

AGENDA
LEXINGTON COUNTY COUNCIL
Committee Meetings
Tuesday, April 12, 2011
Second Floor - County Administration Building
212 South Lake Drive, Lexington, SC 29072
Telephone - 803-785-8103 -- FAX 803-785-8101

***Times are tentatively scheduled committee meetings that may run behind or ahead of schedule; therefore, the times could change by as much as 30 minutes.**

12:15 p.m. - 1:05 p.m. - Economic Development

- (1) Amazon.com - Economic Development - Chuck Whipple, Director
- (2) Approval of Minutes - Meetings of February 22 and March 8, 2011 **A**
- (3) Old Business/New Business
- (4) Adjournment

1:05 p.m. - 1:20 p.m. - Planning & Administration

- (1) Community Development Block Grant (CDBG) Program Grant Increase for the Town of Lexington Keeping Every Youth Safe (KEYS) Program (Goals 1,2) - Community Development, Rhonda Dean, CDBG Administrator..... **B**
- (2) Homeless Prevention and Rapid Re-housing Program (HPRP) Budget Reallocation (Goals 1,2) - Community Development, Rhonda Dean, CDBG Administrator **C**
- (3) Library Services and Technology Act (LSTA) Grant Application - Library Services, Dan MacNeill, Director **D**
- (4) Old Business/New Business - Landscaping for Detention Ponds
- (5) Adjournment

1:20 p.m. - 1:25 p.m. - Justice

- (1) Approval of Minutes - Meeting of March 8, 2011 **E**
- (2) Old Business/New Business
- (3) Adjournment

1:25 p.m. - 1:35 p.m. - Health & Human Services

- (1) National Endowment for the Humanities (NEH) Preservation Assistance Grants for Smaller Institutions Grant Application - Museum, JR Fennell, Director **F**
- (2) Approval of Minutes - Meetings of February 22 and March 8, 2011 **G**
- (3) Old Business/New Business
- (4) Adjournment

1:35 p.m. - 2:15 p.m. - Public Works

- (1) Annual SCDOT "C" Fund Review 2009-2010 - Public Works, John Fechtel, Director..... **H**
- (2) Nursery Road Bridge Recommendation (Goal 2) - Public Works, Randy Edwards, County Engineer **I**
- (3) Approval of Minutes - Meetings of February 22 and March 8, 2011.....**J**
- (4) Old Business/New Business - Traffic Congestion, Alternate Material for Road Swells, New Road - Corley Mill/Riverchase, Flooding Issues-Kinley Creek Criteria, Stormwater Land Development Manual Chapter 7
- (5) Adjournment

2:15 p.m. - 2:20 p.m. - Airport

- (1) Approval of Minutes - Meeting of February 22, 2011 **K**
- (2) Old Business/New Business
- (3) Adjournment

2:20 p.m. - 2:25 p.m. - Solid Waste

- (1) Approval of Minutes - Meeting of March 8, 2011 **L**
- (2) Old Business/New Business
- (3) Adjournment

2:25 p.m. - 4:15 p.m. - Committee of the Whole

- (1) Big Catch - Capital City Lake Murray Country, Miriam Atria, President/CEO
- (2) South Carolina Artists Public Building Display Request - South Carolina Artists, Alexandra White, Coordinator
- (3) CMRTA Transition Plan Update (Goals 1,2) - Derrick Huggins, USC Associate Vice-President for Transportation and Interim CMRTA Advisor
- (4) Energy Efficiency and Conservation Block Grant (EECBG) Program Update - Building Services and Community Development, Mark Kerley, Building Services Manager and Ron Scott, Community Development Director
- (5) Approval of Minutes - Meetings of February 22 and March 8, 2011.....**M**
- (6) Possible Executive Session if Time Permits
- (7) Old Business/New Business - Local Contractors Procurement
- (8) Adjournment

GOALS

- 1. Provide for public services to citizens of Lexington County.**
- 2. Manage growth to meet needs of Lexington County.**
- 3. Provide innovative Financial Management.**

Economic Development

B. Banning, Sr., Chairman
D. Summers, V Chairman
J. Jeffcoat
T. Cullum
J. Kinard

Justice

S. Davis, Chairman
B. Keisler, V Chairman
F. Townsend, III
B. Banning
J. Kinard

Public Works

T. Cullum, Chairman
B. Keisler, V Chairman
B. Matthews
B. Banning, Sr.
J. Kinard

Solid Waste

D. Summers, Chairman
T. Cullum, V Chairman
S. Davis
J. Jeffcoat
J. Kinard

Planning & Administration

J. Jeffcoat, Chairman
S. Davis, V Chairman
B. Matthews
B. Banning, Sr.
J. Kinard

Health & Human Services

J. Jeffcoat, Chairman
D. Summers, V Chairman
F. Townsend, III
B. Keisler
J. Kinard

Airport

T. Cullum, Chairman
D. Summers, V Chairman
S. Davis
B. Keisler
J. Kinard

Committee of the Whole

J. Kinard, Chairman
B. Banning, Sr., V Chairman
F. Townsend, III
S. Davis
D. Summers
B. Keisler
J. Jeffcoat
B. Matthews
T. Cullum

A G E N D A
LEXINGTON COUNTY COUNCIL
Tuesday, April 12, 2011
Second Floor - Dorothy K. Black Council Chambers - County Administration Building
212 South Lake Drive, Lexington, South Carolina 29072
Telephone - 803-785-8103 FAX - 803-785-8101

4:30 P.M. - COUNCIL CHAMBERS

Call to Order/Invocation
Pledge of Allegiance

Chairman's Report

Administrator's Report

- (1) Presentation of the FY2011-2012 General and Non-General Requested Budgets

Employee Recognition - Katherine Hubbard, County Administrator

Presentation of Resolution

- (1) Cathy Novinger presented by Councilman Johnny Jeffcoat

Resolutions.....N

- (1) Jeff Satterfield
- (2) Justice Tobias

Appointments O

Bids/Purchases/RFPs

- (1) Request for Approval to Utilize Competitive Sealed Proposals Process for Annual Contract to Print/Process/Mail County Assessment and Tax Forms - Auditor/Assessor/Treasurer..... **P**
- (2) EECBG - Lexington County Summary Court Mechanical, Electrical and Plumbing (MEP) Replacement - Building Services **Q**
- (3) Public Safety Employee Physicals - Term Contract - Public Safety..... **R**
- (4) Wood Moor on Wescott Drainage Pipe Replacement (Bond Funds) - Public Works **S**

Approval of Minutes - Meeting of March 22, 2011 T

Ordinances

- (1) Ordinance 11-02 - An Ordinance Approving the Conveyance of Real Estate From the County of Lexington to the Lexington County Health Services District - 2nd Reading..... **U**
- (2) Ordinance 11-04 - An Ordinance Authorizing (1) the Execution and Delivery of a Fee in Lieu of Tax and Incentive Agreement (the “Fee Agreement”) Between Lexington County, South Carolina (the “County) and Michelin North America, Inc., Acting for Itself and Any Affiliates and any Other Project Sponsors, (Collectively, the “Company”), in Connection With the Expansion of Facilities in the County (the “Project”); (2) the County to Covenant in Such Fee Agreement to Accept Certain Negotiated Fees in Lieu of Ad Valorem Taxes With Respect to the Project; (3) Special Source Credits in Connection With the Project; (4) the Benefits of a Multi-County Industrial or Business Park to be Made Available to the Company and the Project; and (5) Other Matters Relating Thereto 2nd Reading **V**

Committee Reports

Planning & Administration, J. Jeffcoat, Chairman

- (1) Community Development Block Grant (CDBG) Program Grant Increase for the Town of Lexington Keeping Every Youth Safe (KEYS) Program - **Tab B**
- (2) Homeless Prevention and Rapid Re-housing Program (HPRP) Budget Reallocation - **Tab C**
- (3) Library Services and Technology Act (LSTA) Grant Application - **Tab D**

Justice, S. Davis, Chairman

- (1) Violence Against Women Act (VAMA) Grant Application..... **W**

Public Works, T. Cullum, Chairman

- (1) Nursery Road Bridge Recommendation - **Tab I**
- (2) Victor Road Request - SCDOT..... **X**

Budget Amendment Resolutions

6:00 P.M. - Public Hearings

- (1) Ordinance 11-02 - An Ordinance Approving the Conveyance of Real Estate From the County of Lexington to the Lexington County Health Services District - **Tab U**
- (2) Ordinance 11-03 - An Ordinance Finding that the Irmo Fire District, South Carolina, May Issue a Not Exceeding \$3,000,000 General Obligation Bond and to Provide for the Publication of Notice of the Said Finding and Authorization **Y**

- (3) Ordinance 11-04 - An Ordinance Authorizing (1) the Execution and Delivery of a Fee in Lieu of Tax and Incentive Agreement (the “Fee Agreement”) Between Lexington County, South Carolina (the “County) and Michelin North America, Inc., Acting for Itself and Any Affiliates and any Other Project Sponsors, (Collectively, the “Company”), in Connection With the Expansion of Facilities in the County (the “Project”); (2) the County to Covenant in Such Fee Agreement to Accept Certain Negotiated Fees in Lieu of Ad Valorem Taxes With Respect to the Project; (3) Special Source Credits in Connection With the Project; (4) the Benefits of a Multi-County Industrial or Business Park to be Made Available to the Company and the Project; and (5) Other Matters Relating Thereto - **Tab V**

OLD BUSINESS/NEW BUSINESS

EXECUTIVE SESSION/LEGAL BRIEFING

MATTERS REQUIRING A VOTE AS A RESULT OF EXECUTIVE SESSION

ADJOURNMENT

MISSION:

Provide quality services to our citizens at a reasonable cost.

VISION:

Planned growth for our communities with abundant opportunities for all in a quality environment.

The Committee Minutes are left out intentionally until approved by the Committee. Upon the Committee's approval, the minutes will be available on the Internet.

The vote in favor was unanimous.

Old Business/New Business - Mr. Jeffcoat said they were still looking at a land purchase.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Judy R. Busbee
Assistant to the Clerk

William B. Banning, Sr.
Chairman

Diana W. Burnett
Clerk



County of Lexington

Community Development Department
Community Development Block Grant Program
212 South Lake Drive, Suite 401
Lexington, SC 29072
Telephone (803) 785-8121 - Fax (803) 785-8188

MEMORANDUM

To: Planning and Administration Committee
Through: Katherine Hubbard, County Administrator
From: Ronald T. Scott, Community Development Director
Date: April 1, 2011
Subject: Community Development Block Grant (CDBG) Program Grant Increase for the Town of Lexington Keeping Every Youth Safe (KEYS) Program Grant

In FY 2009-10, the County awarded Community Development Block Grant (CDBG) funds in the amount of \$98,305 to the Town of Lexington for operational support of the Keeping Every Youth Safe (KEYS) Program. The KEYS Program provides afterschool training in the areas of general education, life-skills, and safety for youth in high risk areas of the Town. The Town applied for additional funding in FY 2010-2011. However, their funding request was not awarded. Staff agreed to revisit the Town's request when they expended the FY 2009-10 grant. The remaining funds in their current CDBG grant will cover program expenses through April 2011. The Town is requesting a \$13,000 increase in their CDBG grant to continue the program through the end of the 2010-11 school year. Additional funds have been approved by County Council for the 2011-12 school year.

The Community Development Department requests approval from County Council to amend the subrecipient agreement with the Town to increase their current CDBG grant award by \$13,000. These funds will be used for operational support of the KEYS Program. The additional funds can be allocated from the CDBG Program project contingency fund.

Requested Action: The Community Development Department requests approval to amend the CDBG subrecipient agreement with the Town of Lexington.



County of Lexington

Community Development Department
Community Development Block Grant Program
212 South Lake Drive, Suite 401
Lexington, SC 29072
Telephone (803) 785-8121 - Fax (803) 785-8188

MEMORANDUM

To: Planning and Administration Committee
Through: Katherine Hubbard, County Administrator
From: Ronald T. Scott, Community Development Director
Date: April 1, 2011
Subject: Homelessness Prevention and Rapid Re-housing Program (HPRP)
Budget Reallocation

As a result of the American Recovery and Reinvestment Act of 2009 passed by the federal government, Lexington County was allocated \$588,970 in funding for the Homelessness Prevention and Rapid Re-Housing Program (HPRP). The purpose of the HPRP is to provide homelessness prevention assistance to households who would otherwise become homeless, many due to the economic crisis, and to provide assistance to rapidly re-house persons who are homeless. The funds under this program target two populations of persons facing housing instability: 1) Individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from being homeless or assistance to move to another unit (prevention). 2) Individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it (rapid re-housing).

The Community Development Department requests approval from County Council to transfer HPRP funds from the Relocation and Stabilization budgets to the Financial Assistance budget. There has been an increase in individuals and families experiencing homelessness and need financial assistance in order to obtain housing. The Lexington Interfaith Community Services (LICS) expended the funds budgeted for this project and has a waiting list of individuals and families needing assistance.

The budget transfer would decrease the LICS Relocation and Stabilization project budgets by \$55,000 and the funds would be reallocated to their Rapid Re-housing budget. LICS will use the additional funds to provide financial assistance through rental assistance, utility payments, moving costs or hotel vouchers to individuals and families who are experiencing homelessness. Reallocating these funds will also help the County meet expenditure requirements of HUD.

Requested Action: The Community Development Department requests approval to revise the HPRP budget with LICS.

**COUNTY OF LEXINGTON
LIBRARY FEDERAL FUNDS
Annual Budget
Fiscal Year - 2010-11**

Object Code	Revenue Account Title	Actual 2008-09	Received Thru Dec 2009-10	Amended Budget Thru Dec 2009-10	Projected Revenues Thru Jun 2009-10	Requested 2010-11	Recommend 2010-11	Approved 2010-11
* Library Federal Funds 2340:								
Revenues: (Organization: 000000)								
457000	Federal Grant Income	0	0	0	0	1,200	1,200	
** Total Revenue		0	0	0	0	1,200	1,200	
***Appropriation Total					0	1,200	1,200	
FUND BALANCE								
Beginning of Year					0	0	0	
FUND BALANCE - Projected								
End of Year					0	0	0	

Fund: 2340
Division: Library Division
Organization: 230099 - Non-departmental

Object Expenditure Code Classification	2008-09 Expenditure	2009-10 Expend. (Dec)	2009-10 Amended (Dec)	BUDGET		
				2010-11 Requested	2010-11 Recommend	2010-11 Approved
Personnel						
* Total Personnel		0	0	0	0	0
Operating Expenses						
520300	Professional Services	0	0	0	1,200	1,200
* Total Operating Expenses		0	0	0	1,200	1,200
** Total Personnel & Operating		0	0	0	1,200	1,200
Capital						
** Total Capital		0	0	0	0	0
*** Total Budget Appropriation		0	0	0	1,200	1,200

Youth Services

Lexington County Public Library

Summer Reading Resources Grant Proposal

South Carolina State Library

The Youth Services Department of the Lexington County Public Library would like to submit a grant proposal to the South Carolina State Library. In this proposed program the Youth Services Coordinator will procure the services of a children's touring theatre and a professional storyteller to provide programming for a county elementary school and eight daycare centers to promote the library's Summer Reading Program. The cost of these professional service contracts total \$1,200.00, which is the face value of the grant. The total amount will be reimbursed by the State Library. All grant activities will be completed by June 30, 2011.

The required local match is met entirely by the Youth Services Coordinator's staff hours worked during the planning and implementation of the grant activities.

Submitted by:

Ellen Stringer, Youth Services Coordinator

April 1, 2011

LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) GRANT APPLICATION

State Fiscal Year 2011 - Federal Fiscal Year 2010

SOUTH CAROLINA STATE LIBRARY

P.L. 108-81, AS AMENDED LS-00-09-0041-09 CFDA No. 45.310

Summer Reading Resource Grants

Grants for summer reading program activities are available from LSTA funds through the South Carolina State Library. An application for funding, if accepted, will result in a reimbursement to the County for qualifying expenditures for activities up to \$1200.

Program goals:

- Increase community participation in summer reading programs, including groups not usually represented (teens, parent/caregivers, ethnic/racial/cultural groups underrepresented in previous years)
- Increase awareness of the importance of reading to academic achievement
- Increase reading activity in general
- Increase documentation of participation in summer reading activities

Project expenditures:

LSTA funds may be used to pay for programming costs, including performer fee(s), promotion/advertising costs (paid radio/tv spots, ad in local newspaper/school newspaper, banner for exterior of building, etc.), and costs of documenting/evaluating community participation (such as printing a survey, hosting a focus group.) Up to 25% of the grant (\$300 for the full grant of \$1200) may be used for books and/or AV materials for use in planned program(s). Funds may also be used for equipment and supplies. Examples: Craft supplies, props for storytimes. All activities, books, materials, equipment and supplies must be used to further program goals.

Bonus incentive: Libraries who demonstrate an active partnership with a local school librarian in promoting the program to students will receive a 10% bonus award (up to \$120) which may be spent in any way that meets program goals and is exempt from the required match and the 25% limit on book purchases. (If your grant funds will be used for an adult summer reading program, please contact the State Library to discuss an alternative partnership for this incentive.)

Not eligible: Refreshments/food for program participants; full time staff wages or benefits; travel for library staff or patrons. Computers, computer games, and other technology items are not eligible purchases for this grant. Awards, prizes, medals, are not eligible expenditures.

Matching funds: Library must show a match of 34% (maximum \$500). Match usually consists of staff wages devoted to reading program activities. (Example: 25 staff hours at \$20.00/hour.) Match may also consist of other library budget expenditures for the program, Friends of the Library or other donation for refreshments, SRP medals, etc.

Application

Instructions: Complete Pages 2-4 of this application in MS Word or hand write legibly. Submit by the deadline, April 15, 2011. Mail one copy with original signature by US Mail or Interagency Mail Service to: LSTA Coordinator, South Carolina State Library, P.O. Box 11469, Columbia, S.C. 29211. Or, hand-deliver to the State Library, 1430 Senate St., Columbia. Faxed or emailed applications will not be accepted.

Applicant/Project Manager: Ellen Stringer, Youth Services Coordinator

Applicant Library: Lexington County Public Library System

Contact information (email, phone): estringer@lex.lib.sc.us
803.785.2632

I have discussed this application and its financial obligations with my Library Director.

Program evaluation: Grant recipients are required to choose and implement an evaluation activity. Select one from the following:

I will conduct a survey of a representative sample (approximately 5%) of participants in a specific summer reading event, or summer reading participants in general. Printed survey will be short and simple, and will be provided by the State Library.

I will host a focus group of parents, reading program participants, library and school personnel who will discuss the program's strong and weak points and general effectiveness; I will report on the results of the group discussion.

I will write a short report (one page) to be posted on the State Library's web site about my program.

I will create a short video or photo presentation (under five minutes) about my program, to be posted on the State Library's web site (permissions for posting children's photos must be obtained.)

Other (describe):

I am applying for a Bonus Incentive (an additional 10% of my awarded funds.)

Narrative Section

Your responses to the questions on the following page should be concise and should fit on a single page. In your responses please address the four program goals listed on Page 1.

1. Why is the summer reading program important to your community?

School media centers are not open in Lexington County during summer vacation, so the schools rely on our branch libraries across the county to provide reading materials for kindergartners through high school seniors, for beginning reader practice, skill enrichment, fulfillment of summer reading list requirements. In 2010, our Summer Reading Program registered over 10,000 children and teens. Forty-eight percent of those who registered completed the requirements to earn a South Carolina Reading Medal by reading for sixteen hours during June and July.

Many schools recognized these summer readers when they returned to school in fall 2010, either on an honor roll or with a party in the media center. Often a Youth Services staff member from a local branch attended such celebrations and congratulated the summer readers. Such partnerships with our schools let the students know that we are working together to ensure that they become proficient in reading and practice this important skill over the summer when school is not in session.

2. Briefly describe the community members you hope to include in your summer reading activities funded by this grant.

We would like to target two groups with the grant funds: first, students in an elementary school in Lexington School District Two, and second, preschoolers in several childcare centers who are served by the library's Bookmobile. The Youth Services staff at our Cayce-West Columbia Branch have established an excellent relationship with District Two teachers and media specialists. Each spring, the schools welcome library staff into the elementary schools to promote summer reading at the public library, and we would like to provide a professional touring theatre group performance for one of those schools. Each summer, early childhood teachers in centers in the county sign up their classes to participate in the Summer Reading Program. They pledge to read to the children each day and record the time they spend reading. Up until now, we have not had the resources needed to provide storytime programs in these classes to serve as a model for the teachers and inspire and educate the children.

3. Briefly describe the planned activities and expenditures to be funded with this grant.

A. We will contract with Porkchop Productions Children's Touring Theatre to perform a literature-based play in an elementary school in Lexington School District Two. A Youth Services Librarian will accompany the production and provide a summer reading commercial prior to the performance, outlining the benefits of summer reading and inviting the students' participation.

B. We will contract with Stories With Ms. Angee to provide eight visits to childcare centers who have signed up for summer reading. At each visit, the storyteller will present programs to two different classes, reaching a total of sixteen participating classes.

4. Are you requesting a bonus incentive? If so, describe how you will work with a local school librarian to promote your summer reading program to students. NA



FUNDING FOR LIBRARIES

- ✦ [E-Rate for S.C. Public Libraries](#)
- ✦ [Education Lottery](#)
- ✦ [Federal Aid \(LSTA\)](#)
- ✦ [State Aid to Public Libraries](#)

FEDERAL AID (LSTA)

- ✦ [Outcome Based Evaluation](#)
- ✦ [Five-Year State Plans and Evaluations](#)
- ✦ [Tuition Assistance Grants](#)
- ✦ [Conference Attendance Grants](#)
- ✦ [AWE Early Literacy Workstation Grant](#)
- ✦ [Summer Reading Resource Grants](#)

ASK A LIBRARIAN

Answers are available Monday - Friday, 8:30am - 5:00pm.

[Home](#) ▶ [Services](#) ▶ [S.C. Libraries](#) ▶ [Federal Aid \(LSTA\)](#) ▶ [Summer Reading Resource Grants](#)

Summer Reading Resource Grants

Summer Reading Resource Grants

Grants for summer reading program activities are available from LSTA funds through the South Carolina State Library. Your application for funding, if accepted, will result in a reimbursement to your County for qualifying expenditures for activities up to \$1200.

[LSTA Summer Reading Resource Grant Application](#). (MS Word) - The application may be completed in MS Word or legibly by hand.

Program goals:

- ✦ Increase community participation in summer reading programs, including groups not usually represented (teens, parent/caregivers, ethnic/racial/cultural groups underrepresented in previous years)
- ✦ Increase awareness of the importance of reading to academic achievement
- ✦ Increase reading activity in general
- ✦ Increase documentation of participation in summer reading activities

Project expenditures:

LSTA funds may be used to pay for:

- ✦ **Programming costs**, including performer fee(s), promotion/advertising costs (paid radio/tv spots, ad in local newspaper/school newspaper, banner for exterior of building, etc.), and costs of documenting/evaluating community participation (such as printing a survey, hosting a focus group.)
- ✦ Up to 25% of the grant (\$300 for the full grant of \$1200) may be used for **books and/or AV materials** for use in planned program(s).
- ✦ Funds may also be used for **equipment and supplies**. Examples: Craft supplies, props for storytimes. All activities, books, materials, equipment and supplies must be used to further program goals.

Bonus incentive: Libraries who demonstrate an active partnership with a local school librarian in promoting the program to students will receive a 10% bonus award (up to \$120) which may be spent in any way that meets program goals and is exempt from the required match and the 25% limit on book purchases. (If your grant funds will be used for an adult summer reading program, please contact the State Library to discuss an alternative partnership for this incentive.)

Not eligible: Refreshments/food for program participants; full time staff wages or benefits; travel for library staff or patrons. Computers, computer games, and other technology items are not eligible purchases for this grant.

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Library, All rights reserved

Awards, prizes, medals, are not eligible expenditures.

Matching funds: Library must show a match of 34% (maximum \$500). Match usually consists of staff wages devoted to reading program activities. (Example: 25 staff hours at \$20.00/hour.) Match may also consist of other library budget expenditures for the program, Friends of the Library or other donation for refreshments, SRP medals, etc.

Questions? Contact Denise Lyons, Library Development Manager, South Carolina State Library, , 803-734-6061.

Many S.C. State Library programs, resources and services are supported in whole or in part by a grant from the U.S. Institute of Museum and Library Services.



Follow SCSL on the Web:



1500 Senate Street • PO Box 11469 • Columbia, SC 29211
803-734-8026 • reference@statelibrary.sc.gov

The Committee Minutes are left out intentionally until approved by the Committee. Upon the Committee's approval, the minutes will be available on the Internet.

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2011-12**

Object Code	Revenue Account Title	Actual 2009-10	Received Thru Dec 2010-11	Amended Budget Thru Dec 2010-11	Projected Revenues Thru Jun 2010-11	Requested 2011-12	Recommend 2011-12	Approved 2011-12
* Preservation Assistance Grants:								
Revenues:								
457000	Federal Grant Income	0	0	0	0	4,597	4,597	
** Total Revenue		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,597</u>	<u>4,597</u>	
***Total Appropriation					0	4,597	4,597	
FUND BALANCE								
Beginning of Year					<u>0</u>	<u>0</u>	<u>0</u>	
FUND BALANCE - Projected					<u>0</u>	<u>0</u>	<u>0</u>	
End of Year					<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	

Fund 1000
Division: Museum
Organization: 171700

						BUDGET	
Object Code	Expenditure Classification	2009-10 Expend	2010-11 Expend (Dec)	2010-11 Budgeted (Dec)	2011-12 Requested	2011-12 Recommend	2011-12 Approved
Personnel							
* Total Personnel		0	0	0	0	0	
Operating Expenses							
521200	Operating Supplies	0	0	0	134	134	
* Total Operating		0	0	0	134	134	
** Total Personnel & Operating		0	0	0	134	134	
Capital							
540000	Small Tools & Minor Equipment	0	0	0	167	167	
	(1) Hygrothermograph	0	0	0	1,305	1,305	
	(5) Dataloggers	0	0	0	2,065	2,065	
	(25) Storage Boxes	0	0	0	709	709	
	(5) Acid-Free Folders	0	0	0	217	217	
** Total Capital		0	0	0	4,463	4,463	
*** Total Budget Appropriation		0	0	0	4,597	4,597	

SECTION VI. A. - SUMMARY OF REVENUES

457000 – Federal Grant Income **\$ 4,597**

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

521200 – Operating Supplies **\$ 134**

Hygrothermograph replacement sheets are needed to replace the sheets used by the hygrothermograph. Each sheet lasts 7 days and there are 100 sheets in each replacement pack.

Replacement Sheets Pack (2 replacement packs @ \$64.99 plus shipping)

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

540000 – Small Tools & Minor Equipment **\$ 167**

Thermohygrometers are small devices which fit inside exhibit cases and monitor temperature and relative humidity.

Thermohygrometer (6 @ 26.20 plus shipping)

HYGROTHERMOGRAPH **\$ 1,305**

The hygrothermograph monitors the temperature and the relative humidity in a building and records them on a sheet of paper, which will allow for a long term picture of temperature and relative humidity change over time.

Hygrothermograph (1 @ \$1,295.00 plus shipping)

DATALOGGERS **\$ 2,065**

Dataloggers are electronic devices that monitor the temperature and relative humidity in a room and store them for a short period of time and the results can then be transferred to a computer. These are small and will not be noticed by the public while taking tours.

Dataloggers (5 @ \$411.00 plus shipping)

STORAGE BOXES **\$ 709**

These storage boxes are specially designed for museum artifacts. These boxes are made of acid-free materials, ensuring that acids won't help deteriorate the artifacts. These boxes are also big enough so that folding is not required.

Textile Storage Boxes 10"W x 30"L x 4"H (5 @ \$29.25 plus shipping)

Textile Storage Boxes 18"W x 40"L x 6"H (10 @ \$46.15 plus shipping)

Archival Storage Boxes (10 @ \$9.59 plus shipping)

ACID-FREE FOLDERS

\$ 217

These folders are specially designed for historic documents. They are buffered and are made of acid-free materials. The materials it is made from will not degrade the artifacts.

Box of Folders (5 @ \$42.29 plus shipping)



NATIONAL ENDOWMENT FOR THE
Humanities

Preservation Assistance Grants for Smaller Institutions

RECEIPT DEADLINE: May 3, 2011 (for projects beginning January 2012)

Date posted: January 24, 2011

Catalog of Federal Domestic Assistance (CFDA)
Number: 45.149

Questions?

Program questions should be directed to NEH's Division of Preservation and Access at 202-606-8570 or preservation@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

I. Program Description

Preservation Assistance Grants help small and mid-sized institutions—such as libraries, museums, historical societies, archival repositories, cultural organizations, town and county records offices, and colleges and universities—improve their ability to preserve and care for their significant humanities collections. These may include special collections of books and journals, archives and manuscripts, prints and photographs, moving images, sound recordings, architectural and cartographic records, decorative and fine art objects, textiles, archaeological and ethnographic artifacts, furniture, historical objects, and digital materials.

Applicants must draw on the knowledge of consultants whose preservation skills and experience are related to the types of collections and the nature of the activities that are the focus

NEH Information

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Program Resources

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of their projects. Within the conservation field, for example, conservators usually specialize in the care of specific types of collections, such as objects, paper, or paintings. Applicants should therefore choose a conservator whose specialty is appropriate for the nature of their collections. Similarly, when assessing the preservation needs of archival holdings, applicants must seek a consultant specifically knowledgeable about archives and preservation. Because the organization and the preservation of archival collections must be approached in tandem, an archival consultant should also provide advice about the management and processing needs of such holdings as part of a preservation assessment that includes long-term plans for the arrangement and description of archival collections.

Small and mid-sized institutions that have never received an NEH grant are especially encouraged to apply.

Preservation Assistance Grants may be used for purposes like these.

- **General preservation assessments**

Applicants may engage a conservator, preservation librarian, archivist, or other appropriate consultant to conduct a general preservation assessment and to help draft a long-range plan for the care of humanities collections. The consultant visits the institution to assess policies, practices, and conditions affecting the care and preservation of humanities collections and prepares a report that summarizes the findings and contains prioritized recommendations for future preservation action.

- **Consultations with professionals to address a specific preservation issue, need, or problem**

Applicants may hire a consultant to help address challenges in the stewardship of humanities collections. For example, consultants can provide advice about

- developing disaster preparedness and response plans;
- establishing environmental monitoring programs, instituting integrated pest management programs, and developing plans for improving environmental conditions or security or fire protection for collections;

- [Mills College Art Museum](#)
(6-page PDF)
- [Museum of Printing History](#)
(6-page PDF)
- [National Japanese American Historical Society](#)
(6-page PDF)
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Grants.gov Help

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To obtain a printed version of these guidelines, call 202-606-8446, send an e-mail to info@neh.gov, or write to NEH, Office of Communications, 1100 Pennsylvania Avenue, NW, Washington, DC 20506.

- studying light levels in exhibition and storage spaces and recommending appropriate methods for controlling light and reducing damage to collections;
- developing detailed plans for improving storage or rehousing a collection; and
- assessing the conservation treatment needs of selected items in a collection.

From preliminary discussions about the proposed assessment, a consultant may be able to anticipate an institution's need for basic preservation supplies. In such cases, the applicant may request funds to purchase the recommended supplies, but only if the consultant's letter of commitment provides a description of the supplies and justification for their use. After the on-site visit, the consultant can refine the list of supplies to be purchased.

- **Purchase of storage furniture and preservation supplies**

Applicants who have completed a preservation assessment or consulted with an appropriate professional may request funds to purchase permanent and durable furniture and supplies (e.g., cabinets and shelving units, storage containers, boxes, folders, and sleeves). If an institution's staff and volunteers have limited experience in rehousing collections, the institution should enlist the help of a consultant to provide guidance and training at the beginning of the project. Applicants requesting storage supplies should discuss how plans for the organization or arrangement of the collections have informed the selection of supplies and equipment.

- **Purchase of environmental monitoring equipment for humanities collections**

Applicants may purchase environmental monitoring equipment (e.g., dataloggers, hygrothermographs, and light meters). If the institution's staff does not have experience using the equipment, the application should include a request for training in the use and installation of the equipment and the interpretation of the monitoring data.

- **Education and training**

Applicants may request support to send staff members who work with humanities collections to workshops and training courses addressing preservation and access topics.

Applicants may also hire a consultant to conduct on-site training for staff and volunteers. On-site workshops may be tailored to meet specific needs and holdings of the institution. Staff and volunteers from neighboring organizations may also be invited to participate in on-site workshops.

Education and training requests may address both preservation and access topics. For example, workshops could focus on topics such as the following:

- preservation and care of humanities collections (often offered by collection type, e.g., textiles, paintings, photographs, archival records, manuscripts, and books),
- methods and materials for the storage of collections,
- environmental monitoring programs,
- disaster preparedness and response,
- best practices for cataloging art and material culture collections,
- proper methods for the arrangement and description of archival collections,
- best practices for sustaining digital collections,
- standards for digital preservation, and
- care and handling of collections during digitization.

Applicants may combine two or more elements of the project types listed above in a single application. For example, an applicant may request funds for a consultant to conduct a preservation assessment and an on-site preservation workshop for the institution's staff. In such cases, the consultant's letter of commitment should describe both the assessment and the on-site workshop.

NEH grants may support consultant fees, workshop registration fees, travel and per diem expenses, and the costs of purchasing and shipping preservation supplies and equipment.

Previously funded projects

An institution that has received a Preservation Assistance Grant may apply for another grant to support the next phase of its preservation efforts. For example, after completing a preservation assessment, an institution might apply to purchase storage supplies and cabinets to rehouse a collection identified as a high priority for improved storage. These proposals receive no special consideration and will be judged by the same criteria as others in the grant competition.

Preservation Assistance Grants may not be used for

- projects that focus on collections that fall outside of the humanities;
- projects that preserve, organize, or describe materials that are not regularly accessible for research, education, or public programming;
- projects that preserve, organize, or describe materials that are the responsibility of an agency of the federal government;
- conservation or restoration treatments (including deacidification and encapsulation) or the purchase of conservation or restoration treatment supplies and equipment (e.g., mending tape, erasers, and cleaning supplies), or library binding;
- graduate-level conservation training or training related to advanced conservation treatment;
- projects that focus on preserving or restoring buildings or other structures;
- capital improvements to buildings and building systems, including the purchase of equipment such as air conditioners, dehumidifiers, and security and fire protection systems;
- projects that seek to catalog, index, or arrange and describe collections;
- the exhibition or display of collections;
- reformatting of collections (e.g., digitizing, photocopying, microfilming, or copying to another medium) or the purchase of equipment for reformatting (e.g., computers, scanners, digital cameras, cassette decks, and CD-ROM drives);
- development of digitization programs or digital asset management systems;
- purchase of computers;
- salaries and fringe benefits for the staff of an institution;
- attendance at regular meetings of museum, library, archives, or preservation organizations; or
- the recovery of indirect costs.

II. Award Information

Grants of up to \$6,000 will be awarded.

All grants are awarded for a period of eighteen months, although a grantee may complete a project in a shorter period of time.

Cost sharing

Cost sharing is not required in this program. If eligible expenses are more than \$6,000, an applicant may cover the difference and show this as cost sharing in the project's budget.

III. Eligibility

U.S. nonprofit organizations are eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Individuals are not eligible to apply.

Only one application for a Preservation Assistance Grant may be submitted annually by an institution, although distinct collecting entities of a larger organization may apply in the same year, such as the library and museum of a university or two historic sites within a historical society.

Applicants must demonstrate that they

- care for and have custody of the humanities collections that are the focus of the application;
- have at least one staff member or the full-time equivalent, whether paid or unpaid; and
- make their collections open and available to the public at least 120 days per year.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

Late, incomplete, and ineligible applications will not be reviewed.

IV. Application and Submission Information

Application advice

Prior to preparing and submitting a proposal, applicants are encouraged to look at the list of [sample projects](#), review sample narratives ([Chicago Film Archives](#) [5-page PDF], [City of Ontario](#) [6-page PDF], [Mills College Art Museum](#) [6-page PDF], the [Museum of Printing History](#) [6-page PDF], [National Japanese American Historical Society](#) [6-page PDF], [Shady Side Rural Heritage Society](#) [7-page PDF], and [Sunflower County Library](#) [6-page PDF]), and review the [Frequently Asked Questions](#). Please note, though, that program staff is not able to review draft applications.

HOW TO PREPARE YOUR APPLICATION

You will prepare your application for submission via Grants.gov just as you would a paper application. Your application should consist of the following parts:

1. Project abstract

Provide a one-paragraph abstract (up to one thousand characters) describing the nature of the collections that are the focus of the project, their significance to the humanities, and the specific goal(s) and activities that the grant would support. Applicants should copy this paragraph into the Project Information field in the Application for Federal Domestic Assistance—Short Organizational (SF-424 Short) form ([see below](#)).

2. Narrative

Project narratives are limited to five single-spaced pages. The font size should be no smaller than eleven point and all pages should have one-inch margins. Applicants should keep the application review criteria ([see below](#)) in mind when writing their narratives. Answer the following questions in order. State each question as the heading for the answer to that question.

A. What activity (or activities) would the grant support?

State the specific activity or activities that the grant would support and the goals of the proposed project.

B. What are the content and size of the humanities collections that are the focus of the project?

Describe the collections that are the focus of the project, emphasizing their significance to the humanities. The description should be at least one page long.

- Identify the categories of materials and indicate, where pertinent, the date ranges, quantities, and intellectual content.
- Highlight specific examples of important items in the collections.

A description of an archival collection, for example, might begin by stating that the collection comprises two hundred letters written by prominent political figures between 1870 and 1885; twenty-four linear feet of records documenting the environmental impact of a regional coal mining company active from 1940 through 1970; fifty-two maps documenting the history and development of the local transportation system; twelve volumes of birth and death records for local residents from 1860 to 1950; and nine hundred photographs depicting community life during the 1930s and 1940s.

The description should then proceed to discuss in detail the content of these materials and their significance to the humanities. For example, an applicant might explore topics such as the social, political, or economic development of a community, showing how the collections could illuminate these broader humanities themes in American history and culture.

If the project focuses only on a portion of an institution's collections, briefly describe the overall collections and then provide a detailed account of the portion on which the project focuses.

C. How are these humanities collections used?

Explain in detail the use of the collections on which the project focuses and provide evidence of how the collections are or might be used in scholarly publications, educational activities, exhibitions, or media programming. For example, explain how the collections have been or could be used to illuminate specific humanities themes in an exhibition, or how they have been or could be used in educational programs and classroom instructional materials. If the

collections are used for research, describe the range of subjects that have been (or could be) explored and show how these materials could contribute to new interpretations of national or regional history. Provide examples of research projects conducted by students, scholars, or genealogists. By discussing the use of collections and the ways in which they can increase the understanding of broad humanities themes, an applicant will help evaluators understand their importance to the humanities and to the institution's mission. This section of the application should be at least one page long.

D. What is the nature and mission of your institution?

Describe the mission of the institution and discuss specific budget or staffing considerations that characterize it as a small or mid-sized institution. Libraries, archives, or museums that are part of a larger organization, such as a college or university, should provide this information for their institutional unit.

Applicants should also complete the Institutional Profile form. ([See below.](#))

E. Has your institution ever had a preservation or conservation assessment or consultation?

If yes, provide the date of the assessment, the name(s) of the assessor(s), and, if applicable, explain how any previous assessments or consultations relate to or support the proposed project activity.

Has your institution ever engaged a preservation consultant for purposes other than a general preservation or conservation assessment? If yes, briefly elaborate.

F. What is the importance of this project to your institution?

Discuss how this project fits into the institution's overall preservation needs or plans. Describe the current condition of collections and the environment in which they are stored. Explain how the proposed activities build on previous preservation efforts and how the project fits into future preservation plans. In addition, explain how the project would increase your institution's ability to improve collection care beyond the period of the grant.

Applicants proposing to attend workshops or training courses should describe their content and explain how the knowledge gained would be used to improve preservation practices at the institution. Workshops must be attended during the period of the grant. If a regularly offered workshop has not been scheduled at the time of application, contact the workshop's provider to confirm that it will be offered. In an appendix, provide information about the workshop (e.g., a description, announcement, or program) obtained from the provider.

G. What are the names and qualifications of the consultant(s) and staff involved in the project?

Using short paragraphs, provide the name(s) and qualifications of the consultant(s) selected for the project, as well as the names and relevant experiences of the participating staff. Applicants requesting training in the care and preservation of humanities collections must seek a consultant specifically knowledgeable about the collection type or types on which the project focuses. For preservation training projects, identify the staff person(s) who will attend the training and state their positions and responsibilities.

Consultants are required to submit letters of commitment that guarantee their participation in the project and describe their plan of work. These letters should be

included in one of the application's appendices, along with the consultants' résumés.

H. What is the plan of work for the project?

Outline the steps of the project, the sequence in which they will occur, and indicate who is responsible for which activities.

3. Budget

Provide an itemized budget showing the project's expenses rounded to the nearest dollar. To illustrate the format that you should follow, a sample budget is provided [here](#).

Cost sharing is not required for Preservation Assistance Grants. However, if eligible expenses are greater than \$6,000, the applicant will need to cover the difference and should enter the amount in excess of \$6,000 on the cost-sharing line of the Supplementary Cover Sheet and in the budget. For example, if a project costs \$8,850, the applicant may request \$6,000 from NEH and provide cost sharing in the amount of \$2,850.

4. Appendices

- **Supporting documentation**

For projects based on a previous preservation assessment, attach a copy of the executive summary of the assessment.

For projects that involve purchasing supplies and equipment, provide a list that identifies each item, quantity, unit cost, and the name of the vendor.

For projects that involve purchasing storage furniture, provide a description of the furniture, the materials from which it is made, unit cost, and the name of the vendor.

For preservation training projects, attach workshop descriptions, announcements, or programs.

- **Brief résumés (no longer than two pages) for the project director and other key staff**

- **Résumés and letters of commitment for project consultant(s)**

Any project that uses a consultant must provide a résumé and letter of commitment from the consultant.

HOW TO SUBMIT YOUR APPLICATION VIA GRANTS.GOV

Register or Verify Registration with Grants.gov

Applications for this program must be submitted via [Grants.gov](#). Before using Grants.gov for the first time, each organization must register with the website to create an institutional profile. Once registered, your organization can then apply for any government grant on the Grants.gov website.

If your organization has already registered and you have verified that your registration is still valid, you may skip this step. If not, please see our handy [checklist](#) to guide you through the registration process. **We strongly recommend that you complete or verify your registration at**

least two weeks before the application deadline, as it takes time for your registration to be processed. If you have problems registering with Grants.gov, call the Grants.gov help desk at 1-800-518-4726.

As part of the Grants.gov registration process, applicants are required to register with the [Central Contractor Registration](#) (CCR). Grantees are also required to maintain the currency of their information in the CCR by reviewing and updating their information at least annually after the initial registration, and more frequently if required by changes in information.

Download the Free Adobe Reader Software

To fill out a Grants.gov application package, you will need to download and install the current version of Adobe Reader. The latest version of Adobe Reader, which is designed to function with PCs and Macintosh computers using a variety of popular operating systems, is available at no charge from the Adobe website (www.adobe.com). Click on “Get Adobe Reader” and then “Download Now.”

Once installed, the current version of Adobe Reader will allow you to view and fill out Grants.gov application packages for any federal agency. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

Download the Application Package

To submit your application, you will need to download the application package from the Grants.gov website. You can download the application package at any time. (You do not have to wait for your Grants.gov registration to be complete.) Click the button to the right to download the package.



Save the application package to your computer’s hard drive. To open the application package, select the file and double click. You do not have to be online to work on it.

You can save your application package at any time by clicking the “Save” button at the top of your screen. *Tip:* If you choose to save your application package before you have completed it, you may receive an error message indicating that your application is not valid if all of the forms have not been completed. Click “OK” to save your work and complete the package another time. You can also use e-mail to share the application package with members of your organization or project team.

The application package contains four forms that you must complete in order to submit your application:

1. **Application for Federal Domestic Assistance - Short Organizational (SF-424 Short)**—this form asks for basic information about the project, the project director, and the institution.
2. **Supplementary Cover Sheet for NEH Grant Programs**—this form asks for additional information about the project director, the institution, and the budget.
3. **Institutional Profile Form**—this form asks for additional information about the institution.
4. **Attachments Form**—this form allows you to attach your narrative, budget, and the other

parts of your application.

To assist applicants, Grants.gov provides a helpful [troubleshooting](#) page.

How to Fill Out the SF-424 Short Form

Select the form from the menu and double click to open it. In Items 6, 7, 8, and 9 below, NEH recommends that the project title, brief project description, project director's name, primary contact/grants administrator's name, and authorized representative's name be typed directly onto the form, instead of being pasted in; pasted-in quotation marks, diacritics, and other symbols are often converted into question marks during transmittal.

Please provide the following information:

1. **Name of Federal Agency:** This will be filled in automatically with "National Endowment for the Humanities."
2. **Catalog of Federal Domestic Assistance Number:** This will be filled in automatically with the CFDA number and title of the NEH program to which you are applying.
3. **Date Received:** Please leave blank.
4. **Funding Opportunity Number:** This will be filled in automatically.
5. **Applicant Information:** In this section, please supply the name, address, employer/taxpayer identification number (EIN/TIN), DUNS number, website address, and congressional district of the institution. Also choose the "type" that best describes your institution (you only need to select one).

If your institution is located, for example, in the 5th Congressional District of your state, put a "5." If your institution doesn't have a congressional district (e.g., it is in a state or U.S. territory that doesn't have districts or is in a foreign country), put a "0" (zero).

All institutions applying to federal grant programs are required to provide a DUNS number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution's grants administrator or chief financial officer to obtain their institution's DUNS number. Federal grant applicants can obtain a DUNS number free of charge by calling 1-866-705-5711. ([Learn more](#) about the requirement.)

6. **Project Information:** Provide the title of your project. Your title should be brief (no more than 125 characters), descriptive, and substantive. It should also be informative to a nonspecialist audience. Provide a brief (no more than one thousand characters) description of your project. The description should be written for a nonspecialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities. List the starting and ending dates for your project. Applicants should copy their project abstracts into this field.
7. **Project Director:** Provide the name, title, mailing address, e-mail address, and telephone and fax numbers for the project director.
8. **Primary Contact/Grants Administrator:** Provide the contact information for the official responsible for the administration of the grant (i.e., negotiating the project budget and ensuring compliance with the terms and conditions of the award). This person is often a grants or research officer, or a sponsored programs official. Normally, the Primary Contact/Grants Administrator is not the same person as the Project Director. If the project director and the grants administrator are the same person, skip to Item 9.

9. **Authorized Representative:** Provide the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an “Authorizing Official,” is typically the president, vice president, executive director, provost, or chancellor. In order to become an AOR, the person must be designated by the institution’s E-Business Point of Contact. For more information, please consult the Grants.gov user guide, which is available at www.grants.gov/applicants/resources.jsp.

How to Fill Out the Supplementary Cover Sheet for NEH Grant Programs

Select the form from the menu and double click to open it. Please provide the following information:

1. **Project Director:** Use the pull-down menu to select the major field of study for the project director.
2. **Institution Information:** Use the pull-down menu to select your type of institution.
3. **Project Funding:** Enter your project funding information. Note that applicants for Challenge Grants should use the right column only; applicants to all other programs should use the left column only.
4. **Application Information:** Indicate whether the application will be submitted to other NEH grant programs, government agencies, or private entities for funding. If so, please indicate where and when. NEH frequently cosponsors projects with other funding sources. Providing this information will not prejudice the review of your application.

For **Type of Application**, check “new” if the application requests a new period of funding, whether for a new project or the next phase of a project previously funded by NEH. Check “supplement” if the application requests additional funding for a current NEH grant. Applicants requesting a supplement should provide the current grant number. Before submitting an application for a supplement, applicants should discuss their request with an NEH program officer.

For **Project Field Code**, use the pull-down menu to select the humanities field of the project. If the project is multidisciplinary, choose the field that corresponds to the project’s predominant discipline.

How to Fill Out the Institutional Profile Form

Please choose the appropriate response to each of the six questions on the form.

How to Use the Attachments Form

You will use this form to attach the various files that make up your application.

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don’t already have software to convert your files into PDFs, many low-cost and free software packages will do so. To learn more, go to www.neh.gov/grants/grantsgov/pdf.html.

When you open the Attachments Form, you will find fifteen attachment buttons, labeled “Attachment 1” through “Attachment 15.” By clicking on a button, you will be able to choose the file from your computer that you wish to attach. You must name and attach your files in the proper order so that we can identify them. Please attach the proper file to the proper button as

listed below:

ATTACHMENT 1: To this button, please attach your **project abstract**. Name the file “abstract.pdf”.

ATTACHMENT 2: To this button, please attach your **narrative**. Name the file “narrative.pdf”.

ATTACHMENT 3: To this button, please attach your **budget**. Name the file “budget.pdf”.

ATTACHMENT 4: To this button, please attach your **supporting documentation**. Name the file “documentation.pdf”.

ATTACHMENT 5: To this button, please attach your **résumés for project director and other key staff**. Name the file “staffresumes.pdf”.

ATTACHMENT 6: To this button, please attach your **résumé(s) and letter(s) of commitment for project consultant(s)**. Name the file “consultantresumes.pdf”.

Use the remaining buttons to attach any additional materials (if appropriate). Please give these attachments meaningful file names and ensure that they are PDFs.

UPLOADING YOUR APPLICATION TO GRANTS.GOV

When you have completed all four forms, use the right-facing arrow to move each of them to the “Mandatory Documents for Submission” column. Once they have been moved over, the “Submit” button will activate. You are now ready to upload your application package to Grants.gov.

During the registration process, your institution designated one or more AORs (Authorized Organization Representatives). These AORs typically work in your institution’s Sponsored Research Office or Grants Office. When you have completed your application, you must ask your AOR to submit the application, using the special username and password that were assigned to him or her during the registration process.

To submit your application, your computer must have an active connection to the Internet. To begin the submission process, click the “Submit” button. A page will appear, asking you to sign and submit your application. At this point, your AOR will enter his or her username and password. When you click the “Sign and Submit Application” button, your application package will be uploaded to Grants.gov. Please note that it may take some time to upload your application package, depending on the size of your files and the speed of your Internet connection.

After the upload is complete, a confirmation page will appear. This confirmation page indicates that you have submitted your application to Grants.gov and includes a tracking number. Please print this page for your records. The AOR will also receive a confirmation e-mail message.

NEH suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except for [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.

To assist applicants, Grants.gov provides a helpful [troubleshooting](#) page.

DEADLINES

Applications must be received by Grants.gov by May 3, 2011. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

V. Application Review

NEH asks panelists knowledgeable about the preservation and use of humanities collections to assess applications according to the following criteria:

The collections and their use in humanities programming, education, or research:

- What is the content of the collections that are the focus of the project? Has the applicant provided a detailed description of that content, including the type of materials, their quantity, date ranges, and intellectual and historical content?
- What is the significance of the collections for humanities purposes? Explain their importance for exhibitions and public programming, education, or research, as appropriate.

The proposed activities and the justification of their importance to the institution:

- Are the proposed activities clearly described and are they feasible?
- How will this project contribute to the institution's capacity to preserve its collections?

The adequacy of the plan of work:

- Has the applicant provided a feasible and clearly described plan of work, timetable, and budget?
- Have supplies and equipment been adequately described and do they meet preservation standards?
- Have workshop topics been described and are the topics appropriate for the applicant's needs?
- Are the roles of the consultants and staff explained?
- Do the consultants and staff have experience and qualifications appropriate to the project's goals?

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions.

VI. Award Administration Information

Award notices

Applicants will be notified by e-mail in January 2012. Institutional grants administrators and project directors of successful applications will also receive at that time award documents by e-mail. Applicants may obtain the evaluations of their applications by sending a letter to NEH, Division of Preservation and Access, 1100 Pennsylvania Avenue, N.W, Room 411, Washington, D.C. 20506 or an e-mail message to preservation@neh.gov.

Administrative requirements

Before submitting an application, applicants should review their [responsibilities as an award recipient](#).

Award conditions

The requirements for awards are contained in the [General Terms and Conditions for Awards](#), the [Addendum](#) to it, any specific terms and conditions contained in the award document, and the applicable [OMB circulars governing federal grants management](#).

Reporting requirements

A schedule of report due dates will be included with the award document. Reports must be submitted electronically via [eGMS](#), NEH's online grant management system

A final performance report will be required. Further details can be found in [Performance Reporting Requirements](#).

A final [Federal Financial Report \(SF-425\)](#) will be due within ninety days after the completion date of the award period. For further details, please see the [Financial Reporting Requirements](#).

VII. Points of Contact

If you have questions about the program, contact:

Division of Preservation and Access
Room 411
National Endowment for the Humanities
1100 Pennsylvania Avenue, NW
Washington, DC 20506
202-606-8570
preservation@neh.gov

If you need help using Grants.gov, contact:

Grants.gov: www.grants.gov
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals : www.grants.gov/applicants/resources.jsp
Grant.gov support line: 1-800-518-GRANTS (4726)
Grants.gov [troubleshooting tips](#).

VIII. Other Information

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden.NEH

estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; to the Office of Publications, National Endowment for the Humanities, Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, DC 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

The Committee Minutes are left out intentionally until approved by the Committee. Upon the Committee's approval, the minutes will be available on the Internet.



COUNTY OF LEXINGTON
PUBLIC WORKS DEPARTMENT
ENGINEERING

M E M O R A N D U M

DATE: March 22, 2011
TO: Katherine Hubbard, County Administrator
FROM: John Fechtel, Director of Public Works/Assistant County Administrator
RE: Annual SCDOT "C" Fund Review 2009-2010

Attached is our annual SCDOT "C" Fund review conducted on March 8, 2011. This review is a requirement by law as indicated by Ms. Feaster's letter. SCDOT randomly selects projects based on our annual report to them to see if the C.T.C. (County Transportation Committee) is in compliance with the law. Out of the seven (7) projects selected by SCDOT for review, they noted two (2) minor issues.

I would like to commend my staff, the finance department and procurement for a job well done. The SCDOT annual review encompasses many aspects of our "C" Fund program and documentation that we follow all aspects of the law is essential.

Please place this review on the next Public Works Committee agenda.

Attachment



South Carolina
Department of Transportation

RECEIVED

MAR 16 2011

LEXINGTON COUNTY
ENGINEERING DEPARTMENT

March 15, 2011

Mr. James E. Kinard, Jr., Chairperson
Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

Re: Lexington County Transportation Committee Review – 09/10 Fiscal Year

Dear Mr. Kinard:

Reviews of self-administered County Transportation Committees (CTCs) conducted by the South Carolina Department of Transportation (SCDOT) are required in compliance with Paragraph (P) of Section 12-28-2740 of the S. C. Code of Laws 1976. The reviews are to ensure compliance with subsections C, D, F, and I and include evaluating randomly selected projects and financial records. This should not be considered an audit; however, if discrepancies in the project documentation or questions regarding management of C Funds exist, a formal audit may be requested.

SCDOT review team members met with Mr. Jim Starling, Mr. Randy Edwards, Mr. John Fechtel and Ms. Angela Seymour on March 8, 2011, to review the following projects in accordance with the aforementioned law:

Local Paving Projects:

Jim Rucker Road – Paving
Payne Lane – Paving
Jayne Lane – Paving
Taylor Road – Crossing Improvement
Colonial Drive – Paving

State Projects:

Summerland Avenue (SC-391) – Traffic Light
Church Street (US-321) - Beautification

The following discrepancies were observed:

1. **Deficiency:** Documentation existed in the Jayne Lane files that showed bid bonds were received; however, copies of these bonds were absent.
Recommended Correction: On future projects, ensure that all projects bid and awarded under contracts in excess of \$100,000.00 be covered by the appropriate bonds for one hundred percent of the contract value. If the bid bonds are returned, copies should remain in the file.



Mr. James E. Kinard, Jr.

Page 2

March 15, 2011

2. **Deficiency:** It was noted during the review that the agency listed on Lexington's annual report in the column marked "responsible agency" was not accurate for the traffic light installation on Summerland Avenue.

Recommend Correction: The government agency responsible for managing and completing the procurement for the project should be listed as the "responsible agency."

The SCDOT review team appreciates the cooperation provided by Mr. Fechtel and the Lexington County staff. The professionalism and consideration shown to us were very much appreciated.

Please do not hesitate to contact me at 803-737-4832 or feasterbm@scdot.org if you have any questions or concerns.

Sincerely,



Batina Feaster
Program Coordinator
C Program Administration

BF:bmf

cc: ✓ John Fechtel, Lexington County, Director of Public Works

ec: Brian Keys, Assistant Chief Engineer for Planning, Location, and Design

Herbert Cooper, C Program Administrator

Julie Barker, C Program Manager, RPG-3



COUNTY OF LEXINGTON
PUBLIC WORKS DEPARTMENT
ENGINEERING

M E M O R A N D U M

DATE: April 4, 2011
TO: Katherine Hubbard, County Administrator
FROM: J. Randy Edwards, P.E., County Engineer
RE: Nursery Road Bridge

On November 9th, 2010 Lexington County Department of Public Works staff presented the deteriorated condition of the existing Goldstone Drive bridge located in the Coldstream subdivision to County Council. Council subsequently requested that staff determine the feasibility of replacing the original Nursery Road bridge as an alternate route. On December 13th, staff presented the results of their findings to Council.

Since that time, staff has performed additional research, met with potentially affected property owners and attended the Coldstream Home Owners Association meetings to be sure all concerns are considered. Given this, staff recommends the restoration of a bridge crossing at the original Nursery Rd location utilizing a single span system with foundation support located on the earthen portion of the existing dam. (Anticipated total cost = \$1,450,000)

The Goldstone Drive bridge could remain open to traffic as long as it continues to meet the minimum load requirements for the posted rating. Eventually, this bridge could be converted to pedestrian use only.

Finally, this project would include the following considerations:

- 1.) Possible re-alignment of Kiawah Rd at Old Bush River Rd.
- 2.) Review of existing railroad crossing on Nursery Rd.
- 3.) Pedestrian provision across bridge.
- 4.) Traffic calming along the Nursery Rd corridor.
- 5.) Existing driveway access revisions.
- 6.) Review of existing queuing issue associated w/ Nursery Rd Elementary School.

The staff recommendation is to design and construct a bridge crossing that does not utilize a foundation system that penetrates the existing spillway. This project would be funded through the C-Fund program using remaining balances from prior SCDOT projects known as Contingency (\$615,672), unused SCDOT match (\$500,000), and the Unclassified account (\$3,372,937). Upon council's approval, staff is prepared to move forward on this project.

Attached are file photos and diagrams for discussion purposes.

RAWLS CREEK / COLDSTREAM SUB-DIVISION
ACCESS SUMMARY

	Ex. Goldstone Dr Bridge Replacement	Nursery Rd Concrete Slab Bridge	Nursery Rd Truss Bridge
Design Costs:	\$150,000	\$235,000	\$200,000
Design Schedule:	4 months	8 months	8 months
Construction Costs:	\$400,000 to \$700,000	\$870,000 to \$1,100,000	\$1,020,000 to \$1,250,000
Construction Schedule:	5 months	7 months	7 months
Total Projected Costs:	\$550,000 to 850,000	\$1,105,000 to \$1,335,000	1,220,000 to \$1,450,000
Total Schedule:	9 months	15 months	15 months
Access during Construction:	None	Ex. Goldstone Dr.	Ex. Goldstone Dr.

Cold Stream Travel Path





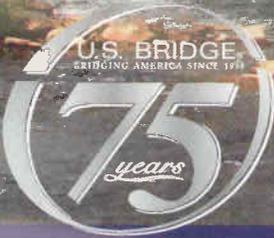
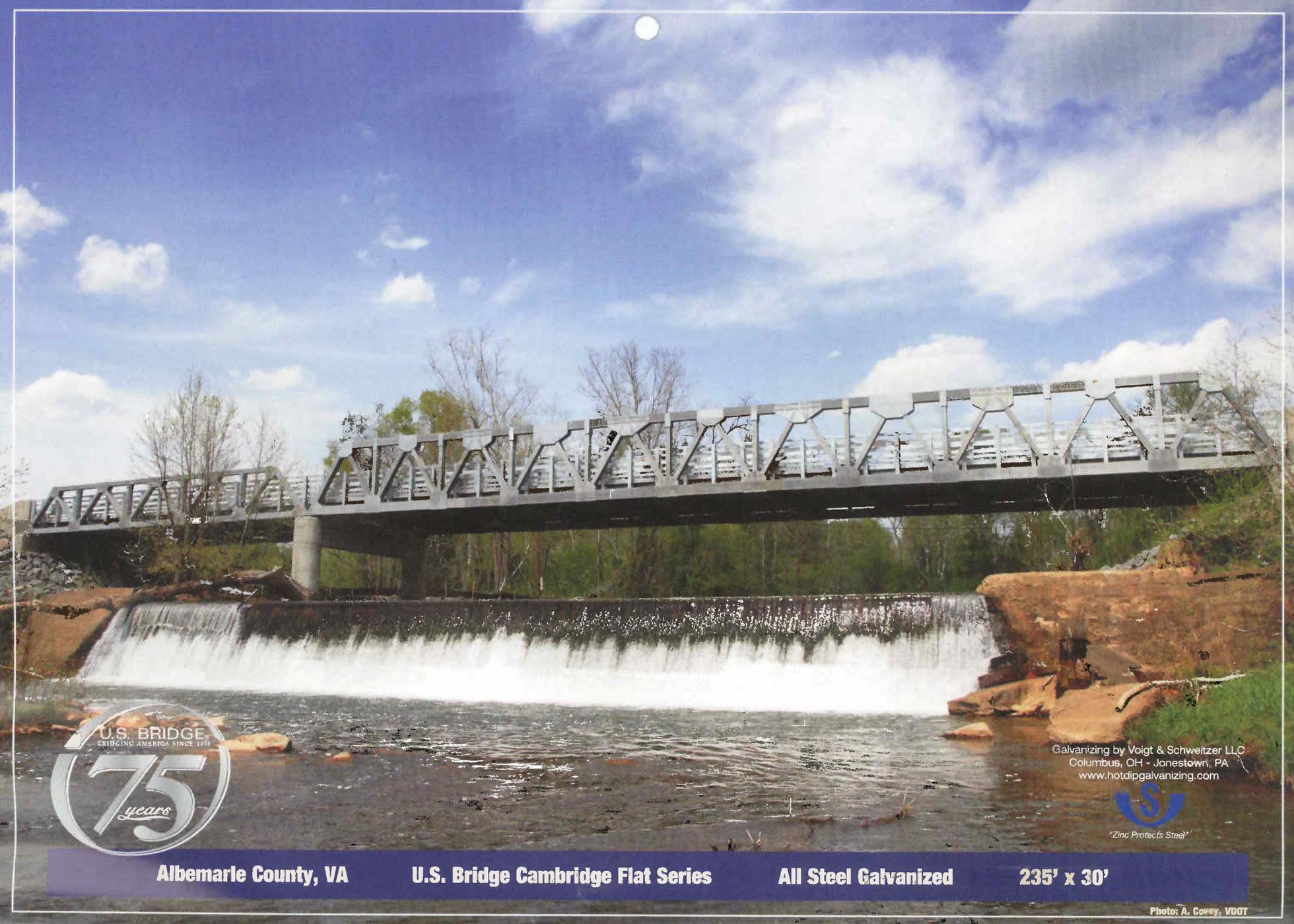


Athens - Clark County, GA

U.S. Bridge Cambridge Series

All Steel Self Weathering

160' x 27' + 8' interior sidewalk



Galvanizing by Voigt & Schweitzer LLC
Columbus, OH - Jonestown, PA
www.hotdipgalvanizing.com



Albemarle County, VA U.S. Bridge Cambridge Flat Series All Steel Galvanized 235' x 30'

Photo: A. Covey, VDOT

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RESOLUTION

THE COUNCIL FOR THE COUNTY OF LEXINGTON, SOUTH CAROLINA, MEETING IN GENERAL SESSION THE 12TH DAY OF APRIL, TWO THOUSAND AND ELEVEN ADOPTED THE FOLLOWING:

WHEREAS, Jeff Satterfield has earned the prestigious Gold Medal of Achievement in the National Royal Rangers Program through Ebenezer Pentecostal Holiness Church and Royal Rangers Outpost #44; and

WHEREAS, the Gold Medal of Achievement is the highest honor a boy can earn through the Program; and

WHEREAS, the Royal Rangers is a worldwide ministry designed to provide youth with challenging activities while providing them with Christian instruction. The program includes a merit award system whereby Royal Rangers must demonstrate specific knowledge and abilities. The Royal Rangers ministry is a Christian alternative to Scouting and is chartered in over 73 countries; and

WHEREAS, the stated purpose of Royal Rangers is to "Evangelize, Equip, and Empower the next generation of Christlike men and lifelong servant leaders"; and

WHEREAS, Jeff exhibits the qualities of a Royal Ranger through his character and integrity which are exemplified through his hard work and dedication to his faith, his fellowman and his community; and

WHEREAS, Jeff is to be commended for his dedication to the Royal Rangers program to attain the right to be honored with the Gold Medal of Achievement.

NOW, THEREFORE, BE IT RESOLVED that we, Lexington County Council, extend to **JEFF SATTERFIELD**, our congratulations on achieving his goal and earning the right for this prestigious award.

James E. Kinard, Jr., Chairman

William B. Banning, Sr., Vice Chairman

Frank J. Townsend, III

George H. "Smokey" Davis

Debra B. Summers

Bobby C. Keisler

Johnny W. Jeffcoat

Kenneth Brad Matthews

M. Todd Cullum

ATTEST:

Diana W. Burnett, Clerk

RESOLUTION

THE COUNCIL FOR THE COUNTY OF LEXINGTON, SOUTH CAROLINA, MEETING IN GENERAL SESSION THE 12TH DAY OF APRIL, TWO THOUSAND AND ELEVEN ADOPTED THE FOLLOWING:

WHEREAS, Justice Tobias has earned the prestigious Gold Medal of Achievement in the National Royal Rangers Program through Ebenezer Pentecostal Holiness Church and Royal Rangers Outpost #44; and

WHEREAS, the Gold Medal of Achievement is the highest honor a boy can earn through the Program; and

WHEREAS, the Royal Rangers is a worldwide ministry designed to provide youth with challenging activities while providing them with Christian instruction. The program includes a merit award system whereby Royal Rangers must demonstrate specific knowledge and abilities. The Royal Rangers ministry is a Christian alternative to Scouting and is chartered in over 73 countries; and

WHEREAS, the stated purpose of Royal Rangers is to "Evangelize, Equip, and Empower the next generation of Christlike men and lifelong servant leaders"; and

WHEREAS, Justice exhibits the qualities of a Royal Ranger through his character and integrity which are exemplified through his hard work and dedication to his faith, his fellowman and his community; and

WHEREAS, Justice is to be commended for his dedication to the Royal Rangers program to attain the right to be honored with the Gold Medal of Achievement.

NOW, THEREFORE, BE IT RESOLVED that we, Lexington County Council, extend to **JUSTICE TOBIAS**, our congratulations on achieving his goal and earning the right for this prestigious award.

James E. Kinard, Jr., Chairman

William B. Banning, Sr., Vice Chairman

Frank J. Townsend, III

George H. "Smokey" Davis

Debra B. Summers

Bobby C. Keisler

Johnny W. Jeffcoat

Kenneth Brad Matthews

M. Todd Cullum

ATTEST:

Diana W. Burnett, Clerk



APPOINTMENTS BOARDS & COMMISSIONS

April 12, 2011

SMOKEY DAVIS

Lexington County Health Services District Board - Vasa W. Cate, MD; term expired 03/10/11;
eligible for reappointment

BOBBY KEISLER

Lexington County Health Services District Board - James Irby Shealy; term expired 03/10/11;
not eligible for reappointment

Lexington County Health Services District Board - William E. Stillwell, Jr.; term expired
03/10/11; not eligible for reappointment

TODD CULLUM

Board of Zoning Appeals - Vacant; term expires 12/31/13

AT LARGE:

Midlands Authority for Conventions, Sports & Tourism:

Lodging Industry Representative - Vacant; term expired 6/30/10

COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8319

(F) 785-2240

DATE: April 1, 2011

TO: Katherine Hubbard
County Administrator

THRU: Jeffrey A. Hyde
Procurement Manager

FROM: Angela M. Seymour
Procurement Officer

SUBJECT: Request for Approval to Utilize Competitive Sealed Proposals Process for Annual Contract to Print/Process/Mail County Assessment and Tax Forms

We are requesting the use of the Request for Proposals (RFP) process in order to seek competitive proposals from potential qualified bidders for annual contract to print/process/mail electronic forms for the Treasurer's, Assessor's, and Auditor's offices.

Due to the scope of this project, we feel that it would not be practical or to our advantage to write up a comprehensive set of specifications that may limit our resources or restrict competition. In selecting a contractor, it will also be advantageous to consider other award criteria in addition to cost. Proposals shall be reviewed and evaluated by a review panel based upon specific evaluation factors such as overall qualifications and experience of the firm and personnel assigned to the project, demonstrated understanding of the scope and objectives, technical approach and work plan, references, and proposed commission.

It is therefore our recommendation to utilize the competitive sealed proposal procedure established in the County ordinance Ord. No. 93-6, § 2-97, 1-24-94. We further recommend that we seek approval at the next scheduled County Council meeting set for April 12, 2011.

Thank you.

copy: Larry Porth, Director of Finance/Assistant County Administrator
Jim Eckstrom, Treasurer
Chris Harmon, Auditor
Rick Dolan, Assessor
Mike Ujcich, Chief Information Officer

COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8166

(F) 785-2240

DATE: March 17, 2011

TO: Katherine L. Hubbard
County Administrator

THROUGH: Jeffrey A. Hyde
Procurement Manager

FROM: Angela M. Seymour
Procurement Officer

SUBJECT: **EECBG – Lexington County Summary Court Mechanical, Electrical and Plumbing (MEP) Replacement B11048-03/16/11S Building Services**

Competitive bids were solicited and advertised for **Lexington County Summary Court Mechanical, Electrical, and Plumbing (MEP) Replacement** for Building Services. A mandatory pre-bid meeting was held on March 10, 2011 in which ten (10) contractors were represented.

We received three (3) responsive bids on March 16, 2011 (see attached Certified Bid Tabulation).

The bids were evaluated by Robert J. Buckanavage, AIA, with MBAJ Architects; Mark Kerley, Building Services Manager; and Angela M. Seymour, Procurement Officer. It is our recommendation to award this project to the lowest responsive, responsible bidder, Cayce Company, Inc., for the total amount of \$707,000.00.

EECBG (Energy Efficiency and Conservation Block Grant) funds are appropriated in the following accounts:

4511-111300-5AB465	Old Courthouse – Chiller Water Line	\$677,850.00
4511-111300-5AB466	Old Courthouse – Air Handler 2 nd Replacement	\$20,000.00
4511-111300-5AB467	Old Courthouse – Interior Lighting	\$40,000.00

I concur with the above recommendation and further recommend that this bid be placed on County Council's agenda for their next scheduled meeting on April 12, 2011.

copy: Larry Porth, Director of Finance/Assistant County Administrator
Mark Kerley, Building Services Manager

COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8319

(F) 785-2240

DATE: April 1, 2011

TO: Katherine L. Hubbard
County Administrator

THROUGH: Jeffrey A. Hyde
Procurement Manager

FROM: Angela M. Seymour
Procurement Officer

**SUBJECT: Public Safety Employee Physicals – Term Contract
C11011-03/28/11S
Public Safety**

Competitive bids were solicited and advertised for a term contract for Public Safety Employee Physicals for Public Safety. A mandatory pre-bid was held on March 17, 2011, in which four (4) vendors attended. We received four (4) responsive bids on March 28, 2011 (see attached Bid Tabulation).

The bids were evaluated by Chief Bruce Rucker, Director of Public Safety & Homeland Security; Chief T. Brian Hood, EMS Director; Chief Brad Cox, Fire Service Coordinator; and Angela M. Seymour, Procurement Officer. It is our recommendation to make the award to KAC, Inc. dba Fitness Forum as the lowest bidder meeting specifications for an estimated annual cost of \$73,950.00.

We further recommend that this term contract be awarded for the initial period of one (1) year with the option to extend the contract for four (4) additional one (1) year periods, if deemed to be in the best interest of the County.

I concur with the above recommendation and further recommend that this bid be placed on County Council's agenda for their next scheduled meeting on April 12, 2011.

copy: Larry Porth, Director of Finance/Assistant County Administrator
Chief Bruce Rucker, Director of Public Safety & Homeland Security
Chief T. Brian Hood, EMS Director
Chief Brad Cox, Fire Service Coordinator

County of Lexington

Bid Tabulation

BID # : C11011-03/28/11S

Physicals for Public Safety Employees

Item	Qty	U/M	Description	North Greenville Fitness & Cardiac Rehabilitation Clinic, Inc.		KAC, Inc. dba Fitness Forum		Professional Health Services, Inc.	
				Unit Total	Total Cost	Unit Total	Total Cost	Unit Total	Total Cost
1	325	EA	Physicals for Public Safety Employees	\$ 295.00	\$ 95,875.00	\$ 220.00	\$ 71,500.00	\$ 280.00	\$ 91,000.00

Tests:

1	50	EA	Female Ovarian Cancer	\$ 8.00	\$ 400.00	\$ 5.00	\$ 250.00	\$ 12.00	\$ 600.00
2	40	EA	HAZ-MAT COBRA Team Heavy Metals Testing	\$ 62.00	\$ 2,480.00	\$ 55.00	\$ 2,200.00	\$ 70.00	\$ 2,800.00
3	25	EA	CDL Physical Examinations	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Total					\$ 98,755.00		\$ 73,950.00		\$ 94,400.00

Item	Qty	U/M	Description	**SITEMED (Deemed Non-Responsive)**	
				Unit Total	Total Cost
1	325	EA	Physicals for Public Safety Employees	\$ 210.00	\$ 68,250.00

Tests:

1	50	EA	Female Ovarian Cancer	\$ 8.00	\$ 400.00
2	40	EA	HAZ-MAT COBRA Team Heavy Metals Testing	\$ 60.00	\$ 2,400.00
3	25	EA	CDL Physical Examinations	No Charge	No Charge
Total					\$ 71,050.00

**** SITEMED was deemed non-responsive due to the lack of response from the vendor with follow-up questions from the end user.****

Bids Received: March 28, 2011 @ 3:00 PM

Angela Seymour
Procurement Officer

COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8319

(F) 785-2240

DATE: March 31, 2011

TO: Katherine L. Hubbard
County Administrator

THROUGH: Jeffrey A. Hyde
Procurement Manager

FROM: Angela M. Seymour
Procurement Officer

**SUBJECT: Wood Moor on Wescott Drainage Pipe Replacement (Bond Funds)
B11055-03/31/11S
Public Works**

Competitive bids were solicited and advertised for improvements to Wood Moor on Wescott Drainage Pipe Replacement. This project consists of supplying materials, equipment, and labor to effectively replace existing drainage pipes under Lexington County maintained roads. We received four (4) responsive bids on March 31, 2011 (see attached Bid Tabulation).

The bids were evaluated by John Fechtel, Director of Public Works; J. Randy Edwards, County Engineer; and Angela M. Seymour, Procurement Officer. It is our recommendation to award this project to R & T Grading, Inc. as the lowest bidder for a total amount of \$134,364.50.

County funds are appropriated in the following account:

2999-999900-5R0082	Pass Thru Grants
Wood Moor Subdivision	\$243,040.00

I concur with the above recommendation and further recommend that this bid be placed on County Council's agenda for their next scheduled meeting on April 12, 2011.

copy: Larry Porth, Director of Finance/Assistant County Administrator
John Fechtel, Director of Public Works/Assistant County Administrator
J. Randy Edwards, County Engineer

County of Lexington

Bid Tabulation

BID # : B11055-03/31/11S

Wood Moor on Wescott Drainage Pipe Replacement

Item	Qty	U/M	Description	R & T Grading, Inc.		L-J, Inc.		C.R. Jackson, Inc.	
				Unit Total	Total Cost	Unit Total	Total Cost	Unit Total	Total Cost
201	150	CY	Contingent Unsuitable Material Excavation	\$ 8.25	\$ 1,237.50	\$ 50.00	\$ 7,500.00	\$ 56.00	\$ 8,400.00
701.1	372	LF	Abandon Existing Pipe In Place	\$ 27.50	\$ 10,230.00	\$ 13.50	\$ 5,022.00	\$ 12.65	\$ 4,705.80
701.2	25	CY	Approved Pipe Fill Material	\$ 165.00	\$ 4,125.00	\$ 114.00	\$ 2,850.00	\$ 105.00	\$ 2,625.00
701.3	15	CY	Modify Existing Storm Drain Struction	\$ 148.00	\$ 2,220.00	\$ 228.00	\$ 3,420.00	\$ 335.00	\$ 5,025.00
719.1	4	EA	New Junction Box	\$ 1,650.00	\$ 6,600.00	\$ 2,800.00	\$ 11,200.00	\$ 2,900.00	\$ 11,600.00
720	550	LF	Curb & Gutter Removal and Replacement	\$ 22.00	\$ 12,100.00	\$ 37.00	\$ 20,350.00	\$ 35.00	\$ 19,250.00
720.1	250	SY	Concrete Driveway Removal and Replacement	\$ 149.00	\$ 37,250.00	\$ 55.00	\$ 13,750.00	\$ 82.00	\$ 20,500.00
802	472	LF	Pipe Underdrains	\$ 22.00	\$ 10,384.00	\$ 28.00	\$ 13,216.00	\$ 30.00	\$ 14,160.00
803	44	CY	Drainage Stone	\$ 31.00	\$ 1,364.00	\$ 32.00	\$ 1,408.00	\$ 62.00	\$ 2,728.00
804.1	576	LF	Replace Existing 15" HDPE with 15" RCP	\$ 32.00	\$ 18,432.00	\$ 78.00	\$ 44,928.00	\$ 90.00	\$ 51,840.00
804.2	131	LF	Replace Existing 18" HDPE with 18" RCP	\$ 35.00	\$ 4,585.00	\$ 90.00	\$ 11,790.00	\$ 86.00	\$ 11,266.00
804.4	246	LF	Replace Existing 15" HDPE with New 15" HDPE	\$ 32.00	\$ 7,872.00	\$ 75.00	\$ 18,450.00	\$ 157.00	\$ 38,622.00
804.5	383	LF	Install New 18" Reinforced Concrete Pipe	\$ 35.00	\$ 13,405.00	\$ 95.00	\$ 36,385.00	\$ 150.00	\$ 57,450.00
804.6	3	EA	HDPE Pipe Soil Coupler	\$ 330.00	\$ 990.00	\$ 228.00	\$ 684.00	\$ 130.00	\$ 390.00
815	210	LF	Inlet Structure Filter (Type B)	\$ 17.00	\$ 3,570.00	\$ 25.00	\$ 5,250.00	\$ 15.00	\$ 3,150.00
Total					\$ 134,364.50		\$ 196,203.00		\$ 251,711.80

Alternate 1

804.1	-576	LF	Replace Existing 15" HDPE with 15" RCP	\$ 32.00	\$ (18,432.00)	\$ 78.00	\$ (44,928.00)	\$ 90.00	\$ (51,840.00)
804.1A	72	LF	Replace Existing 15" HDPE with 15" RCP	\$ 38.00	\$ 2,736.00	\$ 78.00	\$ 5,616.00	\$ 90.00	\$ 6,480.00
804.2	-131	LF	Replace Existing 18" HDPE with 18" RCP	\$ 35.00	\$ (4,585.00)	\$ 90.00	\$ (11,790.00)	\$ 86.00	\$ (11,266.00)
804.2A	131	LF	Replace Existing 18" HDPE with 18" RCP	\$ 41.00	\$ 5,371.00	\$ 85.00	\$ 11,135.00	\$ 95.00	\$ 12,445.00
804.4	-246	LF	Replace Existing 15" HDPE with New 15" HDPE	\$ 32.00	\$ (7,872.00)	\$ 75.00	\$ (18,450.00)	\$ 157.00	\$ (38,622.00)
804.4A	750	LF	Replace Existing 15" HDPE with New 15" HDPE	\$ 38.00	\$ 28,500.00	\$ 75.00	\$ 56,250.00	\$ 157.00	\$ 117,750.00
Total					\$ 5,718.00		\$ (2,167.00)		\$ 34,947.00
Grand Total					\$ 140,082.50		\$ 194,036.00		\$ 286,658.80

Item	Qty	U/M	Description	Cherokee, Inc.	
				Unit Total	Total Cost
201	150	CY	Contingent Unsuitable Material Excavation	\$ 20.00	\$ 3,000.00
701.1	372	LF	Abandon Existing Pipe In Place	\$ 11.70	\$ 4,352.40
701.2	25	CY	Approved Pipe Fill Material	\$ 60.00	\$ 1,500.00
701.3	15	CY	Modify Existing Storm Drain Struction	\$ 500.00	\$ 7,500.00
719.1	4	EA	New Junction Box	\$ 2,500.00	\$ 10,000.00
720	550	LF	Curb & Gutter Removal and Replacement	\$ 35.00	\$ 19,250.00
720.1	250	SY	Concrete Driveway Removal and Replacement	\$ 75.00	\$ 18,750.00
802	472	LF	Pipe Underdrains	\$ 25.00	\$ 11,800.00
803	44	CY	Drainage Stone	\$ 75.00	\$ 3,300.00
804.1	576	LF	Replace Existing 15" HDPE with 15" RCP	\$ 70.00	\$ 40,320.00
804.2	131	LF	Replace Existing 18" HDPE with 18" RCP	\$ 80.00	\$ 10,480.00
804.4	246	LF	Replace Existing 15" HDPE with New 15" HDPE	\$ 70.00	\$ 17,220.00
804.5	383	LF	Install New 18" Reinforced Concrete Pipe	\$ 80.00	\$ 30,640.00
804.6	3	EA	HDPE Pipe Soil Coupler	\$ 200.00	\$ 600.00
815	210	LF	Inlet Structure Filter (Type B)	\$ 20.00	\$ 4,200.00
Total					\$ 182,912.40

Alternate 1

804.1	-576	LF	Replace Existing 15" HDPE with 15" RCP	\$ 70.00	\$ (40,320.00)
804.1A	72	LF	Replace Existing 15" HDPE with 15" RCP	\$ 70.00	\$ 5,040.00
804.2	-131	LF	Replace Existing 18" HDPE with 18" RCP	\$ 80.00	\$ (10,480.00)
804.2A	131	LF	Replace Existing 18" HDPE with 18" RCP	\$ 80.00	\$ 10,480.00
804.4	-246	LF	Replace Existing 15" HDPE with New 15" HDPE	\$ 70.00	\$ (17,220.00)
804.4A	750	LF	Replace Existing 15" HDPE with New 15" HDPE	\$ 70.00	\$ 52,500.00
Total					\$ -
Grand Total					\$ 182,912.40

Bids Received: March 31, 2011 @ 2:00 PM E.S.T

Angela M. Seymour
Procurement Officer

Minutes are left out intentionally until approved by Lexington County Council. Upon Council's approval, the minutes will be available on the Internet.

COUNTY OF LEXINGTON, SOUTH CAROLINA

ORDINANCE NO. 11-02

AN ORDINANCE APPROVING THE CONVEYANCE OF REAL ESTATE FROM THE COUNTY OF LEXINGTON TO THE LEXINGTON COUNTY HEALTH SERVICES DISTRICT.

WHEREAS, the **County of Lexington** (hereinafter “the **County**”) is the owner of certain property located in the County of Lexington; and

WHEREAS, the **Lexington County Health Services District (Health Service District)** desires to purchase a parcel of real property containing 3.73 acres and a parcel of real property containing 1.66 acres, more or less, as described on the Contracts of Sale;

WHEREAS, the **County** has no existing need for the subject property; and

WHEREAS, signs offering the subject property for sale have been posted on the property and the offer by the **Health Service District** was the highest offer for the subject properties; and

WHEREAS, the **County** deems it to be in the public’s best interest to sell the subject property as set forth in the Contracts attached hereto and incorporated herein;

NOW, THEREFORE, be it ordained and enacted by the Lexington County Council as follows:

Section 1. The Lexington County Council hereby approves the Contract of Sale attached hereto and incorporated herein as Exhibit A and the conveyance of the property described therein to the Lexington County Health Services District.

Section 2. The Chairman of the Lexington County Council and County Administrator are authorized and directed to execute and deliver Deeds and any other closing documents necessary to

complete the sale of the property described in the Contracts of Sale attached hereto as Exhibit A to the Lexington County Health Services District.

Enacted this _____ day of _____, 2011.

James E. Kinard, Jr., Chairman

ATTEST:

Diana W. Burnett, Clerk

First Reading: _____

Second Reading: _____

Public Hearing: _____

Third & Final Reading: _____

Filed w/Clerk of Court: _____

Document not available at this time.



COMMITTEE REPORT

RE: Violence Against Women Act (VAWA) Grant Application

DATE: March 28, 2011

COMMITTEE: Justice

MAJORITY REPORT: Yes

The Justice Committee met on Tuesday, March 22, 2011, to review the Sheriff's Department request to apply for the Violence Against Women Act (VAMA) Grant.

Colonel Allan Paavel presented a request to apply for the Violence Against Women Act (VAMA) Grant in the amount of \$147,898. The grant is funded at 100 percent with an in-kind match of 25 percent at \$49,299 which will come from a portion of the Criminal Domestic Violence (CDV) salaries paid by the Sheriff's Department General Fund. The funds will be used for the CDV Investigator and Program Coordinator salary and fringes as well as some operating costs for day-to-day operations. This is the fifth consecutive year of VAMA funding.

The Justice Committee voted unanimously in favor to recommend full Council to approve staff's request to apply for the VAMA grant.



COMMITTEE REPORT

RE: Victor Road Request - SCDOT

DATE: March 28, 2011

COMMITTEE: Public Works

MAJORITY REPORT: Yes

The Public Works Committee met on Tuesday, March 22, 2011, to review a request from the South Carolina Department of Transportation (SCDOT) for fees associated with the paving of Victor Road.

Mr. John Fechtel, Public Works Director, presented a request from SCDOT for payment of \$1,500 for legal fees associated with securing the right-of-way for the paving of Victor Road.

The Public Works Committee voted unanimously in favor to recommend full Council to approve staff's recommendation to approve the request from SCDOT.

ORDINANCE NO. 11-03

FINDING THAT THE IRMO FIRE DISTRICT, SOUTH CAROLINA, MAY ISSUE A NOT EXCEEDING \$3,000,000 GENERAL OBLIGATION BOND AND TO PROVIDE FOR THE PUBLICATION OF NOTICE OF THE SAID FINDING AND AUTHORIZATION.

WHEREAS, by action previously taken, the County Council of Lexington County, South Carolina, which is the governing body of Lexington County, South Carolina (hereinafter called the “*County Council*”), ordered that a public hearing on the question of the issuance of a not exceeding \$3,000,000 general obligation bond (the “*Bond*”) of the Irmo Fire District, South Carolina (the “*District*”), be held in the Lexington County Council Chambers on the second floor of the County Administration Building located at 212 South Lake Drive, Suite 601 Lexington, South Carolina 29072, on _____, and notice of such hearing has been duly published once a week for three successive weeks in *The State*, a newspaper of general circulation in Lexington County; and

WHEREAS, the said public hearing has been duly held at the above time, date and place and said public hearing was conducted publicly and both proponents and opponents of the proposed action were given full opportunity to be heard and it is now in order for the County Council to proceed, after due deliberation, in accordance with the provisions of Act No. 1189, enacted at the 1974 Session of the South Carolina General Assembly and approved July 9, 1974, now codified as Article 5 of Chapter 2 of Title 6 (Sections 6-11-810 through 6-11-1050, inclusive) (hereinafter called the “*Enabling Act*”) of the Code of Laws of South Carolina, 1976, as amended, to make a finding as to whether or not the Bond should be issued; and

NOW THEREFORE, BE IT ORDAINED, by the County Council in a meeting duly assembled:

Section 1. It is found and determined that each statement of fact set forth in the preamble of this ordinance (this “*Ordinance*”) is in all respects true and correct.

Section 2. On the basis of the facts adduced at the public hearing held on _____, it is found and determined that the Board of Fire Control of the Irmo Fire District, the governing body of the District (the “*Board of Fire Control*”), should be authorized to issue the Bond.

Section 3. The County Council finds that the Board of Fire Control should issue the Bond in the amount of not exceeding \$3,000,000 as a single issue or from time to time as several separate issues, as the District shall determine.

Section 4. The County Council hereby authorizes the Board of Fire Control to issue the Bond in the aggregate principal amount of not exceeding \$3,000,000 as a single issue or from time to time as several separate issues, as the Board of Fire Control shall determine, to defray: (A) the costs of purchasing (i) a ladder truck, (ii) two pumper trucks, (iii) equipment to outfit the foregoing fire trucks, and (iv) other firefighting equipment; (B) the costs of refurbishing certain firefighting equipment; (C) the cost of refunding a certain lease-purchase financing between United Financial of NC, Inc. and the District (the foregoing items listed in (A), (B) and (C), collectively, the “*Project*”); and (D) the costs of issuance of the Bond. The Board of Fire Control estimates that the cost of acquiring, designing, engineering, constructing, and equipping the Project and the costs of issuance of the Bond, will be an amount not exceeding \$3,000,000. For the payment of the principal of and interest on the Bond as it matures, and for the creation of such sinking fund as may be necessary therefor, the full faith, credit and taxing power of the District shall be irrevocably pledged, and there shall be levied annually a tax without limit on all taxable property within the area of the District sufficient to pay such principal of and interest on the Bond as it matures, and to create such sinking fund.

Section 5. The Chairman and other officers of the County Council are herewith authorized and empowered to take such further action as may be necessary to fully implement the action taken by this Ordinance.

Section 6. A certified copy of this Ordinance shall forthwith be transmitted to the Board of Fire Control to advise it of the action taken by the County Council, whereby the Board of Fire Control has been authorized to issue, pursuant to the provisions of the Enabling Act, the Bond in the aggregate principal amount of not exceeding \$3,000,000.

DONE AT LEXINGTON, SOUTH CAROLINA, this ____ day of _____.

LEXINGTON COUNTY, SOUTH CAROLINA

(SEAL)

Chairman of County Council

Attest:

Clerk to County Council

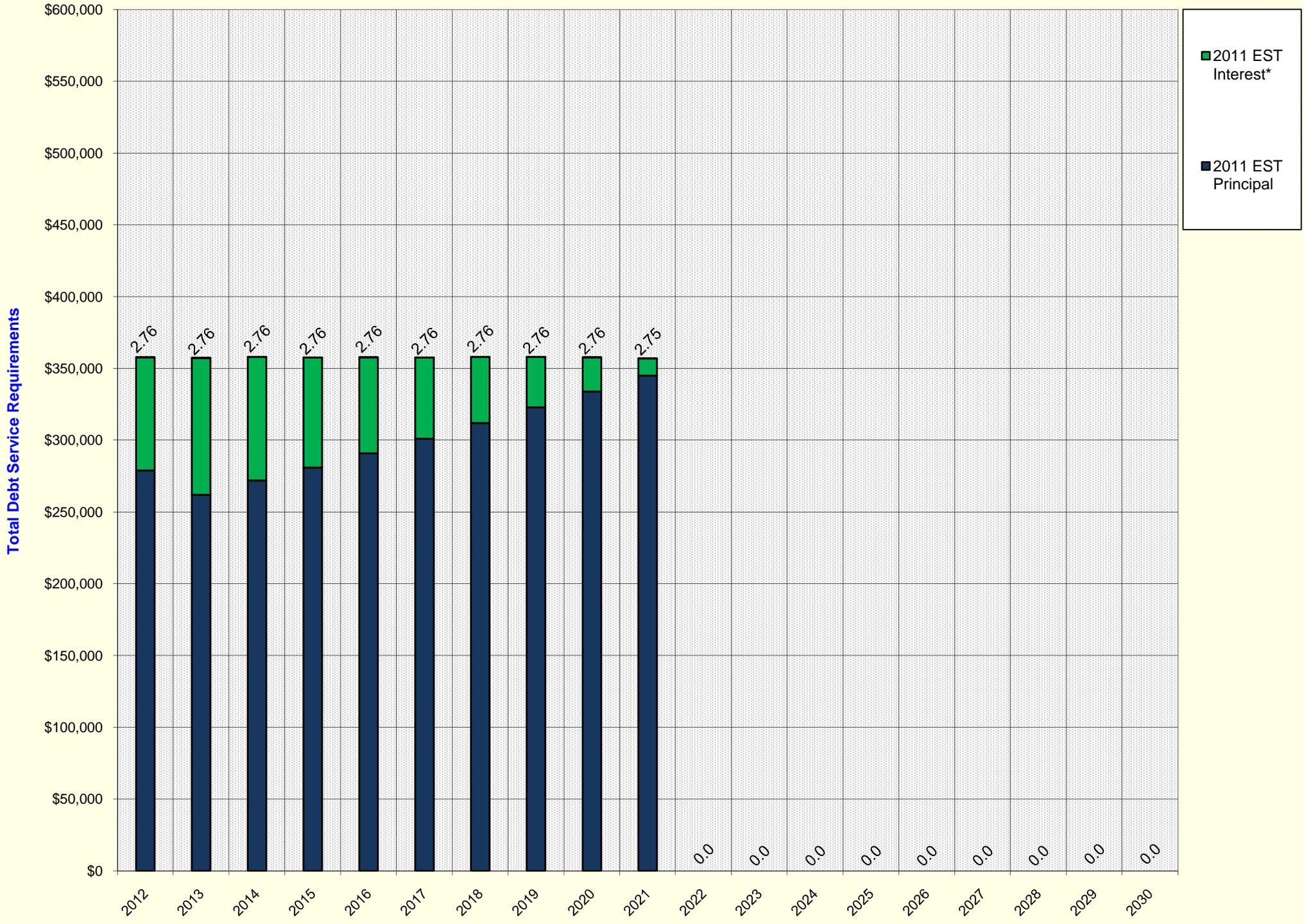
First Reading:

Public Hearing:

Second Reading:

Third Reading:

Irmo Fire District - DRAFT Debt Service Graph - \$3.00MM G.O. Issue



***Interest Rate of 3.50% Quoted as of 04/04/11**

Fiscal Year Ending June 30

Irmo Fire District - DRAFT Debt Service Report - \$3.00MM G.O. Issue

(A)	(B)	(C)	(D)
Fiscal Year Ended June 30	Series 2011 EST Principal	Series 2011 EST Interest*	Totals
2012	\$279,000	\$78,750	\$357,750
2013	\$262,000	\$95,235	\$357,235
2014	\$272,000	\$86,065	\$358,065
2015	\$281,000	\$76,545	\$357,545
2016	\$291,000	\$66,710	\$357,710
2017	\$301,000	\$56,525	\$357,525
2018	\$312,000	\$45,990	\$357,990
2019	\$323,000	\$35,070	\$358,070
2020	\$334,000	\$23,765	\$357,765
2021	\$345,000	\$12,075	\$357,075
2022			\$0
2023			\$0
2024			\$0
2025			\$0
2026			\$0
2027			\$0
2028			\$0
2029			\$0
2030			\$0
Totals:	\$3,000,000	\$576,730	\$3,576,730

**Interest Rate of 3.50% Quoted as of 04/04/11*

Total Assessed Valuation:	\$132,286,610
Estimated Value of a Mill: (Based on 98% Estimated Collections)	\$129,641