Appendix section of the FY 2025 Annual Action Plan.	Not Applicable.	Not Applicable.
6.	Public Needs Hearing #3	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies and Organizations	The County held a public hearing on Thursday, March 27, 2025, at 6:00 PM to discuss the draft FY 2025 Annual Action Plan.	See Public Hearing comments in the Appendix section of the FY 2025 Annual Action Plan.	Not Applicable.	Not Applicable.
7.	Internet Outreach with Virtual Survey	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	None.	See survey feedback in the Appendix section of the FY 2025 Annual Action Plan.	None.	County website & Social Media with jotform survey.

		Agencies and Organizations				
8.	Survey flyer included in 1,000 Foodboxes through SC Foodshare	Senior Citizens Persons with disabilities LMI Families Non-English Speaking	None.	See Public Hearing comments in the Appendix section of the FY 2025 Annual Action Plan.	Not Applicable.	https://form.jotform.com/250705639420050
8.	Newspaper Ad	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies and Organizations	None.	See survey feedback in the Appendix section of the FY 2025 Annual Action Plan.	Not Applicable.	Not Applicable.
9.	Second Public Hearing	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies and Organizations	The County held its second public hearing on Thursday, June 26, 2025, at 6:00 PM to discuss the draft FY 2025 Annual Action Plan.	See Second Public Hearing comments in the Appendix section of the FY 2025 Annual Action Plan.	Not Applicable.	Not Applicable.

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

Richland County is receiving \$1,755,995.00 from its CDBG allocation, \$792,557.75 from its HOME allocation, and \$151,031.00 from its ESG Allocation for the FY 2025 program year. The program year goes from October 1, 2025 through September 30, 2026. These funds will be used to address the following strategies:

- Housing Strategy (HSG);
- Homeless Strategy (HMS);
- Other Special Needs Strategy (SNS);
- Community Development Strategy (CDS); and
- Administration, Planning, and Management Strategy (AMS).

The yearly accomplishments of these projects/activities are reported in the FY 2025 Consolidated Annual Performance and Evaluation Report (CAPER).

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,755,995.00	0	0	1,755,995.00	1,578,015.00	4 projects/activities were funded based on FY 2025 CDBG allocations.
HOME	Public federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	792,557.75	0	0	792,557.75	949,431.89	3 projects/activities were funded based on FY 2025 HOME allocations.
ESG	Public federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	151,031.00	0	0	151,031.00	144,147.00	1 projects/activities were funded based on FY 2025 ESG allocations.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Other Public Funds:

Richland County is anticipating that it will receive additional financial resources to address the needs identified in the Five Year Consolidated Plan.

HOME Match:

- Richland County has excess HOME Match funds from previous years in the amount of \$114,786 as reported in the FY 2023 CAPER. Richland County will have additional HOME Match from bond funds, Federal Home Loan Bank, and other private funds during this program year.

ESG Match Requirement:

Richland County will have \$151,031 in ESG Match during this program year. The ESG Match will come from local and state funds, as well as donations and grants to the ESG sub-grantees.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Not applicable. The County does not intend to use, acquire or improve any publicly owned land or property using CDBG funds to address the needs identified in the County's Five Year Consolidated Plan unless required to improve existing public infrastructure and facilities.

Discussion

The (MACH) was awarded \$5,913,504 for its FY 2024 Continuum of Care Application. The following is a breakdown of the awards:

• CACH Rapid Rehousing Program.....	\$ 331,350
• FY2024 Chronic Grant (CHASC)	\$ 315,060
• FY2024 Disabled Grant (CHASC)	\$ 418,238
• FY2024 Expansion Grant (CHASC)	\$ 268,925
• HMIS Renewal SC-502 FY2024	\$ 127,134
• Home Base I and II 2024.....	\$ 866,357
• Home Base III and IV 2024	\$ 408,090
• Housing First for Unaccompanied Youth FY2024	\$ 87,264
• Midlands Housing Alliance 25-26	\$ 109,455
• Mirci Housing First 2024	\$ 408,387
• Mirci PH for Chronic Homeless 2024	\$ 232,101
• Mirci SHP 2024	\$ 370,335
• Permanent Housing and Supportive Services for Disabled Domestic Violence Victims	\$ 409,667
• Rapid Rehousing in Rock Hill (2024)	\$ 43,383
• Rapid Re-Housing MACH 24	\$ 290,396
• Safe Passage RR Program.....	\$ 369,076
• SC-502 Planning Application FY 2024	\$ 379,848
• Sistercare Rapid Rehousing Program	\$ 374,477
• <u>Unaccompanied Youth JT PH/RRH Project – Palmetto Place 2024</u>	<u>\$ 103,961</u>
Total:	\$ 5,913,504

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1.	HSG-2 Owner-occupied Housing Rehabilitation	2022	2026	Affordable Housing	Low/Mod Area Countywide	Housing Strategy	CDBG: \$450,000 HOME: \$0	Homeowner Housing Rehabilitated: 30 Household Housing Unit
2.	HSG-3 Housing Construction/Rehabilitation	2022	2026	Affordable Housing	Low/Mod Area Countywide	Housing Strategy	CDBG: \$0 HOME: \$713,301.97	Housing units constructed: 3 Household Housing Unit
3.	HSG-5 Fair Housing	2022	2026	Affordable Housing	Low/Mod Area Countywide	Housing Strategy	CDBG: \$0 HOME: \$0	Other: 1 Other

4.	HMS-1 Operation/Support	2022	2026	Homeless	Low/Mod Area Countywide	Homeless Strategy	CDBG: \$0 HOME: \$0 ESG: \$69,851.84	Public Service activities other than Low/Moderate Income Housing Benefit: 0 Persons Assisted Tenant-based rental assistance / Rapid Rehousing: 0 Households Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 0 Beds Other: 5 Other
5.	HMS-2 Prevention and Re-Housing	2022	2026	Homeless	Low/Mod Area Countywide	Homeless Strategy	CDBG: \$0 ESG: \$69,851.84	Other: 5 Others
6.	SNS-2 Social Services	2022	2026	Non-Homeless Special Needs	Low/Mod Area Countywide	Other Special Needs Strategy	CDBG: \$0	Public service activities other than Low/Moderate Income Housing Benefit: 520 Persons Assisted
7.	CDS-1 Community Facilities	2022	2026	Non-Housing Community Development	Low/Mod Area Countywide	Community Development Strategy	CDBG: \$691,397	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 8,038 Persons Assisted

8.	CDS-5 Public Services	2022	2026	Non-Housing Community Development	Low/Mod Area Countywide	Community Development Strategy	CDBG: \$263,399	Public service activities other than Low/Moderate Income Housing Benefit: 1,215 Persons Assisted
9.	AMS-1 Overall Coordination	2022	2026	Administration, Planning, and Management	Low/Mod Area Countywide	Administration, Planning, and Management Strategy	CDBG: \$351,199 HOME: \$79,255.78 ESG: \$11,327.33	Other: 3 Others
10.	AMS-3 Fair Housing	2022	2026	Fair Housing	Low/Mod Area Countywide	Administration, Planning, and Management Strategy	CDBG: \$0 HOME: \$0	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1.	Goal Name	HSG-2 Owner-occupied Housing Rehabilitation
	Goal Description	Conserve and rehabilitate existing affordable housing units occupied by low- and moderate-income homeowners in the community by providing financial assistance to addressing code violations, emergency repairs, energy efficiency improvements, and accessibility for persons with disabilities.
2.	Goal Name	HSG-3 Housing Construction/Rehabilitation
	Goal Description	Increase the supply of decent, safe and sanitary, and accessible housing that is affordable to both owners and renters in the County by assisting with acquisition, site improvements, development fees, new construction and rehabilitation of vacant buildings.

3.	Goal Name	HSG-5 Fair Housing
	Goal Description	Promote fair housing choice through education, training, and outreach throughout the County.
4.	Goal Name	HMS-1 Operation/Support
	Goal Description	Financially assist providers to operate housing and support services for the homeless and persons at-risk of becoming homeless.
5.	Goal Name	HMS-2 Prevention and Re-Housing
	Goal Description	Continue to support the prevention of homelessness through anti-eviction activities and programs for rapid re-housing.
6.	Goal Name	SNS-2 Social Services
	Goal Description	Support social service programs and facilities for the elderly, persons with disabilities, persons with developmental disabilities, persons with HIV/AIDS, victims of domestic violence, victims of sexual assault, victims of human trafficking, persons recovering from alcohol/drug dependency, persons recently leaving incarceration, and persons with other special needs.
7.	Goal Name	CDS-1 Community Facilities
	Goal Description	Improve parks, recreational facilities, neighborhood facilities, trails and libraries including accessibility improvements to public buildings and all community facilities in the County.
8.	Goal Name	CDS-5 Public Services
	Goal Description	Improve and enhance public services, programs for youth, the elderly, and persons with disabilities, along with general social/welfare public service programs for low- and moderate-income persons and households.

9.	Goal Name	AMS-1 Overall Coordination
	Goal Description	Provide program management and oversight for the successful administration of Federal, State, and locally funded programs, including planning services for special studies, annual action plans, five-year consolidated plans, substantial amendments, consolidated annual performance and evaluation reports (CAPER), environmental reviews (ERR) and Section 106 clearances (SHPO), fair housing, and compliance with all Federal, State, and local laws and regulations.
10.	Goal Name	AMS-3 Fair Housing
	Goal Description	Provide funds for training, education, outreach, and monitoring to affirmatively further fair housing in the County.

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

Richland County proposes to assist the following:

- **Extremely Low-Income** - 3 family
- **Low-Income** - 11 families
- **Moderate-Income** - 20 families

Projects

AP-35 Projects – 91.220(d)

Introduction

Richland County proposes to undertake the following activities with the FY 2025 CDBG, HOME, and ESG funds:

Projects

#	Project Name
1.	CDBG General Administration
2.	Housing Rehabilitation
3.	Public Facility Improvements
4.	Public Services
5.	HOME General Administration
6.	CHDO Set-Aside
7.	Development of Affordable Housing
8.	ESG Program

Table 5 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

CDBG funds are intended to provide low- and moderate-income households with the opportunity to live in viable communities, which includes decent housing, a suitable living environment, and expanded economic opportunities. Eligible activities include community facilities and improvements; infrastructure improvements; housing rehabilitation and preservation; affordable housing development activities; public services; economic development; and planning and administration.

Richland County has allocated its CDBG funds for FY 2025 to principally benefit low- and moderate-income persons.

- Community and Public facilities improvements will either serve only low- and moderate-income clientele, be located in a low- and moderate- income census tract/block group or the County will prepare surveys which show a low- and moderate-income population over 51%.
- The infrastructure improvement activities are either located in a low- and moderate-income census tract/block group or have a low- and moderate-income service area benefit or clientele over 51% low- and moderate-income.
- Funding for public services will be based on the clientele's income or in certain cases a limited type of clientele with a presumed low- and moderate-income status.
- The homeless projects/activities are for homeless agencies/organization that serve a specific type of clientele with a presumed low- and moderate-income status.

- The other special needs projects/activities are limited to a clientele with a presumed low- and moderate-income status.
- Demolition of structures will either be located in low- and moderate-income areas or in areas that have been designated as slum and blighted areas.
- The housing activities have income eligibility criteria; therefore, the income requirement directs funds to low- and moderate-income households throughout the County.

The HOME funds will be used for administration and for housing projects. These funds will be targeted to low-income persons and projects designed to provide affordable housing to low-income persons.

The ESG funds will be used for Administration, Rapid Re-housing/Homeless prevention/HMIS, and Emergency Shelter Projects. Those funds will be targeted to low-income persons who are homeless or at-risk of becoming homeless.

The total amount of FY 2025 CDBG funds is \$1,755,995, of which 20% (\$351,199) is for administration and 80% (\$1,404,796) is allocated for projects/activities. Approximately 100% (\$1,404,796) will principally benefit low- and moderate-income persons.

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AP-38 Project Summary**Project Summary Information**

1.	Project Name	CDBG General Administration
	Target Area	Countywide
	Goals Supported	HSG-5 Fair Housing AMS-1 Overall Coordination AMS-3 Fair Housing
	Needs Addressed	Housing Strategy Administration, Planning, and Management Strategy
	Funding	CDBG: \$351,199.00
	Description	Funds will be used for the overall program administration, coordination, monitoring/evaluation, and public information associated with the preparation of the Annual Action Plan and the Consolidated Annual Performance and Evaluation Report (CAPER) and Fair Housing activities.
	Target Date	9/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	1 Organization
	Location Description	Richland County, Community Planning & Development Department, Community Development Division, 2020 Hampton St. Suite 3058, Columbia, SC 29202
	Planned Activities	The project matrix code is 21A, General Program Administration.
2.	Project Name	Housing Rehabilitation
	Target Area	Countywide
	Goals Supported	HSG-2 Owner-occupied Housing Rehabilitation

	Needs Addressed	Housing Strategy
	Funding	CDBG: \$450,000.00
	Description	<p>Funds will support two signature housing rehabilitation programs, Operation One Touch (OOT) and CDBG Rehab, along with Activity Delivery Costs (i.e. inspections, construction estimation, environmental reviews, oversight and compliance). Available funds from prior years will also be used to support these programs:</p> <p>1) Operation One Touch (OOT) - OOT is the county's emergency housing rehab program which provides a 0% interest forgivable loan to assist with urgent minor home repair needs for income eligible homeowners in unincorporated Richland County for installation of roofs, soffit, gutters, electrical upgrades, plumbing, etc.</p> <p>2) CDBG Rehab - CDBG Rehab is the County's Owner-Occupied Housing Rehab program that partners with qualified non-profit organizations to provide minor home repairs to eligible homeowners in unincorporated Richland County.</p>
	Target Date	9/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	30 Housing Units
	Location Description	Countywide
	Planned Activities	<p>The National Objective is Low/Mod Income Clientele (LMC).</p> <p>The project matric code is 14A Rehabilitation: Single nit Residential</p>
3.	Project Name	Public Facility Improvements
	Target Area	Countywide
	Goals Supported	CDS-1 Community Facilities
	Needs Addressed	Community Development Strategy
	Funding	CDBG: \$691,397.00

	Description	Funds will assist with improvements to Public Facilities owned and occupied by nonprofit organizations in which public services to the LMI individuals/households and Presumed Benefit Populations are provided Monday through Friday during normal operating hours. Funds may be utilized for acquisition, rehabilitation, and other structural improvements critical to the provision of public services for facilities located in unincorporated Richland County or predominantly serving residents of unincorporated Richland County. Activity Delivery Costs and contingency funds are included in the allocation.
	Target Date	9/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	8,038 Persons
	Location Description	To be determined.
	Planned Activities	The National Objective is Low/Mod Income Clientele (LMC). The matric codes for this project will be 03P Health Facilities, 03M Child Care Centers, 03E Neighborhood Facilities.
4.	Project Name	Public Service
	Target Area	Countywide
	Goals Supported	CDS-5 Public Service SNS-2 Social Service
	Needs Addressed	Other Special Needs Strategy Community Development Strategy
	Funding	CDBG: \$263,399
	Description	15% of the CDBG award will be used to fund Public Services to the LMI Population and HUD-defined Presumed Benefit Groups in unincorporated Richland County by local nonprofits and Richland County Government.
	Target Date	9/30/2026

	Estimate the number and type of families that will benefit from the proposed activities	1,735 Persons
	Location Description	To be determined.
	Planned Activities	The National Objective is Low/Mod Income Clientele (LMC).
5.	Project Name	HOME General Administration
	Target Area	Countywide
	Goals Supported	AMS-1 Overall Coordination
	Needs Addressed	Administration, Management, and Planning Strategy
	Funding	HOME: \$79,255.78
	Description	Funds will be used for the overall program administration, coordination, monitoring/evaluation, and public information associated with the preparation of the Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER).
	Target Date	9/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	1 Organization
	Location Description	Richland County, Community Planning & Development Department, Community Development Division, 2020 Hampton St. Suite 3058, Columbia, SC 29202
	Planned Activities	The project matrix code is 21A, General Program Administration.
6.	Project Name	CHDO Set-Aside
	Target Area	Countywide
	Goals Supported	HSG-3 Housing Construction
	Needs Addressed	Housing Strategy

	Funding	HOME: \$118,883.66
	Description	HOME funds will be used to assist a CHDO to increase the number of affordable housing units in the HOME Consortium for owners and renters by assisting with acquisition, soft costs, construction, and rehabilitation.
	Target Date	9/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	1 household
	Location Description	County Wide
	Planned Activities	<p>The National Objective is Low/Mod Housing Benefit (LMH).</p> <p>The project matrix code will be determined by the individual Activity, but may include:</p> <ul style="list-style-type: none"> • 12 Construction of Housing; • 14A Rehab: Single-Unit Residential;
7.	Project Name	Development of Affordable Housing
	Target Area	Countywide
	Goals Supported	HSG-3 Housing Construction/Rehabilitation
	Needs Addressed	Housing Strategy
	Funding	HOME: \$594,418.31
	Description	HOME funds will be used to assist in the development of affordable housing in the HOME Consortium for owners and renters by assisting with acquisition, soft costs, construction, and rehabilitation. CDBG funds will be used to pay the program and activity delivery costs associated with implementing the HOME Program.
	Target Date	9/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	3 households

	Location Description	County Wide
	Planned Activities	<p>The National Objective is Low/Mod Housing Benefit (LMH).</p> <p>The project matrix code will be determined by the individual Activity, but may include:</p> <ul style="list-style-type: none"> • 12 Construction of Housing; • 14A Rehab: Single-Unit Residential; and/or • 14B Rehabilitation: Multi-Unit Residential
8.	Project Name	Emergency Solutions Grant Program
	Target Area	Countywide
	Goals Supported	<p>HMS-1 Operation/Support</p> <p>HMS-2 Prevention and Re-Housing</p> <p>AMS-1 Overall Coordination</p>
	Needs Addressed	<p>Homeless Strategy</p> <p>Administration, Management, and Planning Strategy</p>
	Funding	ESG: \$151,031.00
	Description	Funds will be used for General Administration - \$11,327.33 (staff salaries, staff benefits, office expenses, planning services, and program management); Rapid Re-Housing/Homeless Prevention/HMIS - \$69,851.84 (homeless prevention program, rapid re-housing program and the HMIS system); and Street Outreach/Emergency Shelter - \$69,851.84 (operating expenses and essential services for shelters).
	Target Date	9/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	10 Organizations
	Location Description	Countywide

	Planned Activities	<p>The national objective is Low/Mod Income Clientele Benefit (LMC).</p> <p>The project matrix codes are: 21A, General Administration; 03T, Operating Cost of Homeless/AIDS Patient Programs; and 05Q, Subsistence Payments.</p>
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AP-50 Geographic Distribution – 91.220(f)**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The following information provides a profile of the population, age, and racial/ethnic composition of Richland County. This information was obtained from the U.S. Census Bureau website, <http://data.census.gov>. The 2019-2023 American Community Survey 5-Year Estimates (ACS), 2020 U.S. Census data, and 2016-2020 HUD Comprehensive Housing Affordability Strategy (CHAS) data were used to analyze the social, economic, housing, and general demographic characteristics of Richland County.

Population:

Richland County's overall population as reported in the 2019-2023 American Community Survey was 416,161.

- The County's population was 418,725 at the time of the 2019-2023 American Community Survey, an increase of 2.49% (10,462 people) over the last five years.
- Between the 2014-2018 ACS and the 2019-2023 ACS, the population in South Carolina increased 5.18% from 4,955,925 to 5,212,774 people

Age:

Richland County's age of population (based on 2019-2023 ACS data)

- The median age in Richland County was 34.2 years, compared to 40.1 years for South Carolina.
- Youth under the age of 18 accounted for 21.7% of the County's population, under 18 accounted for 20.6% of the population statewide.
- Seniors aged 65 or over represent 13.7% of the County's population, which is less than South Carolina's average of 19.9% of the population.
- Adults ranging from 20 to 24 years old make up the largest five-year cohort of the County's population at 10%.

Race/Ethnicity:

Racial/ethnic composition of Richland County, according to the 2019-2023 American Community Survey:

- 41.27% are White alone
- 47.32% are Black or African American alone
- 0.22% are American Indian or Alaska Native alone
- 2.90% are Asian alone
- 2.83% are Some Other Race alone
- 5.36% are Two or more races
- 6.29% are Hispanic or Latino, of any race

Income Profile:

The following is a summary of income statistics for Richland County from the 2019-2023 American Community Survey:

- At the time of the 2019-2023 American Community Survey, median household income in Richland County was \$61,699, higher than the City of Columbia (\$55,653) but lower than the State of South Carolina (\$66,818).
- 26.4% of households with earnings received Social Security income.
- 0.9% of households with earnings received cash public assistance.
- 23.1% of households with earnings received retirement income.
- 16.1% of residents were living in poverty.
- 19.1% of female-headed households with children were living in poverty.
- 21.1% of all children under 18 years were living in poverty.

Low/Mod Income Profile:

The low- and moderate-income profile for Richland County is a measurement of the area's needs. Richland County has an overall low- and moderate-income percentage of 44.50%. These low- and moderate-income statistics were obtained from the U.S. Department of Housing and Urban Development's website, www.hud.gov.

Economic Profile:

The following illustrates the economic profile for Richland County from the 2019-2023 American Community Survey Estimates:

- As of 2019-2023 ACS, Richland County had 339,962 people aged 16 years and over. Of these, 65.2% (221,145 persons) were in the civilian labor force and 58.3% (197,450 persons) were employed. 2.9% (9,803 persons) were in the Armed Forces.
- **Occupation:**
 - 44.2% of the employed civilian population 16 years and over had occupations classified as management, business, science, and arts occupations.
 - 21.9% of the employed civilian population had occupations classified as sales and office occupations.
 - 16.5% of the employed civilian population had occupations classified as service occupations.
- **Industry:**
 - The education, health, and social service industry represented 26.0% of those employed.
 - Retail industry employees comprised 11.1% of those employed.
- **Class:**
 - 72.6% of workers were considered in the private wage and salary worker class.
 - 22.4% of workers were considered in the government class.
 - 4.7% of workers were considered in the self-employed workers in own not-incorporated business class.

According to the U.S. Labor Department, the unadjusted unemployment rate for Richland County for February of 2025 was 4.6% and the City of Columbia's unemployment rate was 4.3%. The unadjusted unemployment rate was 4.2% for the State of South Carolina in April of 2025 and 4.1% for the United States.

Geographic Distribution

Target Area	Percentage of Funds
Countywide excluding the City of Columbia	100%
Low/Mod Areas	0%

Table 6 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Richland County will allocate its CDBG funds to those geographic areas whose population is over 51% low- and moderate-income and/or to low- and moderate-income clientele. At least 70% of all the County's CDBG funds are budgeted for activities which principally benefit low- and moderate-income persons. HUD data reveals that in 150 of the County's 319 Census tracts, the percentage of LMI persons exceeds 51%. Richland County's overall low- and moderate-income percentage is 44.5%.

The following guidelines for allocating CDBG, HOME and ESG funds will be used by the County for the FY 2025 Program Year:

- The public services projects/activities are for social service organizations whose clientele are low-income or in certain cases, a limited type of clientele with a presumed low- and moderate-income status.
- The homeless projects/activities are for homeless agencies/organization that serve a specific type of clientele with a presumed low- and moderate-income status.
- The other special needs projects/activities are limited to a clientele with a presumed low- and moderate-income status.
- The community and public facilities projects/activities are either located in a low- and moderate-income census tract/block group or have a low- and moderate-income service area benefit or a limited clientele which is low- and moderate-income.
- The infrastructure improvement projects/activities are either located in a low- and moderate-income census tract/block group or have a low- and moderate-income service area benefit or a limited clientele which is low- and moderate-income.
- The acquisition and demolition of structures are either located in a low- and moderate-income census area or these activities are eligible by preventing or eliminating slums and blight on a spot or area basis.
- The housing projects/activities have income eligibility criteria; therefore, the income requirement limits funds to low- and moderate-income households throughout the County.

- Economic development projects/activities will either be located in a low- and moderate-income census tract/block group, or a poverty census tract greater than 20%, or part of a redevelopment plan, or makes 51% of the jobs available to low- and moderate-income persons.

The County allocates CDBG funds to areas or projects/activities which predominantly benefit low- and moderate-income persons to rehabilitate housing for low- and moderate-income households; to projects/activities that principally benefit low- and moderate-income persons; and through public service projects/activities and public facility improvements.

The HOME funds will be used for administration and for housing projects/activities. These funds will be targeted to low-income households and projects/activities designed to provide affordable housing to low-income households. The disbursement is based on needs of low- and moderate-income households, not by geographic area.

The ESG funds will be used for Administration, Rapid Re-housing/Homeless prevention/HMIS, and Emergency Shelter Projects. Those funds will be targeted to low-income persons who are homeless or at-risk of becoming homeless.

Discussion

The total amount of FY 2025 CDBG funds is \$1,755,995, of which 20% (\$351,199) is for administration and 80% (\$1,404,796) is allocated for projects/activities. Approximately 100% (\$1,404,796) will principally benefit low- and moderate-income persons.

The geographic locations for the FY 2025 CDBG projects/activities will be countywide or at the location of service provider subrecipients. The geographic location for HOME activities will also be countywide or at the location of service provider subrecipients. Public benefits will be for low- and moderate- income residents of Richland County either through direct benefit such as housing rehabilitation or individual services such as homeless assistance. The geographic location for ESG will also be countywide or at the location of service provided by subrecipients.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Richland County will utilize its CDBG and HOME funds to rehabilitate and to support the construction of new affordable housing units. The one-year goals for affordable housing in Richland County for FY 2025 are as follows:

One Year Goals for the Number of Households to be Supported	
Homeless	5
Non-Homeless	20
Special-Needs	10
Total:	35

Table 7 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	15
The Production of New Units	2
Rehab of Existing Units	16
Acquisition of Existing Units	3
Total:	35

Table 8 - One Year Goals for Affordable Housing by Support Type

Discussion

Richland County will fund the following projects with FY 2025 CDBG and HOME funds:

- **Housing Rehabilitation** - Funds will be used to support two (2) signature housing rehabilitation programs, Operation One Touch (OOT) and CDBG Rehab, along with staff salaries to manage program operations (i.e. inspections, construction estimation, environmental reviews, oversight and compliance). (30 Housing Units)
 - **Operation One Touch (OOT)** – OOT is the County's emergency housing rehab program which provides a 0% interest forgivable loan to assist with urgent minor home repair needs for income eligible homeowners in unincorporated Richland County for installation of roofs, soffits, gutters, electrical upgrades, plumbing, etc.
 - **CDBG Rehab** – CDBG Rehab is the County's Owner-Occupied Housing Rehab program that partners with qualified non-profit organizations to provide minor home repairs to eligible homeowners in unincorporated Richland County.
- **Housing CHDO Set-Aside** - HOME funds will be used to assist a CHDO to increase the number of affordable housing units in the HOME Consortium for owners and renters by assisting with acquisition, soft costs, construction, and rehabilitation. (1 Housing Unit)

- **Development of Affordable Housing** - Funds may be used for non-profit developers and in conjunction with the Community Housing Development Organization (CHDO). (3 Housing Units)
- **Public Services Supporting Affordable Housing** - Funds may be used for non-profit organizations to provide rental assistance, security deposits, utility deposits, housing counseling, and financial literacy and credit counseling.

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AP-60 Public Housing – 91.220(h)

Introduction

Richland County has a public housing authority to provide public housing for its low-income County residents. The mission of the Columbia Housing Authority is to provide affordable, accessible, quality housing and support services through community partnerships.

The Columbia Housing Authority is responsible for its own hiring, contracting, and procurement. The Housing Authority provides the County with a copy of its Five-Year Capital Fund Program and Annual Plan for review each year. The County certifies that the Capital Fund Program and Annual Plan are consistent with the County's Five-Year Consolidated Plan. Should the Housing Authority propose any demolition or disposition of public housing units, it will consult with the local neighborhoods where the development is located, as well as with the County staff.

The Columbia Housing Authority meets with each of its housing developments to discuss the Annual Plans for the Housing Authority. They also discuss physical needs assessment for allocating and spending Capital Funds at the different developments. The Housing Authority puts copies of the plans in the housing developments for public comment. The Columbia Housing Authority Board also has a seat on the five (5) member Board, which is occupied by a resident to help with the decision and planning process of the Housing Authority.

Actions planned during the next year to address the needs to public housing

Columbia Housing Authority (CH) serves as the public housing authority for Richland County and the City of Columbia, providing public housing for low-income County residents. CH's mission is to provide affordable, accessible, quality housing and support services through community partnerships.

Columbia Housing is implementing Vision 2030, an aggressive HUD RAD Conversation plan that will reposition Columbia Housing's Public Housing portfolio and create new affordable housing throughout Richland County. Repositioning is a mechanism through which properties are removed from the federal public housing restrictions and converted to project based rental assistance allowing access to private capital for renovation and redevelopment. Decreased federal funding has resulted in a backlog of capital needs for public housing across the country of over \$60 Billion dollars. Columbia Housing estimates their capital needs at over \$500 million.

Through a combination of tax-exempt bonds; federal and state tax credit equity; private mortgage funds and limited soft secondary financing, Columbia Housing will touch every property in their inventory over the next 1 to 8 years. This strategy should ultimately expand CH's portfolio of housing units from 1,684 units to 2,911 units by 2023. Columbia Housing has partnered with eight (8) private developers across the Southeastern Region to secure financial resources (Low Income Housing Tax Credits, State Tax Credits, Bonds, and private capital). All development efforts have an anticipated completion date of 2030.

During this CAPER period, CH converted the Lewis Scott Court public housing community (67 units) under the HUD RAD program in June 2024. The conversion included FHA financing of \$5+M and Housing Authority funding of \$2+M. The project will include major renovations of about \$100,000 per unit and new construction of an on-site management and maintenance office. Renovation work is underway and

anticipated to be completed in 18 months. Also during this reporting period, CH began the process of disposing of 273 single family homes in Richland County under the Public Housing Section 32 Program and will be converting the units to a lease purchase program. Prospective homebuyers may lease the unit for up to three years while preparing to purchase the home. Many of these homes will undergo renovations and will be more accessible to families below 80% AMI.

In addition, CH reported the following investments in their facilities, programming, and resident support services:

- Department of Public Health Prep Grant – \$53,000
- HUD Continuum of Care Grants - \$840,255.00
- City of Columbia HOPWA Grants – \$693,901.00
- HUD Family Self- Sufficiency (FSS) Grant – \$114,8019.00
- HUD Resident Opportunity for Supportive Services (ROSS) Grant – \$395,826.00
- Donations from For-Profit Entities for Resident Services - \$8,000.00
- Truist Foundation Grants - \$35,000.00
- Prisma/USC Supportive Housing for Homeless Coordinator - \$35,967.00

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Columbia Housing applied to become a HUD Certified Housing Counseling Agency in February 2023 and is awaiting approval of the application. They have continued to provide access for residents to engage in homeownership education and counseling services offered by partnering organizations. The Housing Choice Voucher (HCV) tenants continue to purchase homes using their vouchers. Since January 2024, Columbia Housing Authority had 14 to close on a home through the HCV Homeownership Program.

The Resident Executive (REC) conducted monthly planning meetings for their committee to plan events and discuss any resident related concerns. Additionally, the Council met twice for the general meeting where residents, community partners and CH staff were invited. There were over 50 attendees combined at all meetings which were held in person. The REC was very involved in carrying out activities to support other public housing residents. Some of the activities included: Veterans Day Appreciation, Back to School Supplies, Fall Festival, and Holiday Fruit Baskets for Seniors.

In addition to the REC, Columbia Housing has a Resident Advisory Board (RAB) in place to provide feedback on our PHA Annual Plan. In 2024, 49 residents attended the RAB Meetings to provide feedback on the PHA Annual Plan developed for 2024-2025.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

For the fiscal year ending 06/30/2025, Columbia Housing was designated "troubled" by HUD largely due to the physical inspection results of its housing portfolio. Columbia Housing is, however, implementing Vision 2030, a strategy that will reposition Columbia Housing's Public Housing portfolio and create new affordable housing in the City of Columbia and throughout Richland County. Columbia Housing has partnered with eight (8) private developers across the Southeastern Region to secure financial resources (Low Income Housing Tax Credits, State Tax Credits, Bonds, and private capital). All development efforts have an anticipated completion date of 2030.

Discussion

Not Applicable.

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AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Under its Five-Year Consolidated Plan, Richland County has developed its Strategic Plan in cooperation with the CoC to address homelessness for FY 2022 through FY 2026. These goals are set forth in the following priorities:

Homeless Strategy - (High Priority)

Priority Need: There is a continuing need for services and housing opportunities for homeless persons and persons/families at-risk of becoming homeless.

Objective: Work with community partners to improve the living conditions and support services available for homeless persons, families, and those who are at risk of becoming homeless.

Goals:

- **HMS-1 Operation/Support** - Financially assist providers to operate housing and support services for the homeless and persons at-risk of becoming homeless.
- **HMS-2 Prevention and Re-Housing** - Continue to support the prevention of homelessness through anti-eviction activities and programs for rapid re-housing.
- **HMS-3 Housing** - Support the rehabilitation of, including accessibility improvements for emergency shelters, transitional housing, and permanent housing for the homeless.
- **HMS-4 Continuum of Care** - Support the local Continuum of Care's (CoC) efforts to provide emergency shelter, and permanent supportive housing to persons and families who are homeless or who are at risk of becoming homeless.
- **HMS-5 Permanent Housing** - Promote the development of permanent supportive housing for homeless individuals and families.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Richland County is a partner in the Midlands Area Consortium (MACH) for the Homeless and provides a number of programs and services meant to serve and house the homeless and at-risk population in the County. Through MACH, Richland County coordinates with over fifty (50) local public, private, non-profit and faith-based partner organizations to address the varied needs of the County's homeless and at-risk population, including youth, families, veterans, and those with mental health issues. MACH is the local Continuum of Care (CoC) organization in the Midlands which includes Richland County and 12 other counties. United Way of the Midlands is the lead agency for MACH and coordinates the HUD grant and other resources that support nearly 400 individuals and families in housing each year. In the 2023 program year, the County began receiving Emergency Services Grant (ESG) entitlement funds to further support members of the Continuum of Care.

The CoC utilizes a coordinated entry process that prioritizes assistance based on severity of need, length

of time homeless, and unsheltered versus sheltered status to ensure those who need assistance the most can receive services and housing in a timely manner. Outreach teams work nontraditional hours and cover the CoC's entire geographic area. They are focused on persons with a serious mental illness who live unsheltered because this is the subpopulation in our community least likely to access assistance. Agencies, local businesses, and community members routinely contact the street outreach team regarding persons needing assistance, especially those living unsheltered. Persons experiencing homelessness are engaged through outreach, rapport-building, and with the use of peer-to-peer models. The CoC utilizes a centralized entry. Most persons enter the system through the Harmony House day shelter. However, the local homeless veteran's center, domestic violence shelter, and street outreach all serve as points of entry. A VI-SPDAT assessment is conducted (coordinated entry assessment tool) to determine need. The individual/family is on a by-name list and referred to appropriate services and housing. All CoC and ESG-funded programs utilize coordinated entry.

Addressing the emergency shelter and transitional housing needs of homeless persons

Richland County made significant investments using CDBG, CDBG-CV, and America Rescue Plan Act (ARPA) funds in addressing the emergency shelter, transitional housing, and supportive services needs of homeless persons during the 2023 CAPER period. Through the services of its subrecipients, the County works directly and indirectly assisting individuals suffering from homelessness.

During the 2025 program year, both CDBG and CDBG-CV Public Service funds will be used to address emergency shelter and transitional housing needs, as well as, provide funds for Rapid Rehousing and Homeless Prevention in line with a Housing-First strategy.

Successful recovery for individuals experiencing chronic homelessness depends on access to stable housing. Permanent supportive housing for such individuals is provided by the following organizations with programs targeted for chronic homelessness.

- **Chronically Homeless Service Providers:** Columbia Area Mental Health Center, Midlands Housing Alliance (Transitions), Dorn VA Medical Center, Mental Illness Recovery Center, Inc., the Oliver Gospel Mission, the Columbia Women's Shelter, and 180 Place.

Many organizations providing services for individuals experiencing homelessness do not have services and facilities adequate to meet the needs of families with children. Supportive housing for these families provides stability that helps prevent school absences and contributes to academic achievement. The following organizations continue to provide services targeted to families with children experiencing homelessness.

- **Families with Children:** Salvation Army of the Midlands, Christ Central Ministries - Hannah House, Homeless No More, Toby's Place, Family Promise, Supportive Housing Services, Sistercare, Inc., and the Women's Shelter.

The organizations below provide supportive housing services specifically designed to meet the needs of veterans experiencing homelessness. HUD also continued to provide rental assistance vouchers during

this CAPER period, through the CHA for privately owned housing to veterans who are eligible for VA health care services and are experiencing homelessness. VA case managers connect veterans with support services such as health care, mental health treatment and substance use counseling to help them in their recovery process and with maintaining housing in the community.

- **Veterans:** Dorn VA Medical Center and Alston Wilkes Veterans Home.

The organizations below provide various services for unaccompanied youth experiencing homelessness; however, long-term supportive housing with developmentally appropriate services are limited.

- **Unaccompanied Youth:** Alston Wilkes Society-Columbia, Epworth Children's Home, Growing Home Southeast, Lexington School District Two McKinney-Vento Liaison, Mental Illness Recovery Center, Mental Illness Recovery Center Inc. (MIRCI), Palmetto Place Children's Shelter, Richland County Public Defender's Office (youth defender), Richland School District One McKinney-Vento Liaison, Richland School District Two McKinney-Vento Liaison, State of South Carolina Department of Social Services, and University of South Carolina Social Work.

Also serving the Richland County jurisdiction, the City of Columbia has launched Rapid Shelter Columbia (RSCO) with the primary role of providing basic life-sustaining services in a manner that fosters a safe and affirming atmosphere for all program participants. Participants of local RSC will come from a variety of backgrounds, and each has different needs for services. This could include, but is not limited to, those with service animals, and approved emotional support animals, large amounts of personal belongings, identifying as part of a multi-member household, or those who self-identify as LGBTQ, or non-binary.

The City contracts with United Way of the Midlands to operate the former Inclement Weather Center (IWC), now known as the Rapid Shelter Overflow, between November 1st and March 31st on nights when the temperature is expected to be 40 degrees or below (according to the National Weather Service), during holidays, or during severe weather. The IWC serves the homeless population and has a nightly capacity of 240 people and provides adult homeless women and men with a bed, food, shower, clothing, hygiene products, outreach, and links to community resources. UWM subcontracts with Transitions for the day-to-day operations, Salvation Army for meals, and private vendors for security and transportation. This organization is IWC funded to meet basic health and safety needs with minimal staff to provide client check-in and security. Case management services are not offered at the IWC due to staffing levels, but clients are encouraged to visit Transition's Day Center and outside providers are invited to the IWC to screen for housing and services. The IWC serves the most vulnerable citizens of Columbia and addresses the worst-case needs.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Utilizing the Housing First Model, homeless individuals and families are housed as soon as they are eligible for housing, based on a centralized assessment, as well as housing availability. Prior to housing, homeless individuals/families are assigned to a supportive services team which continues to provide support to them once they obtain their housing. This model has been effective in housing retention.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs:

ACCESS TO HEALTH CARE, FOOD, & LIFE SKILLS TRAINING: During the 2025 Program Year, the County will use CDBG funds to support the availability and expansion of services to address food insecurity, healthcare, life skills training, housing counseling, independent living training for adults with disabilities, shelter and support for domestic violence victims, childcare for working families, housing support for senior citizens, and more.

COLUMBIA HOUSING AUTHORITY (CH):

Aging-Out Foster Youth: Within the past year, Columbia housing has continued to work with the Continuum of Care to provide stable housing for individuals and families identified as being unhoused. We have recently been awarded 52 Foster Youth to Independence (FYI) Vouchers for youth ages 18-24 who were in foster care and have left or those who will be aging out in 90 days. All of the youth must either be homeless or at risk of being homeless. We will begin administering this program in February 2025.

Job Training & Education: In November 2022, CH signed an MOU with Midlands Technical College (MTC) to develop a partnership to connect residents to education and job training programs. Since implementation of the partnership ten (10) residents have enrolled in academic programs and 19 received scholarships for Quick jobs Programs.

Discussion

The (MACH) was awarded \$5,913,504 for its FY 2024 Continuum of Care Application. The following is a breakdown of the awards:

• CACH Rapid Rehousing Program	\$	331,350
• FY2024 Chronic Grant (CHASC)	\$	315,060
• FY2024 Disabled Grant (CHASC)	\$	418,238
• FY2024 Expansion Grant (CHASC)	\$	268,925
• HMIS Renewal SC-502 FY2024	\$	127,134
• Home Base I and II 2024	\$	866,357
• Home Base III and IV 2024	\$	408,090

• Housing First for Unaccompanied Youth FY2024	\$	87,264
• Midlands Housing Alliance 25-26	\$	109,455
• Mirci Housing First 2024	\$	408,387
• Mirci PH for Chronic Homeless 2024	\$	232,101
• Mirci SHP 2024	\$	370,335
• Permanent Housing and Supportive Services for Disabled Domestic Violence Victims	\$	409,667
• Rapid Rehousing in Rock Hill (2024)	\$	43,383
• Rapid Re-Housing MACH 24	\$	290,396
• Safe Passage RR Program.....	\$	369,076
• SC-502 Planning Application FY 2024	\$	379,848
• Sistercare Rapid Rehousing Program	\$	374,477
• <u>Unaccompanied Youth JT PH/RRH Project – Palmetto Place 2024</u>	<u>\$</u>	<u>103,961</u>
Total:		\$ 5,913,504

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Richland County is committed to removing or reducing barriers to the development of affordable housing whenever possible throughout the County. A variety of actions include, among others, to reduce the cost of housing to make it affordable.

- Provide developers and non-profits with incentives for the construction or rehabilitation of affordable housing to keep rents affordable.
- Provide assistance to first time homebuyer to purchase a home.
- Assist in acquiring sites for development of affordable housing.
- Promote Federal and State financial assistance for affordable housing.

Richland County prepared its 2017 Analysis of Impediments to Fair Housing Choice (AI) to coincide with the County's Five-Year Consolidated Plan. Richland County's AI identified the following impediments.

Impediment 1: Availability of Affordable Units in a Range of Sizes - There is a need for additional assisted housing throughout the County. Racial or ethnic minority residents are more likely to be experiencing a disproportionate need due to cost burdens, incomplete plumbing or kitchen, facilities, or overcrowding. This contributing factor has been assigned a medium level of priority based on the extent of the need and the County's ability to respond to this need.

Impediment 2: Access to Financial Services - The ability of residents throughout the County to secure home purchase loans varies according to the race and ethnicity of the loan applicant. This was Identified in data gathered under the Home Mortgage Disclosure Act (HMDA).

Impediment 3: Failure to make reasonable accommodation or modification - Residents and stakeholders who provided commentary during the AFH process, whether through public input sessions or the Fair Housing Survey, identified failure to make reasonable accommodation as a factor that contributes to the limited availability of accessible housing units to residents with disabilities. The County believes that it has the capacity to address this factor through outreach and education to County residents and landlords, and considers doing so to be a high priority.

Impediment 4: Access to Publicly Supported Housing for Persons with Disabilities - Residents and stakeholders who provided commentary during the AFH process, whether through public input sessions or the Fair Housing Survey, identified shortages of affordable, accessible housing to be a contributing factor to fair housing issues impacting residents with disabilities.

Impediment 5: Resistance to Affordable Housing - This factor, identified through the feedback of stakeholders during the public input portion of the AFH process, contributes to a lack of affordable

housing in the County. Lack of affordable housing restricts the fair housing choice of County residents.

Impediment 6: Discriminatory Actions in the Marketplace - This factor, identified through the feedback of stakeholders during the public input portion of the AFH process, serves to limit the fair housing choice of residents with disabilities and racial/ethnic minority groups.

Impediment 7: Lack of Understanding of Fair Housing Law - This factor, identified through the feedback of stakeholders during the public input portion of the AFH process, contributes to discrimination and differential treatment in the housing market. Furthermore, a lack of understanding of fair housing law means that those who may suffer discrimination in the housing market do not know where to turn when they do.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Richland County, in its most recent Analysis of Impediments to Fair Housing Choice, did not identify any negative effects of its public policies that serve as barriers to affordable housing. The County has continued to revise and update its Zoning Ordinance. This document is consistent with the Fair Housing Act, Section 504, and the Americans with Disabilities Act. There are no other public policies that restrict fair housing.

Discussion:

Not Applicable.

AP-85 Other Actions – 91.220(k)

Introduction:

Richland County has developed the following actions which address:

- obstacles to meeting underserved needs;
- fosters affordable housing;
- reduces lead-based hazards;
- reduced the number of poverty-level families;
- develops institutional structures, and
- enhance coordination between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

The County under its FY 2025 Program Year will take the following actions to address obstacles to meeting the underserved needs:

- Provide funds for public service activities.
- Provide funds for workforce housing options for owner occupied and renter occupied housing units.
- Provide funds for new housing construction of owner occupied and renter occupied housing units that are decent, safe, sound, affordable, and assessable.
- Provide funds for rehabilitation to help bring the older existing housing stock up to code standards and make accessibility improvements as needed.
- The County will continue to leverage its financial resources and apply for additional public and private funds.

Richland County will work to address these obstacles through the agencies and programs to be funded in FY 2025. Some of the activities to address these obstacles include:

- Public Service Activities
- Housing Rehabilitation
- CHDO Set-Aside
- Development of Affordable Housing
- Emergency Solutions Grant Program

Actions planned to foster and maintain affordable housing

The County is proposing the following goals and strategies to foster and maintain affordable housing:

- **HSG-2 Owner-occupied Housing Rehabilitation** - Conserve and rehabilitate existing affordable housing units occupied by low- and moderate-income homeowners in the community by providing financial assistance to addressing code violations, emergency repairs, energy efficiency improvements, and accessibility for persons with disabilities.
- **HSG-3 Housing Construction/Rehabilitation** - Increase the supply of decent, safe and sanitary, and accessible housing that is affordable to both owners and renters in the County by assisting with acquisition, site improvements, development fees, new construction and rehabilitation of vacant buildings.
- **HMS-1 Operation/Support** - Financially assist providers to operate housing and support services for the homeless and persons at-risk of becoming homeless.
- **HMS-2 Prevention and Re-Housing** - Continue to support the prevention of homelessness through anti-eviction activities and programs for rapid re-housing.
- **AMS-3 Fair Housing** - Provide funds for training, education, outreach, and monitoring to affirmatively further fair housing in the County.

During the FY 2025 Annual Action Plan, Richland County will fund the following projects:

- Housing Rehabilitation
- Public Facility Improvements
- Public Services
- CHDO Set-Aside
- Development of Affordable Housing
- Emergency Solutions Grant Program

Actions planned to reduce lead-based paint hazards

The County is working to reduce potential lead-based paint hazards. Below are the County's activities to reduce lead-based paint hazards related to rehabilitation and homeownership programs.

Rehabilitation Programs

Richland County will continue to ensure that:

- Applicants for rehabilitation funding receive the required lead-based paint information and understand their responsibilities.
- Staff properly determine whether proposed projects are exempt from some or all lead-based

paint requirements.

- The level of Federal rehabilitation assistance is properly calculated and the applicable lead-based paint requirements determined.
- Properly qualified personnel perform risk management, paint testing, lead hazard reduction, and clearance services when required.
- Required lead hazard reduction work and protective measures are incorporated into project rehabilitation specifications.
- Risk assessment, paint testing, lead hazard reduction, and clearance work are performed in accordance with the applicable standards established in 24 CFR Part 35, Subpart R.
- Required notices regarding lead-based paint evaluation, presumption, and hazard reduction are provided to occupants and documented.
- Program documents establish the rental property owner's responsibility to perform and adhere to ongoing lead-based paint maintenance activities, when applicable.
- Program staff monitors owner compliance with ongoing lead-based paint maintenance activities.

Homeownership Programs

Richland County will continue to ensure that:

- Applicants for homeownership assistance receive adequate information about lead-based paint requirements.
- County staff properly determine whether proposed projects are exempt from some or all lead based paint requirements.
- A visual assessment is performed to identify deteriorated paint in the dwelling unit, any common areas servicing the unit, and exterior surfaces of the building.
- Prior to occupancy, properly qualified personnel perform paint stabilization, and the dwelling passes a clearance exam in accordance with the standards established in 24 CFR Part 35, Subpart R.
- The home buyer receives the required lead-based paint pamphlet and notices.

According to the 2019-2023 American Community Survey (ACS) 38.8% of housing units within Richland County were built before 1980. These units likely have some level of lead-based paint and issues associated with lead, particularly in units with children aged 6 and under. There are a total of 38,660 units constructed between 1940 and 1979 which is 20.8 percent of the housing stock.

Actions planned to reduce the number of poverty-level families

According to the 2019-2023 American Community Survey, approximately 16.1% of Richland County's residents live in poverty, while only 13.9% of the State of South Carolina residents live in poverty. Female-headed County households with children are particularly affected by poverty at 29.8%. The County's goal

is to reduce the extent of poverty by 5%, based on actions the County can control and work with other agencies/organizations.

The County funded projects/activities under the following goals and strategies to reduce the number of families living in poverty:

- HMS-1 Operation/Support
- HMS-2 Prevention and Re-Housing
- SNS-2 Social Services
- CDS-5 Public Services

During the FY 2025 Annual Action Plan, Richland County will fund the following projects that will help reduce the number of poverty level families:

- Public Service Activities:
- Housing Rehabilitation
- Public Facility Improvements
- CHDO Set-Aside
- Development of Affordable Housing
- Emergency Solutions Grant Program

Actions planned to develop institutional structure

To effectively implement the Five-Year Consolidated Plan and the Annual Action Plans, the County needs to collaborate with a variety of agencies located in Richland County and also in the City of Columbia. Coordination and collaboration between agencies is important to ensuring that the priorities identified in the Five-Year Consolidated Plan within the County are adequately addressed. The key agencies that are involved in the implementation of the Plan, as well as additional resources that may be available are described below.

Public Institutions –

- **Richland County** - Richland County's Department of Community Planning and Development will be responsible for the administration of the County's community development programs, including some of the local programs that assist target income residents. The Department's responsibilities will include managing and implementing the City's affordable housing policies, including the Five-Year Consolidated Plan and related documents.
- **Columbia Housing Authority** - The Columbia Housing Authority is one of the primary owners of affordable housing within the community. The Housing Authority also administers the Housing Choice (Section 8) Voucher Program. The County will continue to work in close consultation with

the Housing Authority regarding affordable housing issues in Richland County.

- **Richland School District One**
- **Richland School District Two**
- **Richland-Lexington School District Five**

Non-Profit Organizations – There are several non-profit agencies that serve target income households in Richland County. The County will collaborate with these essential service providers.

Faith-Based Organizations – There are several faith-based organizations and coalitions in the Richland County area who actively provide services to low/mod families in need and who advocate on behalf of issues of poverty. The County will see collaborate with these key community partners.

Private Industry – The private sector is an important collaborator in the services and programs associated with the Five-Year Consolidated Plan. The private sector brings additional resources and expertise that can be used to supplement existing services or fill gaps in the system. Lenders, affordable housing developers, business and economic development organizations, and private service providers offer a variety of assistance to residents such as health care, small business assistance, home loan programs, and assisted housing, among others. The County will work closely with these agencies to meet Five-Year Consolidated Plan goals and objectives.

Actions planned to enhance coordination between public and private housing and social service agencies

Richland County is committed to continuing its participation and coordination with social service agencies, housing agencies, community and economic development agencies, County, Federal, and State agencies, as well as with the private and non-profit sectors, to serve the needs of target income individuals and families in the County. The County solicits funding requests for CDBG, HOME, and ESG funds. The County

staff provides help and assistance to the public agencies that receive funding.

Discussion:**Monitoring**

Richland County's Department of Community Planning and Development (Community Development Division) has the primary responsibility for monitoring the County's Annual Action Plan. The Community Development Division will maintain records on the progress toward meeting the goals and the statutory and regulatory compliance of each activity. The Department of Community Planning and Development is responsible for the ongoing monitoring of subrecipients.

For each activity authorized under the National Affordable Housing Act, the County has established fiscal and management procedures that will ensure program compliance and funding accountability. Additionally, the Department will ensure that the reports to the U.S. Department of Housing and Urban Development (HUD) are complete and accurate. The programs will be subject to the Single Audit Act.

For projects, other than CDBG funded activities, a similar reporting format will be used to monitor the Annual Action Plan progress for HOME and ESG activities.

Richland County will provide citizens with reasonable notice of, and the opportunity to comment on its Annual Action Plan in its performance under previously funded CDBG, HOME, and ESG Program Years, and substantial amendments to the Five-Year Consolidated Plan and Annual Action Plans.

Richland County will respond within fifteen (15) days in writing to any written complaints or inquiries from citizens in regard to CDBG, HOME, and ESG Programs, its housing strategy, or its CAPER. This is described in its Citizen Participation Plan.

Richland County and its subrecipients shall comply with the requirements and standards of 2 CFR Part 200, which is the cost principles for state and local governments and their subrecipients. In addition, the County will have written agreements with each of its subrecipients.

The County will monitor its performance with meeting its goals and objectives with its Five-Year Consolidated Plan. It will review its goals on an annual basis in the preparation of its CAPER and will make adjustments to its goals as needed.

The County does not have a timeliness of expenditures problem. The County abides by the Federal cost principles and expenditures. In the expenditures of the CDBG, HOME, and ESG funds for housing construction or project improvements, the County's inspectors will make periodic on-site inspections to ensure compliance with the local housing codes. The County also requires submittal of architectural drawings, site plan, and work specifications for this work. These will be reviewed prior to issuance of

building permits and the distribution of CDBG funds or HOME funds.

DRAFT

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Richland County receives an annual allocation of CDBG, HOME, and ESG funds. Since the County receives these federal allocations, the questions below have been completed, as they are applicable.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$0.00
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	\$0.00
3. The amount of surplus funds from urban renewal settlements	\$0.00
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	\$0.00
5. The amount of income from float-funded activities	\$0.00
Total Program Income:	\$0.00

Other CDBG Requirements

1. The amount of urgent need activities	\$0.00
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.0%

HOME Investment Partnership Program (HOME) Reference 24 CFR 91.220(l)(2)

- 1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:**

Richland County does not intend to use any other forms of investment other than those described in 24 CFR 92.205(b). Not Applicable.

- 2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

To ensure affordability Richland County will impose either resale or recapture provisions when using HOME funds for assisting homebuyers, homeowners and/or CHDO projects. Richland County exercises the option to use both recapture and resale provisions to ensure all or a portion of the County's HOME investments will be recouped in the event the household or entity fails to adhere to the terms of the HOME agreement for the duration of the period of affordability. The provision of resale versus recapture is dependent upon the activity: Recapture activity exists for (a) Down Payment Assistance (RCHAP); (b) CHDO projects that are terminated prior to completion or (c) the Housing Rehabilitation program. Resale provision is used only for CHDO homeownership projects. And while neither resale nor recapture, when CHDO's have rental-based activity, the county reserves the right to collect procedures or allow the CHDO to retain the funds.

- 3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:**

HOME funds are granted to participants of RCHAP and Homeowner Rehabilitation programs in the form of deferred forgivable grants. Recapture provisions will ensure Richland County recoups all or a portion of its HOME investments based upon occupancy as principal residence through an affordability period. Another instance where HOME funds will be recaptured is when a CHDO fails to meet all conditions of a contract and as a result, the contract is terminated prior to project completion. The CHDO is then required to repay the full investment back to the County. While Richland County can structure its recapture provisions based on its program design and market conditions, the period of affordability is the basis upon which the HOME investment is recaptured as described in paragraph 24 CFR 92.25 (a)(5)(ii)(A)(5) of the HOME regulations.

Resale provisions are exercised for CHDO homeownership activities only. These provisions ensure that housing developed with HOME funding remains affordable to LMI families through a 15–20-year period of affordability. Housing is purchased and occupied as principal residence by an LMI household. The CHDO executes an instrument (restrictive covenants or a 2nd mortgage) prior to closing which will detail the resale terms that include housing is made available for subsequent purchase only to a buyer whose family qualifies as a low-income family and use as principal residence. The resale requirement

must also ensure the price at resale provides the original HOME-assisted owner a fair return on investment (including the homeowner's investment and any capital improvement) and ensure the housing will remain affordable to a reasonable range of low-income homebuyers. The period of affordability is based on the total amount of HOME funds invested in an activity. The document will be filed with the 1st mortgage in the County's Register of Deeds office.

Down Payment Assistance (RCHAP)

The Richland County Homeownership Assistance Program (RCHAP) may provide up to \$24,500 toward the purchase of an existing home or the purchase of a newly constructed home in down payment and closing cost assistance for those who qualify. A five (5) or ten (10) year Deferred Forgivable Loan agreement is used as the mechanism for a recapture provision. With this agreement the HOME assistance is forgiven over a five-year period as long as the homeowner continues to own and live in the assisted unit as their primary place of residence for the five-year period of affordability. If the homeowner does not live within this unit and sells the property within this five-year period, the funds are recaptured as a rate of 20 percent diminishing sliding scale per year. For example, if the housing unit sells at year three of this five-year period, the homebuyer would owe back 60 percent of the subsidy (see chart below).

The housing unit must continue to be the principal residence of the homebuyer. If the borrower does not maintain principal residency in the property for at least five-years from the date of closing, Richland County will recapture all or a portion of the HOME assistance to the homebuyer. Failure to maintain the original terms of the mortgage will result in recapture of the grant. In the case of sale; RCHAP will require repayment of funds to be distributed from the net proceeds of the sale of the property as the holder of the lien in second position. A change in the mortgage is triggered by refinancing, selling, or renting the home within the period of affordability. The recaptured amount of the grant is on a pro-rata basis determined by the amount of time the homeowner has owned and occupied the house and will be measured by the affordability period outlined below.

Home Occupancy Time Limit	Repayment Amount of Loan
Year or less	100%
2 Years (up to)	80%
3 Years (up to)	60%
4 Years (up to)	40%
5 Years (up to)	20%
5 Years and over	0% (Satisfaction of Lien)

Only the direct subsidy allotted to the homebuyer is subject to recapture.

Owner-Occupied Rehabilitation Programs

For the Homeowner Rehabilitation Program, HUD regulations do not require a period of affordability, however, the County self-imposes a ten to fifteen-year affordability period and a Deferred Forgivable Loan agreement as the mechanism for a recapture provision. The HOME assistance is forgiven on a

prorated basis over a ten to fifteen-year period as long as the homeowner continues to own and live in the assisted unit as their primary place of residence for the county's self-imposed ten to fifteen-year periods of affordability. An applicant may only be awarded one grant from this program within a five- year period.

All Richland County loans for homeowner housing rehabilitation will be made based on the applicant's household income verification and their ability to repay the loan and outlined below.

- **Deferred Forgivable Loans** – Assistance will be provided in the form of a deferred forgivable loan. No repayment is required. However, applicants must sign a written affidavit indicating that they will occupy the home as their primary residence for at least two (2) years after assistance is granted through the program.

Community Housing Development Organizations (CHDO)/ New Construction

Richland County Community Development will provide HOME subsidy to the Columbia Housing Authority and to non-profit community housing development organizations (CHDOs) for the purpose of developing affordable housing both incorporated County Council District 50 and in unincorporated areas of the County. These units are in progress, and no additional funds have been provided in FY 2022-2026. Priority is given to projects located in master planned areas.

All affordable housing units developed by non-profits and CHDOs are subject to sales restrictions, occupancy requirements and resale obligations. These provisions apply to homeownership and rental units where HOME subsidy is used regardless of the amount of the award and without regard to the type of award received. For all homeownership units, housing must have an initial purchase price not to exceed 95 percent of the median purchase price for the area; be the principal residence for the income-qualifying family at the time of purchase; and is subject to resale to an income eligible family, The initial occupancy requirement for rental units is total household income 50 percent and below of area median income and 60 percent and below for homeownership units.

The period of time where these provisions apply is referred to as the Period of Affordability. The Period of Affordability for resale requirements is determined by the amount of subsidy invested in a housing unit (HOME rule 24 CFR 92.254(a)(5)(i)) For a specific period of time (see table below) a unit if sold must be sold to another family that qualifies as low-income who will use the property as their primary residence. The original homebuyer must receive a fair return on the initial investment; and the property must be sold at a price that is affordable.

Activity	Average Per-Unit Home	Minimum Affordability Period
Rehabilitation or Acquisition of Existing Housing	<\$15,000	5 years
	\$15,000 - \$40,000	10 years
	>\$40,000	>\$40,000 15 years
Refinance of Rehabilitation Project	Any dollar amount	15 years
New Construction or	Any dollar amount	20 years

Acquisition of New Housing		
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Fair Return on Investment

Richland County's definition of fair return on investment is defined as what a homebuyer can expect back on their return if they sell their unit during the period of required affordability as referenced within their agreement. The fair return is calculated upon the objective standard for Richland County as the percentage of change in median sales prices for housing units within the median statistical area over or during the period of ownership. This calculation basis includes the original investment by the homebuyer with the addition of specific types of upgrades or additions that will add value to the property. These types of upgrades include tangible, structural improvements to the interior or exterior of the home that would remain with the home during and after a sale. These additional homebuyer-financed improvements are not financed by Richland County. A reasonable range of low-income buyers during the point of resale would be low-income buyers as defined 50%-79% current area median income. During depressed or declining market seasons (such as a time of "seller's market"), a loss of investment does constitute a fair return.

- 4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:**

Richland County has no plans to refinance debt using HOME funds in FY 2025.

- 5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).**

Not Applicable.

- 6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).**

Not Applicable.

- 7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).**

Not Applicable.

Emergency Solutions Grant (ESG) Reference 91.220(I)(4)

1. Include written standards for providing ESG assistance (may include as attachment)

Richland County's written standards for providing ESG assistance include the following:

- **Coordination** – Each member of the Continuum of Care uses the HMIS System for client data and information. This coordination will be used to determine the services that are to be used to address the needs of the clients.
- **Prioritizing Assistance and Rapid Re-Housing** – Priority will be given to families with children since this is the group that has had the least service in the past and has the greatest need today. The CoC's Rapid Rehousing program prioritizes those who are high acuity and chronic. The CoC-funded programs prioritize families with children, those feeling domestic violence, and those unsheltered.
- **Percentage of Rent and Utilities** – Percentages of costs to be paid will be based on each individual's financial resources, on a case by case basis. Utility costs will not be paid unless arrearages are a barrier to rapid re-housing.
- **Rental Assistance** – A client will only be provided with rental assistance up to one year (12 months).
- **Housing Stabilization** – The average amount of assistance is estimated to be \$1,000 per household for ESG funds.
- **Standards and Procedures Evaluation** – Each individual or family will receive a full evaluation of their needs and case management services that are necessary to stabilize their lives.
- **Street Outreach/Essential Services** – Continuum of Care member organizations will provide street outreach on a monthly basis. Families with children will receive first priority for services.
- **Admission, Referral, Discharge, and Length of Stay** – No person will be denied services based on race, color, religion, national origin, sex, sexual orientation or gender identity, or familial status. All shelters will meet the State Fire Marshall's and State Health Department safety regulations. Accessibility for the handicapped will be provided for the disabled. Each client household will be eligible to receive financial and support services to help maintain their housing up to twenty-four (24) months. A list of rules and regulations will be provided to each applicant. A grievance policy and procedures will be in place in each shelter.
- **Assessing, Prioritizing, and Reassessing** – Each family or individual will be assigned a case manager who will follow them throughout the program. A care plan will be developed with the client and evaluated each month.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Midlands Area Consortium for the Homeless (MACH) Continuum of Care operates a Coordinated Entry System (CES) across the CoC's 14 counties to help people with a housing crisis find help quickly no matter how or where they seek assistance. CES is designed to ensure that all people experiencing homelessness have fair and equal access to housing, regardless of race, color, national origin, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identify, or marital status. The system aims to work with households to understand their strengths and needs, provide a common assessment, and connect them with housing and homeless assistance. Through a standardized assessment and vulnerability screening tools, CES strives to provide assistance to anyone in need and prioritize those with the highest service needs for federally funded housing. The target population of CES are people experiencing homelessness or imminent risk as defined by HUD.

CES works in two phases – initial assessment (Phase I) and vulnerability screening/prioritization (Phase II). Phase I starts with diversion to determine if stable housing can be maintained without a homeless service intervention. If an immediate intervention is still needed after diversion attempts a CES Phase I Assessment is completed in HMIS based on the HUD universal data elements. After initial assessment, the client is referred to resources that best meet their needs and eligibility. Referrals may include prevention funds and sheltering. If the client is assessed to have further long-term needs for housing Phase II is initiated. Phase II includes use of the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT) vulnerability screening tool. The CoC operates a single, prioritization listing that incorporates the results of the vulnerability screening tool in an addition to length of time homeless (rather than individual agency waitlists). Those with the highest vulnerability and length of time experiencing homelessness are prioritized for federally funded permanent supportive housing.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

Richland County Grants & Community Outreach is the department that awards ESG funding to nonprofit organizations. Awards are made through an application and scoring process judged by the County Grants & Community Outreach staff.

Applicants are evaluated based on the following criteria:

- Prior Performance
- Applicant Capacity
- Fiscal Capacity
- Proposed Project

Upon completing the review process, the evaluation team will prepare the rankings of all applicants. Then the final selections of who will receive ESG funds is determined. Successful applicants will be sent a Notice of Intent to Award and offered an opportunity to negotiate an agreement with the County staff.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

Richland County consults with agencies, organizations, and the Midlands Area Consortium for the Homeless (MACH) Continuum of Care. MACH has a formerly homeless person on the board. Several organizations representing the homeless population were contacted for input during the planning process and the public meeting was advertised.

5. Describe performance standards for evaluating ESG.

Richland County continued to consult with the Continuum of Care to determine the ESG funding priorities to assist homeless people. The Continuum of Care assisted in the decision-making process for the development of the ESG program. Richland County worked with the Continuum of Care to develop performance standards for projects and activities assisted by ESG funds, including reviewing the standards that the Continuum of Care has established for their sub-grantees.

Discussion

CDBG Program Income:

Richland County anticipates receiving Program Income following the completion of one Public Facility Improvement Activity during the 2025 Program Year.

CDBG Percentage:

- Administrative Percentage: 20.0%
- Public Service Percentage: 15%
- Low- and Moderate-Income Percentage: 100.0%
- Slum and Blight Activities: 0.0%

Richland County solicited applications for CDBG funds; applications were sent out to a list of agencies, organizations, municipalities, County Departments, and housing providers that had previously submitted an application or which had expressed an interest in submitting an application. The applications were reviewed by the county staff and Richland County citizens for eligibility and fundability.

Richland County does not limit beneficiaries or provide preference to any segment of the low/mod income population.

HOME Program Income:

- Richland County does not anticipate it will receive any HOME program income during this program year.

HOME Match:

- Richland County has excess HOME Match funds from previous years in the amount of \$114,786 as reported in the FY 2023 CAPER. Richland County will have additional HOME Match from bond funds, Federal Home Loan Bank, and other private funds during this program year.

CHDO Organizations:

- Richland County has not certified any Community Housing Development Organizations (CHDOs). Once a project has been identified the County will certify the organization based on the project.

HOME Percentage:

- Administrative Percentage: 10.0%
- CHDO Set-Aside: 15.0%

Richland County will solicit applications for HOME and HOME CHDO funds; applications are sent out to a list of agencies, organizations, and housing providers that have previously submitted an application or which have expressed an interest in submitting an application. The application is reviewed by the county staff and any questions are discussed with the applicant.

Richland County does not limit beneficiaries or provide preference to any segment of the low/mod income population.

ESG Match Requirement:

- Richland County will have \$151,031 in ESG Match during this program year. The ESG Match will come from local and state funds, as well as donations and grants to the ESG sub-grantees.

**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050



Agenda Briefing

Prepared by:	Callison Richardson	Title:	Division Manager
Department:	Grants and Community Outreach	Division:	Community Development
Date Prepared:	June 3, 2025	Meeting Date:	June 24, 2025
Legal Review	Patrick Wright via email	Date:	June 13, 2025
Budget Review	Brittany Hammond via email	Date:	June 13, 2025
Finance Review	Stacey Hamm via email	Date:	June 11, 2025
Approved for consideration:		County Administrator	Leonardo Brown, MBA, CPM
Meeting/Committee	Administration & Finance		
Subject	Substantial Amendments - 2017, 2018, 2020, 2021 & 2024 Annual Action Plans (AAP's)		

RECOMMENDED/REQUESTED ACTION:

Community Development staff request approval of the proposed Substantial Amendments to the County's 2017, 2018, 2020, 2021 and 2024 Annual Action Plans for the investment of HOME and CDBG funds from the U.S. Department of Housing and Urban Development.

Request for Council Reconsideration: ☐ Yes

FIDUCIARY:

Are funds allocated in the department's current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If not, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

The proposed Substantial Amendments to the 2017, 2018, 2020, and 2021 Annual Action Plans reallocate and consolidate \$1,059,622.29 of available HOME Investment Partnership funds to allow for more flexible and efficient investments into the development of affordable housing in unincorporated Richland County.

The proposed Substantial Amendment to the 2024 Annual Action Plan reallocates \$205,000.00 in Community Development Block Grant (CDBG) funds from a cancelled Public Facility Improvement activity to be made available for a shovel-ready Public Facility Improvement activity in unincorporated Richland County.

Applicable fund, cost center, and spend category: please see the below

As many HUD Projects share the same Cost Centers and Spend Categories in Workday, most reallocations would not require a Budget Transfer. The following Project reallocations do not require Budget Transfers, but the funds are being reallocated in the Annual Action Plan to a new Project. All HOME Funds are being consolidated into a single "Project" called Development of Affordable Housing which will expend out of Housing Revitalization Spend Category.

Fund	1202
Cost Center	9921- HOME FY18
Grant	GR-00000088
Housing Revitalization	\$135,000 (reallocate from CHDO's Project in 2017 AAP)

Fund	1202
Cost Center	9921- HOME 2018
Grant	GR-00000091
Housing Revitalization	\$80,000 (reallocate from Richland Rolls Project in 2018 AAP)

Fund	1202
Cost Center	9921- HOME 2020
Grant	GR-00000094
Housing Revitalization	\$360,000 (reallocate from Richland Rebuild Project at \$360,000 in the 2020 AAP)

Fund	1202
Cost Center	9921- HOME 2021
Grant	GR-00000097
Housing Revitalization	\$360,000.00 (reallocate from Richland Rebuild at \$360,000 in the 2021 AAP)

Fund	1202
Cost Center	9921- CDBG 2024
Grant	GR-00000449
Public Facilities	\$205,000 (reallocated from Vital Connections of the Midlands to be made available for a shovel-ready project)

The following reallocations will require Budget Transfers in Workday:

Budget Transfer #1:

Fund	1202
Cost Center	9921- HOME 2020
Grant	GR-00000094
FROM	CHDO Homeownership Development - \$13,006.09
TO	Housing Revitalization - \$13,006.09

Budget Transfer #2:

Fund	1202
Cost Center	9921 – HOME 2021
Grant	GR-00000097
FROM	CHDO Homeownership Development - \$111,616.29
TO	Housing Revitalization - \$111,616.20

OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:

None.

COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

There are no legal concerns regarding this matter.

REGULATORY COMPLIANCE:

HUD Consolidated Plan & Annual Action Plan Substantial Amendment Regulations:

In line with the County's Citizens Participation Plan, any change to an Annual Action Plan that adds or removes a Project, alters a Project's budget by 50%, or alters the proposed beneficiaries by 50% requires the County to conduct a Substantial Amendment process. A Public Notice (see attachment) announcing the proposed Substantial Amendments, public comment period, and public hearing posted on Sunday, June 1, 2025 in The State newspaper. The amended plans will be on public display for a 30-Day Public Comment Period from June 3 - July 3, 2025. A Public Hearing will take place on Thursday, June 26, 2025 for Citizens to provide comment. Physical copies of the plans and proposed amendments are available in the Community Development office. Digital copies are available on the Community Development page of the County's website. All Substantial Amendments require final approval from County Council and the local HUD Office.

HUD Grant Compliance

To ensure compliance with HUD's regulations, Community Development staff will follow 2 CFR Part 200 regarding the administration of federal grants programs, 2 CFR Part 570 regarding CDBG funds, and 2 CFR Part 92 regarding HOME Investment Partnership funds. CDBG and HOME funds can only be awarded to Subrecipients located in and/or predominantly serving individuals in unincorporated Richland County. Federal law requires CDBG and HOME funds primarily benefit low-to-moderate-income persons (at 80% of area median income or below).

MOTIONS OF ORIGIN:

The following mark the original approval dates and previous Substantial Amendments for the impacted Annual Action Plans:

Item 13a. Approval of the 5 Year Consolidated Plan [FY17-21] and the FY17-18 Annual Action Plan for Community Development Federal Funds

“...the committee recommended approval of this item.”

Council Member	Recommendation of the Administration & Finance Committee
Meeting	Special Called
Date	July 25, 2017

Item 16b. FY18-19 Annual Action Plan budgets for the Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) federal funds

“...the committee recommended approval of this item.”

Council Member	Recommendation of the Administration & Finance Committee
Meeting	Special Called
Date	July 10, 2018

Item 17a. FY2020-2021 CDGG and HOME Annual Action Plan Budget

“...to approve this item.”

Council Member	The Honorable Chakisse Newton, District 11
Meeting	Regular Session
Date	July 21, 2020

Item 15g. Community Planning & Development – 2021-2022 Annual Action Plan

“...to approve the consent items.”

Council Member	The Honorable Chakisse Newton, District 11
Meeting	Special Called
Date	July 13, 2021

Item 13f. Grants & Community Outreach – CDBG Substantial Amendments to Consolidated Plan and Annual Action Plans for Affordable Rental Housing Development

“...to approve Items 13(a) – 13(f).”

Council Member	The Honorable Jesica Mackey, District 9
Meeting	Special Called
Date	December 5, 2023

Item 9b(2). Agenda Briefing Addendum: Grants & Community Development – 2024 Annual Action Plan

“...to approve the two changes to the draft 2024 Annual Action Plan following the 30-Day Public Comment Period ending July 15, 2024.”

Council Member	The Honorable Chakisse Newton, District 11
Meeting	Regular Session
Date	July 16, 2024

STRATEGIC & GENERATIVE DISCUSSION:

Proposed Amendments

The proposed Substantial Amendments to the 2017, 2018, 2020, and 2021 Annual Action Plans reallocate and consolidate HOME Investment Partnership funds to allow for more flexible and efficient investments into the development of affordable housing in unincorporated Richland County.

The proposed Substantial Amendment to the 2024 Annual Action Plan reallocates \$205,000.00 in Community Development Block Grant (CDBG) funds from a cancelled Public Facility Improvement activity to a shovel-ready Public Facility Improvement activity in unincorporated Richland County

Attachment II provides a brief summary of the proposed Amendments and impacted plans. The detailed Substantial Amendments are available for public review and comment for a 30-Day Period that commences on Wednesday, June 3, 2025 and closes on Thursday, July 3, 2025. Proposed Substantial Amendments and all impacted plans are on display in the Richland County Community Development Office in the Richland County Administration Building (Suite 3058). The proposed Substantial Amendments are also available for review on the County’s website:

<https://www.richlandcountysc.gov/Government/Departments/Community-Development>

Grant Funding Background

CDBG and HOME Investment Partnership grant funds are provided on an annual basis to the County following allocation by Congress and the U.S. Department of Housing and Urban Development (HUD). The County is required to develop and Annual Action Plan (AAP) to guide each year's allocation of grant funds. The County has seven (7) years to expend CDBG funds on an eligible project and eight (8) years to expend HOME funds on an eligible affordable housing activity.

The buildup of HOME Investment Partnership Funds from 2017-2021 is a result of cancelled projects and programs, the repayment of funds back to HUD for cancelled activities, and challenges with staff turnover and program closures during the COVID-19 Pandemic. The specific projects cancelled are included in the Substantial Amendment materials on display in the Community Development Office (see Attachment 2).

The proposed Substantial Amendment to the 2024 Annual Action Plan is the result of a cancelled Public Facility project with Vital Connections of the Midlands after their property acquisition opportunity fell through.

Best Practices & Strategy

The Substantial Amendments to the 2017, 2018, 2020 and 2021 AAP's allow the County to consolidate the available \$1,289,872.20 in HOME funds scattered among allocations to a variety of Affordable Housing development Projects (i.e. Richland Rebuild, Richland Rolls, and CHDO's) into a singular, flexible, efficient HOME Project called "Development of Affordable Housing." This Project will allow for eligible nonprofit, faith-based, and private entities to seek HOME funding for affordable housing developments that create rental and homeownership opportunities through acquisition, rehabilitation, and new construction. County staff can tap funds from as far back as 2017 to strategically invest. See Attachment 2 for an Executive Summary of the amendments and impacted projects.

Similarly, the Substantial Amendment to the 2024 AAP reallocates \$205,000 in Public Facility Improvement funding from a dedicated Subrecipient to a broadly defined Project for shovel-ready investments serving the LMI Community.

It is a best practice in the development of Annual Action Plans to provide for broadly defined Projects that allow for maximum flexibility, the ability to pivot investment priorities in response to changes in the housing market and economy, and to maneuver through unexpected challenges that arise with potential Subrecipients.

Investing the Funds

This Substantial Amendments process is running in tandem with County Staff's efforts to seek and develop eligible, impactful projects for the investment of these funds. The Notice of Funding Availability (NOFA) process for CDBG projects was conducted from February - May 2025 which has created a strong pipeline of potential projects. The NOFA for the HOME Investment Partnership Program calling for Affordable Housing Development projects is launching in June 2025 with a rolling deadline for submission. There are already several eligible projects with local partners who are ready to apply for HOME funding.

Once Substantial Amendments are approved by Council and HUD, County Staff are positioned to begin bringing eligible projects to Council for consideration for both the HOME and CDBG funding opportunities.

Timeliness and Expiring Funds

The proposed Amendments provide the County with a flexible strategy to ensure all HOME funds are invested prior to expiration. They also help ensure the County continues meeting the annual CDBG Timeliness Test, a central area of compliance and sign of program strength for HUD.

ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INITIATIVE:

Goal: Foster Good Governance

Objective: Develop realistic and achievable goals

Goal: Commit to fiscal responsibility.

Objective: Align budget to priorities and seek alternative revenue sources.

Objective: Establish process to prioritize initiative to align with available resources.

Goal: Plan for growth through inclusive and equitable infrastructure

Objective: Create excellent facilities.

Objective: Provide equitable living and housing options

Goal: Achieve positive public engagement

Objective: Champion the organization through public engagement and communication on County wins

Objective: Foster positive public engagement with constituents and create opportunities to allow us to “tell our own story”

Objective: Complete and celebrate projects to create excitement in the community

Objective: Develop a community engagement plan

SUMMATIVE OVERALL COUNTY IMPACT:

- The proposed Substantial Amendments reallocate and consolidate historical HOME Investment Partnership funds to allow for more flexible and efficient investments into the development of affordable housing in unincorporated Richland County.
- The proposed Substantial Amendments allow for 2024 CDBG Public Facility Improvement funds to be reallocated to a shovel-ready project serving low-to-moderate-income residents of the County.
- County staff have efforts already underway to seek and develop eligible projects for the efficient investment of these HUD resources.
- These Amendments help ensure all HOME funds are invested prior to expiration and that the County continues meeting the annual CDBG Timeliness Test, a central area of compliance and sign of program strength for HUD.

ADDITIONAL COMMENTS FOR CONSIDERATION:

The proposed Substantial Amendments allow for the strategic use of valuable HOME and CDBG funds from the Federal government to develop affordable housing and improve public facilities. The Amendments enable the County to invest critical dollars more efficiently, in alignment with available resources, and through realistic methods. It fosters good governance by ensuring the County meets critical HUD Timeliness and expiration deadlines. Further, the Substantial Amendment process is conducted with a period of public comment and input, and will lead to many opportunities for wins and community celebration.

ATTACHMENTS:

1. Public Notice for Substantial Amendments Process
2. Executive Summary of Proposed Substantial Amendments



**NOTICE OF 30-DAY COMMENT PERIOD & PUBLIC HEARING ON
PROPOSED SUBSTANTIAL AMENDMENTS TO
ANNUAL ACTION PLANS & CITIZEN PARTICIPATION PLAN**

NOTICE IS HEREBY GIVEN that Richland County, South Carolina will conduct a public hearing on proposed Substantial Amendments to the 2017 Annual Action Plan (AAP), 2018 AAP, 2020 AAP, 2021 AAP, 2024 AAP, and the Citizen Participation Plan. These plans guide the County's investment of funds from the U.S. Department of Housing and Urban Development. Said public hearing will be held at the following date, time and place:

DATE: Monday, June 9, 2025
TIME: 6:00 P.M. EST
PLACE: Richland County Council Chambers, Administration Building
2020 Hampton Street
Columbia, South Carolina, 29204

The location is accessible to persons with physical disabilities. If special arrangements need to be made to accommodate any resident, including translation services, please contact the Richland County Community Development Office at least two days in advance at (803) 576-2230 or richardson.callison@richlandcountysc.gov to make those arrangements. Persons who may have a hearing impediment, please contact 7-1-1 for the TTY/TTD relay.

The proposed Substantial Amendments to the 2017, 2018, 2020, and 2021 Annual Action Plans reallocate and consolidate HOME Investment Partnership funds to allow for more flexible and efficient investments into the development of affordable housing in unincorporated Richland County.

The proposed Substantial Amendment to the 2024 Annual Action Plan reallocates \$205,000.00 in Community Development Block Grant (CDBG) funds from a cancelled Public Facility Improvement activity to a shovel-ready Public Facility Improvement activity in unincorporated Richland County.

The proposed Substantial Amendment to the County's Citizen Participation Plan (CPP) creates a Disaster Relief & Recovery Clause, allowing the County to more quickly invest available HUD funds in the event of a future Emergency or Disaster Declaration. Minor amendments clarifying required Public Comment Periods, timing of Public Hearings, and updating contact information are also proposed.

The detailed Substantial Amendments will be available for public review and comment for a 30-Day Period that commences on Wednesday, June 3, 2025 and closes on Thursday, July 3, 2025. Proposed Substantial Amendments and all impacted plans will be on display in the Richland County Community Development Office in the Richland County Administration Building, 2020 Hampton Street, Suite 3058, Columbia, SC 29204. The proposed Substantial Amendments are also available for review on the County's website: <https://www.richlandcountysc.gov/Government/Departments/Community-Development>

To provide comments on the proposed Substantial Amendments, please attend the Public Hearing on June 9th or contact Callison Richardson in the County's Community Development Division at (803) 576-2230 or via email at richardson.callison@richlandcountysc.gov. A summary of all comments received during the public comment period, as well as at the public hearing, will be incorporated into the final

documents for submission to HUD. All Substantial Amendments must receive final approval by Richland County Council and the U.S. Department of Housing and Urban Development.

Ms. Callison Richardson
Division Manager, Community Development
Richland County Government



Richland County Community Development
Substantial Amendments Process| June 2025

EXECUTIVE SUMMARY OF PROPOSED SUBSTANTIAL AMENDMENTS TO THE
2017 ANNUAL ACTION PLAN
2018 ANNUAL ACTION PLAN
2020 ANNUAL ACTION PLAN
2021 ANNUAL ACTION PLAN
2024 ANNUAL ACTION PLAN

Jurisdiction: Richland County, South Carolina Jurisdiction Web Address: http://richlandcountysc.gov	Responsible Entity: Community Development Office: Address: Richland County Government 2020 Hampton Street, Suite 3058 Columbia, SC 29204 Telephone: (803) 576-2230 communitydevelopmentinfo@richlandcountysc.gov
http://richlandcountysc.gov/government/departments/community-development	

Timeline for Substantial Amendments Process:

Public Notice Published: Sunday, June 1, 2025 in *The State* newspaper

30-Day Public Comment Period: June 3 – July 3, 2025

Public Hearing: Monday, June 9, 2025 at 6:00PM

Committee Review: Tuesday, June 24, 2025 at the Admin & Finance Committee

Council Approval: Tuesday, July 8, 2025

Submission to HUD: Following Council approval.

Summary of Substantial Amendments:

The proposed Substantial Amendments to the 2017, 2018, 2020, and 2021 Annual Action Plans reallocate and consolidate **\$1,165,250.20** of available HOME Investment Partnership (HOME) funds to allow for more flexible and efficient investments into the development of affordable housing in unincorporated Richland County.

The proposed Substantial Amendment to the 2024 Annual Action Plan reallocates **\$205,000.00** in Community Development Block Grant (CDBG) funds from a cancelled Public Facility Improvement activity to be made available for a shovel-ready Public Facility Improvement activity in unincorporated Richland County.



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A Substantial Amendment to any Annual Action Plan is required whenever the proposed action meets the following criteria as listed in the County's CDBG Citizen Participation Plan:

- a) any addition or deletion of major proposed activities
- b) an increase or decrease greater than 50% in a budget line item

Grant Funding Background

CDBG and HOME Investment Partnership grant funds are provided on an annual basis to the County following allocation by Congress and the U.S. Department of Housing and Urban Development (HUD). The County is required to develop an Annual Action Plan (AAP) to guide each year's allocation of grant funds. The County has seven (7) years to expend CDBG funds on an eligible project and eight (8) years to expend HOME funds on an eligible affordable housing activity.

The build-up of HOME Investment Partnership Funds from 2017-2021 is a result of cancelled projects and programs, the repayment of funds back to HUD for cancelled activities, and challenges with staff turnover and program closures during the COVID-19 Pandemic.

The proposed Substantial Amendment to the 2024 Annual Action Plan is the result of a cancelled Public Facility project with Vital Connections of the Midlands after their property acquisition opportunity fell through.

Staff Recommendations, Best Practices, and Strategic Funding Reallocations

Staff is recommending the following reallocations of HOME Investment Partnership (HOME) Funds and Community Development Block Grant (CDBG) Funds:

I) **Reallocating HOME Funds:**

- **Project Changes:** Proposed Substantial Amendments to the 2017, 2018, 2020, and 2021 Annual Action plans delete eight (8) narrowly defined Affordable Housing Projects spanning four Annual Action Plans that stalled or were cancelled altogether. As a result, \$1,059,622.09 in available, built-up HOME funds will be reallocated to a new, broadly defined project called "*Development of Affordable Housing*." The new project consolidates available funds to create a singular, flexible Affordable Housing Project that allows for the more efficient investment of HUD funds.
- **Expiring Funds:** HOME funds expire after eight (8) years. These amendments will allow for the timely expenditure of funds to ensure HOME dollars are expended prior to upcoming expiration deadlines of September 30, 2025 (for 2017 funds) and September 30, 2026 (for 2018 funds).

II) **Reallocating CDBG Funds:**

- **Project Changes:** The amendment to the 2024 Annual Action Plan is being



Richland County Community Development Substantial Amendments Process| June 2025

conducted to remove an allocation of CDBG funds from a Public Facility Improvement activity for Vital Connections of the Midlands, allowing funds to be made available to qualified, shovel-ready projects. County staff are actively engaged in project development efforts to identify a strong replacement project that serves the Low/Mod population in unincorporated areas of the County.

- **CDBG Timeliness Test:** HUD annually evaluates whether Community Development Block Grant (CDBG) Grantees are carrying out their programs in a timely manner as evidenced by their use of CDBG funds. This assessment occurs each year on August 2nd. Reallocating unused funds enables Richland County Community Development to meet HUD's annual timeliness test and ensure continued program compliance.

It is a best practice in the development of Annual Action Plans to include broadly defined Projects that allow for maximum flexibility, the ability to pivot investment priorities in response to changes in the housing market and economy, and to maneuver through unexpected challenges that arise with potential Subrecipients.

Impacted Projects:

Each year, the County uses public input to develop an Annual Action Plan (AAP) that guides the investment of each annual allocation of CDBG and HOME awards. The plans allocate funds to specific projects aimed at benefiting low-to-moderate-income (LMI) households in unincorporated Richland County. These Substantial Amendments will reallocate funds in prior year AAP's from one project to another, allowing the County to quickly put the funding to work.

The **\$1,165,250.20 in HOME funds** will be reallocated to Development of Affordable Housing from the following Projects:

Table I: Details on Impacted HOME Projects

Program Year & Project/Activity	Available HOME Funds	Activity Status
2017: CHDO Set-Aside	\$135,000.00	Funds repaid to HUD after a cancelled homeownership project.
2018: Richland Rolls	\$80,000.00	Project stalled, program never opened.
2020: Richland Rebuild	\$360,000.00	Project stalled due to staff turnover during COVID-19 Pandemic.
2020: CHDO Set-Aside	\$118,634.00	Project stalled due to staff turnover during COVID-19 Pandemic.
2021: Richland Rebuild	\$360,000.00	Project stalled due to staff turnover during COVID-19 Pandemic.
2021: CHDO Set-Aside	\$111,616.20	Project stalled due to staff turnover during COVID-19 Pandemic.
Total to be Reallocated	\$1,165,250.20	



Richland County Community Development Substantial Amendments Process| June 2025

These reallocated HOME funds will be consolidated into a Project in each plan called **“Development of Affordable Housing.”** *These Projects will allow for eligible nonprofit, faith-based, and private entities to seek HOME funding for affordable housing developments that create rental and homeownership opportunities through acquisition, rehabilitation, and new construction. County staff can tap funds from as far back as 2017 to strategically invest.*

Table II: Remaining Funds in Impacted HOME Projects:

Updated Allocations in 2017-2024 Annual Action Plans for Impacted HOME Projects (in dollars)						
Project Name	Original Allocation Balances			Revised Allocation Balances		
	2017-2021 Funds	2022-2024 Funds	Total Allocations	2017-2021 Funds	2022-2024 Funds	Total Allocations
CHDO Set-Aside	\$365,250.20	\$389,725.00	\$537,731.09	\$0.00	\$389,725.00	\$389,725.00
Richland Rebuild	\$350,684.13	\$720,000.00	\$1,100,642.07	\$350,684.13	\$0.00	\$350,684.13
Richland Rolls	\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$0.00
Development of Affordable Housing	\$0.00	\$1,648,252.80	\$1,648,252.80	\$445,250.20	\$1,648,252.80	\$2,093,503

The **\$205,000.00** in CDBG funds will be reallocated to Public Facility Improvements Project from the following Project:

Table III: Details on Impacted CDBG Projects

Program Year & Project/Activity	Available CDBG Funds	Activity Status
2025: Vital Connections of the Midlands	\$205,000.00	Project cancelled after lost acquisition opportunity.
To be Reallocated:	\$205,000.00	

These CDBG funds will be made available to qualified, shovel-ready Public Facility Improvement projects. Through the 2025 CDBG Notice of Funding Availability (NOFA) process, County staff are actively engaged in project development efforts to identify a strong replacement project that serves the Low/Mod population in unincorporated areas of the County.

Investing these Funds:

This Substantial Amendments process is running in tandem with County efforts to seek and develop eligible, impactful projects for the investment of these funds. The Notice of Funding Availability (NOFA) process for CDBG projects was conducted from February - May 2025 which has created a strong pipeline of potential projects. The NOFA for the HOME Investment Partnership Program calling for Affordable Housing Development projects is launching in June 2025 with a rolling deadline for submission. There



Richland County Community Development Substantial Amendments Process| June 2025

are already several eligible projects with local partners who are ready to apply for HOME funding.

Once Substantial Amendments are approved by Council and HUD, County Staff are positioned to begin bringing eligible projects to Council for consideration for both the HOME and CDBG funding opportunities.

Impact on Annual Action Plan Goals and Objectives

The proposed Amendments are in keeping with the 2017-2021 Five-Year Consolidated Plan and 2022-2026 Five-Year Consolidated Plans and associated Annual Action Plans. There are no changes to the goals as originally proposed. Goals associated with the development of affordable housing units and the improvement of public facilities serving the LMI community remain.

Public Comment

In alignment with Richland County's Citizen Participation Plan, a public notice was posted in *The State* newspaper Sunday, June 1, 2025 and a 30-Day public display and comment period for the proposed Substantial Amendments will occur from June 3, 2025-July 3, 2025. In addition, a public hearing is scheduled to be held regarding the proposed Substantial Amendments on Monday, June 9, 2025 at 6:00 PM in the Council Chambers prior to its approval by County Council for submission to HUD.

A summary of public comments received regarding the proposed Substantial Amendments will be included in the final submission to HUD.

Attachment: Notice of 30-Day Public Comment Period