



Tuesday, October 7, 2014

2:00 PM

City Hall - Conference Room

The Columbia City Council will conduct a Work Session on Tuesday, October, 7, 2014 at 2:00 PM at City Hall - Conference Room at 1737 Main Street, Second Floor, Columbia, SC 29201.

Call to Order

FINANCIAL REPORT

1. June 2014 Financial Report (Requested by Erika Moore, City Clerk)
n/a

CITY COUNCIL DISCUSSION / ACTION

2. Bond Court Consolidation / Operation of 24/7 Bond Court (Requested by Erika Moore, City Clerk)
n/a
3. Update on The COMET Midlands Transit System (Requested by Erika Moore, City Clerk)
n/a

HOMELESS SERVICES

4. RFP for Regional Coordination of Homeless Services in the Midlands (Requested by Sandra Wright, Purchasing)
1018410 638306 \$130,000.00
5. Inclement Weather Procedures (Requested by Erika Moore, City Clerk)
n/a

CITY COUNCIL DISCUSSION / ACTION

6. Undergrounding Utilities (Requested by Erika Moore, City Clerk)
n/a
7. Elmwood/Roy Lynch Park Cost Analysis of Schematic Re-Design (Requested by Erika Moore, City Clerk)
n/a

8. Finlay Park Public Meeting Process (Requested by Erika Moore, City Clerk)
n/a
9. Classic 105 Employee Benefits Program – (Requested by Erika Moore, City Clerk)
N/A

EXECUTIVE SESSION

10. Receipt of legal advice as it relates to a matter covered by attorney-client privilege (Requested by Erika Moore, City Clerk)
n/a
 11. Discussion of negotiations incident to proposed contractual arrangements (Requested by Erika Moore, City Clerk)
n/a
-



CITY OF COLUMBIA
AGENDA MEMORANDUM

MEETING DATE: October 7, 2014
DEPARTMENT: City Clerk
FROM: *Erika Moore, City Clerk*
SUBJECT: June 2014 Financial Report
PRESENTER: Jan Alonso, Finance Director
FINANCIAL IMPACT: n/a

ATTACHMENTS:

- financial_report (PDF)

City of Columbia
Columbia Common Summary - Revenue and Expenditures
As of 06/30/2014

Revenue	Source	Amount
		-
Total Columbia Common Revenue		-

Expenditures	Source	Amount
Professional Services		
Brailsford & Dunlavey - FS\Dev\Lic. Agreement	GF	58,509.75
Faegre Baker Daniels - Dev.\Lic. Agreement	GF	71,956.35
McNair - Dev. Agreement\Funding	GF	52,686.05
Tedder - Dev. Agreement	GF	33,810.98
Faegre Baker Daniels - Dev.\Lic. Agreement	GF	29,610.90
McNair - Lic. Agreement\Funding	WS	43,044.56
McNair - Lic. Agreement\Funding	WS	77,362.50
Prior FY Expenditures		
Tedder - Dev. Agreement	GF	22,380.07
Total Columbia Common Expenditures		389,361.16

City of Columbia
General Fund Summary - Revenue and Expenditures - Current to Prior Year Variance
As of 6/30/2014

	ACTUAL PRIOR YEAR FY 2012/13	BUDGET CURRENT YEAR FY 2013/14	ACTUAL PRIOR YEAR THRU JUNE 2013	ACTUAL CURRENT YEAR THRU JUNE 2014	ACTUAL CURRENT TO PRIOR VARIANCE	% ANNUAL BUDGET
REVENUE						
1 GENERAL PROPERTY TAX	50,644,107	50,251,476	50,644,107	50,513,893	(130,214)	100.5%
2 LICENSES AND PERMITS	30,505,429	28,741,421	30,505,429	31,466,654	961,225	109.5%
3 FROM OTHER AGENCIES	12,204,659	12,265,828	12,204,659	12,648,742	444,083	103.1%
4 CURRENT SERVICE CHARGES	11,763,334	11,553,740	11,763,334	12,398,726	635,392	107.3%
5 FINES & FORFEITURES	1,083,670	1,472,000	1,083,670	1,166,100	82,430	79.2%
6 SPECIAL EVENTS	139,121	14,300	139,121	90,310	(48,811)	0.0%
7 MISCELLANEOUS REVENUE	56,005	61,475	56,005	91,750	35,745	149.2%
8 INTEREST ON INVESTMENT	2,127	50,000	2,127	74,553	72,426	149.1%
9 RENTS & SALE OF PROPERTY	305,372	200,000	305,372	437,511	132,139	218.8%
10 TOTAL REVENUE	106,703,824	104,610,240	106,703,824	108,888,239	2,184,415	104.1%
TRANSFERS IN						
11 FROM OTHER FUNDS	589,065		589,065	5,593		0.0%
13 FROM ACCOMMODATIONS TAX	25,000	25,000	25,000	25,000	-	100.0%
14 FROM COUNTY FIRE	0		0		-	0.0%
15 FROM HOSPITALITY TAX	2,800,000	3,000,000	2,800,000	3,000,000	200,000	100.0%
16 FROM GO BOND PROCEEDS	4,520,719	7,000,000	4,520,719	3,262,134	(1,258,585)	46.6%
17 FROM WATER & SEWER OPERATING	6,770,000	6,520,000	6,770,000	6,520,000	(250,000)	100.0%
18 FROM PARKING FUND					-	0.0%
19 FROM HYDRO	1,500,000	1,500,000	1,500,000	1,500,000	-	100.0%
20 UN-APPROPRIATED SURPLUS	0	2,254,844	0		-	0.0%
21 TOTAL TRANSFERS IN	16,204,784	20,299,844	16,204,784	14,312,727	(1,892,057)	70.5%
22						
23 TOTAL GEN FUND REV & TRF	122,908,608	124,910,084	122,908,608	123,200,966	292,358	98.6%
24						
EXPENDITURES - DEPARTMENTS						
26 LEGISLATIVE - MAYOR & CITY COUNCIL	548,331	670,836	548,331	580,464	32,133	86.5%
27 ADMINISTRATION - CITY MANAGER	898,961	551,102	898,961	637,452	(261,509)	115.7%
28 ADMINISTRATION - GOV'T AFFAIRS	547,975	530,199	547,975	454,329	(93,646)	85.7%
29 ADMINISTRATION - ACM OPERATION	283,301	336,665	283,301	334,756	51,455	99.4%
30 ADMINISTRATION - ACM-CFO	0	180,680	0	180,028	180,028	99.6%
31 ADMINISTRATION - SR. ASSISTANT CM	283,466	310,116	283,466	307,888	24,422	99.3%
32 HUMAN RESOURCES	855,639	913,645	855,639	883,423	27,784	96.7%
33 BUDGET & PROG MGMT OFFICE	0	294,295	0	257,458	257,458	87.5%
34 PUBLIC RELATIONS	547,852	525,309	547,852	509,476	(38,376)	97.0%
35 COUNCIL SUPPORT SERVICES	397,680	528,336	397,680	543,457	145,777	102.9%
36 LEGAL	1,594,635	2,045,125	1,594,635	1,771,160	176,525	86.6%
37 MUNICIPAL COURT	2,494,267	2,614,801	2,494,267	2,543,184	48,917	97.3%
38 FINANCE	1,978,474	1,869,126	1,978,474	1,676,996	(301,478)	89.7%
39 OFFICE OF BUSINESS OPPORTUNITIES	631,393	560,977	631,393	520,641	(110,752)	92.8%
40 COMMUNITY DEVELOPMENT	272,017	304,104	272,017	329,289	57,272	108.3%
41 DEVELOPMENT SERVICES	4,041,701	4,828,601	4,041,701	4,076,244	34,543	84.4%
42 POLICE	32,036,676	33,287,552	32,036,676	33,207,089	1,170,413	99.8%
43 911 EMERGENCY COMMUNICATIONS	2,347,975	2,764,669	2,347,975	2,536,090	188,115	91.7%
44 FIRE	18,356,948	21,160,246	18,356,948	20,782,186	2,425,238	98.2%
45 PARKS & RECREATION	9,615,125	10,687,808	9,615,125	10,398,644	783,519	97.3%
46 PUBLIC WORKS	17,878,520	18,851,730	17,878,520	17,657,021	(221,499)	93.7%
47 GENERAL SRVCS/SUPPORT SERVICES	1,529,181	1,890,356	1,529,181	1,704,357	175,176	90.2%
48 INFORMATION TECHNOLOGY	2,981,001	3,497,513	2,981,001	3,211,745	230,744	91.8%
49 TOTAL DEPARTMENT	100,121,118	109,203,791	100,121,118	105,103,377	4,982,259	96.2%
50 EXPEND. - NON-DEPT. & MISC.						
51 COMMUNITY PROMOTION - AGENCIES	254,500	160,000	254,500	160,000	94,500	100.0%
52 SOLICITOR'S OFFICE	215,817	215,817	215,817	215,817	-	100.0%
53 HOMELESS SERVICES	1,069,926	1,125,000	1,069,926	1,218,907	(148,981)	108.3%
54 ELECTRICITY & FUEL RESERVE	0	0	0	0	-	0.0%
55 DETENTION CENTER PER DIEM	603,826	450,000	603,826	537,003	66,823	119.3%
56 SPECIAL EMERGENCY RESERVE	1,634	75,000	1,634	51,061	(49,427)	68.1%
57 NON-DEPARTMENTAL & MISC.	39,685	515,000	39,685	40,099	(414)	7.8%
58 OFFICE SPACE LEASE	498,920	505,000	498,920	490,630	8,290	97.2%
59 OTHER SERVICES AND CHARGES	3,730	0	3,730	13,410	(9,680)	0.0%
60 TOTAL NON-DEPARTMENTAL	2,688,038	3,045,817	2,688,038	2,726,927	(38,889)	89.5%
61 TOTAL EXPENDITURES	102,809,156	112,249,608	102,809,156	107,830,304	(5,021,148)	96.1%
62 TRANSFERS OUT						
63 TO OTHER FUNDS	15,000		15,000		15,000	0.00%
64 TO INTERNAL SERVICE FUNDS	2,178,980	1,704,099	2,178,980	1,745,856	433,124	102.45%
65 TO SPECIAL REVENUES	102,572		102,572	25,719	76,853	0.00%
66 TO DEBT SERVICE	5,502,636	5,498,688	5,502,636	5,498,688	3,948	100.00%
67 TO GRANTS	13,754		13,754	24,972	(11,218)	0.00%
68 TO CAPITAL IMPROVEMENTS	1,463,295	1,469,400	1,463,295	1,530,600	(67,305)	104.16%
69 TO STORM WATER	1,000,000	750,000	1,000,000	750,000	250,000	100.00%
70 TO CAPITAL REPLACEMENTS	0	3,238,289	0	0	-	0.00%
71 TOTAL TRANSFERS OUT	10,276,237	12,660,476	10,276,237	9,575,835	700,402	75.64%
72						
73 TOTAL GEN FUND EXPEND & TRF	113,085,393	124,910,084	113,085,393	117,406,139	4,320,746	93.99%
74						
75 TOTAL SURPLUS (DEFICIT)	9,823,215	-	9,823,215	5,794,827		

Attachment: financial_report (1595 : June 2014 Financial Report)

City of Columbia
General Fund Summary - Revenue and Expenditures - Actual to Budget Variance
As of 6/30/2014

	BUDGET PRIOR YEAR FY 2012/13	BUDGET CURRENT YEAR FY 2013/14	BUDGET CURRENT YEAR THRU JUNE 2014	ACTUAL CURRENT YEAR THRU JUNE 2014	ACTUAL TO BUDGET VARIANCE THRU JUNE 2014	% ANNUAL BUDGET	OPEN ENCUMBRANCES THRU JUNE 2014
REVENUE							
1 GENERAL PROPERTY TAX	49,655,083	50,251,476	50,251,476	50,513,893	262,417	100.5%	
2 LICENSES AND PERMITS	28,680,621	28,741,421	28,741,421	31,466,654	2,725,233	109.5%	
3 FROM OTHER AGENCIES	11,221,481	12,265,828	12,265,828	12,648,742	382,914	103.1%	
4 CURRENT SERVICE CHARGES	10,719,000	11,553,740	11,553,740	12,398,726	844,986	107.3%	
5 FINES & FORFEITURES	998,500	1,472,000	1,472,000	1,166,100	(305,900)	79.2%	
6 SPECIAL EVENTS		14,300	14,300	90,310	76,010	0.0%	
7 MISCELLANEOUS REVENUE	25,000	61,475	61,475	91,750	30,275	149.2%	
8 INTEREST ON INVESTMENT	50,000	50,000	50,000	74,553	24,553	149.1%	
9 RENTS & SALE OF PROPERTY	304,537	200,000	200,000	437,511	237,511	218.8%	
10 TOTAL REVENUE	101,654,222	104,610,240	104,610,240	108,888,239	4,277,999	104.1%	
TRANSFERS IN							
11 FROM OTHER FUNDS				5,593		0.0%	
12 FROM ACCOMMODATIONS TAX	25,000	25,000	25,000	25,000	-	100.0%	
13 FROM COUNTY FIRE	0	0	0	0	-	0.0%	
14 FROM HOSPITALITY TAX	2,800,000	3,000,000	3,000,000	3,000,000	-	100.0%	
15 FROM GO BOND PROCEEDS	6,137,103	7,000,000	7,000,000	3,262,134	(3,737,866)	46.6%	
16 FROM WATER & SEWER OPERATING	6,770,000	6,520,000	6,520,000	6,520,000	-	100.0%	
17 FROM PARKING FUND		0	0	0	-	0.0%	
18 FROM HYDRO	1,500,000	1,500,000	1,500,000	1,500,000	-	100.0%	
19 UN-APPROPRIATED SURPLUS	2,096,071	2,254,844	2,254,844	0	(2,254,844)	0.0%	
20 TOTAL TRANSFERS IN	19,328,174	20,299,844	20,299,844	14,312,727	(5,987,117)	70.5%	
21							
22							
23 TOTAL GEN FUND REV & TRF	120,982,396	124,910,084	124,910,084	123,200,966	(1,709,118)	98.6%	
24							
EXPENDITURES - DEPARTMENTS							
25							
26 LEGISLATIVE - MAYOR & CITY COUNCIL	593,469	670,836	670,836	580,464	(90,372)	86.5%	1,000
27 ADMINISTRATION - CITY MANAGER	844,637	551,102	551,102	637,452	86,350	115.7%	-
28 ADMINISTRATION - GOV'T AFFAIRS	628,030	530,199	530,199	454,329	(75,870)	85.7%	38,787
29 ADMINISTRATION - ACM OPERATIONS	320,714	336,665	336,665	334,756	(1,909)	99.4%	7
30 ADMINISTRATION - ACM-CFO	0	180,680	180,680	180,028	(652)	99.6%	-
31 ADMINISTRATION - SR. ASSISTANT C	278,950	310,116	310,116	307,888	(2,228)	99.3%	6,630
32 HUMAN RESOURCES	872,429	913,645	913,645	883,423	(30,222)	96.7%	181
33 BUDGET & PROGRAM MGMT OFFICE	0	294,295	294,295	257,458	(36,837)	87.5%	12,000
34 PUBLIC RELATIONS	550,275	525,309	525,309	509,476	(15,833)	97.0%	1,484
35 COUNCIL SUPPORT SERVICES	392,959	528,336	528,336	543,457	15,121	102.9%	3,086
36 LEGAL	1,989,951	2,045,125	2,045,125	1,771,160	(273,965)	86.6%	1,968
37 MUNICIPAL COURT	2,544,547	2,614,801	2,566,229	2,543,184	(23,045)	97.3%	70
38 FINANCE	2,115,898	1,869,126	1,869,126	1,676,996	(192,130)	89.7%	2,233
39 OFFICE OF BUSINESS OPPORTUNITIES	581,700	560,977	560,977	520,641	(40,336)	92.8%	19,099
40 COMMUNITY DEVELOPMENT	294,162	304,104	304,104	329,289	25,185	108.3%	1,312
41 DEVELOPMENT SERVICES	4,371,658	4,828,601	4,828,601	4,076,244	(752,357)	84.4%	430,370
42 POLICE	32,232,333	33,287,552	32,735,877	33,207,089	471,212	99.8%	636,542
43 911 EMERGENCY COMMUNICATION	2,608,532	2,764,669	2,764,669	2,536,090	(228,579)	91.7%	14,818
44 FIRE	19,337,206	21,160,246	21,129,646	20,782,186	(347,460)	98.2%	112,132
45 PARKS & RECREATION	9,802,319	10,687,808	10,665,003	10,398,644	(266,359)	97.3%	243,299
46 PUBLIC WORKS	19,462,770	18,851,730	18,825,898	17,657,021	(1,168,877)	93.7%	156,523
47 GENERAL SERVICES/SUPPORT SERVICES	1,617,374	1,890,356	1,890,356	1,704,357	(185,999)	90.2%	261,675
48 INFORMATION TECHNOLOGY	3,240,490	3,497,513	3,497,513	3,211,745	(285,768)	91.8%	48,485
49 TOTAL DEPARTMENT	104,680,403	109,203,791	108,524,307	105,103,377	(3,420,930)	96.2%	1,991,701
50							
EXPEND. - NON-DEPT. & MISC.							
51 COMMUNITY PROMOTION - AGENCY	254,500	160,000	160,000	160,000	-	100.0%	
52 SOLICITOR'S OFFICE	215,817	215,817	215,817	215,817	-	100.0%	
53 HOMELESS SERVICES	1,000,000	1,125,000	1,125,000	1,218,907	(93,907)	108.3%	378
54 ELECTRICITY & FUEL RESERVE	100,000	0	0	0	-	0.0%	
55 DETENTION CENTER PER DIEM	500,000	450,000	450,000	537,003	(87,003)	119.3%	
56 SPECIAL EMERGENCY RESERVE	1,100,000	75,000	75,000	51,061		68.1%	
57 NON-DEPARTMENTAL & MISC.	40,000	515,000	515,000	40,099	474,901	7.8%	202,573
58 OFFICE SPACE LEASE	505,000	505,000	505,000	490,630	14,370	97.2%	
59 OTHER SERVICES AND CHARGES		0	0	13,410	(13,410)	0.0%	
60 TOTAL NON-DEPARTMENTAL	3,715,317	3,045,817	3,045,817	2,726,927	318,890	89.5%	202,951
61 TOTAL EXPENDITURES	108,395,720	112,249,608	111,570,124	107,830,304	3,739,820	96.1%	
62							
TRANSFERS OUT							
63 TO OTHER FUNDS	0		0			0.00%	
64 TO INTERNAL SERVICE FUNDS	1,674,607	1,704,099	1,704,099	1,745,856	(41,757)	102.45%	
65 TO SPECIAL REVENUES	0	0	0	25,719	(25,719)	0.00%	
66 TO DEBT SERVICE	5,502,636	5,498,688	5,498,688	5,498,688	-	100.00%	
67 TO GRANTS		0	0	24,972	(24,972)	0.00%	
68 TO CAPITAL IMPROVEMENTS	1,451,695	1,469,400	1,500,000	1,530,600	(30,600)	104.16%	
69 TO STORM WATER	1,000,000	750,000	750,000	750,000	-	100.00%	
70 TO CAPITAL REPLACEMENTS	2,957,736	3,238,289	3,887,173	0	3,887,173	0.00%	
71 TOTAL TRANSFERS OUT	12,586,674	12,660,476	13,339,960	9,575,835	3,764,125	75.64%	
72							
73 TOTAL GEN FUND EXPEND & TRF	120,982,394	124,910,084	124,910,084	117,406,139	(7,503,945)	93.99%	2,194,652
74							
75 TOTAL SURPLUS (DEFICIT)	2	-	-	5,794,827			

Attachment: financial_report (1595 : June 2014 Financial Report)

City of Columbia

Parking Summary - Revenue and Expenditures - Current to Prior Year Variance

As of 6/30/2014

	ACTUAL PRIOR YEAR FY 2012/13	BUDGET CURRENT YEAR FY 2013/14	ACTUAL PRIOR YEAR THRU JUNE 2013	ACTUAL CURRENT YEAR THRU JUNE 2014	ACTUAL CURRENT TO PRIOR VARIANCE	% ANNUAL BUDGET
REVENUE						
1 CURRENT SERVICE CHARGES	4,405,851	4,677,000	4,405,851	4,408,489	2,638	94
2 FINES & FORFEITURES	2,279,419	2,350,000	2,279,419	1,979,180	(300,239)	84
3 MISCELLANEOUS REVENUE	69,439	0	69,439	216	(69,223)	0
4 INTEREST ON INVESTMENT	47,662	75,000	47,662	97,391	49,729	129
5 RENTS & SALE OF PROPERTY	(67,590)	104,850	(67,590)	108,675	176,265	103
6 TOTAL REVENUE	6,734,781	7,206,850	6,734,781	6,593,951	(140,830)	91
TRANSFERS IN						
8 FROM ARRA GRANT	92,505	0	92,505	0	(92,505)	0
9 FROM PARKING IMPROVEMENTS	0	0	0	0	0	0
10 FROM HEALTH INS	6,206	0	6,206	0	(6,206)	0
11 FROM GEN ADMIN IT	65,275	0	65,275	0	(65,275)	0
12 TOTAL TRANSFERS IN	163,986	0	163,986	0	(163,986)	0
13						
14 TOTAL PARKING REV & TRF	6,898,767	7,206,850	6,898,767	6,593,951	(304,816)	91
15						
EXPENDITURES - DEPARTMENTS						
17 FINANCE	82,432	91,222	82,432	92,531	10,099	101
18 PUBLIC WORKS	89,899	98,577	89,899	82,564	(7,335)	83
19 PARKING OPERATIONS	1,208,193	1,299,572	1,208,193	1,198,591	(9,602)	92
20 PARKING FACILITIES	1,182,684	1,268,446	1,182,684	1,238,019	55,335	97
21 PARKING NON-CAPITAL PROJECTS	293,077	0	293,077	13,593	(279,484)	0
22 PARKING ADMINISTRATION	448,685	394,124	448,685	404,197	(44,488)	102
23 TOTAL DEPARTMENT	3,304,970	3,151,941	3,304,970	3,029,495	(275,475)	96
24 EXPEND. - NON-DEPART & MISC.						
25 DEBT SERVICE	1,683,848	3,165,248	1,683,848	1,526,191	(157,657)	48
26 DEPRECIATION	1,228,628	610,661	1,228,628	1,229,851	1,223	201
27 TUITION REIMBURSEMENT	1,124	5,000	1,124	0	(1,124)	0
28 SPECIAL PROJECTS	0	84,000	0	0	0	0
29 RESERVE	0	30,000	0	0	0	0
30 NON DEPARTMENTAL BAD DEBT	(11,542)	0	(11,542)	(751)	10,791	0
31 TOTAL NON-DEPARTMENTAL	2,902,058	3,894,909	2,902,058	2,755,291	(146,767)	70
32 TOTAL EXPENDITURES	6,207,028	7,046,850	6,207,028	5,784,786	(422,242)	82
33 TRANSFERS OUT						
34 TO RISK MANAGEMENT	100,000	100,000	100,000	100,000	0	100
35 TO GENERAL ADMIN INFO TECH	60,000	60,000	60,000	60,000	0	100
36 TO PURCHASING	12,404	0	12,404	2,364	(10,040)	0
37 TO GENERAL TORT	13,365	0	13,365	0	(13,365)	0
38 TOTAL TRANSFERS OUT	185,769	160,000	185,769	162,364	(23,405)	101.4
39						
40 TOTAL PARKING EXP & TRF	6,392,797	7,206,850	6,392,797	5,947,150	(445,647)	82
41						
42 TOTAL SURPLUS (DEFICIT)	505,970	0	505,970	646,801		

Attachment: financial_report (1595 : June 2014 Financial Report)

City of Columbia
 Parking Summary - Revenue and Expenditures - Actual to Budget Variance
 As of 6/30/2014

	BUDGET PRIOR YEAR FY 2012/13	BUDGET CURRENT YEAR FY 2013/14	BUDGET CURRENT YEAR THRU JUNE 2014	ACTUAL CURRENT YEAR THRU JUNE 2014	ACTUAL TO BUDGET VARIANCE THRU JUNE 2014	% ANNUAL BUDGET	OPEN ENCUMBRANCE THRU JUNE 2014
REVENUE							
1 CURRENT SERVICE CHARGES	4,634,100	4,677,000	4,677,000	4,408,489	(268,511)	94.3%	
2 FINES & FORFEITURES	2,350,000	2,350,000	2,350,000	1,979,180	(370,820)	84.2%	
3 MISCELLANEOUS REVENUE	0	0	0	216	216	0.0%	
4 INTEREST ON INVESTMENT	200,000	75,000	75,000	97,391	22,391	129.9%	
5 RENTS & SALE OF PROPERTY	95,850	104,850	104,850	108,675	3,825	103.6%	
6 TOTAL REVENUE	7,279,950	7,206,850	7,206,850	6,593,951	(612,899)	91.5%	
TRANSFERS IN							
8 FROM ARRA GRANT	0	0	0	0	0	0.0%	
9 FROM PARKING IMPROVEMENTS	0	0	0	0	0	0.0%	
10 FROM HEALTH INS	0	0	0	0	0	0.0%	
11 FROM GEN ADMIN IT	0	0	0	0	0	0.0%	
12 TOTAL TRANSFERS IN	0	0	0	0	0	0.0%	
13							
14 TOTAL PARKING REV & TRF	7,279,950	7,206,850	7,206,850	6,593,951	(612,899)	91.5%	
15							
EXPENDITURES - DEPARTMENTS							
17 FINANCE	78,412	91,222	91,222	92,531	1,309	101.4%	
18 PUBLIC WORKS	96,801	98,577	98,577	82,564	(16,013)	83.8%	
19 PARKING OPERATIONS	1,344,530	1,299,572	1,299,572	1,198,591	(100,981)	92.2%	
20 PARKING FACILITIES	1,166,120	1,268,446	1,268,446	1,238,019	(30,427)	97.6%	
21 PARKING NON-CAPITAL PROJECTS	0	0	0	13,593	13,593	0.0%	72,4
22 PARKING ADMINISTRATION	374,444	394,124	394,124	404,197	10,073	102.6%	
23 TOTAL DEPARTMENT	3,060,307	3,151,941	3,151,941	3,029,495	(122,446)	96.1%	73,9
EXPEND. - NON-DEPART & MISC.							
25 DEBT SERVICE	3,165,248	3,165,248	3,165,248	1,526,191	(1,639,057)	48.2%	
26 DEPRECIATION	860,102	610,661	610,661	1,229,851	619,190	201.4%	
27 TUITION REIMBURSEMENT	5,000	5,000	5,000	0	(5,000)	0.0%	
28 SPECIAL PROJECTS	0	84,000	84,000	0	(84,000)	0.0%	
29 RESERVE	29,293	30,000	30,000	0	(30,000)	0.0%	
30 NON DEPARTMENTAL BAD DEBT	0	0	0	(751)	(751)	0.0%	
31 TOTAL NON-DEPARTMENTAL	4,059,643	3,894,909	3,894,909	2,755,291	(1,139,618)	70.7%	
32 TOTAL EXPENDITURES	7,119,950	7,046,850	7,046,850	5,784,786	(1,262,064)	82.1%	73,9
TRANSFERS OUT							
34 TO RISK MANAGEMENT	100,000	100,000	100,000	100,000	0	100.0%	
35 TO GENERAL ADMIN INFO TECH	60,000	60,000	60,000	60,000	0	100.0%	
36 TO PURCHASING	0	0	0	2,364	2,364	0.0%	
37 TO GENERAL TORT	0	0	0	0	0	0.0%	
38 TOTAL TRANSFERS OUT	160,000	160,000	160,000	162,364	2,364	101.48%	
39							
40 TOTAL PARKING EXP & TRF	7,279,950	7,206,850	7,206,850	5,947,150	(1,259,700)	82.5%	73,9
41							
42 TOTAL SURPLUS (DEFICIT)	0	0	0	646,801			

Attachment: financial_report (1595 : June 2014 Financial Report)

City of Columbia
Water/Sewer Summary - Revenue & Expenditures - Current to Prior Year Variance
As of 06/30/2014

	ACTUAL PRIOR YEAR FY 2012/13	BUDGET CURRENT YEAR FY 2013/14	ACTUAL PRIOR YEAR THRU JUNE 2013	ACTUAL CURRENT YEAR THRU JUNE 2014	ACTUAL CURRENT TO PRIOR VARIANCE	% ANNUAL BUDGET
REVENUE						
1 FROM OTHER AGENCIES	200,749	0	200,749	0	(200,749)	0.0%
2 CHARGES FOR SERVICES	121,059,282	126,598,385	121,059,282	116,146,428	(4,912,854)	91.7%
3 FINES & FORFEITURES	326,796	250,000	326,796	338,734	11,938	135.5%
4 MISCELLANEOUS REVENUE	(1,252)	10,000	(1,252)	13,558	14,810	135.6%
5 INTEREST ON INVESTMENT	149,876	1,250,000	149,876	972,514	822,638	77.8%
6 RENTS & SALE OF PROPERTY	11,118,519	100,000	11,118,519	453,031	(10,665,488)	453.0%
7 CONTRIBUTIONS	5,831,240	0	5,831,240	5,431,910	(399,330)	0.0%
8 TOTAL REVENUE	138,685,210	128,208,385	138,685,210	123,356,175	(15,329,035)	96.2%
TRANSFERS IN						
10 FROM STORM WATER IMPROVEMENTS	917,403	0	917,403	0	(917,403)	0.0%
11 FROM OTHER FUNDS	469,459	0	469,459	1,032	(468,427)	0.0%
12 UNAPPROPRIATED SURPLUS	0	811,381	0	0	0	0.0%
13 TOTAL TRANSFERS IN	1,386,862	811,381	1,386,862	1,032	(1,385,830)	0.1%
14						
15 TOTAL WATER/SEWER REV & TRF	140,072,072	129,019,766	140,072,072	123,357,207	(16,714,865)	95.6%
EXPENDITURES - DEPARTMENTS						
18 CENTRAL ADMINISTRATION	46,955	0	46,955	675	(46,280)	0.0%
19 FINANCE	1,535,004	4,092,384	1,535,004	1,695,139	160,135	41.4%
20 ECONOMIC & COMM DEV	2,267,212	2,634,513	2,267,212	2,436,104	168,892	92.5%
21 POLICE	568,510	579,904	568,510	530,277	(38,233)	91.4%
22 FIRE	436,946	476,999	436,946	466,560	29,614	97.8%
23 PUBLIC WORKS	961,844	1,566,432	961,844	889,690	(72,154)	56.8%
24 GENERAL SRVCS/SUPPORT SERVICES	1,338,120	1,779,978	1,338,120	1,445,693	107,573	81.2%
25 INFORMATION TECHNOLOGY	506,084	645,699	506,084	376,112	(129,972)	58.2%
26 CUSTOMER SERVICE	1,858,614	2,232,014	1,858,614	1,889,009	30,395	84.6%
27 ENGINEERING:ADMINISTRATION	1,310,986	1,384,083	1,310,986	1,376,084	65,098	99.4%
28 ENGINEERING:GENERAL SERVICES	3,455,755	1,502,957	3,455,755	657,768	(2,797,987)	43.8%
29 WATER CUSTOMER SERVICE	3,071,907	3,316,423	3,071,907	3,126,923	55,016	94.3%
30 WATER DISTRIBUTION & MAINTENANCE	9,169,029	10,664,872	9,169,029	9,049,270	(119,759)	84.9%
31 WASTEWATER MAINTENANCE	7,060,605	13,712,773	7,060,605	7,053,264	(7,341)	51.4%
32 COLUMBIA CANAL WTP	5,344,243	6,190,184	5,344,243	5,300,606	(43,637)	85.6%
33 LAKE MURRAY WTP	5,697,696	5,931,907	5,697,696	5,612,443	(85,253)	94.6%
34 METRO WWTP	10,584,267	14,187,768	10,584,267	12,003,362	1,419,095	84.6%
35 WATER MAINTENANCE PROJECTS	1,835,699	9,905,162	1,835,699	1,378,729	(456,970)	13.9%
36 SEWER MAINTENANCE PROJECTS	10,637,374	6,298,364	10,637,374	4,913,591	(5,723,783)	78.0%
37 WATER SYSTEMS IMPROVEMENTS	1,692,572	2,051,171	1,692,572	1,832,527	139,955	89.3%
38 WASTEWATER SYSTEMS IMPROVEMENTS	1,124,039	1,382,548	1,124,039	1,255,206	131,167	90.8%
39 REAL ESTATE WATER	208,772	229,327	208,772	215,496	6,724	94.0%
40 REAL ESTATE WASTE	197,587	219,658	197,587	206,059	8,472	93.8%
41 TOTAL DEPARTMENT	70,909,820	90,985,120	70,909,820	63,710,587	(7,199,233)	70.0%
EXPENDITURES - NON-DEPARTMENTAL & MISC.						
43 DEBT SERVICE	9,923,548	30,027,050	9,923,548	10,768,526	844,978	35.9%
44 DEPRECIATION	22,438,145	0	22,438,145	23,531,456	1,093,311	0.0%
45 TUITION REIMBURSEMENT	19,669	35,000	19,669	14,648	(5,021)	41.9%
46 TECHNOLOGY CONTINGENCY	656,181	873,206	656,181	434,987	(221,194)	49.8%
47 GIS CONTINGENCY				0	0	0.0%
48 EMPLOYEE TRAINING	50,000	50,000	50,000	50,000	0	100.0%
49 ECONOMIC DEVELOPMENT SPECIAL PROJECTS	223,500	153,500	223,500	153,500	(70,000)	100.0%
50 RESERVE	0	1,000,000	0	0	0	0.0%
51 NON-DEPARTMENTAL BAD DEBT	1,871,186	750,000	1,871,186	370,038	(1,501,148)	49.3%
52 TOTAL NON-DEPARTMENTAL	35,182,229	32,888,756	35,182,229	35,323,155	140,926	107.4%
53						
54 TOTAL EXPENDITURES	106,092,049	123,873,876	106,092,049	99,033,742	(7,058,307)	79.9%
55						
TRANSFERS OUT						
57 TO GENERAL FUND	6,770,000	4,250,000	6,770,000	6,520,000	(250,000)	153.4%
58 TO CAPITAL PROJECTS FUND	346,000	70,000	346,000	110,000	(236,000)	157.1%
59 TO RISK MANAGEMENT	500,000	500,000	500,000	500,000	0	100.0%
60 TO GENERAL TORT	174,570	0	174,570	0	(174,570)	0.0%
61 TO SEWER TORT	618,526	0	618,526	0	(618,526)	0.0%
62 TO GEN ADM INFO TECH	319,500	325,890	319,500	325,890	6,390	100.0%
63 TO PURCHASING	309,218	0	309,218	380,794	71,576	0.0%
64 TOTAL TRANSFERS OUT	9,037,814	5,145,890	9,037,814	7,836,684	(1,201,130)	152.3%
65						
66 TOTAL WATER/SEWER EXP & TRF	115,129,863	129,019,766	115,129,863	106,870,426	(8,259,437)	82.8%
67						
68						
69 TOTAL SURPLUS (DEFICIT)	24,942,209	0	24,942,209	16,486,781		

City of Columbia
 Water/Sewer Summary - Revenue & Expenditures - Actual to Budget Variance
 As of 06/30/2014

	BUDGET PRIOR YEAR FY 2012/13	BUDGET CURRENT YEAR FY 2013/14	BUDGET CURRENT YEAR THRU JUNE 2014	ACTUAL CURRENT YEAR THRU JUNE 2014	ACTUAL TO BUDGET VARIANCE THRU JUNE 2014	% ANNUAL BUDGET	OPEN ENCUMBRANCES THRU JUNE 2014
REVENUE							
1 FROM OTHER AGENCIES	0	0	0	0	0	0.0%	
2 CHARGES FOR SERVICES	120,565,279	126,598,385	126,598,385	116,146,428	(10,451,957)	91.7%	
3 FINES & FORFEITURES	200,000	250,000	250,000	338,734	88,734	135.5%	
4 MISCELLANEOUS REVENUE	10,000	10,000	10,000	13,558	3,558	135.6%	
5 INTEREST ON INVESTMENT	1,193,700	1,250,000	1,250,000	972,514	(277,486)	77.8%	
6 RENTS & SALE OF PROPERTY	85,000	100,000	100,000	453,031	353,031	453.0%	
7 CONTRIBUTIONS	0	0	0	5,431,910	5,431,910	0.0%	
8 TOTAL REVENUE	122,053,979	128,208,385	128,208,385	123,356,175	(4,852,210)	96.2%	
TRANSFERS IN							
10 FROM STORM WATER IMPROVEMENTS	0	0	0	0	0	0.0%	
11 FROM OTHER FUNDS	0	0	0	1,032	1,032	0.0%	
12 UNAPPROPRIATED SURPLUS	1,919,007	811,381	811,381	0	(811,381)	0.0%	
13 TOTAL TRANSFERS IN	1,919,007	811,381	811,381	1,032	(810,349)	0.1%	
15 TOTAL WATER/SEWER REV & TRF	123,972,986	129,019,766	129,019,766	123,357,207	(5,662,559)	95.6%	
EXPENDITURES - DEPARTMENTS							
18 CENTRAL ADMINISTRATION	47,142	0	0	675	675	0.0%	0
19 FINANCE	4,053,750	4,092,384	4,092,384	1,695,139	(2,397,245)	41.4%	1,045
20 ECONOMIC & COMM DEV	2,322,000	2,634,513	2,634,513	2,436,104	(198,409)	92.5%	20,741
21 POLICE	581,841	579,904	579,904	530,277	(49,627)	91.4%	0
22 FIRE	476,689	476,999	476,999	466,560	(10,439)	97.8%	0
23 PUBLIC WORKS	1,222,327	1,566,432	1,566,432	889,690	(676,742)	56.8%	184,716
24 GENERAL SRVCS/SUPPORT SERVICES	1,618,530	1,779,978	1,779,978	1,445,693	(334,285)	81.2%	97,990
25 INFORMATION TECHNOLOGY	701,771	645,699	645,699	376,112	(269,587)	58.2%	875
26 CUSTOMER SERVICE	2,193,140	2,232,014	2,232,014	1,889,009	(343,005)	84.6%	58,277
27 ENGINEERING:ADMINISTRATION	1,329,759	1,384,083	1,384,083	1,376,084	(7,999)	99.4%	0
28 ENGINEERING:GENERAL SERVICES	753,230	1,502,957	1,502,957	657,768	(845,189)	43.8%	121,171
29 WATER CUSTOMER SERVICE	3,144,436	3,316,423	3,316,423	3,126,923	(189,500)	94.3%	161
30 WATER DISTRIBUTION & MAINTENANCE	10,677,435	10,664,872	10,664,872	9,049,270	(1,615,602)	84.9%	511,174
31 WASTEWATER MAINTENANCE	8,198,798	13,712,773	13,712,773	7,053,264	(6,659,509)	51.4%	2,168,514
32 COLUMBIA CANAL WTP	6,177,069	6,190,184	6,190,184	5,300,606	(889,578)	85.6%	581,698
33 LAKE MURRAY WTP	5,903,096	5,931,907	5,931,907	5,612,443	(319,464)	94.6%	319,260
34 METRO WWTP	13,900,817	14,187,768	14,187,768	12,003,362	(2,184,406)	84.6%	1,606,510
35 WATER MAINTENANCE PROJECTS	10,878,117	9,905,162	9,905,162	1,378,729	(8,526,433)	13.9%	3,293,423
36 SEWER MAINTENANCE PROJECTS	10,878,116	6,298,364	6,298,364	4,913,591	(1,384,773)	78.0%	3,965,135
37 WATER SYSTEMS IMPROVEMENTS	2,276,015	2,051,171	2,051,171	1,832,527	(218,644)	89.3%	374
38 WASTEWATER SYSTEMS IMPROVEMENTS	1,467,956	1,382,548	1,382,548	1,255,206	(127,342)	90.8%	24,277
39 REAL ESTATE WATER	227,647	229,327	229,327	215,496	(13,831)	94.0%	0
40 REAL ESTATE WASTE	217,704	219,658	219,658	206,059	(13,599)	93.8%	0
41 TOTAL DEPARTMENT	89,247,385	90,985,120	90,985,120	63,710,587	(27,274,533)	70.0%	12,955,342
EXPENDITURES - NON-DEPARTMENTAL & MISC.							
43 DEBT SERVICE	27,362,601	30,027,050	30,027,050	10,768,526	(19,258,524)	35.9%	0
44 DEPRECIATION	0	0	0	23,531,456	23,531,456	0.0%	0
45 TUITION REIMBURSEMENT	35,000	35,000	35,000	14,648	(20,352)	41.9%	0
46 TECHNOLOGY CONTINGENCY	500,000	873,206	873,206	434,987	(438,219)	49.8%	209,733
47 GIS CONTINGENCY							0
48 EMPLOYEE TRAINING	50,000	50,000	50,000	50,000	0	100.0%	0
49 ECONOMIC DEVELOPMENT SPECIAL PROJECTS	288,500	153,500	153,500	153,500	0	100.0%	0
50 RESERVE	1,000,000	1,000,000	1,000,000	0	(1,000,000)	0.0%	0
51 NON-DEPARTMENTAL BAD DEBT	0	750,000	750,000	370,038	(379,962)	49.3%	0
52 TOTAL NON-DEPARTMENTAL	29,236,101	32,888,756	32,888,756	35,323,155	2,434,399	107.4%	209,733
54 TOTAL EXPENDITURES	118,483,486	123,873,876	123,873,876	99,033,742	(24,840,134)	79.9%	13,165,075
TRANSFERS OUT							
57 TO GENERAL FUND	4,500,000	4,250,000	4,250,000	6,520,000	2,270,000	153.4%	
58 TO CAPITAL PROJECTS FUND	170,000	70,000	70,000	110,000	40,000	157.1%	
59 TO RISK MANAGEMENT	500,000	500,000	500,000	500,000	0	100.0%	
60 TO GENERAL TORT	0	0	0	0	0	0.0%	
61 TO SEWER TORT	0	0	0	0	0	0.0%	
62 TO GEN ADM INFO TECH	319,500	325,890	325,890	325,890	0	100.0%	
63 TO PURCHASING	0	0	0	380,794	380,794	0.0%	
64 TOTAL TRANSFERS OUT	5,489,500	5,145,890	5,145,890	7,836,684	2,690,794	152.3%	
66 TOTAL WATER/SEWER EXP & TRF	123,972,986	129,019,766	129,019,766	106,870,426	(22,149,340)	82.8%	13,165,075
69 TOTAL SURPLUS (DEFICIT)	0	0	0	16,486,781			

Attachment: financial_report (1595 : June 2014 Financial Report)

City of Columbia
General Fund Summary - Revenue and Expenditures - Current to Prior Year Variance
As of 7/31/2014

	ACTUAL PRIOR YEAR FY 2013/14	BUDGET CURRENT YEAR FY 2014/15	ACTUAL PRIOR YEAR THRU JULY 2013	ACTUAL CURRENT YEAR THRU JULY 2014	ACTUAL CURRENT TO PRIOR VARIANCE	% ANNUAL BUDGET
REVENUE						
1 GENERAL PROPERTY TAX	50,513,893	51,406,365	0	0	-	0.0%
2 LICENSES AND PERMITS	31,466,654	30,714,607	448,908	379,635	(69,273)	1.2%
3 FROM OTHER AGENCIES	12,648,742	12,669,431	266,142	47,676	(218,466)	0.4%
4 CURRENT SERVICE CHARGES	12,398,726	12,140,340	1,008,711	1,133,928	125,217	9.3%
5 FINES & FORFEITURES	1,166,100	1,300,500	254,996	196,381	(58,615)	15.1%
6 SPECIAL EVENTS	90,310	137,300	865	2,430	1,565	0.0%
7 MISCELLANEOUS REVENUE	91,750	77,000	295	1,808	1,513	2.3%
8 INTEREST ON INVESTMENT	74,553	50,000	0	0	-	0.0%
9 RENTS & SALE OF PROPERTY	437,511	264,404	5,872	11,105	5,233	4.2%
10 TOTAL REVENUE	108,888,239	108,759,947	1,985,789	1,772,963	(212,826)	1.6%
TRANSFERS IN						
11 FROM OTHER FUNDS	5,593			0		0.0%
13 FROM ACCOMMODATIONS TAX	25,000	25,000		0	-	0.0%
14 FROM COUNTY FIRE				0	-	0.0%
15 FROM HOSPITALITY TAX	3,000,000	2,569,143	250,000	0	(250,000)	0.0%
16 FROM GO BOND PROCEEDS	3,262,134	7,000,000		0	-	0.0%
17 FROM WATER & SEWER OPERATING	6,520,000	6,270,000	354,167	189,167	(165,000)	3.0%
18 FROM PARKING FUND					-	0.0%
19 FROM HYDRO	1,500,000	500,000		125,000	125,000	25.0%
20 UN-APPROPRIATED SURPLUS		2,340,000	0		-	0.0%
21 TOTAL TRANSFERS IN	14,312,727	18,704,143	604,167	314,167	(290,000)	1.7%
22						
23 TOTAL GEN FUND REV & TRF	123,200,966	127,464,090	2,589,956	2,087,130	(502,826)	1.6%
EXPENDITURES - DEPARTMENTS						
26 LEGISLATIVE - MAYOR & CITY COUNCIL	580,464	718,427	24,998	30,753	5,755	4.3%
27 ADMINISTRATION - CITY MANAGER	637,452	502,083	15,696	17,124	1,428	3.4%
28 ADMINISTRATION - GOV'T AFFAIRS	454,329	452,766	13,306	11,408	(1,898)	2.5%
29 ADMINISTRATION - ACM OPERATION	334,756	368,444	14,716	17,894	3,178	4.9%
30 ADMINISTRATION - ACM-CFO	180,028	182,144	717	5,831	5,114	3.2%
31 ADMINISTRATION - SR. ASSISTANT CM	307,888	317,117	9,936	9,711	(225)	3.1%
32 HUMAN RESOURCES	883,423	980,446	36,342	38,056	1,714	3.9%
33 BUDGET & PROG MGMT OFFICE	257,458	351,936	18,092	27,597	9,505	7.8%
34 PUBLIC RELATIONS	509,476	573,135	18,868	24,964	6,096	4.4%
35 COUNCIL SUPPORT SERVICES	543,457	421,247	15,534	16,725	1,191	4.0%
36 LEGAL	1,771,160	2,059,960	115,348	55,179	(60,169)	2.7%
37 MUNICIPAL COURT	2,543,184	2,648,014	96,082	102,221	6,139	3.9%
38 FINANCE	1,676,996	1,912,136	58,258	69,407	11,149	3.6%
39 OFFICE OF BUSINESS OPPORTUNITIES	520,641	558,553	16,790	14,953	(1,837)	2.7%
40 COMMUNITY DEVELOPMENT	329,289	346,938	10,508	13,779	3,271	4.0%
41 DEVELOPMENT SERVICES	4,076,244	3,428,316	184,130	174,017	(10,113)	5.1%
42 POLICE	33,207,089	34,830,957	1,709,030	1,705,061	(3,969)	4.9%
43 911 EMERGENCY COMMUNICATIONS	2,536,090	2,945,036	146,490	176,034	29,544	6.0%
44 FIRE	20,782,186	20,064,922	1,070,405	1,003,636	(66,769)	5.0%
45 PARKS & RECREATION	10,398,644	10,978,400	604,819	532,445	(72,374)	4.8%
46 PUBLIC WORKS	17,657,021	18,131,836	857,458	660,533	(196,925)	3.6%
47 GENERAL SRVCS/SUPPORT SERVICES	1,704,357	2,581,758	67,850	62,637	(5,213)	2.4%
48 INFORMATION TECHNOLOGY	3,211,745	3,654,974	138,725	72,810	(65,915)	2.0%
49 TOTAL DEPARTMENT	105,103,377	109,009,545	5,244,098	4,842,775	(401,323)	4.4%
EXPEND. - NON-DEPT. & MISC.						
51 COMMUNITY PROMOTION - AGENCIES	160,000	270,670	0	0	-	0.0%
52 SOLICITOR'S OFFICE	215,817	215,817	0	0	-	0.0%
53 HOMELESS SERVICES	1,218,907	1,000,000	0	4	(4)	0.0%
54 ELECTRICITY & FUEL RESERVE	0	108,473	0	0	-	0.0%
55 DETENTION CENTER PER DIEM	537,003	450,000	0	0	-	0.0%
56 SPECIAL EMERGENCY RESERVE	51,061	75,000	0	0	-	0.0%
57 NON-DEPARTMENTAL & MISC.	40,099	40,000	2,540	1,046	1,494	2.6%
58 OFFICE SPACE LEASE	490,630	505,000	69,436	0	69,436	0.0%
59 OTHER SERVICES AND CHARGES	13,410	0	12,684	(237)	12,921	0.0%
60 TOTAL NON-DEPARTMENTAL	2,726,927	2,664,960	84,660	813	83,847	0.0%
61 TOTAL EXPENDITURES	107,830,304	111,674,505	5,328,758	4,843,588	485,170	4.3%
TRANSFERS OUT						
63 TO OTHER FUNDS					-	0.00%
64 TO INTERNAL SERVICE FUNDS	1,745,856	1,868,285	145,804	0	145,804	0.00%
65 TO SPECIAL REVENUES	25,719			0	-	0.00%
66 TO DEBT SERVICE	5,498,688	5,927,980	458,222	0	458,222	0.00%
67 TO GRANTS	24,972		443	2,535	(2,092)	0.00%
68 TO CAPITAL IMPROVEMENTS	1,530,600	493,320	125,000	0	125,000	0.00%
69 TO STORM WATER	750,000	500,000	62,500	0	62,500	0.00%
70 TO CAPITAL REPLACEMENTS	0	7,000,000	0	0	-	0.00%
71 TOTAL TRANSFERS OUT	9,575,835	15,789,585	791,969	2,535	789,434	0.02%
72						
73 TOTAL GEN FUND EXPEND & TRF	117,406,139	127,464,090	6,120,727	4,846,123	(1,274,604)	3.80%
74						
75 TOTAL SURPLUS (DEFICIT)	5,794,827	-	(3,530,771)	(2,758,993)		

City of Columbia
General Fund Summary - Revenue and Expenditures - Actual to Budget Variance
As of 7/31/2014

	BUDGET PRIOR YEAR FY 2013/14	BUDGET CURRENT YEAR FY 2014/15	BUDGET CURRENT YEAR THRU JULY 2014	ACTUAL CURRENT YEAR THRU JULY 2014	ACTUAL TO BUDGET VARIANCE THRU JULY 2014	% ANNUAL BUDGET	OPEN ENCUMBRANCES THRU JULY 2014
REVENUE							
1 GENERAL PROPERTY TAX	50,251,476	51,406,365	4,283,864	0	(4,283,864)	0.0%	
2 LICENSES AND PERMITS	28,741,421	30,714,607	2,559,551	379,635	(2,179,916)	1.2%	
3 FROM OTHER AGENCIES	12,265,828	12,669,431	1,055,785	47,676	(1,008,109)	0.4%	
4 CURRENT SERVICE CHARGES	11,553,740	12,140,340	1,011,695	1,133,928	122,233	9.3%	
5 FINES & FORFEITURES	1,472,000	1,300,500	108,375	196,381	88,006	15.1%	
6 SPECIAL EVENTS	14,300	137,300	11,442	2,430	(9,012)	0.0%	
7 MISCELLANEOUS REVENUE	61,475	77,000	6,417	1,808	(4,609)	2.3%	
8 INTEREST ON INVESTMENT	50,000	50,000	4,167	0	(4,167)	0.0%	
9 RENTS & SALE OF PROPERTY	200,000	264,404	22,034	11,105	(10,929)	4.2%	
10 TOTAL REVENUE	104,610,240	108,759,947	9,063,328	1,772,963	(7,290,365)	1.6%	
TRANSFERS IN							
11 FROM OTHER FUNDS				0		0.0%	
12 FROM ACCOMMODATIONS TAX	25,000	25,000	2,083	0	(2,083)	0.0%	
13 FROM COUNTY FIRE		0	0	0	-	0.0%	
14 FROM HOSPITALITY TAX	3,000,000	2,569,143	214,095	0	(214,095)	0.0%	
15 FROM GO BOND PROCEEDS	7,000,000	7,000,000	583,334	0	(583,334)	0.0%	
16 FROM WATER & SEWER OPERATING	6,520,000	6,270,000	522,500	189,167	(333,333)	3.0%	
17 FROM PARKING FUND		0	0	0	-	0.0%	
18 FROM HYDRO	1,500,000	500,000	41,667	125,000	83,333	25.0%	
19 UN-APPROPRIATED SURPLUS	2,254,844	2,340,000	195,000	0	(195,000)	0.0%	
20 TOTAL TRANSFERS IN	20,299,844	18,704,143	1,558,680	314,167	(1,244,513)	1.7%	
21							
22							
23 TOTAL GEN FUND REV & TRF	124,910,084	127,464,090	10,622,008	2,087,130	(8,534,878)	1.6%	
EXPENDITURES - DEPARTMENTS							
24 LEGISLATIVE - MAYOR & CITY COUNCIL	670,836	718,427	59,866	30,753	(29,113)	4.3%	1,000
25 ADMINISTRATION - CITY MANAGER	551,102	502,083	43,508	17,124	(26,384)	3.4%	-
26 ADMINISTRATION - GOV'T AFFAIRS	530,199	452,766	37,733	11,408	(26,325)	2.5%	115,512
27 ADMINISTRATION - ACM OPERATIONS	336,665	368,444	30,704	17,894	(12,810)	4.9%	229
28 ADMINISTRATION - ACM-CFO	180,680	182,144	15,178	5,831	(9,347)	3.2%	210
29 ADMINISTRATION - SR. ASSISTANT C	310,116	317,117	26,428	9,711	(16,717)	3.1%	5,809
30 HUMAN RESOURCES	913,645	980,446	81,704	38,056	(43,648)	3.9%	8,341
31 BUDGET & PROGRAM MGMT OFFICE	294,295	351,936	27,663	27,597	(66)	7.8%	8,700
32 PUBLIC RELATIONS	525,309	573,135	47,764	24,964	(22,800)	4.4%	7,679
33 COUNCIL SUPPORT SERVICES	528,336	421,247	35,106	16,725	(18,381)	4.0%	3,806
34 LEGAL	2,045,125	2,059,960	171,664	55,179	(116,485)	2.7%	98,784
35 MUNICIPAL COURT	2,614,801	2,648,014	220,667	102,221	(118,446)	3.9%	120,811
36 FINANCE	1,869,126	1,912,136	159,347	69,407	(89,940)	3.6%	39,466
37 OFFICE OF BUSINESS OPPORTUNITIES	560,977	558,553	46,550	14,953	(31,597)	2.7%	19,855
38 COMMUNITY DEVELOPMENT	304,104	346,938	28,913	13,779	(15,134)	4.0%	2,377
39 DEVELOPMENT SERVICES	4,828,601	3,428,316	285,696	174,017	(111,679)	5.1%	419,397
40 POLICE	33,287,552	34,830,957	2,902,585	1,705,061	(1,197,524)	4.9%	1,368,273
41 911 EMERGENCY COMMUNICATION	2,764,669	2,945,036	245,420	176,034	(69,386)	6.0%	60,368
42 FIRE	21,160,246	20,064,922	1,672,095	1,003,636	(668,459)	5.0%	453,846
43 PARKS & RECREATION	10,687,808	10,978,400	914,872	532,445	(382,427)	4.8%	375,731
44 PUBLIC WORKS	18,851,730	18,131,836	1,511,008	660,533	(850,475)	3.6%	308,203
45 GENERAL SERVICES/SUPPORT SERVICES	1,890,356	2,581,758	215,150	62,637	(152,513)	2.4%	304,852
46 INFORMATION TECHNOLOGY	3,497,513	3,654,974	304,584	72,810	(231,774)	2.0%	419,194
47 TOTAL DEPARTMENT	109,203,791	109,009,545	9,084,205	4,842,775	(4,241,430)	4.4%	4,142,443
EXPEND. - NON-DEPT. & MISC.							
48 COMMUNITY PROMOTION - AGENCY	160,000	270,670	22,556	0	22,556	0.0%	
49 SOLICITOR'S OFFICE	215,817	215,817	17,985	0	17,985	0.0%	
50 HOMELESS SERVICES	1,125,000	1,000,000	83,333	4	83,329	0.0%	382
51 ELECTRICITY & FUEL RESERVE	0	108,473	9,039	0	9,039	0.0%	
52 DETENTION CENTER PER DIEM	450,000	450,000	37,500	0	37,500	0.0%	
53 SPECIAL EMERGENCY RESERVE	75,000	75,000	6,250	0	0	0.0%	
54 NON-DEPARTMENTAL & MISC.	515,000	40,000	3,332	1,046	2,286	2.6%	606,709
55 OFFICE SPACE LEASE	505,000	505,000	42,083	0	42,083	0.0%	
56 OTHER SERVICES AND CHARGES	0	0	0	(237)	237	0.0%	
57 TOTAL NON-DEPARTMENTAL	3,045,817	2,664,960	222,079	813	221,266	0.0%	607,091
58 TOTAL EXPENDITURES	112,249,608	111,674,505	9,306,284	4,843,588	4,462,696	4.3%	4,749,534
TRANSFERS OUT							
59 TO OTHER FUNDS			0			0.00%	
60 TO INTERNAL SERVICE FUNDS	1,704,099	1,868,285	155,690	0	155,690	0.00%	
61 TO SPECIAL REVENUES		0	0	0	-	0.00%	
62 TO DEBT SERVICE	5,498,688	5,927,980	493,998	0	493,998	0.00%	
63 TO GRANTS		0	0	2,535	(2,535)	0.00%	
64 TO CAPITAL IMPROVEMENTS	1,469,400	493,320	41,110	0	41,110	0.00%	
65 TO STORM WATER	750,000	500,000	41,667	0	41,667	0.00%	
66 TO CAPITAL REPLACEMENTS	3,238,289	7,000,000	583,333	0	583,333	0.00%	
67 TOTAL TRANSFERS OUT	12,660,476	15,789,585	1,315,799	2,535	1,313,264	0.02%	
68							
69 TOTAL GEN FUND EXPEND & TRF	124,910,084	127,464,090	10,622,082	4,846,123	(5,775,959)	3.80%	
70							
71 TOTAL SURPLUS (DEFICIT)	-	-	(75)	(2,758,993)			

Attachment: financial_report (1595 : June 2014 Financial Report)

City of Columbia

Parking Summary - Revenue and Expenditures - Current to Prior Year Variance

As of 7/31/2014

	ACTUAL PRIOR YEAR FY 2013/14	BUDGET CURRENT YEAR FY 2014/15	ACTUAL PRIOR YEAR THRU JULY 2013	ACTUAL CURRENT YEAR THRU JULY 2014	ACTUAL CURRENT TO PRIOR VARIANCE	% ANNUAL BUDGET
REVENUE						
1 CURRENT SERVICE CHARGES	4,408,489	4,660,450	335,590	374,364	38,774	8
2 FINES & FORFEITURES	1,979,180	2,100,000	155,235	127,461	(27,774)	6
3 MISCELLANEOUS REVENUE	216	0	0	0	0	0
4 INTEREST ON INVESTMENT	97,391	60,000	17,130	7,087	(10,043)	11
5 RENTS & SALE OF PROPERTY	108,675	104,850	9,056	9,056	0	8
6 TOTAL REVENUE	6,593,951	6,925,300	517,011	517,968	957	7
TRANSFERS IN						
8 FROM ARRA GRANT	0	0	0	0	0	0
9 FROM PARKING IMPROVEMENTS	0	0	0	0	0	0
10 FROM HEALTH INS	0	0	0	0	0	0
11 FROM GEN ADMIN IT	0	0	0	0	0	0
12 TOTAL TRANSFERS IN	0	0	0	0	0	0
13						
14 TOTAL PARKING REV & TRF	6,593,951	6,925,300	517,011	517,968	957	7
15						
EXPENDITURES - DEPARTMENTS						
17 FINANCE	92,531	181,815	1,945	6,605	4,660	3
18 PUBLIC WORKS	82,564	96,388	5,329	2,899	(2,430)	3
19 PARKING OPERATIONS	1,198,591	1,211,578	71,342	61,234	(10,108)	5
20 PARKING FACILITIES	1,238,019	1,412,359	53,845	44,819	(9,026)	3
21 PARKING NON-CAPITAL PROJECTS	13,593	0	0	0	0	0
22 PARKING ADMINISTRATION	404,197	397,379	16,153	17,262	1,109	4
23 TOTAL DEPARTMENT	3,029,495	3,299,519	148,614	132,819	(15,795)	4
24 EXPEND. - NON-DEPART & MISC.						
25 DEBT SERVICE	1,526,191	3,165,248	167,232	177,925	10,693	5
26 DEPRECIATION	1,229,851	181,979	0	0	0	0
27 TUITION REIMBURSEMENT	0	5,000	0	0	0	0
28 SPECIAL PROJECTS	0	0	0	0	0	0
29 RESERVE	0	15,000	0	0	0	0
30 NON DEPARTMENTAL BAD DEBT	(751)	0	0	0	0	0
31 TOTAL NON-DEPARTMENTAL	2,755,291	3,367,227	167,232	177,925	10,693	5
32 TOTAL EXPENDITURES	5,784,786	6,666,746	315,846	310,744	(5,102)	4
33						
TRANSFERS OUT						
34 TO RISK MANAGEMENT	100,000	100,000	8,333	0	(8,333)	0
35 TO GENERAL ADMIN INFO TECH	60,000	138,554	5,000	0	(5,000)	0
36 TO PURCHASING	2,364	20,000	71	84	13	0
37 TO GENERAL TORT	0	0	0	0	0	0
38 TOTAL TRANSFERS OUT	162,364	258,554	13,404	84	(13,320)	0.0
39						
40 TOTAL PARKING EXP & TRF	5,947,150	6,925,300	329,250	310,828	(18,422)	4
41						
42 TOTAL SURPLUS (DEFICIT)	646,801	0	187,761	207,140		

Attachment: financial_report (1595 : June 2014 Financial Report)

City of Columbia
 Parking Summary - Revenue and Expenditures - Actual to Budget Variance
 As of 7/31/2014

	BUDGET PRIOR YEAR FY 2013/14	BUDGET CURRENT YEAR FY 2014/15	BUDGET CURRENT YEAR THRU JULY 2014	ACTUAL CURRENT YEAR THRU JULY 2014	ACTUAL TO BUDGET VARIANCE THRU JULY 2014	% ANNUAL BUDGET	OPEN ENCUMBRANCE THRU JULY 2014
REVENUE							
1 CURRENT SERVICE CHARGES	4,677,000	4,660,450	388,370	374,364	(14,006)	8.0%	
2 FINES & FORFEITURES	2,350,000	2,100,000	175,000	127,461	(47,539)	6.1%	
3 MISCELLANEOUS REVENUE	0	0	0	0	0	0.0%	
4 INTEREST ON INVESTMENT	75,000	60,000	5,000	7,087	2,087	11.8%	
5 RENTS & SALE OF PROPERTY	104,850	104,850	8,738	9,056	318	8.6%	
6 TOTAL REVENUE	7,206,850	6,925,300	577,108	517,968	(59,140)	7.5%	
TRANSFERS IN							
8 FROM ARRA GRANT	0	0	0	0	0	0.0%	
9 FROM PARKING IMPROVEMENTS	0	0	0	0	0	0.0%	
10 FROM HEALTH INS	0	0	0	0	0	0.0%	
11 FROM GEN ADMIN IT	0	0	0	0	0	0.0%	
12 TOTAL TRANSFERS IN	0	0	0	0	0	0.0%	
13							
14 TOTAL PARKING REV & TRF	7,206,850	6,925,300	577,108	517,968	(59,140)	7.5%	
EXPENDITURES - DEPARTMENTS							
17 FINANCE	91,222	181,815	15,151	6,605	(8,546)	3.6%	
18 PUBLIC WORKS	98,577	96,388	8,032	2,899	(5,133)	3.0%	
19 PARKING OPERATIONS	1,299,572	1,211,578	100,963	61,234	(39,729)	5.1%	16,4
20 PARKING FACILITIES	1,268,446	1,412,359	117,697	44,819	(72,878)	3.2%	41,0
21 PARKING NON-CAPITAL PROJECTS	0	0	0	0	0	0.0%	72,4
22 PARKING ADMINISTRATION	394,124	397,379	33,116	17,262	(15,854)	4.3%	4
23 TOTAL DEPARTMENT	3,151,941	3,299,519	274,959	132,819	(142,140)	4.0%	131,2
EXPEND. - NON-DEPART & MISC.							
25 DEBT SERVICE	3,165,248	3,165,248	263,771	177,925	(85,846)	5.6%	
26 DEPRECIATION	610,661	181,979	15,165	0	(15,165)	0.0%	
27 TUITION REIMBURSEMENT	5,000	5,000	417	0	(417)	0.0%	
28 SPECIAL PROJECTS	84,000	0	0	0	0	0.0%	
29 RESERVE	30,000	15,000	1,250	0	(1,250)	0.0%	
30 NON DEPARTMENTAL BAD DEBT	0	0	0	0	0	0.0%	
31 TOTAL NON-DEPARTMENTAL	3,894,909	3,367,227	280,603	177,925	(102,678)	5.3%	
32 TOTAL EXPENDITURES	7,046,850	6,666,746	555,562	310,744	(244,818)	4.7%	131,2
TRANSFERS OUT							
34 TO RISK MANAGEMENT	100,000	100,000	8,333	0	(8,333)	0.0%	
35 TO GENERAL ADMIN INFO TECH	60,000	138,554	11,546	0	(11,546)	0.0%	
36 TO PURCHASING	0	20,000	1,667	84	(1,583)	0.4%	
37 TO GENERAL TORT	0	0	0	0	0	0.0%	
38 TOTAL TRANSFERS OUT	160,000	258,554	21,546	84	(21,462)	0.03%	
39							
40 TOTAL PARKING EXP & TRF	7,206,850	6,925,300	577,108	310,828	(266,280)	4.5%	131,2
41							
42 TOTAL SURPLUS (DEFICIT)	0	0	(0)	207,140			

Attachment: financial_report (1595 : June 2014 Financial Report)

City of Columbia
 Water/Sewer Summary - Revenue & Expenditures - Current to Prior Year Variance
 As of 07/31/2014

	ACTUAL PRIOR YEAR FY 2013/14	BUDGET CURRENT YEAR FY 2014/15	ACTUAL PRIOR YEAR THRU JULY 2013	ACTUAL CURRENT YEAR THRU JULY 2014	ACTUAL CURRENT TO PRIOR VARIANCE	% ANNUAL BUDGET
REVENUE						
1 CHARGES FOR SERVICES	116,146,428	125,928,595	10,197,924	12,983,337	2,785,413	10.3%
2 FINES & FORFEITURES	338,734	300,000	32,924	26,424	(6,500)	8.8%
3 MISCELLANEOUS REVENUE	13,558	10,000	2,828	0	(2,828)	0.0%
4 INTEREST REVENUES	972,514	1,206,500	4,037	4,500	463	0.4%
5 RENTS & SALE OF PROPERTY	453,031	140,000	6,864	6,684	(180)	4.8%
6 CONTRIBUTIONS	5,431,910	0	0	0	0	0.0%
7 TOTAL REVENUE	123,356,175	127,585,095	10,244,577	13,020,945	2,776,368	10.2%
TRANSFERS IN						
9 FROM OTHER FUNDS	1,032	0	0	0	0	0.0%
10 UNAPPROPRIATED SURPLUS	0	0	0	0	0	0.0%
11 TOTAL TRANSFERS IN	1,032	0	0	0	0	0.0%
12						
13 TOTAL WATER/SEWER REV & TRF	123,357,207	127,585,095	10,244,577	13,020,945	2,776,368	10.2%
EXPENDITURES - DEPARTMENTS						
16 CENTRAL ADMINISTRATION	675	0	0	0	0	0.0%
17 FINANCE	1,695,139	4,013,836	32,401	52,080	19,679	1.3%
18 ECONOMIC & COMM DEV	2,436,104	2,790,270	28,088	53,125	25,037	1.9%
19 POLICE	530,277	659,258	30,650	31,565	915	4.8%
20 FIRE	466,560	472,442	23,532	10,729	(12,803)	2.3%
21 PUBLIC WORKS	889,690	1,526,849	42,200	195,524	153,324	12.8%
22 GENERAL SRVCS/SUPPORT SERVICES	1,445,693	1,907,817	62,415	51,222	(11,193)	2.7%
23 INFORMATION TECHNOLOGY	376,112	503,293	13,565	14,238	673	2.8%
24 CUSTOMER SERVICE	1,889,009	2,430,503	38,370	55,019	16,649	2.3%
25 ENGINEERING:ADMINISTRATION	1,376,084	1,387,677	54,735	62,641	7,906	4.5%
26 ENGINEERING:GENERAL SERVICES	657,768	771,114	26,987	22,662	(4,325)	2.9%
27 WATER CUSTOMER SERVICE	3,126,923	3,325,548	123,739	135,115	11,376	4.1%
28 WATER DISTRIBUTION & MAINTENANCE	9,049,270	11,163,774	359,045	329,001	(30,044)	2.9%
29 WASTEWATER MAINTENANCE	7,053,264	13,423,848	294,047	272,067	(21,980)	2.0%
30 COLUMBIA CANAL WTP	5,300,606	6,464,601	243,548	75,730	(167,818)	1.2%
31 LAKE MURRAY WTP	5,612,443	6,152,232	229,559	101,995	(127,564)	1.7%
32 METRO WWTP	12,003,362	17,729,031	336,550	287,933	(48,617)	1.6%
33 WATER MAINTENANCE PROJECTS	1,378,729	0	3,157	0	(3,157)	0.0%
34 SEWER MAINTENANCE PROJECTS	4,913,591	0	(711,524)	(137,179)	574,345	0.0%
35 WATER SYSTEMS IMPROVEMENTS	1,832,527	2,118,577	77,450	79,694	2,244	3.8%
36 WASTEWATER SYSTEMS IMPROVEMENTS	1,255,206	2,472,812	51,955	56,202	4,247	2.3%
37 REAL ESTATE WATER	215,496	228,948	7,621	9,210	1,589	4.0%
38 REAL ESTATE WASTE	206,059	218,091	7,359	8,462	1,103	3.9%
39 TOTAL DEPARTMENT	63,710,587	79,760,521	1,375,449	1,767,035	391,586	2.2%
EXPENDITURES - NON-DEPARTMENTAL & MISC.						
41 DEBT SERVICE	10,768,526	29,008,192	1,199,688	1,601,645	401,957	5.5%
42 DEPRECIATION	23,531,456	0	0	0	0	0.0%
43 TUITION REIMBURSEMENT	14,648	35,000	0	0	0	0.0%
44 TECHNOLOGY CONTINGENCY	434,987	250,000	0	0	0	0.0%
45 EMPLOYEE TRAINING	50,000	50,000	0	0	0	0.0%
46 ECONOMIC DEVELOPMENT SPECIAL PROJECTS	153,500	103,000	0	0	0	0.0%
47 RESERVE	0	1,000,000	0	0	0	0.0%
48 NON-DEPARTMENTAL BAD DEBT	370,038	750,000	1,656	626	(1,030)	0.1%
49 TOTAL NON-DEPARTMENTAL	35,323,155	31,196,192	1,201,344	1,602,271	400,927	5.1%
50						
51 TOTAL EXPENDITURES	99,033,742	110,956,713	2,576,793	3,369,306	792,513	3.0%
TRANSFERS OUT						
54 TO GENERAL FUND	6,520,000	4,000,000	354,167	189,167	(165,000)	4.7%
55 TO CAPITAL PROJECTS FUND	110,000	0	0	0	0	0.0%
56 TO WATER/SEWER IMPROVEMENTS		11,673,149			0	0.0%
57 TO RISK MANAGEMENT	500,000	500,000	41,667	0	(41,667)	0.0%
58 TO GEN ADM INFO TECH	325,890	455,233	27,158	0	(27,158)	0.0%
59 TO PURCHASING	380,794	0	12,673	7,721	(4,952)	0.0%
60 TOTAL TRANSFERS OUT	7,836,684	16,628,382	435,665	196,888	(238,777)	1.2%
61						
62 TOTAL WATER/SEWER EXP & TRF	106,870,426	127,585,095	3,012,458	3,566,194	553,736	2.8%
63						
64						
65 TOTAL SURPLUS (DEFICIT)	16,486,781	0	7,232,119	9,454,751		

City of Columbia
 Water/Sewer Summary - Revenue & Expenditures - Actual to Budget Variance
 As of 07/31/2014

	BUDGET PRIOR YEAR FY 2013/14	BUDGET CURRENT YEAR FY 2014/15	BUDGET CURRENT YEAR THRU JULY 2014	ACTUAL CURRENT YEAR THRU JULY 2014	ACTUAL TO BUDGE VARIANCE THRU JULY 2014	% ANNUAL BUDGET	OPEN ENCUMBRANCES THRU JULY 2014
REVENUE							
1 CHARGES FOR SERVICES	126,598,385	125,928,595	10,494,049	12,983,337	2,489,288	10.3%	
2 FINES & FORFEITURES	250,000	300,000	25,000	26,424	1,424	8.8%	
3 MISCELLANEOUS REVENUE	10,000	10,000	833	0	(833)	0.0%	
4 INTEREST REVENUES	1,250,000	1,206,500	100,542	4,500	(96,042)	0.4%	
5 RENTS & SALE OF PROPERTY	100,000	140,000	11,667	6,684	(4,983)	4.8%	
6 CONTRIBUTIONS	0	0	0	0	0	0.0%	
7 TOTAL REVENUE	128,208,385	127,585,095	10,632,091	13,020,945	2,388,854	10.2%	
TRANSFERS IN							
9 FROM OTHER FUNDS	0	0	0	0	0	0.0%	
10 UNAPPROPRIATED SURPLUS	811,381	0	0	0	0	0.0%	
11 TOTAL TRANSFERS IN	811,381	0	0	0	0	0.0%	
12							
13 TOTAL WATER/SEWER REV & TRF	129,019,766	127,585,095	10,632,091	13,020,945	2,388,854	10.2%	
EXPENDITURES - DEPARTMENTS							
16 CENTRAL ADMINISTRATION	0	0	0	0	0	0.0%	0
17 FINANCE	4,092,384	4,013,836	334,487	52,080	(282,407)	1.3%	8,513
18 ECONOMIC & COMM DEV	2,634,513	2,790,270	232,524	53,125	(179,399)	1.9%	49,671
19 POLICE	579,904	659,258	54,938	31,565	(23,373)	4.8%	0
20 FIRE	476,999	472,442	39,372	10,729	(28,643)	2.3%	0
21 PUBLIC WORKS	1,566,432	1,526,849	127,239	195,524	68,285	12.8%	83,595
22 GENERAL SRVCS/SUPPORT SERVICES	1,779,978	1,907,817	158,985	51,222	(107,763)	2.7%	242,836
23 INFORMATION TECHNOLOGY	645,699	503,293	41,940	14,238	(27,702)	2.8%	1,344
24 CUSTOMER SERVICE	2,232,014	2,430,503	202,543	55,019	(147,524)	2.3%	37,357
25 ENGINEERING:ADMINISTRATION	1,384,083	1,387,677	115,639	62,641	(52,998)	4.5%	5,847
26 ENGINEERING:GENERAL SERVICES	1,502,957	771,114	64,263	22,662	(41,601)	2.9%	127,007
27 WATER CUSTOMER SERVICE	3,316,423	3,325,548	277,130	135,115	(142,015)	4.1%	408
28 WATER DISTRIBUTION & MAINTENANCE	10,664,872	11,163,774	930,317	329,001	(601,316)	2.9%	867,953
29 WASTEWATER MAINTENANCE	13,712,773	13,423,848	1,118,653	272,067	(846,586)	2.0%	2,617,054
30 COLUMBIA CANAL WTP	6,190,184	6,464,601	538,720	75,730	(462,990)	1.2%	1,682,771
31 LAKE MURRAY WTP	5,931,907	6,152,232	512,691	101,995	(410,696)	1.7%	1,776,180
32 METRO WWTP	14,187,768	17,729,031	1,477,417	287,933	(1,189,484)	1.6%	6,065,100
33 WATER MAINTENANCE PROJECTS	9,905,162	0	0	0	0	0.0%	3,284,426
34 SEWER MAINTENANCE PROJECTS	6,298,364	0	0	(137,179)	(137,179)	0.0%	1,109,176
35 WATER SYSTEMS IMPROVEMENTS	2,051,171	2,118,577	176,549	79,694	(96,855)	3.8%	608
36 WASTEWATER SYSTEMS IMPROVEMENTS	1,382,548	2,472,812	206,066	56,202	(149,864)	2.3%	24,570
37 REAL ESTATE WATER	229,327	228,948	19,081	9,210	(9,871)	4.0%	608
38 REAL ESTATE WASTE	219,658	218,091	18,175	8,462	(9,713)	3.9%	608
39 TOTAL DEPARTMENT	90,985,120	79,760,521	6,646,729	1,767,035	(4,879,694)	2.2%	17,985,634
EXPENDITURES - NON-DEPARTMENTAL & MISC.							
41 DEBT SERVICE	30,027,050	29,008,192	2,417,349	1,601,645	(815,704)	5.5%	0
42 DEPRECIATION	0	0	0	0	0	0.0%	0
43 TUITION REIMBURSEMENT	35,000	35,000	2,917	0	(2,917)	0.0%	0
44 TECHNOLOGY CONTINGENCY	873,206	250,000	20,833	0	(20,833)	0.0%	188,370
45 EMPLOYEE TRAINING	50,000	50,000	4,167	0	(4,167)	0.0%	0
46 ECONOMIC DEVELOPMENT SPECIAL PROJECTS	153,500	103,000	8,583	0	(8,583)	0.0%	0
47 RESERVE	1,000,000	1,000,000	83,333	0	(83,333)	0.0%	0
48 NON-DEPARTMENTAL BAD DEBT	750,000	750,000	62,500	626	(61,874)	0.1%	0
49 TOTAL NON-DEPARTMENTAL	32,888,756	31,196,192	2,599,682	1,602,271	(997,411)	5.1%	188,370
50							
51 TOTAL EXPENDITURES	123,873,876	110,956,713	9,246,411	3,369,306	(5,877,105)	3.0%	18,174,004
TRANSFERS OUT							
54 TO GENERAL FUND	4,250,000	4,000,000	333,333	189,167	(144,166)	4.7%	
55 TO CAPITAL PROJECTS FUND	70,000	0	0	0	0	0.0%	
56 TO WATER/SEWER IMPROVEMENTS		11,673,149	972,762	0	(972,762)	0.0%	
57 TO RISK MANAGEMENT	500,000	500,000	41,667	0	(41,667)	0.0%	
58 TO GEN ADM INFO TECH	325,890	455,233	37,936	0	(37,936)	0.0%	
59 TO PURCHASING	0	0	0	7,721	7,721	0.0%	
60 TOTAL TRANSFERS OUT	5,145,890	16,628,382	1,385,699	196,888	(1,188,811)	1.2%	
61							
62 TOTAL WATER/SEWER EXP & TRF	129,019,766	127,585,095	10,632,110	3,566,194	(7,065,916)	2.8%	18,174,004
63							
64							
65 TOTAL SURPLUS (DEFICIT)	0	0	(19)	9,454,751			

Attachment: financial_report (1595 : June 2014 Financial Report)



CITY OF COLUMBIA
AGENDA MEMORANDUM

MEETING DATE: October 7, 2014

DEPARTMENT: City Clerk

FROM: *Erika Moore, City Clerk*

SUBJECT: Bond Court Consolidation / Operation of 24/7 Bond Court

PRESENTER: The Honorable Judge Dana D. Turner, Chief Administrative Judge for Municipal Court and The Honorable Judge D. Jeffrey Simons, Chief Magistrate for Richland County

FINANCIAL IMPACT: n/a

ATTACHMENTS:

- transfer_of_bond_court_updated (PDF)



City of Columbia

Memorandum

To: Stephen K. Benjamin, Mayor
 Sam Davis, City Council, District 1
 Tameika Devine, City Council, At Large
 Leona Plough, City Council, District 4
 Brian D. Newman, City Council, District 2
 Cameron Runyan, City Council, At Large
 Moe Baddourah, City Council District 3
 Teresa Wilson, City Manager
 Teresa Knox, City Attorney
 Skip Holbrook, Police Chief

From: Dana D. Turner, Chief Administrative Judge, Municipal Court

Subject: Bond Court Responsibilities

Date: October 3, 2014

The City Manager and I met with Richland County Chief Magistrate D. Jeffrey Simons, County Administrator Tony McDonald and Assistant County Administrator Warren Harley on September 18, 2014 to discuss a proposal that would transfer the responsibility for setting bonds on City of Columbia (City) cases to Richland County's Magistrate Court. The City Manager was directed to request the proposal by members of the Public Safety Committee. After reviewing the proposal submitted by Judge Simons (the "Proposal"), the other Municipal Court judges and I continue to agree that the proposal is not in the best interests of the City of Columbia and in many respects, is not in the best interests of Richland County or its residents.

The Proposal implies that the City and Richland County will save money because Richland County Magistrates will hold around the clock bond settings, allowing those who have been arrested to be seen immediately by a judge. Bond Court clerks will serve around the clock also so that bonding companies and family members of defendants can post bonds. The Proposal states that defendants will not be booked into Alvin S. Glenn Detention Center (ASGDC) unless a cash or surety bond is set and the defendant is unable to post that bond immediately. In truth, the law requires that every defendant who is arrested must be booked into the jail; however, it is possible for defendants who receive personal recognizance (PR) bonds and those who are able to post bond immediately to be released without being housed at the jail.

Savings to Richland County under the Proposal are estimated to be about \$422,500 annually. The savings are alleged to be realized by not housing defendants who are released immediately on PR bonds and those who are able to post bond immediately. The calculations are based on an estimate of the number of defendants who could receive PR bonds and those who pre-arrange with bondsmen to post bond immediately (about 6500 people) multiplied by \$65.00 per day (the cost to house a defendant at ASGDC).

Under this analysis, the cost savings to Richland County are inflated. The majority of the \$65.00 per day housing cost at ASGDC is composed of fixed costs that do not change based on the number of defendants in ASGDC's population. Under this scenario, the actual cost savings to ASGDC in most cases will be less than \$3.00 per day and is composed of savings on food and cleaning jail uniforms. Assuming the numbers in the Proposal are a good guess, instead of a savings of \$422,500 annually, Richland County's savings will be approximately \$19,500.00.

The analysis continues in the Proposal with regard to costs incurred by the City pursuant to the City's agreement with Richland County to pay \$25.00 per day to house defendants at the jail. The Proposal states that the City booked 8,826 defendants at ASGDC during FY13/14. Applying the same percentage of PR bonds and pre-arranged bonds to those booked at ASGDC by the City in FY13/14, the Proposal calculates that the City will save \$147,500 annually. If savings to the City are to be realized in the form of fewer payments for housing defendants at ASGDC, the contract that provides for those payments should be re-negotiated. Furthermore, any agreement to merge bond courts should include a guaranteed amount that the City will save annually in housing fees.

The Proposal offsets any savings to the City and Richland County by requiring payment in the form of magistrate salary increases and supply costs of \$228,409. It is unclear from the Proposal who would bear the additional expense. Quite frankly, if the goal is to hold more frequent bond settings and the City has funds on hand to accomplish that objective, those funds could be directed to the Municipal Court's budget, avoiding the multitude of issues that come from merger of the bond courts.

The Municipal Court's records reflect that Municipal Court judges set bond on 7,193 defendants during FY13/14. A portion of the difference between the City's numbers and those obtained from ASGDC comes from defendants arrested on bench warrants and from defendants charged with General Sessions Court charges where a Municipal Court judge or Magistrate cannot set bond, i.e., murder, burglary 1st, etc.; however, the discrepancy cannot be completely explained. This discrepancy points out one of the biggest problems with transferring the responsibility for bond court – the loss of control of costs.

By transferring responsibility to Richland County magistrates, the City will be putting the ability to control the City's costs - \$25.00 per day per defendant – in the hands of another. Losing control of the ability to control costs is not an acceptable business practice. Municipal Court judges are mindful of the City's obligation to pay \$25.00 per day for those housed at Alvin S. Glenn Detention Center. We factor this cost in when setting bonds and often give PR bonds to avoid incurring the daily per person cost. Richland County magistrates have no reason to be concerned with that obligation because the magistrate court and Richland County do not incur an additional \$25.00 per day per defendant above the costs that are already fixed at ASGDC. The lack of concern about this cost is demonstrated in numbers. City judges set bonds on 13,269 charges in FY13/14, issuing 10,488 PR bonds or in other words, on about 80% of the charges on which City judges set bond, defendants received a PR bond. This percentage is thirty

points higher than the 51% posted by Richland County magistrates for the same time period.

Although the Proposal states that the City would save money on judges', clerks' and court officers' salaries, there are no significant savings to the City absent firing people. Regular judges receive a salary and would continue to do so whether agreement is reached or not. Substitute judges are paid a flat rate by court session. The City would continue to pay substitute judges to set bonds on cases originating in that part of the City in Lexington County so there would not be any savings in that category. Despite Judge Simons' assurances that an agreement could give the magistrates jurisdiction over City/Lexington County cases also, the law requires a special order from the Chief Justice to provide a county with jurisdiction over cases originating in another county's jurisdiction. Court clerks do not earn overtime expense; their schedules are set so that Saturday and Sunday are part of their work week. Court officers will still be required to travel to and from ASGDC several times a day transporting defendants for court and preliminary hearings. In short, there would not be significant savings to the City by entering into an agreement to transfer the responsibilities.

The Proposal outlines one of the benefits as efficiency of operations; however both bond courts operate efficiently now. Increased efficiencies would only be realized by ASGDC and only if one or both courts are held around the clock bond settings. While it might be convenient for police officers to attend bond settings held around the clock, it will not be convenient for members of the public, victims, defense attorneys and solicitors. Solicitors would be forced to be on call 24 hours a day to address concerns with regard to General Sessions cases. Defense attorneys could find themselves getting out of bed in the middle of the night to come to ASGDC to appear at a client's bond setting. Victims of crimes in just the right circumstances, perhaps where an arrest is made shortly after the alleged crime, might find it convenient to attend a bond setting in the middle of the night, but in most instances victims are not going to be willing to attend a bond setting at ASGDC in the middle of the night. In addition, people are arrested at all times of the day and night and sometimes, a long time after the alleged crime has been committed. Those victims will not be inclined to attend bond setting at 3:00 a.m. While the bond setting could be delayed to accommodate the victim or others, the efficiencies realized by ASGDC from around the clock bond settings would be non-existent in that situation. In addition, bond settings held around the clock and the ability of bondsmen to bond out defendants around the clock will not be well received by citizens of Columbia or Richland County. Mayor Benjamin's committee on bond settings spent a long time talking about how to improve this process and around the clock bond settings were not one of the recommendations from that committee.

The law requires a magistrate or a municipal judge holding a bond hearing to see everyone who has been arrested and who has not already had a bond setting with certain very limited exceptions. The judge cannot pick and choose who to see at the bond hearing and cannot hold special bond hearings for certain types of people. For example, a magistrate or municipal judge cannot hold a bond setting for students only. Every defendant arrested must be treated the same and would have to be seen immediately with

very limited exceptions. The impact of Judge Simons' proposal is best seen in a couple of hypotheticals.

Hypothetical A: Defendant is arrested for armed robbery with a deadly weapon (2 counts), attempted armed robbery, kidnapping (3 counts), assault & battery 1st degree (3 counts) and criminal conspiracy at 5:00 p.m. on Friday afternoon. The victims are college students and the alleged crimes took place in Five Points. The next bond setting under our current schedule would be at 9:00 a.m. on Saturday morning; however if Judge Simons' proposal is adopted, the defendant would be booked into the jail and could be seen in bond court before 6:00 p.m. on Friday night. Even if bond is set at an appropriate amount – for example, \$200,000, 10% cash or surety bond – family members or bondsmen will be able to post bonds at all hours of the day and night. During these hard economic times, bonding companies will obligate themselves on a bond for as little as 3% or 4% of the bond amount and will allow the defendant's family members to sign payment plans entitling the defendant to release for even less than the bonding companies' fee. The bond for this defendant could be posted immediately. Employees at Alvin S. Glenn Detention Center must release the defendant within four hours of his bond being posted; therefore, the defendant could be released before 10:00 p.m., having served a total of 5 hours in jail. This would allow the defendant plenty of time to return to Five Points before bars and restaurants in that area close.

Hypothetical B: Defendant is a homeless individual who often interacts with police in the 1500 block of Main Street. Business owners and residents on Main Street routinely complain about the individual. Defendant is arrested at 8:30 p.m. for aggressive begging. Under the current arrangement, the Defendant would spend the night in jail and be seen at the 9:00 a.m. bond setting the following morning. Under the proposal, the defendant would be booked into the jail, but would not be dressed in jail clothing. He would be immediately seen by a Magistrate and would most likely be given a PR bond. The Defendant would be immediately released and would be back on Main Street within several hours. When the defendant returns to Main Street, he continues the same behavior and is re-arrested at midnight. The defendant is seen immediately by a magistrate. Even if the magistrate imposes a cash bond on the second arrest, the City has incurred enormous expense in the form of police officers' time, distraction from other police duties and expenses associated with processing paperwork and with transporting the defendant to jail. In addition to these costs, the City will incur a \$25.00 per day housing fee on the second arrest and the ill will with business owners and residents on Main Street.

Scenarios like the hypotheticals above and others like them will take place if the proposal is accepted as proposed. Bond settings and the ability to post bond at all hours of the day and night will apply to everyone arrested, not just students or those entitled to personal recognizance bonds. Even when a defendant is entitled to a personal recognizance bond, it is not always in the best interests of the community that the defendant be immediately released and allowed to return to the community.

Transfer of bond setting responsibilities will increase inefficiency at the Municipal Court, creating a whole host of problems. For example, in most instances, the judge must work from original paperwork – tickets, warrants, booking reports, criminal histories (rap sheets) and other necessary paperwork. This paperwork begins with the arrest and is generated through the process of preparing for bond court. The bond court judge must have the original charging document and other necessary documents before bond can be set. The trial judge will need the same original paperwork. The Court needs the original paperwork to create a docket; therefore, paperwork would have to be keyed into CMS by bond court staffers and transferred to the City on a daily basis. Staff members at the Municipal Court need a day or two to review paperwork before court sessions. With the volume at the Municipal Court – almost 44,000 cases last fiscal year – we cannot afford to have increased inefficiency.

In addition, the City will lose control of its revenue. Bonds set on city level cases are set by Municipal Court judges to be the equivalent of criminal and traffic fines and fees. When a defendant is found guilty and a bond has been posted, the City has already collected the fine payment. Richland County Magistrates have a different bond amount schedule and do not have a vested interest in following bond amounts established by City Council by ordinance or those established by municipal judges, making collection of the proper fine amounts a nightmare for the Municipal Court. Transferring the responsibility to set these bonds to Richland County Magistrates means that the City will lose control of the revenue. It is never a good practice for any government or private enterprise to lose control of the revenue.

Revenue is also generated through the use of bench warrants. In fact, bench warrants are one of two main ways the Municipal Court has to collect fines and enforce sentences imposed by Municipal Court judges. Municipal Court judges confirm, modify or dismiss bench warrants during bond court sessions. Richland County does not follow a similar process. When a defendant is arrested on a bench warrant issued by a magistrate, the defendant is not given an opportunity to discuss the bench warrant with a judge. The defendant is required to serve the time stated on the bench warrant. The lack of a confirmation hearing on Municipal Court bench warrants will dramatically increase the amount of time defendants spend in jail and will increase the costs to the City pursuant to the existing contract.

Even if the magistrates decide to adopt a similar procedure to that used by the Municipal Court, other jurisdictions do not have the authority to serve another jurisdiction's bench warrants. Magistrates do not have legal authority to confirm or dismiss a bench warrant issued by another jurisdiction; likewise, Municipal Court judges do not have authority to confirm bench warrants issued by Richland County Magistrates. Payment to the Court of the underlying fine that initiated the bench warrant results in the release of the defendant from jail. Putting the responsibility for confirming bench warrants in the hands of the magistrates, if even legally possible, will be a loss of control of an additional source of revenue.

In addition, by shifting the responsibility for bond settings, the City will be delayed in receipting revenue. Even if the County agrees to issue a check to the City on a daily basis, Municipal Court staff will have to check appropriate paperwork to make sure that the City receives the amount due. That will take time. Furthermore, without having the paperwork originally, the Court will have no way to know if the check has been issued for the correct amount.

Merging the responsibility for bond settings means a loss of control of the process for City Council members who are concerned about serving those they represent. Individually and collectively you are interested in seeing that appropriate bonds are set and that those who present dangers to our community are not released without appropriate bonds in place. Neighborhood leaders and citizens want to ensure that defendants that they feel are a danger to their community are not released too quickly while the defendant, his or her family and the defendant's lawyer are seeking a quick and timely release. Police officers and investigators who have made arrests are interested in seeing that appropriate bonds are set. Victims are also expressing their concerns under the victim's rights act. The bond court judge must balance all of these competing interests. While judges (magistrate or municipal) cannot be told how to rule in bond court or any other court by those who appoint us, the City's Municipal Court judges clearly understand City Council's concerns. In fact, release of defendants, including issuance of personal recognizance bonds in many cases, was the subject of the Public Safety Committee meeting in June 2014. Committee members urged me, at the request of neighborhood leaders, to urge the other Municipal Court judges to set reasonable bonds where necessary to protect Columbia's neighborhoods. The ability to appoint Municipal Court judges gives City Council members some control over what happens in bond court. If the process is shifted to the Magistrate Court, City Council members will no longer be able to exercise that control.

If an agreement is reached, the City will also lose the ability to control its costs at ASGDC. Besides the fact that the City would be putting the ability to control costs in the hands of those to which it is paid, costs could increase if the responsibility was shifted from the City to Richland County. Here's how: The likelihood of an offender charged with a minor crime having the available resources to pay cash for a city level surety bond is minimal. The result is that the offender remains incarcerated at a cost to the City of \$25 per day until the trial date, or until a sympathetic family member or friend finally hears about the offender's status and elects to post the bond. As such, an offense that would typically result in a sentence of "credit for time served" could potentially, depending upon the police officer's trial date availability, cost the City up to \$750 for the "benefit" of holding the offender and not releasing him or her. Court dates are set by police officers when they are working day shift to avoid overtime expenses. A defendant arrested at the end of a police officer's day shift will have a court date more than 30 days from the date of arrest. Municipal Court judges take court dates into consideration when setting bonds so that the City will not incur unnecessary daily charges at Alvin S. Glenn Detention Center. Magistrates would not necessarily share that concern about the defendants' court dates and probably would not factor in daily jail costs when determining appropriate bonds.

In addition, Defendants seen in Richland County's bond court are housed in an area of the courtroom behind bars – a jail cell located within the courtroom. The City's courtroom is an open room without bars or other devices that prohibit the judge from clearly viewing or talking to the defendant. The Municipal Court judges believe the City's practice to be a much more humane process. Where would you like your family member, perhaps a college age student charged with Minor in Possession, to be seen for a bond setting?

Lastly, there are a whole host of legal issues that can and will arise if the responsibility for bond settings transfers to Richland County including ethical issues concerning who can properly appear before a combined court.

Most of the Richland County magistrates are not lawyers; five out of 18 Richland County magistrates are lawyers and not all of them are assigned to bond court. All of the Municipal Court judges are lawyers. City Council has been deliberate about appointing lawyers to the Municipal Court bench. By transferring responsibility to Richland County magistrates, the City will lose the additional knowledge and experience at bond setting held by the current Municipal Court judges.

If the conditions of a bond set by a Richland County magistrate on a city charge are breached, will the offender be brought before the magistrate for possible revocation? Also, if reconsideration of a bond set by a Richland County magistrate is requested, the offender would have to be brought before the issuing magistrate, requiring the City's police officers, investigators and prosecutors to all appear before the issuing magistrate at the convenience of that magistrate. And, since the request for reconsideration must go to the issuing magistrate, how will continuances, at the request of the City Attorney or City police officers be handled where the offender remains incarcerated? For example, Municipal Court judges are frequently confronted in criminal domestic violence court with requests from the City's CDV Prosecutor, the City's Victim Advocates and the City's investigators for revocation of bond for violation of a no contact order. Would a magistrate come to the City courthouse to hear that matter? Would a magistrate come to the City courthouse so that a surety bond can be converted to a personal recognizance bond so that the offender can be discharged in a timely fashion after return to Alvin S. Glenn Detention Center? What about family members or associates who have appeared in court? Do we tell them to consult the magistrate on a city case as to when reconsideration will be heard? What happens if the Municipal Court judge hearing the case has a different opinion with respect to the request for reconsideration? Do we defer to the magistrate, who may be a non-lawyer? As mentioned above, only five of the eighteen magistrates are lawyers.

What happens the first time an offender is released on bond (surety or otherwise) by a magistrate and wreaks havoc on the Columbia public again? Are the magistrates going to be answering to City Council or the citizens of the City of Columbia to account for their actions in setting the particular bond? Will the Mayor or City Council members "appear above the fold" in *The State*, as some of us have, and be asked to account for the actions of the county's judicial officers? Or will County Council be asked to "communicate" City

Council's displeasure to the magistrate, under the threat of the City's withdrawing the bond setting financial arrangement? Essentially, what leverage will City Council have in ensuring that magistrates set bonds that are reflective of a fair balancing of the interests of Columbia citizens and the offender?

Several of our judges, especially our substitute judges practice in Richland County's Magistrate Court. Will they be able to continue to appear before Richland County magistrates at bond setting if a contract between the two political jurisdictions is put in place?

In summary, there are a multitude of reasons why shifting bond court responsibilities from the City to Richland County is not in the best interests of the City or its citizens. Thank you for your attention to this matter. Please advise me accordingly.



City of Columbia

Memorandum

To: Stephen K. Benjamin, Mayor
 Sam Davis, City Council, District 1
 Tameika Devine, City Council, At Large
 Leona Plaugh, City Council, District 4
 Brian D. Newman, City Council, District 2
 Cameron Runyan, City Council, At Large
 Moe Baddourah, City Council District 3
 Teresa Wilson, City Manager
 Teresa Knox, City Attorney
 Skip Holbrook, Police Chief

From: Dana D. Turner, Chief Administrative Judge, Municipal Court

Subject: Bond Court Responsibilities

Date: September 15, 2014

The City Manager has invited me to meet with Richland County Chief Magistrate Donald Simons on September 18, 2014, to talk about the possibility of transferring bond court responsibilities from the City's Municipal Court to Richland County's Magistrate Court. We are holding this meeting at the direction of members of the Public Safety Committee. Please be advised that the other Municipal Court judges and I are in agreement that transfer of this responsibility is not in the best interests of the City of Columbia.¹

Since a similar memorandum in 2013 included a primer on bond court, I am not including that information as part of this memorandum, but will attach a discussion of what happens in bond court as a separate document.

Transfer of the bond setting responsibilities is not in the City's best interests for the following reasons:

1. Loss of Control of the Process: City Council members are concerned about serving those they represent. Individually and collectively you are interested in seeing that appropriate bonds are set and that those who present dangers to our community are not released without appropriate bonds in place. Neighborhood leaders and citizens want to ensure that defendants that they feel are a danger to their community are not released too quickly while the defendant, his or her family and the defendant's lawyer are seeking a quick and timely release. Police officers and investigators who have made arrests are interested in seeing that appropriate bonds are set. Victims are also expressing their concerns under the victim's rights act. The bond court judge must balance all of these competing interests. While judges (magistrate or municipal) cannot be told how to rule in bond court or any other court by those who appoint us, the City's Municipal Court judges

¹ Some portions of this memorandum were taken directly from a memorandum on the same subject written September 23, 2011 and from an email from Judge Bill Smith to me sent September 19, 2011

clearly understand City Council's concerns. In fact, release of defendants, including issuance of personal recognizance bonds in many cases, was the subject of the Public Safety Committee meeting in June 2014. Committee members urged me, at the request of neighborhood leaders, to urge the other Municipal Court judges to set reasonable bonds where necessary to protect Columbia's neighborhoods. The ability to appoint Municipal Court judges gives City Council members some control over what happens in bond court. If the process is shifted to the Magistrate Court, City Council members will no longer be able to exercise that control.

2. Loss of Control of Revenue: (a) Bonds set on city level cases are set by Municipal Court judges to be the equivalent of criminal and traffic fines and fees. When a defendant is found guilty and a bond has been posted, the City has already collected the fine payment. Richland County Magistrates have a different bond amount schedule and do not have a vested interest in following bond amounts established by City Council by ordinance or those established by municipal judges, making collection of the proper fine amounts a nightmare for the Municipal Court. Transferring the responsibility to set these bonds to Richland County Magistrates means that the City will lose control of the revenue. It is never a good practice for any government or private enterprise to lose control of the revenue.

(b) Revenue is also generated through the use of bench warrants. In fact, bench warrants are one of two main ways the Municipal Court has to collect fines and enforce sentences imposed by Municipal Court judges. Municipal Court judges confirm, modify or dismiss bench warrants during bond court sessions. Richland County does not follow a similar process. When a defendant is arrested on a bench warrant issued by a magistrate, the defendant is not given an opportunity to discuss the bench warrant with a judge. The defendant is required to serve the time stated on the bench warrant. The lack of a confirmation hearing on Municipal Court bench warrants will dramatically increase the amount of time defendants spend in jail and will increase the costs to the City pursuant to the existing contract.

Even if the magistrates decide to adopt a similar procedure to that used by the Municipal Court, other jurisdictions do not have the authority to serve another jurisdiction's bench warrants. Magistrates do not have legal authority to confirm or dismiss a bench warrant issued by another jurisdiction; likewise, Municipal Court judges do not have authority to confirm bench warrants issued by Richland County Magistrates. Payment to the Court of the underlying fine that initiated the bench warrant results in the release of the defendant from jail. Putting the responsibility for confirming bench warrants in the hands of the magistrates, if even legally possible, will be a loss of control of an additional source of revenue.

3. Loss of Timely Collection of Revenue: In many situations, bond payments become fine amounts on city level charges. Often defendants have court dates in close proximity to the date of their arrest. If the bond has been posted and the defendant is found guilty either by trial in absentia or by a bench trial, the City has collected the fine amount associated with the charge. If the bond amount is collected by another court and must be

transferred by check, the entire criminal process will be delayed and the City's timely collection of revenue will be impacted.

4. Loss of Control of Costs: Municipal Court judges are mindful of the City's obligation to pay \$25.00 per day for those housed at Alvin S. Glenn Detention Center. Richland County magistrates are not concerned with that obligation since it is not a consideration for magistrates now. By transferring bond court responsibilities to magistrates, the City would be putting the control of the daily jail costs in the hands of those that collect those fees. It is not a good business practice to allow those who collect pursuant to a contract to control the basis of the costs.

5. Potential for Increased Costs at Alvin S. Glenn Detention Center: Besides the fact that the City would be putting the ability to control costs in the hands of those to which it is paid, costs could increase if the responsibility was shifted from the City to Richland County. Here's how: The likelihood of an offender charged with a minor crime having the available resources to pay cash for a city level surety bond is minimal. The result is that the offender remains incarcerated at a cost to the City of \$25 per day until the trial date, or until a sympathetic family member or friend finally hears about the offender's status and elects to post the bond. As such, an offense that would typically result in a sentence of "credit for time served" could potentially, depending upon the police officer's trial date availability, cost the City up to \$750 for the "benefit" of holding the offender and not releasing him or her. Court dates are set by police officers when they are working day shift to avoid overtime expenses. A defendant arrested at the end of a police officer's day shift will have a court date more than 30 days from the date of arrest. Municipal Court judges take court dates into consideration when setting bonds so that the City will not incur unnecessary daily charges at Alvin S. Glenn Detention Center. Magistrates would not necessarily share that concern about the defendants' court dates and probably would not factor in daily jail costs when determining appropriate bonds.

6. More Frequent Bond Settings Means More Defendants Released Quickly: Defendants are entitled to a personal recognizance bond absent some reason to impose a cash or surety bond (flight risk or danger to the community). Richland County Magistrates hold four bond court sessions every day, two more than required by Court Administration. The purpose of holding four bond courts every day is to manage the population at the jail. It is possible under the magistrates system of four bond courts daily for a defendant to be arrested at 6:00 p.m. in Five Points for a city level charge, be booked, have a bond setting at 8:00 p.m., receive a PR bond and be released at 10:00 p.m. with plenty of time to return to Five Points before the bars close. That defendant will be back on the city streets in less than 12 hours. Is that what the City is seeking to accomplish? If so, then increase the Municipal Court's budget by the amount to be paid to Richland County and the City will hold an additional evening session of bond court.

7. No Benefit to Victims: The law requires that victims be notified of any hearings involving a defendant accused of a crime with a victim. Victims are entitled to appear at bond settings. Victims of crimes are typically interested in seeing that some time passes between the criminal event and the bond setting. Typically victims, especially in criminal

domestic violence cases, are not interested in bond settings taking place in close proximity to the event itself. Often victims have small children and other issues that factor into when they can attend a bond hearing. Most victims are not interested in attending a bond setting at Alvin S. Glenn Detention Center at 8:00 p.m. or 11:00 p.m. Two bond settings at reasonable hours of the day like those held by Municipal Court judges is a practice that is in the best interests of victims.

8. Treatment of Defendants: If you have not been to Alvin S. Glenn Detention Center to see the City and County's courtrooms, you should make a trip there. Richland County has a jail cell located within their courtroom at the jail and requires defendants during bond setting to be contained within that cell. The City's courtroom is an open room without bars or other devices that prohibit the judge from clearly viewing or talking to the defendant. The Municipal Court judges believe the City's practice to be a much more humane process.

9. Increased Inefficiencies: Transfer of the responsibility for bond setting brings to the Municipal Court a whole host of problems. For example, in most instances, the judge must work from original paperwork – tickets, warrants, booking reports, criminal histories (rap sheets) and other necessary paperwork. This paperwork begins with the arrest and is generated through the process of preparing for bond court. The bond court judge must have the original charging document and other necessary documents before bond can be set. The trial judge will need the same original paperwork. The Court needs the original paperwork to create a docket; therefore, paperwork would have to be keyed into CMS by bond court staffers and then transferred to the City on a daily basis. The Municipal Court needs a day or two to review paperwork before court sessions. The involvement of another entity will cause the Municipal Court to be far more inefficient than it is now. With the volume at the Municipal Court – almost 44,000 cases last fiscal year – we cannot afford to have increased inefficiency.

10. Loss of the Ability to Accommodate Police Officers: The Municipal Court does its best to accommodate the City's police officers by allowing them to set their own court dates and scheduling cases according to their availability. This allows the Police Department to avoid overtime expenses. Often a defendant arrested will have a court date a few days later. Original paperwork must be in the hands of the trial judge to hold this court session. Not only do magistrates have a different system and will not be as cognizant or as accommodating of the City's police officers' schedules, but cases will be delayed when the Municipal Court does not have the proper paperwork to allow the case to go forward.

11. Legal Issues: There are a host of legal issues that can and will arise if the responsibility for bond settings transfers to Richland County including:

(a) Most of the Richland County magistrates are not lawyers; five out of 18 Richland County magistrates are lawyers and not all of them are assigned to bond court. All of the Municipal Court judges are lawyers. City Council has been deliberate about appointing lawyers to the Municipal Court bench. By transferring responsibility to Richland County

magistrates, the City will lose the additional knowledge and experience at bond setting held by the current Municipal Court judges.

(b) If the conditions of a bond set by a Richland County magistrate on a city charge are breached, will the offender be brought before the magistrate for possible revocation? Also, if reconsideration of a bond set by a Richland County magistrate is requested, the offender would have to be brought before the issuing magistrate, requiring the City's police officers, investigators and prosecutors to all appear before the issuing magistrate at the convenience of that magistrate. And, since the request for reconsideration must go to the issuing magistrate, how will continuances, at the request of the City Attorney or City police officers be handled where the offender remains incarcerated? For example, Municipal Court judges are frequently confronted in criminal domestic violence court with requests from the City's CDV Prosecutor, the City's Victim Advocates and the City's investigators for revocation of bond for violation of a no contact order. Would a magistrate come to the City courthouse to hear that matter? Would a magistrate come to the City courthouse so that a surety bond can be converted to a personal recognizance bond so that the offender can be discharged in a timely fashion after return to Alvin S. Glenn Detention Center? What about family members or associates who have appeared in court? Do we tell them to consult the magistrate on a city case as to when reconsideration will be heard? What happens if the Municipal Court judge hearing the case has a different opinion with respect to the request for reconsideration? Do we defer to the magistrate, who may be a non-lawyer? As mentioned above, only five of the eighteen magistrates are lawyers.

(c) What happens the first time an offender is released on bond (surety or otherwise) by a magistrate and wreaks havoc on the Columbia public again? Are the magistrates going to be answering to City Council or the citizens of the City of Columbia to account for their actions in setting the particular bond? Will the Mayor or City Council members "appear above the fold" in *The State*, as some of us have, and be asked to account for the actions of the county's judicial officers? Or will County Council be asked to "communicate" City Council's displeasure to the magistrate, under the threat of the City's withdrawing the bond setting financial arrangement? Essentially, what leverage will City Council have in ensuring that magistrates set bonds that are reflective of a fair balancing of the interests of Columbia citizens and the offender?

12. No Cost Savings for the City: Without eliminating filled positions at the Municipal Court - judges, court officers, court clerks – there is no cost savings to the City by transferring responsibilities for bond setting to the magistrate court. In addition, very few staff positions could be eliminated at the Municipal Court by shifting these responsibilities. The most the City could hope for in the way of savings is the elimination of overtime expenses for court officers on weekends and holidays. Those expenses will not equal the cost of the contract to transfer responsibility.

Thank you for your attention to this matter. Please advise me accordingly.

Richland County Central Court

P.O. Box 192
1400 Huger Street
Columbia, S.C. 29202



Preliminary Hearings Division: (803) 576-2311
Domestic Violence Division: (803) 576-2301
Traffic/Criminal Division: (803) 576-2301
Jury Trial Division: (803) 576-2311
Civil Division: (803) 576-2311
TDD: (803) 576-2041

October 1, 2014

Teresa Wilson
City of Columbia Manager
PO Box 147
Columbia, SC 29217

Re: Bond Court Consolidation Proposal

Dear Ms. Wilson:

Enclosed, please find the response to Chief Administrative Judge Dana Turner's memoranda dated September 15 and 22, 2014. For your convenience, I have enclosed both memoranda and our original proposal with the response.

We are confident that the proposal is a cost savings to both Richland County and to the City of Columbia.

In order to realize the benefit, Richland County Government is prepared to offer the first year of the consolidation free of cost. At the end of that one year period, if the City finds that there is no savings, the agreement may be withdrawn.

If you have any questions please feel free to contact me. I look forward to the opportunity to discuss the proposal at your earliest convenience.

Thank you for your attention in this matter.

Sincerely,

Donald J. Simons
Chief Magistrate

Enclosures

Attachment: transfer_of_bond_court_updated (1596 : Bond Court Consolidation / Operation of 24/7 Bond Court)

Richland County Central Court

P.O. Box 192
1400 Huger Street
Columbia, S.C. 29202



Preliminary Hearings Division: (803) 576-2311
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Civil Division: (803) 576-2311
TDD: (803) 576-2041

To: Teresa Wilson, City of Columbia Manager

From: Donald J. Simons, Chief Magistrate, Richland County 

CC: Tony McDonald, County Administrator
Warren Harley, Assistant County Administrator

Re: Bond Court Consolidation Proposal, Response

Date: October 1, 2014

Representatives of Richland County and the City of Columbia recently met to discuss the Richland County Bond Court Consolidation Proposal that would implement a consolidated Richland County Bond Court and City Municipal Bond Court process. This plan would simplify the bonding process for the public, reduce processing time, reduce the daily jail population, and decrease the costs of housing inmates.

I have been asked to respond to concerns voiced in memoranda, dated September 15 and 22, 2014, by City of Columbia Chief Administrative Judge Dana Turner.

The following shall address those concerns in the order they are presented in Judge Turner's memoranda. For your convenience, her memoranda and the original proposal are attached.

Under the Proposal, a defendant would be fingerprinted, have mug shots taken, and be taken to Bond Court. A defendant would not be admitted to the jail population unless his bond is not posted. Judge Turner's memorandum of September 22, 2014 asserts that our assessment of the cost savings at Alvin S.

Attachment: transfer_of_bond_court_updated (1596 : Bond Court Consolidation / Operation of 24/7 Bond Court)

Glenn Detention Center by the implementation of a 24 hour Bond Court is inflated. We believe that her analysis overlooks a number of important factors.

- Medical and psychiatric services—Medical and psychiatric services would not be provided to a defendant not admitted to the jail population.
- Food—Currently, one, two or more meals while waiting on bond hearings would be eliminated. Associated cleaning of dishes and utensils would be avoided.
- Personal Property—Securing of personal property would not be necessary. As a result, a defendant's cash would not be deposited in the ASGDC account and a refund check would not have to be drawn for the defendant.
- Beds—Beds/cell space would not be necessary.
- Guards—The number of guards necessary could be reduced due to smaller inmate population.
- Visitation—Supervision of inmate visitors would be reduced.
- Jail Population—Reducing the jail population might also postpone future expansion of the jail due to population growth in the County.

P2, #2 Loss of Control of Process and Costs: As judges, the Richland County Summary Court Magistrates are concerned about all of the citizens in Richland County, including all municipalities. We are also concerned about setting reasonable bonds and do so with the proper information in hand before the hearings and after careful consideration of all available information. Each judge in Richland County has presided over Bond Court and is very familiar with the entire process and the associated laws, forms, and Orders. We know that the citizens throughout the entire County of Richland express the same concerns as the City of Columbia residents in reference to safety of the community, victim's rights, and having appropriate bonds set in all cases.

One of the main purposes of the proposal is to reduce the daily jail population and thereby decrease the costs of housing inmates at the cost of \$25.00 per person, per day to the City and \$40.00 per person, per day operating costs to the County. The reductions would have an overall positive outcome for the tax payers and would streamline the process for those who must conduct business at the Alvin S. Glenn Detention Center. It is unconscionable to suggest that a magistrate would set a bond that would keep a defendant in jail so that a municipality would have to pay \$25.00 per inmate per day.

P3, #3 Frequent Bond Settings and Victims: Defendants who are under the influence of drugs or alcohol or are combative are required to have a waiting period before a bond hearing. Additionally, a criminal history is presented to the judge for each person that appears for a Bond Hearing. This policy will remain in place under the 24 hour Bond Court. Additionally, the same set of standards that are currently used with respect to victims will be followed in a 24 hour Bond Court. Victims will be properly notified and considered. The purpose of the Bond Hearing shall remain the same, no matter what time it is conducted.

Victims' concerns are always a priority in Richland County bond settings and will continue to be in a 24 hour Bond Court. Our experience with Criminal Domestic Violence defendants indicates the victims are more likely to appear if the bond hearing is held within a close time proximity to the arrest. The victim's scheduling issues are always given priority.

P5, #4A and P6 #4B Bond Paperwork: Richland County hosts the City of Columbia's Case Management Software system and has been using the State of SC's CMS version since 2004. Richland County Bond Court operates efficiently with all Bond Court clerks fully trained to prepare arrest warrants, enter tickets, create cases, and to process bonds for other Courts in the CMS system and for those not in the system. They are also fully trained to electronically transfer all original paperwork in to the appropriate Court agencies and to transmit the original paperwork and the money posted. These transmittals occur after each shift. The City of Columbia could pick up their paperwork and their Bond Court check daily. Their cases would already be in the CMS software for the City and would only need to be verified and bonds receipted, reducing the City clerks' tasks of total entry.

P5, #5 Loss of Control of Revenue: Richland County follows the bond amount guidelines set by SC Court Administration. We think that the bonds are similar for traffic and minor misdemeanor charges under the State Code of Laws and we would be amenable to a review of any differences. A City of Columbia ordinance code list reflecting charges and bond amounts would need to be provided by the City so that an appropriate bond amount could be set.

P5, #6 Bench Warrants: Under Richland County's proposal, bench warrants were not addressed. However, if the City would like us to collect fines for bench warrants served, we will be open to offering that service as a part of the proposal. During this 24 hour Bond Court, the defendant would have the ability to post the full cash amount as listed on the bench warrant. If the City of Columbia wishes to confirm, modify, or dismiss a bench warrant, it could be done in City Court. As to the authority to process bench warrants, Richland County magistrates routinely countersign bench warrants for municipalities and out of county agencies so those bench warrants can be served in Richland County. Additionally, Richland County Magistrates follow the SC Court Administration recommendation of scheduling a Show Cause Hearing before a Bench Warrant is issued, thus avoiding the confirmation process after the Bench Warrant is issued and after a defendant has been jailed.

P6, #7 Accommodations of Police Officers: Charging documents (tickets, warrants, and warrant worksheets) are presented to the ASGDC when the defendant is booked. Bond Court will process them from the City of Columbia Police Department in the same manner that they process them for other police agencies. The court date that the officer writes on the ticket will be the court date on the bond. Arrest warrants that are issued will have the court date assigned by the City Court if no accompanying ticket is attached. General Sessions court dates will be processed in the same manner as Richland County General Session cases. This schedule is set by the Fifth Circuit Solicitor's office.

Currently, Richland County Bond Court sets court dates for 21 enforcement agencies and departments, 11 Magistrate District Courts, and Central Court based on court dates that are provided to them by the agencies, departments, or the Courts. (See attached list.) The City of Columbia would be added to this list. The City officer would still choose his court date for charges made on uniform traffic tickets and the City could provide Bond Court with court dates for charges made

on arrest warrants. The City of Columbia can continue to obtain a list of their currently housed inmates that reflects the amount of time that the defendant has been incarcerated—in the event that bond is not posted.

P7, #8 Courtroom Design: ASGDC is a detention center and Richland County Bond Court is held there. Richland County's Bond Court courtroom layout reduces the chance of injury to victims, judges, clerks, jailers, attorneys, and public spectators to include families of the victims or defendants. The defendants are brought over from their holding cells and are seated behind a metal partition. During the Bond Hearing, the defendant is fully visible and can be seen and heard by the judge and the clerk. Additionally, the defendant can be seen and heard by any person sitting in the courtroom. Of note is that an ASGDC victim's advocate and a City officer have been attacked in the City courtroom by a defendant. A partition could have prevented those attacks.

P 7, #9 Magistrate Qualifications: Magistrates are appointed by the Governor of the State of South Carolina with the advice and consent of the State Senate and receive their training and continuing legal education from SC Court Administration. All Richland County Magistrates have a four year degree and many have advanced degrees. All bring into their jobs varied employment backgrounds ranging from law enforcement, business and education, to attorneys. These magistrates have experience in conducting bond hearings for Richland County for many years. Additionally, Richland County has conducted bond hearings as necessary for the municipalities of Forest Acres, Irmo, and Eastover. The average judicial experience of the Richland County Magistrates is 11 years.

P 7, #10 Bond Jurisdiction: Once the bond is set on the City of Columbia case, the case will be transferred to the City of Columbia and no jurisdiction will be retained, with the exception of the actual posting of bond. All other matters, in reference to the bond, will handled by the City of Columbia Municipal Court. Unless otherwise requested, all City of Columbia General Sessions cases will be transmitted to the City for processing.

As outlined, we believe that the Proposal indicates a significant cost reduction to the City of Columbia in inmate housing, salary, labor, and supply costs.

11 Magistrate Courts

Central Court

Other agencies/departments

1. RCSD
2. RC ordinances by various departments
3. RC Animal Care
4. SCHP
5. SLED
6. STP
7. USCPD
8. Columbia College
9. Benedict College
10. Allen College
11. DNR
12. Spring Valley Security
13. Security Protective Services
14. Bureau of Protective Services
15. Department of Mental Health
16. CSX Railroad
17. Department of Corrections
18. State Fire Marshall
19. DHEC
20. Office of Regulatory Services
21. Forestry Commission

BOND COURT CONSOLIDATION



09/12/2014

Inmate Cost Savings Proposal

Implement a consolidated Richland County Bond Court and City Municipal Bond Court process that would simplify the bonding process for the public, reduce processing time, reduce the daily jail population, and decrease the costs of housing inmates.

Bond Court Consolidation

INMATE COST SAVINGS PROPOSAL

Richland County's population has grown to the point that the County needs to dramatically enhance the Bond Court process so that the Court and the Alvin S. Glenn Detention Center can continue to serve effectively. This is evidenced by the 2010 Census indicating growth in residential population in 2010 at 384,504. This is an increase of 63,827 people since 2000. Additionally, the overall population is continually growing. The student population, not counted in the census, is also increasing each year.

According to ASGDC management, the estimated annual cost of housing an inmate is \$65.00 per day.

Objective

As a result of the County and City growth and the increase in daily jail population, we propose a consolidation of the Richland County Bond Court and the City of Columbia Municipal Bond Court. Implementing a consolidated Richland County Bond Court and City Municipal Bond Court process will simplify the bonding process for the public, reduce processing time, reduce the daily jail population, and decrease the costs of housing inmates.

Operational Functions

All defendants arrested by the City of Columbia Police Department will be processed along with all defendants arrested by non-municipal police agencies that make arrests in Richland County to include, but not limited to, the Richland County Sheriff's Department, Richland County Probation Pardon and Parole, SC Highway Patrol, SLED, USC Police Department, Benedict College Police Department, Columbia College Police Department, Allen Police Department, Department of Natural Resources, Capitol Police, and State Transport Police. This consolidation will be accomplished by operating a 24 hour a day Bond Court that processes the defendants through Bond Court as soon as they arrive at the Detention Center. As soon as the statutorily required information is acquired, the bond will be set, the

Bond Court Consolidation

paperwork prepared immediately, and if eligible, the defendant will be released. This process will end the need to book or dress out the defendant and, subsequently, to be counted in the jail population—unless he or she could not make bond.

All victims will be properly and timely notified and are more likely to appear at the Bond Hearing since it will be conducted right away.

Operational Savings

During the fiscal year of 2013/2014, Richland County Bond Court processed 10,022 inmates. Of those processed, slightly over 50% were released on Personal Recognizance bonds. If the proposed procedure were in place, those people would not have been booked. Approximately 15% of inmates receiving Surety Bonds have already arranged for a bondsman to have them released. These people would also not be booked in to the jail, saving \$65.00 a day per person inmate costs. As a result, the savings to the County based on roughly 6500 defendants not being booked would be \$422,500.00 yearly.

13/14 FY Richland County Bond Court Inmates Processed

	PR Bonds	Surety Bonds	Total People processed
13-Jul	452	410	852
13-Aug	423	311	827
13-Sep	450	322	856
13-Oct	503	321	900
13-Nov	600	359	793
13-Dec	355	400	807
14-Jan	297	350	702
14-Feb	258	270	683
14-Mar	412	404	925
14-Apr	446	408	974
14-May	462	488	894
14-Jun	530	609	809
	5,188	4,652	10,022

$$*10,022 \div 5188 = 51.75\%$$

Currently, the City of Columbia is billed at \$25.00 a day for each inmate that it houses at the Detention Center. Therefore, the County is paying \$40.00 a day for each City inmate housed. During the fiscal year of 13/14, ASGDC records indicate that the City Bond Court booked 8826 defendants in to the Detention Center. If we use those same percentages of roughly 5900 City inmates not being booked, the cost savings to Richland County would be \$236,000.00. The cost savings to the City would be \$147,500.00 yearly. Additionally, the City would save municipal judges', clerks', and bailiffs' salaries, travel, and supplies.

Operational Expenses

A salary adjustment of 8% (from 67% to 75% of a circuit court judges' salary) for current magistrates will be sufficient to encompass the approximately 9000 additional bond settings through Bond Court with the expanded operating hours. Three part time magistrates currently work approximately 50 hours in a pay period. Their hours will be increased by 10 hours per pay period. The total payroll increase for the 18 magistrates involved in this 24 hour Bonding Court will be approximately \$ 218,000.00. The current number of Bond Court clerks would be sufficient to cover the 24 hour operation since the process will be ongoing and not at specific times. The ongoing process will eliminate the large crowds of inmates present at one time.

Supply costs for Court Administration will increase in the Bond Court Division. Therefore, \$10,000.00 is requested to supplement the Supply budget line of Court Administration.

Total Projected Magisterial Annual Cost Increase

Full Time Magistrate Salary w/FICA-15	157,725
Part Time Magistrate Salary w/FICA-3	60,684
Bond Court Supplies	10,000
Total	228,409

Benefits

The benefit of the consolidation would be a cost savings to the County and to the City. The consolidation would assure that Bond Court is operating in an efficient manner that would support the growth of the County and of the City. The cost savings are certainly greater than those listed here based on the reduction in number of inmates who would be physically housed in the Alvin S. Glenn Detention Center. Additionally, there would be one operating procedure for Bond Court, thereby simplifying the process for the Detention Center, law enforcement, the public, attorneys, and bonding companies.

Summation of Savings and Costs

Projected Annual Cost Savings

Richland County Projected Annual Cost Savings	
Richland County Inmate Housing Savings for County Cases	422,500
Richland County Inmate Housing Savings for City Cases	236,000
Subtotal	658,500
Richland County Projected Annual Costs	
Magistrate Salaries	218,409
Bond Court Supply	10,000
Subtotal	-228,409
Grand Total Savings	430,091

City of Columbia Annual Projected Savings	
Inmate Housing	147,500
Salary/Labor/Travel*	
Supply*	

*Not available



CITY OF COLUMBIA
AGENDA MEMORANDUM

MEETING DATE: October 7, 2014

DEPARTMENT: City Clerk

FROM: *Erika Moore, City Clerk*

SUBJECT: Update on The COMET Midlands Transit System

PRESENTER: Mr. Robert A. Schneider, PhD, Executive Director and Chief
Executive Officer of The COMET

FINANCIAL IMPACT: n/a



CITY OF COLUMBIA
AGENDA MEMORANDUM

MEETING DATE: October 7, 2014

DEPARTMENT: Purchasing

FROM: *Sandra Wright, Purchasing Agent*

SUBJECT: RFP for Regional Coordination of Homeless Services in the Midlands

PRESENTER: Gregory Sprouse and Sandra A. Wright

FINANCIAL IMPACT: 1018410 638306 \$130,000.00

ORIGINAL BUDGET: 400,000.00

CLEAN WATER 2020?: No

Update to Council on the recommendations from Gregory Sprouse, CMCOG and Sandra Wright regarding the RFP for the Regional Coordination of Homeless Services in the Midlands. This is also a request for a discussion on our proposed next steps in a possible contractual arrangement. Please see attached memo. SAW

Budget Impact: 1018410 638306 \$130,000.00

ATTACHMENTS:

- Memo to Council for Homeless discussion (PDF)
- CMCOG RFP Eval Comm Recommendation 9-8-14 (2) (PDF)
- RFP Regional Coordination of Homeless Services with Amendments (2) (PDF)
- UWM MACH RFP 082114 (2) (PDF)
- Letter Oliver Gospel Mission (PDF)



MEMORANDUM

To: Ms. Teresa Wilson, City Manager

From: Sandra A. Wright, Purchasing Agent

CC: Missy Caughman, Budget & Program Management Director
 Deborah Livingston, Community Development Director
 Jan Alonso, Finance Director
 Gregory Sprouse, Director of Research, Planning and Development, CMCOG

Subject: RFP for the Regional Coordination of Homeless Services in the Midlands

Date: September 26, 2014

The procurement duties previously delegated to Gregory Sprouse, Central Midlands Council of Governments (CMCOG), have been completed. Gregory would like to present to the City the findings and recommendations received from CMCOG's RFP review panel. We are requesting this matter to be added to the October 7, 2014 work session agenda as an update and discussion on a proposed contractual arrangement. I will also be available in case there are any questions in regards to the City's participation in this procurement process and to discuss our proposed next steps. A representative from Community Development and the Budget office will also be in attendance at this work session to provide any additional information needed from a financial or programmatic standpoint.

We look forward to discussing this matter with you.



September 8, 2014

Teresa Wilson
City Manager
City of Columbia
1737 Main Street
Columbia, SC 29201

Dear Ms. Wilson,

The purpose of this letter is to provide City Council with a summary of the recommendations made by the Evaluation Committee charged with reviewing proposals received in response to the RFP for the Regional Coordination of Homeless Services in the Midlands. Central Midlands Council of Governments (CMCOG) publicly released the RFP on July 17, 2014 and a total of one (1) proposal was received by the closing date of August 22, 2014. This proposal was submitted by the United Way of the Midlands (UWM) in partnership with the Midlands Area Consortium for the Homeless (MACH).

To review the proposal the procurement team assembled a seven member Evaluation Committee ("Committee") representing multiple jurisdictions, non-governmental entities, and the private sector. The Committee met on September 2, 2014 to discuss the strengths and weaknesses of the proposal and evaluate how well it adhered to the requirements of the RFP. After a lengthy discussion the Committee reached consensus in favor of the proposal and voted unanimously to recommend the City of Columbia engage in negotiations with UWM and MACH.

Based on their evaluation of the proposal the Committee also provided some additional recommendations for the City of Columbia to consider if City Council decides to move forward with contract negotiations. These additional recommendations include:

- Staffing Plan: Ensure new staff hired as a part of this project are properly credentialed to perform the duties necessary to meet the scope of work outlined in the RFP (e.g., relevant educational background, communication and facilitation skills, experience with case management). Since the proposal includes the use of existing UWM staff it is also important to ensure these staff members will be able to accommodate any proposed work tasks within their existing work load;
- Coordination of Food Sharing and Meal Services: Ensure the proposed "grass roots" approach to community involvement in coordinating food sharing and meal services includes impacted neighborhood groups, private businesses, and surrounding jurisdictions in the planning and consensus building process;
- Transition Plan for the Emergency Winter Shelter: Ensure the development of a more specific transition plan for providing emergency winter shelter to include specific resources needed to meet the immediate cold weather shelter needs of the homeless population.

To assist with addressing these recommendations the procurement team requested clarification from the UWM and MACH on each of these items. Their response is enclosed for your information.

If you should have any questions or need additional information about the procurement process or the Committee's recommendations, please do not hesitate to contact me at (803)744-5158 or via email at gsprouse@centralmidlands.org. Thank you for your time and consideration.

Best Regards,



Gregory Sprouse, AICP
Director of Research, Planning, and Development
Central Midlands Council of Governments

Enclosure

Regional Coordination of Homeless Services in the Midlands RFP
United Way of the Midlands Response to Request for Clarification
September 5, 2014

Staffing Plan: *What type of credentials will be required of the staff you are proposing to hire to meet the scope of work outlined in the RFP (e.g., educational background, experience with case management, other required skill sets)? How much time will the existing staff proposed for this project be able to devote to meeting the scope of work outlined in the RFP (i.e., will they be able to accommodate within their existing work load and professional commitments)?*

UWM Response: For the proposed staff positions, we would require a bachelor's degree in a human services or related field with master's degree preferred. Because these are non-clinical positions and proposed staff will not provide direct client services, we will not require any licensing credentials. We would seek candidates with strong communication and facilitation skills, and would prefer applicants who have experience with coalitions, collaboration, and knowledge of the local human service system.

Regarding the commitment of existing staff to the project, UWM has a team of staff already committed to key coordination activities including HMIS, the Coordinated Assessment System, evaluation and research. If the proposal is awarded, UWM would integrate new positions into the team and realign some activities like meal coordination goals into current coordinator responsibilities. UWM would also restructure supervision to align activities around data management and coordination; service, agency and communication coordination and housing coordination.

Coordination of Food Sharing and Meal Services: *Please provide some additional information on the proposed "grass roots" approach to community involvement in coordinating food sharing and meal services. Specifically, how do you plan to involve neighborhood groups, private businesses, and surrounding jurisdictions in the planning and consensus building process?*

UWM response: The meal service coordination will be undertaken with participation of relevant/affected stakeholders and build on work already developed by the City Task Force which helped illuminate some of the challenges that meal sharing presents for neighborhoods. UWM proposes a small leadership team to guide the process with representation from groups who currently provide meals, neighborhood leadership from affected neighborhoods, downtown business community, city staff, people who are homeless and others who might be key to understanding and improving the issue. The grassroots approach would include discussion (focus) groups with small groups of these same stakeholder groups. Each group would be asked to share their perspective on the value and challenges (or unintended consequences) of the meal sharing and their best ideas for improving meal service to people who are homeless. To fully engage the dozens of groups who provide food or meals downtown, a simple survey could be developed to gather similar information from all of them. The coordinator, with support from the leadership team will also research local regulations and recommended practices for meal sharing. The leadership team will review information gathered and work to develop consensus on

Regional Coordination of Homeless Services in the Midlands RFP
United Way of the Midlands Response to Request for Clarification
September 5, 2014

improvements in service with the goal. The work would initially focus on the downtown Columbia area, but any efforts to catalog and coordinate meal times would include surrounding jurisdictions.

Transition Plan for the Emergency Winter Shelter: Please provide more specific information on your proposed transition plan for the emergency winter shelter. What do you recommend for an immediate emergency transition plan for this winter season if the City of Columbia were to provide the necessary support? What specific resources would the City need to contribute to meet these immediate short term needs?

UWM Response: Our recommended immediate transition plan for fall 2014 includes the City operating one or more parks facilities for overnight sheltering based on need. UWM/MACH would support the City's work with free access to the HMIS bed management system, analysis of data, dissemination of information of shelter availability, and program design, evaluation, and planning. The City would need to contribute use of parks facilities, City staff for operations, policies allowing walk-up arrivals, and time sensitive relay of information of shelter availability. UWM/MACH would work with the City to determine long-term solutions incorporating prevention, outreach, and increased affordable housing strategies and analysis of short-term sheltering needs.

Thank you for considering our request for more information. Please let me know if you have any questions or need additional information.



REQUEST FOR PROPOSALS

JULY 17, 2014

CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS

REGIONAL COORDINATION OF HOMELESS SERVICES IN THE MIDLANDS

The Central Midlands Council of Governments (CMCOG) is in the process of procuring regional coordination of homeless services within the central midlands of South Carolina. This will include coordinating efforts across multiple organizations, service providers, agencies, local government entities and public and private stakeholders. Because this is considered to be a regional initiative that goes beyond individual political jurisdictions, the City of Columbia has engaged CMCOG to assist in the administration of this procurement process. As a regional planning agency, CMCOG supports the City of Columbia in their effort to provide regional coordination of homeless services. Any contract resulting from this procurement will be funded and administered by the City of Columbia.

CMCOG is hereby issuing this Request for Proposals (RFP) to qualified firms that have the capability and interest in undertaking and performing the scope of work described below. For the purpose of this solicitation, each proposer submitting a response will hereinafter be called "Respondent" or "Offeror". Each firm responding to the solicitation is officially a Respondent. Each Respondent must submit a package containing an original and eight (8) copies of its proposal to CMCOG no later than **2:00 p.m. on August 1, 2014** to Gregory Sprouse, Director of Research, Planning and Development, CMCOG, 236 Stoneridge Drive, Columbia, SC 29210. Proposals may be submitted in person, by messenger, or by regular mail. All proposals will be logged in and date and time stamped. Any proposal package that is received after the date and time specified will be logged and date and time stamped as "late" and returned unopened to the Respondent.

SUBMITTER'S IDENTIFICATION

Name: _____

Address: _____

Authorized Representative (Print Name) _____

Regional Coordination – Homeless Services
Page No. 2

Telephone Numbers:

Business Hours: () _____

After Hours: () _____

Website address: _____

E-mail: _____

By signing below, I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of the proposal and certify that I am authorized to submit this proposal. In submitting a proposal to CMCOG, the bidder offers and agrees that if the proposal is accepted, the bidder will convey, sell, assign or transfer to the City of Columbia all rights, title, interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of South Carolina for price fixing relating to the particular commodities or services purchased or acquired by the City of Columbia. At the discretion of the City of Columbia, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the bidder.

Authorized Representative signature: _____

Date: _____

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I. PROPOSAL CONTENTS

All Proposals shall include the following information and labeled:

“Regional Coordination of Homeless Services in the Midlands”

An authorized officer of the responding agency, organization, company, etc. shall sign all proposal submissions.

All proposals must be received **NO LATER THAN August 1, 2014 by 2:00 PM** Eastern Standard Time. The proposals must be delivered or mailed to Gregory Sprouse, Director of Research, Planning and Development, CMCOG, 236 Stoneridge Drive, Columbia, SC 29210.

Proposals must not be more than the equivalent of 50 duplex 8 ½ by 11-inch pages in length (not counting the front and back covers of the proposal, section dividers that contain no information or SF 330 forms). The font size should be no smaller than 12 pt.

II. SUBMITTAL FORMAT

- A. **Cover Letter:** (2 Page limit) The response should contain a cover letter signed by a person who is authorized to commit the respondent to perform the work included in the proposal and should identify all materials and enclosures being forwarded in response to the RFP.
- B. **Executive Summary:** (3 Pages limit) The Executive Summary of the proposal shall be limited to three single-spaced pages. The purpose is to provide a high-level description of the respondent’s ability to meet the requirements of the RFP. Please use pertinent details and avoid “marketing” information.
- C. **Respondent’s Profile, Relevant Experience and Qualifications:** (10 Page Limit) in the following order:
 1. Organization overview
 2. Address of the primary office
 3. List of all offices and their addresses
 4. Website address
 5. Number of employees
 6. Name of primary contact including address, telephone number, and email address
 7. Qualifications/experience of the primary contact and other pertinent personnel who would be assigned to this project
 8. Primary services of assigned personnel
 9. Number of years the organization has provided this service

D. Client References: (3 Required – max. 2 pages)

Include three references. All of the references must have used your company for similar services to those outlined in the Scope and Statement of Work. If the references have not used similar services, please outline the services that your company has provided to these clients. If providing these references is a violation of confidentiality for your company, please submit a statement with such reasons.

Include the following information for each client:

1. Name of client
2. Name of primary contact including address, telephone number, email address and website URL, if applicable
3. Services provided

E. Vendor's proposal in response to the Scope of Work: (Max. 25 Pages)

Respondents shall submit a description of how the services outlined in the scope of work will be provided to include, but not limited to:

1. List all key personnel
2. Provide an organizational chart depicting the relationships, roles and responsibilities of each service provider or agency on the proposed consultant team.
3. Providing a proposed list of required tasks and milestones to address the provided scope of work.
4. Providing a proposed project schedule that includes the key task activities, duration, milestones and deliverables that will complete the scope of work in the shortest time frame that is responsive to the required review.
5. Providing a flow chart depicting key task activities and sequence.

F. Letters of Support: Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA) – no limit

G. Appendix I: Cost Proposal

All bidders must provide a complete and detailed list of proposed costs to CMCOG (See Appendix I) and submit under separate cover. Costs must include a budget for services as well as identify other available funding sources.

H. Appendix II: Non- Collusion Affidavit (signature required)

I. Appendix III: Sub Contractors/ Business Information Record (if applicable)

III. GLOSSARY OF GENERAL PROCUREMENT TERMS

Actual Cost: All direct and indirect costs incurred for services, supplies, or construction, as distinguished from estimated or forecasted costs.

Addendum/Addenda: A written change, addition, alteration, correction or revision to a bid, proposal or contract document. Addendum/Addenda may be issued following a pre-bid/pre-proposal conference or as a result of a specification or work scope change to the solicitation.

Allowable Costs: Costs that are recognized by law, regulation, or the contract. A cost that is reasonable.

Amendment: An agreed addition to, deletion from, correction or modification of a document or contract. To revise or change an existing document; a formal revision, improvement or correction.

Assignment: Legal transfer of a claim, right, interest or property.

Capability: The ability of a bidder to fulfill the contract at time of award.

Contractor: Any individual or business having a contract with a governmental body to furnish goods, services, or construction for an agreed-upon price.

Cost: The actual expenses incurred in delivering a product, service, or construction; includes both direct and indirect costs, but does not include fee or profit for the contractor.

Defect: The absence of something that is necessary for completeness or perfection, or a deficiency in something essential to a thing's intended or proper use. A product is defective if it is not fit for the ordinary purposes for which it is sold and used. Defects are generally of two types, *latent* (not apparent to the buyer by reasonable observation) and *patent* (a defect that is apparent on normal inspection). Also see *Latent Defect*.

Deliverable: The completion of a milestone or the accomplishment of a task. Deliverables are used to measure successful performance.

Late Bid/Proposal: A bid, proposal, withdrawal, or modification received, at the designated place for receipt, after the established due date and time. Procurement policies should be established in order to provide guidance regarding how late bids/proposals are handled administratively. In most public entities, late bids/proposals are not opened and may be returned to the bidder/proposer advising that the bid was received late (after the due date and time) and cannot be accepted.

Mandatory: Obligatory, required by order, a provision that may not be waived.

Mandatory Requirements (Conditions): Conditions set out in the specifications/statement of work that must be met without alteration. Not meeting mandatory requirements may be grounds for disqualification.

Offeror: The person/entity who submits a proposal in response to a Request for Proposals (RFP). One who makes an offer in response to a solicitation. The terms Respondent and Offeror are used interchangeably throughout this RFP. *Also see definition of a Responsible and Responsive Offeror/Bidder.*

Pre-Bid/ Pre-Proposal Conference (Meeting): A meeting held by the buyer with potential bidders/offerors, prior to the opening of the solicitation for the purpose of answering questions, clarifying any ambiguities and responding to general issues in order to establish a common basis for understanding all of the requirements of the solicitation. This may result in the issuance of an addendum to all potential providers. In certain situations, a mandatory conference may be advisable

Price: The total amount, in money or other consideration, to be paid or charged for a commodity or service; normally includes all costs (direct labor, overhead, materials) and profit or fee.

Principal: One who employs an agent. A person who has authorized another to act for him/her.

Proposal: A proposal is a document submitted by a vendor in response to some type of bid solicitation to be used as the basis for negotiations or for entering into a contract.

Request for Proposal (RFP): The document used to solicit proposals from potential providers for goods and services (Offerors). Price is usually not a primary evaluation factor. Provides for the negotiation of all terms, including price prior to contract award. May include a provision for the negotiation of Best and Final Offers. May be a single step or multi-step process.

Responsible Bidder/Offeror: A contractor, business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract. Must possess the full capability, including financial and technical, to perform as contractually required. Must be able to fully document the ability to provide good faith performance.

Responsive Bidder/Offeror: A contractor, business entity or individual who has submitted a bid or proposal that fully conforms in all material respects to the IFB/RFP and all of its requirements, including all form and substance.

Service/Services Contract:

1. An agreement calling for a contractor's time and effort.

The furnishing of labor, time, or effort by a contractor or vendor, which may involve to a lesser degree, the delivery or supply of products.

Short List: Names of candidates that have been narrowed considerably from a longer list of top-ranked Offerors.

Solicitation: An invitation for bids, a request for proposals, telephone calls or any document used to obtain bids or proposals for the purpose of entering into a contract.

Technical Specifications: Specifications that establish the material and operating requirements of products and services.

Unsuccessful Bidder: A vendor whose bid was not accepted for reasons of price, quantity, or failure to comply with specifications.

City of Columbia's Special Terms – Part I

Client- any individual seeking services and meeting the requirements for homelessness as defined by HUD

Homeless Service Provider – any governmental, non-profit or private entity who provides services or support to the homeless population within the target region.

Midlands Coordinator for Homeless Services – Any qualified individual or team capable of providing the coordination of services as outlined herein.

Parties: Central Midlands Council of Governments and the City of Columbia, SC

Procurement Agent – CMCOG will serve as a “Procurement Agent” for this solicitation for the purpose of assisting in the development and solicitation of a Request for Proposals (RFP) and other tasks as necessary.

Region – The target region for the provision of services encompasses the following counties in SC: Richland, Lexington, Fairfield and Newberry.

Respondent – A Bidder responding to this solicitation. Also see Offeror. Respondents can be regionally located in the CSA area: Richland, Lexington, Fairfield, Newberry, Kershaw, Saluda and Calhoun counties.

Scope of Work/Services: Detailed requirements to include clearly defining the work activities broken down into specific tasks, deliverables and timeline a contractor must execute in performance and completion of the specific objectives as outlined in this solicitation. (City of Columbia 2013)

Selected Offeror – The selected responsive and responsible bidder after evaluations and final scoring has been completed.

Special Standards of Responsibility

When it is necessary for a particular acquisition or class of acquisitions, the procurement officer may develop, with the assistance of appropriate specialists, special standards of responsibility. Special standards may be particularly desirable when experience has demonstrated that unusual expertise or specialized facilities are needed for adequate contract performance. The special standards shall be set forth in the solicitation (and so identified) and shall apply to all Offerors. A valid special standard of responsibility must be specific, objective and mandatory. Source: SC Consolidated Procurement Code.

To the extent that any of the above definitions are in conflict with any of the terms, definitions, or provisions of the City of Columbia Code of Ordinances, or the City of Columbia Procurement Regulations, those terms, definitions, or provisions of the Code of Ordinances or the Procurement Regulations shall prevail and shall be controlling.

Regional Coordination of Homeless Services in the Midlands

Special Terms – Part II:

Affordable Housing

According to the Department of Housing and Urban Development (HUD), housing is affordable when a Household spends no more than thirty percent of its gross income on housing-related costs.

Annual Homeless Assessment Report (AHAR)

The Annual Homeless Assessment Report is a yearly report to Congress about homelessness in the United States. The report describes year-to-year trends in homelessness as observed from Point-in-Time Count and Homeless Management Information System (HMIS) data. The AHAR includes information on demographics, available services, subgroup censuses, duration of homelessness, and housing situation prior to homelessness. The 2008AHAR includes HMIS data covering October 2007-September from 222 nationally-representative localities, covering approximately 40 percent of the US population.

Average Daily Utilization Rate

The average daily utilization rate is the average percent of year-round equivalent beds occupied on a given night during a reporting period.

Bed Inventory

As part of the CoC application, communities submit a bed inventory to the Department of Housing and Urban Development (HUD). The bed inventory is an enumeration year-round, seasonal, and overflow beds, Including emergency shelter, transitional housing, permanent supportive housing residential programs.

Bed Utilization Rate

The Bed Utilization Rate is the frequency of bed use in emergency shelters and transitional housing programs.

Case Management

Case management is a supportive service offered by community organizations and shelter providers. The main functions of case management include: identifying and enrolling a client for service; assessing a client's strengths, weaknesses, and needs; developing an individualized service plan; referring the client to community resources; monitoring the client's progress and unmet needs; and advocating to ensure the client receives appropriate services and support. Case management services vary by location in scope, duration, and intensity.

Community Development Block Grant (CDBG)

The CDBG is a formula-grant appropriated to jurisdictions to eliminate blight and provide affordable housing, job creation programs, business expansion and retention, and other services for low and moderate-income populations, including homeless families. Principle cities of Metropolitan Statistical Areas (MSAs), metropolitan cities with populations of at least 50,000, and urban counties with populations of at least 200,000 are entitlement communities and receive funds directly from the Department of Housing and Urban Development (HUD). Localities with smaller populations may receive state-administered CDBG funds through the Small Cities CDBG.

Department of Housing and Urban Development (HUD)

The Department of Housing and Urban Development is a federal agency that aims to increase home-ownership, expand community development, and ensure access to affordable housing.

Source: United States Department of Housing and Urban Development. "About HUD,"

<http://portal.hud.gov/portal/page/portal/HUD/about>

Emergency Shelter

Emergency shelter programs are temporary residential programs where clients stay for a short duration in order to avoid unsheltered homelessness.

Family

A family is two or more persons related by birth, marriage, or adoption, and residing in the same dwelling unit. HMIS-based data defines family as a household with at least one adult and one child.

Sources: United States Census Bureau, "Current Population Survey (CPS)-Definitions and Explanations,"

<http://www.census.gov/population/www/cps/cpsdef.html>; United States Department of Housing and Urban Development, *2008 Annual Homeless Assessment Report to Congress*.

Homeless: HUD Definition

As defined in Title 42, Chapter 119, Subchapter I of the United States Code, homeless includes persons who: lack a fixed, regular, and adequate nighttime residence; or has a primary nighttime residence that is a shelter designed to provide temporary living conditions (including emergency shelter and transitional housing programs), an institution that provides a temporary residence for persons prior to institutionalization, or a public or private place not designed for use as a regular sleeping accommodation for human beings.

Source: "General Definition of Homeless Individual, " Title 42 *U.S. Code*, Pts. 119

Homeless Management Information Systems (HMIS)

Homeless Management Information Systems are electronic data systems that store longitudinal client-level data on individuals and families who access homeless services. HMIS reports data on client needs and services accessed. HMIS produces an unduplicated count of homeless persons, measures program performance, and coordinates community services.

Homeless: At-Risk

Households that are at-risk for homelessness include low-income households that face imminent homelessness as a result of a precarious housing situation, utility shut-off, and/or eviction due to non-payment, and have no subsequent independent housing options.

Homeless: Chronically Homeless

Chronically Homeless persons are unaccompanied individuals with a disabling condition who have been homeless for one or more years, or who have had three or more episodes of homelessness in the past four years. During these episodes, a chronically homeless person must have resided in an emergency shelter or a place not meant for human habitation; transitional housing and permanent supportive housing clients are not considered chronically homeless. By definition, families are not chronically homeless, regardless of the duration of their homelessness.

Source: United States Department of Housing and Urban Development, "Standards and Methods for Point-in-Time Counts of Homeless Persons and Annual Housing Inventory Updates."

Homeless: Sheltered

A sheltered homeless persons is residing in an emergency shelter or transitional housing program.

Homeless: Unsheltered

An unsheltered homeless person is residing in a place not meant for human habitation, including an abandoned building, vehicle, train station, or on the streets.

Homeless: Veterans

Veterans who also meet the definition of homelessness defined in The McKinney Homeless Assistance Act.

Housing Inventory Chart

Housing Inventory Charts are annual counts of emergency, transitional, permanent supportive housing, seasonal, and overflow beds for homeless persons. Each Continuum of Care (CoC) reports these numbers to the Department of Housing and Urban Development (HUD) annually. The inventory includes program-level data, information about the target population, and the extent of HMIS coverage.

Source: United States Department of Housing and Urban Development. "Standards and Methods for Point-in-Time Counts of Homeless Persons and Annual Housing Inventory Updates."

Overflow Bed

An overflow bed is available only occasionally in an emergency (such as a natural disaster or inclement weather) when demand for shelter exceeds the year-round bed capacity, and is not available throughout the year.

Permanent Supportive Housing

Permanent Supportive Housing is long-term, subsidized housing coupled with supportive services for formerly homeless persons with disabilities.

Seasonal Bed

A seasonal bed is not available throughout the year. Most seasonal beds are available only during high-demand seasons when there are adverse weather conditions.

Supportive Services

Supportive services are programs and assistance, other than housing, designed to help clients transition to self-sufficiency. Forms of supportive services include case management, education programming, job training, employment counseling, financial literacy courses, and childcare.

Transitional Housing

A transitional housing program helps residents transition to permanent housing by providing supportive services. Transitional housing programs serve clients for up to two years.

Source: United States Department of Housing and Urban Development, *2008 Annual Homeless Assessment Report to Congress*; "HOME Investment Partnerships Program." Federal Register 24:1 (April 1, 2004) pp.576-581.

Unaccompanied Youth

An unaccompanied youth is a student not in the physical custody of a parent or guardian. Unaccompanied youth include persons who have run away from home, been kicked out of their homes, or been abandoned by their parent or guardian.

Source: New York State Technical and Education Assistance Center for Homeless Students.

“Unaccompanied Youth,” <http://www.nysteachs.org/faqs/unaccompanied.html>

Voucher Bed

A voucher bed functions as an overflow bed, and is usually located in a hotel or motel. In communities without residential facilities, such as rural localities, voucher beds often function as year-round beds.

Year-Round Bed

A year-round bed is available throughout the year and is part of a community’s stable inventory of beds for homeless persons.

Year-Round Equivalent Bed

A year-round equivalent bed is a year-round bed, or a seasonal bed that is pro-rated for the part of the year it is available.

Other resource not cited above:

Source: United States Department of Housing and Urban Development, *2008 Annual Homeless Assessment Report to Congress*.

IV. INTRODUCTION

In a regional effort to further address the various multi-faceted challenges faced in reducing homelessness in the Midlands, the Central Midlands Council of Governments (hereinafter referred to as the “CMCOG”) in partnership with the City of Columbia (hereinafter referred to as the “City”) solicits sealed proposals from qualified services providers with direct experience collaborating on ways to reduce homelessness. The parties seek to identify a Coordinator or (Coordination Team) to assist with achieving the desired goals and objectives in an effort to provide support to homeless clients transitioning to long-term self-sufficiency. All clients shall be treated with the utmost compassion, dignity and respect.

The targeted homeless population includes: single adult women, single adult men, families, women with children, men with children, veterans, mentally challenged individuals, and other needy clients.

CMCOG and the City recognize and acknowledge the value of a collaborative regional approach to reducing homelessness in the Midlands. Further, the parties will assist in identifying the selected individual or team to provide homeless services to include the service provider roles and a Midlands Coordinator for Homeless Services.

Background

A roadmap to addressing homelessness, *The Blueprint to Address Homelessness in the Midlands*, was crafted in 2005 by various community leaders tasked with developing a plan forward to reducing homelessness in the Midlands by 2015. The goal was to create a lead intergovernmental agency to implement, evaluate and update the plan and facilitate community cooperation. In addition, the *Blueprint* also recommended the creation of a community emergency shelter facility; improving access to supportive services; developing affordable housing units; identifying funding sources; collecting and analyzing HMIS data; reviewing zoning ordinances; raising public awareness about homelessness and heightened homeless prevention efforts.

While many of the areas of the *Blueprint* were implemented including the numerous ongoing efforts by community service activists, faith-based organizations, government, area residents, business leaders, and others in the private and public sector, there is still some room for improvement. This includes identifying gaps in the coordination of homeless services to achieve a more efficient and effective operation and reduce duplication of efforts.

The City of Columbia has also operated an emergency shelter through a contractual agreement with a local service provider. The current shelter was designed to be a temporary solution until more long-term permanent strategies could be devised. The shelter officially closed in July 2014.

A Request for Information/Ideas regarding homelessness solutions was released in January 2014. Responses were received and reviewed by a review panel comprised of individuals from various walks within the community. Information gathered during this process has been used to craft this Request for Proposal.

Purpose

The purpose of this RFP is to solicit proposals from qualified services providers, agencies or other homeless service related organizations to include a comprehensive plan for support and assistance for individuals who are currently homeless and individuals or families facing significant economic hardships and at-risk to becoming homeless. This includes individuals defined as chronically homeless, sheltered and unsheltered clients. The RFP responses should fully address the City of Columbia's six adopted Homeless Response Goals as outlined in the Scope of Work. The proposals should also include an immediate transition plan from the recently closed emergency shelter as well as address the provision of other services and coordinated efforts from September 1, 2014 or after City Council's approval through June 30, 2015.

The language in the Scope of Services was intentionally stated in broad, general and unrestrictive terms. The objective is to allow all respondents to provide specific and detailed proposals for review and consideration by the selection team. Each proposal will be rated based upon the completeness of the information submitted in accordance with the Award Criteria outlined in Section VIII.

V. SCOPE OF SERVICES

The scope of services will include, but is not limited to, coordinating the following efforts:

- Midlands Coordinator for Homeless Services
- Coordination w/Multiple Service Providers
- Coordination of Horizontally Integrated Case Management
- Coordination of Housing
- Coordination of Transportation
- Coordination of Food Sharing & Meal Services

1. Roles, Duties and Responsibilities for the position of Midland’s Coordinator for Homeless Services:

All proposals must include a plan for an experienced coordinator or coordination team to be responsible for the regional coordination of homeless services in the Midlands. This Coordinator (or Team) will identify and “own the gaps” or deficiencies and will be tasked with seeking resolutions for any deficiencies in services while also avoiding duplication of services. The Coordinator will also be the primary point of contact for Midlands Homeless Services and will use an organized and synchronized planning approach in addressing homelessness issues.

Another key role for the Coordinator is in the area of providing relevant education and training aimed at homeless prevention and rapid rehousing. The Coordinator will be responsible for working closely with the clients, community leaders, service providers, case managers, and all major stakeholders to ensure the successful coordination of services. The Coordinator will utilize best practices, strategies and techniques from other communities to be utilized and applied continuously throughout the contract term and administered and monitored by the City of Columbia, SC.

Some additional duties and tasks to be performed by the Coordinator or Coordination Team include:

- Fully maximize the use of all existing resources
- Review and consideration of zoning regulations to help facilitate and support the creation of affordable infill housing
- Ensuring a coordinated effort between the Service Providers, Coordinator’s Office and all law enforcement agencies within the Midlands region
- Prepare Homeless Court recommendations
- Ongoing efforts towards increased employment through education and training opportunities as related to the homeless population
- Dissemination of information regarding Panhandling as well as other public service releases

All deliverables outlined herein shall be coordinated and monitored by the Coordinator including, but not limited to, Service Provider coordination, HMIS reporting, horizontally integrated case management, housing, transportation and food sharing and meal services.

2. Coordination with Multiple Regional Service Providers:

The ultimate goal is to find solutions to the diverse problems associated with homelessness and to develop a path forward for those individuals that are homeless or at risk to becoming homeless including families, men, women, women with children, fathers with children, veterans, etc.

The selected service provider must also work closely with area businesses, corporations, non-profit and faith based organizations, healthcare industry, academicians, neighborhood associations, community leaders, etc. Some of the proposed roles for the successful respondent will include:

- Maintaining a centralized Intake & Triage location
- Utilizing the user-friendly Central Information Reporting Module:
Homeless Management Information System (HMIS)
- Adopting and Implementing a “No Wrong Door” Policy to assist all individuals seeking services regardless of the original intake location
- Providing coordination for all required services for the homeless
- Strategically located within a central location and fully operational and staffed to meet the needs of the clients

3. Coordination of Horizontally Integrated Case Management

The Horizontally Integrated Case Management component of the RFP should demonstrate the inclusion of multiple service providers addressing needs of the homeless through one coordinated system. Proposals should also reflect accountability strategies and projected outcome for all service providers. Peer review and progress reports and organization of the data for the annual Point in Time Count are a few additional objectives. Every effort should be made to be proactive and come up with homeless prevention strategies. Providers and case management must utilize the Homeless Management Information System (HMIS).

The Coordination of Horizontal Integrated Case Management plan will:

- Provide a comprehensive Data Management and dissemination of information
- Include Reporting Modules for the data needed to support the Goals
- Ensure that performance measurements are in place to evaluate outcomes and elevate successes
- Ensure that clients are rapidly rehoused and provide permanent accommodations as quickly as possible

Mandatory Requirement/Special Standard of Responsibility:

The successful proposal must utilize the Homeless Management Information System (HMIS) which aids in collecting and organizing data to reduce homelessness and meet HUD's requirements. The HMIS system will assist in ensuring accountability efforts amongst providers through this centralized client data management system.

4. Coordination of Housing

The proposed housing component of each proposal should include plans for identifying and coordinating existing housing resources throughout the region (i.e. inclusive of transitional, convalescent, emergency shelter, small dormitories, self-pay, single room occupancy, long-term/permanent, low income housing, etc.). Further consideration should also be given to the unique and recently increasing groups of homeless individuals including homeless unaccompanied youth.

Proposals should include goals and projected outcomes for all needy residents. In addition, proposals should project a decrease in the number of emergency shelter beds over a pre-defined time period, identify Existing Housing and opportunities for Safe and Affordable Housing Options within region, provide daily coordination of housing opportunities, etc.

5. Coordination of Transportation

A unified and comprehensive transportation system including both private and public entities is another critical component to assist in addressing clients' needs. Voucher provisions by providers and related agencies should be considered. Proposals should include a multifaceted efficient and proven effective approach on how transportation services will be addressed by the service provider. This may include, but is not limited to The COMET, the public transportation system for the Central Midlands region.

6. Coordination of Food Sharing & Meal Services

Encourage and coordinate meal services with community leaders and faith based organizations to ensure the greatest cost efficiencies and effectiveness of providing meal services for the homeless including coordinating with existing Emergency Food and Shelter programs.

This will also encompass the coordination of meal locations, scheduling, trash removal and other logistics. Ensure indoor, safe and sanitary conditions are in place. The service provider should encourage common protocols among feeding groups for

the coordination of meals, resources, clean-up to ensure compliance with state and local health standards.

In addition to the full scope of services outlined herein, all respondents must address how the proposed solution will fully address the six adopted primary Homeless Response Goals as adopted by City Council for the City of Columbia to include:

- Coordinate the response to poverty with other agencies
- Bring humanity to the response to poverty
- Leverage the power of the community in responding to poverty
- Institutionalize accountability for providers
- Meet the unique needs of the individual in need
- Address downtown, community and neighborhood impact

All proposals must be proactive in their approach and include plans for men, women, families, women with children and men with children. Due to the scope of work required and the short timeline for implementation of the Homeless Services Program, **CMCOG and the City of Columbia STRONGLY suggest that entities partner together and submit a response using a strong lead entity and partners with experience in the areas of expertise that will lead to a strong comprehensive homeless services program.**

Proposals need to be collaborative, showing inclusion of both public and private partnerships such as businesses, corporations, non-profit organizations, faith based groups, health and educational institutions and neighborhood organizations. Proposals need to include organization's qualifications to provide services to homeless populations. Proposals need to include contact person's name with collaborating organizations and identify leadership of the collaboration.

Proposals shall include an organizational chart depicting the relationships, roles and responsibilities of each partnering service provider or agency on the proposed team.

Proposals should identify potential sources of funding for programs and development. Public and private funding should be utilized. All letters of support, Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA) should be included.

Reporting

The Successful Offeror must provide to the City on a monthly basis a statement of activities and a statement of financial position for the Regional Coordination of Homeless Services in the Midlands.

Oral and Written Qualifications

Respondents may be required to make oral presentations or written clarifications of their proposals to ensure a thorough mutual understanding of the proposed work. CMCOG will initiate any requests for clarification.

VI. PROPOSED TIMELINE – PRE-AWARD

July 17, 2014	Release date for RFP
July 23, 2014	Non- Mandatory (Highly recommended) Pre-Proposal Meeting at 2 PM ET
July 25, 2014	Final date to receive written questions/ exceptions due by 5:00 PM ET
August 1, 2014	RFP closing date at 2:00 PM ET
August 4 – 8, 2014	Evaluation Committee meeting
August 8, 2014	Evaluation Committee recommendation
August 19, 2014	Tentative date for submission to City Council

VII. SELECTION PROCESS

CMCOG in conjunction with the City will conduct a formal selection process to determine the best qualified respondent that meets the criteria as outlined herein. A selection committee and other appointed technical advisors will review all of the proposals.

The table in Section VIII, Award Criteria, outlines criteria that will be considered in selecting a successful Offeror.

The Respondent may be evaluated based on a two-step selection process. The first step will involve an evaluation of the Respondent's technical proposal using the selection criteria below. CMCOG may shortlist firms based on the criteria in this section, if necessary, or may include all respondents in the next phase of the process. If the short-list approach is used, the highest scoring technical proposals, up to three, may be invited to oral interviews. In this case, the selection of the Respondent will be determined by the highest total technical and interview score from these two steps.

Interview information will be sent to the firms identified by the selection committee to be interviewed. CMCOG and the City may interview all of the critical individuals of these firms.

If in the judgment of the CMCOG, changes in the contents of the RFP are required, an addendum will be issued by CMCOG. Any addendum that may be issued will be transmitted by fax and e-mail to each firm. The addendum by CMCOG will provide each Respondent at maximum of three calendar days to incorporate the necessary changes before the submission of their proposals.

The selection of the successful OFFEROR will be made solely by CMCOG/City. There will be a non-mandatory (highly recommended) pre-proposal conference conducted by CMCOG. Respondent may ask questions to discuss the contents of this RFP and the expectation of CMCOG/City related to this regional homeless services effort. Questions and answers received will be provided to all participants and placed on the CMCOG website at www.centralmidlands.org. No telephone inquiries will be accepted.

Due to potential conflict of interest, no Respondent or a person representing a Respondent may arrange or meet with individual members of CMCOG and/or the City of Columbia to discuss any items or matters related to this RFP during the period of time between the date of the release of this RFP and the date CMCOG makes the decision selecting the successful Respondent. The only direct point of contact for this solicitation is Gregory Sprouse, Director of Research, Planning and Development, CMCOG, 236 Stoneridge Drive, Columbia, SC 29210 or email gsprouse@centralmidlands.org.

The highest rated respondent may be invited to enter into contract negotiations. The award will be made to the highest ranked, responsive and responsible Offeror whose offer is determined to be the most advantageous to achieve the goals and objectives as outlined.

VIII. AWARD CRITERIA

RFP Evaluation Criteria	Rating Percentage
1. Ability to perform Requested Services - Respondent's qualifications to perform the job - Respondent's cooperative experience working with multiple public and private entities to provide services in meeting community goal. - Qualifications of individuals who will perform the primary tasks - Experience of individuals who will perform the primary tasks - Demonstrated understanding of the job and its goals - Proposed methodology for performing the job as described in Section V-Scope/Statement of Work - Completeness of information for this section	Max. 20%
2. Reporting Module & Federal Standards - Respondents must utilize the Homeless Management Information System as approved by the US Department of Housing and Urban Development (HUD). - Demonstrated capacity to provide detailed reports through (HMIS) - Completeness of information for this section <i>*Experience as a lead agency recognized as a federal Continuum of Care (CoC) agency approved by the US Department of Housing and Urban Development (HUD) is preferred but not required.</i>	Max. 15%
3. Respondent's Recommendations - Techniques the Offeror would put in place to service this contract - Recommendations of anything that CMCOC/City may be leaving out of this contract that may help reach the regional goals as outlined herein - Proposed methodology for performing the job as described in Section V-Scope/Statement of Work - Respondent's organizational chart - Completeness of information for this section	Max. 15%
4. Past Performance - Three client references providing clients similar services to those specified in this RFP – Scope of Services - Clients' level of satisfaction with the performance of the respondent and/or successful outcomes - Completeness of information for this section	Max. 10%
5. Proposed Project Plan and Timeline Completeness of information for this section	Max. 10%

6. Partnerships a. Letters of support from MOU / MOA's. b. Completeness of information for this section	Max. 5%
7. Supplemental Funding Sources/Cost Sharing Initiatives a. Proposed Cost Sharing Initiatives with Supplemental Funding Resources outlined in bid proposal b. Completeness of information for this section	Max. 5%
8. Cost a. Proposed monthly/annual cost to provide coordination services as outlined in Appendix I b. Respondents financial capacity c. Proposed annual salary for a Homeless Coordinator to provide all of the services listed under the Coordinator's Role	Max. 15 %
9. Local Business Presence a. Is independently owned and operated (Ownership of a local business must be direct, independent, and by individuals and/or other businesses within the Columbia-Newberry CSA. [Company owner must provide document verification of local residency. (Copy of driver's License, utility bill, most current individual or corporate state and/or federal tax return)]. (1 pt.) b. Is in good standing with State of South Carolina (LBE firm must be in good standing with the State of South Carolina regarding its payments of taxes and required business licenses). (1 pt.) c. Has a business license in one of the 7 counties making up the CSA jurisdiction. (1 pt.) d. Has at least one year of presence within the CSA Jurisdiction (LBE must have presence within any of the 7 CSA jurisdictions for at least one year prior to applying for LBE Certification issued by the City of Columbia). (1 pt.) e. Has at least 50% of employees residing within any of the 7 CSA jurisdictions. Applicant must attach a list of all owner/employee addresses and submit for approval by CMCOG - Names are optional, give street address, city, state & zip. (This rule applies to full-time, part-time and contract employees.) (1 pt.) 7 CSA Jurisdictions include: Calhoun, Fairfield, Kershaw, Lexington Newberry, Richland and Saluda.	Max. 5%

<i>Note: If interviews are required, they will be scored separately. Top respondents will be short-listed and may be given the opportunity for an interview.</i>	
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IX. GENERAL INFORMATION – PART I

PAYMENT SCHEDULE

All payments will be based upon successfully completed deliverables as outlined in the final project plan. Invoices must be submitted quarterly to:

PROJECT SCHEDULE

The Successful Offeror must agree to begin work upon issuance of a notice to proceed. All deliverables must be completed within the term of this agreement. Work shall not commence until after the date of notice to proceed has been issued.

The work shall be guided by a detailed flow diagram, prepared by the Successful Offeror and furnished to the contract administrator within one week of receipt of notice to proceed. Periodic payments for the work shall be made in accordance with a schedule proposed by the Successful Offeror and approved by parties.

MEETINGS

Attendance at some public meetings may be required by the successful Offeror during the course of this project. The Offeror shall be responsible for the logistics for these meetings and will implement the public participation plan of the parties. The number of meetings shall be negotiated between the successful Offeror and the project manager.

BRIEFINGS

Series of formal briefings shall be held by the successful Offeror for this project. These meetings shall be held at least once every month at an agreed upon location, during the course of the project. The purpose of the briefings will be to apprise the project manager of the activities of the OFFEROR, to schedule future activities and to ensure that the PROJECT is on schedule. Minutes for these meetings shall be the responsibility of the Offeror.

DELIVERABLES

The successful Offeror shall provide copies of all draft documents, copies of an Executive Summary of the Final Report in an 11 x 17 brochure format and copies of the final report. The number of copies shall be determined between the Offeror and the Project Manager. These documents shall also be provided in electronic format. For presentations to the Committees and Board of the CMCOG and the City of Columbia, the Offeror shall prepare a PowerPoint or similar format presentation.

PROPRIETARY/CONFIDENTIAL INFORMATION

Trade secrets or proprietary information submitted by a Respondent in connection with a procurement transaction shall not be subject to public disclosure under the Freedom of Information Act; however, the Respondent must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state reasons why protection is necessary. Disposition of material after award is made should be stated by the Respondent. No information, materials or other documents relating to this procurement will be presented or made otherwise available to any other person, agency, or organization until after award.

All Respondents must visibly mark as "Confidential" each part of their proposal that they consider to contain proprietary information. All unmarked pages will be subject to release in accordance with the guidelines set forth under Chapter 4 of Title 30 (The Freedom of Information Act) South Carolina Code of Laws and Section 11-35-410 of the South Carolina Consolidated Procurement Code. Privileged and confidential information is defined as "information in specific detail not customarily released to the general public, the release of which might cause harm to the competitive position of the part supplying the information." The examples of such information provided in the statute includes: customer lists, design recommendations and identification of prospective problem areas under an RFP, design concepts to include methods and procedures, and biographical data on key employees of the Respondent.

Evaluative documents pre-decisional in nature such as inter or intra-agency memoranda containing technical evaluations and recommendations are exempted so long as the contract award does not expressly adopt or incorporate the inter- or intra-agency memoranda reflecting the pre-decisional deliberations.

Marking the entire proposal confidential/proprietary is not in conformance with the South Carolina Freedom of Information Act.

NOTICE OF AWARD

Notice of “Intent to Award Contracts” will be posted on the CMCOG web site. In addition, a notice will be mailed to Respondents, informing them of the success, or lack thereof, of their proposal to receive an award.

APPEAL POLICY

Respondents dissatisfied with the decisions regarding contract award can submit your initial protest and/or concerns to CMCOG. This will be subject to the City of Columbia’s protest procedures as outlined in Section VII. Terms and Conditions (L). Protest Procedures.

The protest must be filed in writing by the authorized signatory official for the Respondent addressed to Gregory Sprouse, CMCOG, Director of Research, Planning and Development within ten working days of the announcement of the contract awards. Announcement of our “Intent to Award Contracts” will be posted on the CMCOG web site. The ten working days to file appeals will begin on the date the “Intent to Award Contracts is posted on the web site.

All Respondents are encouraged to review CMCOG’s website (www.centralmidlands.org) daily during the RFP evaluation period. CMCOG will not consider appeals from individuals or organizations that do not have standing to appeal nor from sub-respondents of parties with which contracts have been placed. The signature of a party on an appeal document constitutes a certification by the signer that the signer has read the document and to the best of their knowledge, information, and belief and, after reasonable inquiry, it is well grounded in fact. It must be warranted by existing law or by a good faith argument, and that it is not submitted for any improper purpose such as to harass, limit competition, or cause unnecessary delay or needless increase in the cost of the procurement or the appeal. The cost of the appeal will be borne solely by the appealing organization or individual.

FUNDING

Any funding provided by the City of Columbia for the Regional Coordination of Homeless Services as outlined in this RFP will not exceed the City’s annual funding for coordination of homeless services, if appropriated. The funding for this RFP is specifically for the regional “coordination” efforts and not designated for any other purposes. The City strongly encourages Respondents to propose any additional available funding resources to further realize the goals and objectives as outlined herein (See Award Criteria Section VIII (7)).

TERM OF AGREEMENT

Initial Term: The materials, goods, and services to be provided under this contract shall be for an initial term of one (1) year, unless earlier terminated by either party as provided herein. Additional Term(s): The contract may be extended for up to four (4) additional one-year periods based upon available funding. The contract shall expire at the end of the initial term, or at the end of the then-current term, unless an extension has been requested by either party and agreed to in writing by both parties prior to the expiration of the term. The decision whether to extend the contract, upon written request, shall be in the sole and exclusive discretion of the

party receiving the request and neither party shall be under any obligation to agree to an extension of the initial term or any additional term.

X. GENERAL INFORMATION – PART II - (INSTRUCTIONS)

A. Request for Proposal Process

The RFP is not a bid. In the event that the City elects to negotiate a contract with the successful Offeror, any contract shall contain at a minimum the terms and conditions (or substantially the same terms and conditions) as hereinafter stated. The City reserves the right, in its sole discretion to reject all submissions, reissue a subsequent RFP, terminate, restructure or amend this procurement process at any time. The final selection and contract negotiation rests solely with the City.

B. Questions

Requests for additional information and questions must be submitted to: Gregory Sprouse, Director, Research, Planning and Development, CMCOG, 236 Stoneridge Drive, Columbia, SC 29210

The deadline for additional information and questions is July 25, 2014 by 5:00 PM (EST). CMCOG and the City will not accept telephone calls or visits regarding this RFP. No interpretation shall be binding unless in writing from CMCOG.

C. Confidentiality

Unless otherwise required by law, and until the public opening of the proposals, all information, materials and other documents submitted by a respondent shall not be released or made available to any person or entity except City representatives assisting in this procurement process. Unless required by law, proprietary or financial information submitted by a respondent will not be disclosed if the respondent visibly marks each part of the proposal that the respondent considers confidential, financial or proprietary information with the word “Confidential.”

D. Respondent’s Duty to Inspect, Advise and Declare All Costs

Each respondent shall become fully acquainted with the stated requirements and the scope of the services to be provided. Respondents have a duty to request any information as it deems necessary to prepare the RFP. Such requests shall be made in compliance with Paragraph B of this section. No change order will be granted or additional compensation permitted if it is based upon information that the respondent knew, or should have known, as part of the respondent’s duty to become acquainted with the stated requirements.

E. Time for Receiving Proposals

Proposals shall be submitted timely to be considered responsive. The official whose duty it is to open them will decide when the specified time has arrived, and no bid there-after will be considered.

F. Submittal of Proposals

All responses to this RFP must be clearly marked “Regional Coordination of Homeless Services in the Midlands”. Eight (8) hard copies and one (1) digital copy containing the proposal shall be submitted. All RFP responses shall be submitted no later than August 1, 2014 at 2:00 PM ET and the required CDs, originals and hard copies shall be submitted to Gregory Sprouse, Director, Research, Planning and Development, CMCOG, 236 Stoneridge Drive, Columbia, SC 29210.

All late proposals will be rejected. CMCOG is not responsible for late RFP’s caused by delays in mail delivery or a delay in any other method of delivery.

G. Acceptance and Rejection

Any proposals that do not conform to the essential requirements of the RFP shall be rejected. CMCOG reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. CMCOG also reserves the right to accept or reject any or all proposals received in response to this RFP and to negotiate separately with competing respondents. CMCOG is not obligated to enter into any contract on the basis of any submittal in response to this RFP. The City reserves the right to request additional information from any firm submitting under this RFP if CMCOG deems such information necessary to further evaluate the firm's qualifications.

H. Acceptance Period

Any proposal in response to this solicitation shall be valid for 120 calendar days. At the end of this time the proposal may be withdrawn at the written request of the respondent if no award has been made. If the RFP is not withdrawn at that time, the proposal in its entirety, including the price structure, shall remain in effect.

I. Cancellation of Proposals

Bids may be cancelled prior to the time fixed for opening. Negligence on the part of the bidder in submitting the proposal confers no right for the withdrawal of the proposal after it has been opened.

J. Bidders Present

At the time fixed for the opening of proposals, their contents will be made public for the information of bidders and the general public. Offerors will not be permitted to examine the

proposals until award is made.

K. Alternate Proposals

Any proposal which does not conform to the specifications contained or referenced in the invitation for Bids may be rejected unless the invitation authorized the submission of Alternate Proposal and the equipment or supplies offered as alternates meet the requirements specified in the invitation.

L. Ambiguous Proposals

Bids which are uncertain as to terms, compliance to requirements and/or specifications shall be rejected.

M. Conflict of Interest

Respondents shall promptly notify CMCOG, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the respondent's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake, and request an opinion of CMCOG as to whether the association, interest, or circumstance would, in the opinion of CMCOG, constitute a conflict of interest. CMCOG will respond to such notification by certified mail within thirty (30) days. By submitting this proposal, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of the city or any other conflict as may be set forth herein.

No direct or indirect contact regarding this solicitation may be made with the mayor, City Manager, city council, county council, members on regional board of directors, or County Administrator of any area covered with the CSA regions: 7 CSA Jurisdictions include: Calhoun, Fairfield, Kershaw, Lexington, Newberry, Richland and Saluda.

If such contact is made, CMCOG reserves the right to reject the proposal.

N. Collusion

More than one proposal from an individual, firm partnership, corporation, association or related parties under the same or different names will not be considered. If CMCOG believes that collusion exists among respondents, all proposals from the suspected firms will be rejected. "Related parties" means respondents or the principals thereof, which have a direct or indirect ownership or profit sharing interest in another respondent.

Respondents shall comply with all local, state, and federal directives, orders, and laws as applicable to this RFP and any resulting contract.

By responding to this RFP, respondents certify that the response is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item, and they certify the knowledge that this would constitute an illegal action.

O. Force Majeure

Neither the City nor the contractor shall be liable for any excess costs if failure to perform the contract arises out of causes beyond the control and without the fault or negligence of either party. Such causes may include, but not restricted to acts of God or of the public enemy, acts of government in either its sovereign or contractual capacity, fires, floods epidemics, quarantine, restrictions, strikes, freight embargos, and unusually severe weather conditions; but in every case, the failure to perform is caused beyond the control of both the City and the contractor, and without the fault or negligence of either of them.

P. Sales Tax and/or Use Tax

Bidders shall include in amounts bid payment of state sales tax and/or tax on all taxable materials to be furnished. Tax shall be shown as a separate figure.

Q. Assignments

No contract may be assigned, sublet, or transferred without a written consent of the purchaser.

R. Manufacturers Brochures and Specifications Data

Bidders shall submit manufacturer's brochures and specifications data as part of bid response. Submittal of such data shall not be deemed a counter offer unless so noted on bid response sheet. Bidders failing to comply will be deemed non-responsive.

S. Default

In case of default, the City reserves the right to purchase any or all items and/or services on the open market, charging contractor with any excessive costs. Should such charges be assessed, no subsequent bids and/or proposals submitted by the defaulting contractor shall be considered until the assessed charges have been satisfied.

In the event any of the requirements, covenants, or agreements of the selected Contractor as provided herein are not fully performed or satisfied, or in the event any material warranties and representations of the selected Contractor are inaccurate or untrue, then the City, at its option and in addition to any other remedies available at law or in equity, may enforce specific performance of this Agreement, or terminate this Agreement, and in the latter event, all related materials used as part of the services provided pursuant to this Agreement, shall become the property of the City, and the Contractor agrees to and shall provide any documents or instruments necessary to convey any property interests to the City.

T. Non-Appropriations

Any contract entered into by the purchaser resulting from this bid invitation shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

U. Bid Opening Delay

If it becomes necessary to postpone a bid opening, the procurement officer shall issue the appropriate amendments to the solicitation postponing or rescheduling the bid opening. When the purchasing agency is closed due to force majeure, bid opening will be postponed to the same time on the next official business day.

V. Familiarity with Conditions and Site

Bidders or their authorized agents are expected to examine the work site, drawings, specifications and terms and conditions pertaining to the contract. Failure to do so will be at the bidders own risk, and he cannot seek relief on the plea of error in the field.

W. Venue

Bidder acknowledges and agrees that venue of any litigation commenced by the City of Columbia which pertains to this Request for Proposal or performance of any Bidder's obligation, if awarded the contract by the City of Columbia, shall be in Richland County, South Carolina.

XI. TERMS AND CONDITIONS

A. Commencement of Services

The successful respondent shall commence the project and prepare the recommendations as soon as practical after the award of the contract.

The RFP is not a bid. In the event the parties elect to negotiate a contract with the successful respondent, any contract shall contain at a minimum the terms and conditions (or substantially the same terms and conditions) as hereinafter stated. The release of this solicitation is no guarantee of an award of a contract.

B. Non-Discrimination

The successful respondent will take affirmative action in complying with all federal, state and local requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, sexual orientation, national origin or physical handicap.

C. Indemnification

The respondent will agree to indemnify, defend, hold harmless and reimburse CMCOG and the City, their agents, and employees from and against any and all losses, liabilities, expenses, and all claims for damages of any nature whatsoever relating to or arising out of any action or failure to act by respondent, its subcontractors, officers, agents and employees of any of the obligations under the contract. Losses, liabilities, expenses and claims for damages shall include, but will not be limited to, civil and criminal fines and penalties, loss of use or services, bodily injury, death, personal injury, or injury to real or personal property, defense costs, legal fees and costs, and attorney's fees for an appeal.

The respondent will also agree to promptly notify the parties of any civil or criminal actions filed against the respondent or of any notice of violation from any federal or state agency, or of any claim as soon as practical as relates to the services provided. The parties, upon receipt of such notice, shall have the right at its election to defend any and all actions or suits or to join in defense.

D. Bonding, Licenses, Permits and Taxes

All costs for required bonding, permits, licenses and taxes shall be borne by respondent prior to executing a contract with the City.

Where proposers are required to enter or go onto City of Columbia property to deliver materials or perform work or service as a result of a proposal award, the successful proposer will assume the full duty, obligation and expense of obtaining all necessary licenses, permits and insurance and assure all work complies with all applicable Richland County and City of Columbia building requirements and State of South Carolina Building Code. The bidder shall be liable for any damages of loss to the City occasioned by negligence of the bidder (or agent) or any person the bidder has designated in the completion of the contract as a result of his or her bid.

E. Ownership of Data

All data and other information generated by or used by the respondent in any form whatsoever, is the property of the City and shall not be used by the respondent for any purpose whatsoever except to perform the requested service.

F. Termination

The City may terminate the contract at any time upon any of the following grounds: 1) Failure by the City to appropriate funds in its budget to pay the respondent for the requested service; 2) The respondent fails to perform any of the services required in the contract, and does not correct such deficiency within fifteen (15) days after having been notified of such deficiency by the City; 3) force majeure; 4) Upon expiration of the term of the agreement; 5) by mutual agreement; and 6) For the convenience of the City, at the City's discretion, for any reason whatsoever deemed to be in the best interests of the City.

In the event that the contract is wrongfully terminated under any of the other grounds enumerated herein, termination shall be treated as a termination for convenience. If the contract is terminated for convenience, or wrongfully terminated upon any of the other grounds enumerated herein, the Contractor shall be entitled to payment as follows: the actual cost of the work completed in conformity with the agreement plus ten percent (10%) for overhead and profit. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to the Contractor prior to the date of termination of the agreement. The contractor shall not be entitled to any claim against the City for any additional compensation or damages in the event of such termination and payment.

G. Whole Agreement

The contract shall contain the entire agreement between the City and respondent. In order to be binding, any modification thereof shall be in writing and signed by the City and the respondent.

H. State Law Applicable

The contract shall be construed in accordance with the laws of the State of South Carolina. The respondent agrees to subject itself to the jurisdiction and venue of the Circuit Courts in Richland County, State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof. The City may seek attorney's fees and the respondent agrees to pay such fees as awarded by the Court or other body. No attorney's fees may be sought by nor will be paid to the respondent.

I. Breach/Waiver

The failure of either the respondent or the City to insist upon performance of any provisions of the contract shall not be deemed to be a waiver of the right to insist upon strict performance of such provision or of any other provision of the contract at any time. Waiver of any breach of the contract by the respondent or the City shall not constitute a waiver of a subsequent breach.

J. Severability

In the event that any provision of the contract is determined to be void or unenforceable, all other provisions shall remain in full force and effect.

K. Successorship

The contract shall be binding upon the respondent and upon its successors and assignees. The contract shall be binding upon the City in accordance with its terms and provisions.

L. Protest Procedures

1. Right to protest: Any actual or prospective bidder, offeror, respondent, or subcontractor who is aggrieved in connection with the solicitation or award of a contract may protest to the appropriate procurement officer. The protest setting forth the grievance shall be submitted in writing within five (5) days after such aggrieved persons know or should have known of the facts giving rise thereto, but in no circumstance after 10 days of notification of the award of the contract.
2. Authority to resolve protests: The appropriate procurement officer shall have the authority, prior to the commencement of an administrative review as provided in this article, to settle and resolve a protest of an aggrieved bidder, offeror, respondent or subcontractor, actual or prospective, concerning the solicitation or award of a contract. This authority shall be applied in a manner consistent with regulations or laws governing the procurement of supplies, services and construction for the City.
3. Decision: If the protest is not resolved by mutual agreement, the appropriate procurement officer shall issue a decision in writing within 10 days. The decision shall state the reasons for the action taken.
4. Notice of decision: A copy of the decision under Number 3 above of this section shall be mailed or otherwise furnished immediately to the protestant and any other party intervening.
5. Finality of decision: A decision under Number 3 of this section shall be final and conclusive, unless fraudulent, or unless any person adversely affected by the decision requests a review in writing, setting forth the grievance to the City Manager within 10 days of the decision. The protestant may also request an interview with the City Manager.
6. Request for review. The request for a review shall not stay the contract unless fraudulent.

M. Insurance

The contractor shall procure and shall maintain during the life of this contract, whether such operation be by himself or by a subcontractor or anyone directly or indirectly employed by either of them, such insurance as required by statute, ordinance, or this contract, to adequately protect the owner from any claims or damages including bodily injury or death, which may arise from them during operations under this contract.

Each insurance policy required by these instructions shall be endorsed to state that coverage shall not be suspended, voided, OR cancelled by either party, reduced in coverage or in limits, unless

thirty (30) days prior written notice, by certified mail, return receipt requested, has been given to the City.

Workers Compensation Insurance - The contractor shall procure and shall maintain during the life of this contract, Workers Compensation Insurance for all employees to be engaged in work on the project under this contract, and in case any work is sublet, the contractor shall require the subcontractor similarly to provide Worker Compensation Insurance for all of the latter employees to be engaged in such work unless such employees are covered by the protection afforded by the contractor's Worker Compensation Insurance. The contractor shall not permit any person who is not protected by Workers Compensation Insurance or a properly approved Self-Insured Workers Compensation Program to perform any activity related to this contract.

Liability Insurance - The contractor shall procure and maintain for the duration of the contract insurance against claims for any injuries to persons or damages to property, which may arise from or in connection with the performance of the work by the contractor, his agents, or representatives, employees or subcontractors. The City of Columbia shall be named as additional insured on all liability insurance policies carried by the Contractor.

- a.) Commercial General Liability Insurance: Coverage in an amount not less than \$1,000,000.00 per occurrence, and \$2,000,000.00 aggregate combined single limit for bodily injury, personal injury, and property damage, naming the City of Columbia as an additional insured.
- b.) Automobile Liability Insurance- \$1,000,000.00 combined single limit per accident for bodily injury and property damage.
- c.) Abuse and Molestation Insurance – Coverage either through a separate policy or included with the CGI policy, in an amount of coverage not less than \$1,000,000.00 (Note: This insurance will only be required in cases where the successful Offeror provide services directly to the clients).
- d.) Professional Liability Insurance – If contractor will be providing case management and/or counseling services, coverage in an amount not less than \$1,000,000.00.

N. Delays

If delay is foreseen contractor shall give thirty (30) days prior written notice to the Purchasing Department. The City has the right to extend delivery date if reasons appear, in the sole discretion of the City, to be valid. Contractor must keep the City advised at all times of status of order. Default in promised completion times without accepted reasons) or failure to meet specifications, authorizes the Director of Procurement to purchase supplies, equipment or services elsewhere and charge full increase in cost and handling to defaulting contractor.

O. Subcontractors

The use of subcontractors will not relieve prime contractor of any obligations and the awarding contractor remains liable for full and satisfactory performance per the contract term and conditions.

P. Ethics

Vendor is subject to the provisions of the 1991 Ethics Reform Act (8-13-100, et seq, South Carolina Code of Laws, 1976, as amended). Under this Act, City employees are prohibited from accepting anything of value from any person. “Anything of value” includes, but is not limited to, lodging, transportation, entertainment, food, meals, beverages, money, gifts, honorariums, discounts and interest-free loans.

Q. CMCOG as Procurement Agent

CMCOG as Procurement Agent: (a) Authorized Agent. The City of Columbia has authorized CMCOG to serve as a procurement agent for this solicitation. Under this authorization CMCOG will assist the City of Columbia in the development and solicitation of the Request for Proposals (RFP) and provide other procurement tasks as necessary. (b) Purchasing Liability. CMCOG as the authorized procurement agent is acting on behalf of the City of Columbia to assist in the procurement process. The assistance provided by CMCOG to the City of Columbia will not include the acceptance or entry into of any contract on behalf of the City of Columbia. The City of Columbia has and shall retain all such authority and responsibility. Any contracts awarded as a result of this procurement are between the Contractor and the City of Columbia. CMCOG bears no liability or financial responsibilities arising out of or relating in any way to this procurement process or resulting contracts.

XII. Appendix I- Cost Proposal

Regional Coordination for Homeless Services – Financial Proposal –		
	<u>Monthly Cost</u>	<u>Annual Cost</u>
Midlands Coordinator for the Homeless Position	_____	_____
Coordination w/ Multiple Service Providers	_____	_____
Coordination of Horizontally Integrated Case Management	_____	_____
Coordination of Housing	_____	_____
Coordination of Transportation	_____	_____
Coordination of Food Sharing & Meal Services	_____	_____
Total Cost for Coordination of Regional Homeless Services in the Midlands as outlined herein*	_____	_____
*All Respondents shall <u>not</u> include in proposal state sales tax and/or tax on any taxable materials to be furnished. <u>Taxes shall be shown as a separate figure.</u>		

XIII. Appendix II: Non-collusion Affidavit

State of _____)

)ss.

County of _____)

_____ being first duly sworn, deposes and says that:

(1) He is _____ of _____, the Bidder that has submitted the attached Bid:

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid:

(3) Such Bid is genuine and is not a collusive or sham Bid:

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham in connection with the Contract for which the attached Bid has been submitted or to retain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Central Midlands Council of Governments or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed) _____

(Title)

Subscribed and sworn to before me

this _____ day of _____, 20____

(Notary Public) My commission expires _____

XIV. Appendix III Subcontractors/Business Information Record

Project: Regional Coordination of Homeless Services in the Midlands

The Bidder shall list all subcontractors and vendors, who will be providing subcontracting services, furnishing materials, etc. for this project. The list shall be submitted in the format provided below. Any proposed changes from the list shall be submitted in writing to the Owner prior to initiation of any action, with the reason for the proposed changes.

Business Name/ Address	Contact Name Telephone	Services/Materials to be Provided	Cost of Service/Mat (\$ Value)

TOTAL: \$ _____

Contractor

By _____
I certify this information is true and correct.

Date



REGIONAL COORDINATION OF HOMELESS SERVICES IN THE MIDLANDS

REQUEST FOR PROPOSALS

ADDENDUM 1

JULY 24, 2014

The purpose of this addendum is to provide a revised procurement schedule to include a new proposal submission deadline. The revised timeline presented below replaces the schedule included in Section VI (page 19) of the RFP. **The new deadline for proposal submissions is August 8, 2014 at 2:00 PM ET.** The following references to the proposal deadline in the RFP are also hereby revised to reflect the August 8, 2014 deadline: Cover Page (p.1), Section I (p.4), and Section X-F (p.27).

VI. REVISED PROPOSED TIMELINE – PRE-AWARD

July 17, 2014	Release date for RFP
July 23, 2014	Non- Mandatory (Highly recommended) Pre-Proposal Meeting at 2 PM ET
July 25, 2014	Final date to receive written questions/ exceptions due by 5:00 PM ET
August 8, 2014	RFP closing date at 2:00 PM ET
August 11 – 15, 2014	Evaluation Committee meeting
August 15, 2014	Evaluation Committee recommendation
August 19, 2014	Tentative date for submission to City Council

It is the vendor's responsibility to ensure their receipt of all addenda and to clearly acknowledge all addenda within their proposal response. Acknowledgement shall be confirmed by inclusion of a signed copy of this addendum with the proposal response. Failure to acknowledge this addendum may prevent the RFP from being considered for award.

Firm Name: _____ Date: _____

Signature: _____ Title: _____



REGIONAL COORDINATION OF HOMELESS SERVICES IN THE MIDLANDS

REQUEST FOR PROPOSALS

ADDENDUM 2

August 1, 2014

The purpose of this addendum is to provide a revised procurement schedule to include a new proposal submission deadline and to provide answers to questions and/or requests for clarification received by prospective respondents. The revised timeline presented below replaces the revised schedule included in Addendum 1 and included in Section VI (page 19) of the RFP. **The new deadline for proposal submissions is August 22, 2014 at 2:00 PM ET.** The following references to the proposal deadline in the RFP are also hereby revised to reflect the August 22, 2014 deadline: Cover Page (p.1), Section I (p.4), and Section X-F (p.27).

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August 25 – September 5, 2014	Evaluation Committee meeting
September 5, 2014	Evaluation Committee recommendation
September 16, 2014	Tentative date for submission to City Council

2. Clarification on Section IX General Information – Term of Agreement (P. 25)

The RFP states “Initial Term: The materials, goods, and services to be provided under this contract shall be for an initial term of one (1) year, unless earlier terminated by either party as provided herein.” This language is hereby amended to read “Initial Term: The materials, goods, and services to be provided under this contract shall be for a minimum of one year starting from the time the contract is executed, with the actual final period to be negotiated between the successful offeror and the City of Columbia.”

3. Clarification on Section V-2. Coordination with Multiple Regional Service Providers, Bullet 1 (p. 16)

The RFP states one of the proposed roles for the successful respondent will include “maintaining a centralized intake and triage location.” To clarify, respondents may propose a virtual and/or physical location to meet this criteria.

4. Clarification on Section V-2. Coordination with Multiple Regional Service Providers, Bullet 5 (p. 16)

The RFP states one of the proposed roles for the successful respondent will include ~~“Strategically located within a central location and fully operational and staffed to meet the needs of the clients.”~~ This statement should be disregarded and is hereby deleted from the RFP.

5. Clarification on Section V-4. Coordination of Housing (p.17)

The RFP states “In addition, proposals should project a decrease in the number of emergency shelter beds over a pre-defined time period, identify Existing Housing and opportunities for Safe and Affordable Housing Options within region, provide ~~daily~~ coordination of housing opportunities, etc.” The word “daily” is hereby removed from this statement.

6. Clarification on Section V-5. Coordination of Transportation (p.17)

The RFP states “Voucher provisions by providers and related agencies ~~should be considered.~~” The statement “should be considered” is hereby amended to read “may be proposed.”

7. Clarification on Section V. Reporting (p. 19)

The RFP states “The Successful Offeror must provide to the City on a ~~monthly~~ basis a statement of activities and a statement of financial position for the Regional Coordination of Homeless Services in the Midlands.” The word “monthly” is hereby amended to read “quarterly.”

8. Typically, the due date is 30 days for the RFP release date. Why was this turnaround so short?

Please see revised timeline under item 1 above.

Regional Coordination – Homeless Services Addendum 2
Page No. 3

It is the vendor's responsibility to ensure their receipt of all addenda and to clearly acknowledge all addenda within their proposal response. Acknowledgement shall be confirmed by inclusion of a signed copy of this addendum with the proposal response. Failure to acknowledge this addendum may prevent the RFP from being considered for award.

Firm Name: _____ Date: _____

Signature: _____ Title: _____

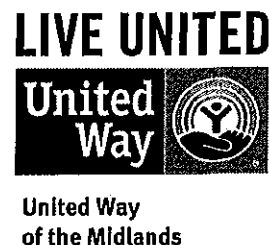
ORIGINAL

Regional Coordination of Homeless Services in the Midlands

Submitted by:
United Way of the Midlands
www.uway.org

Midlands Area Consortium for the Homeless
www.midlandshomeless.com

8/21/2014





REGIONAL COORDINATION OF HOMELESS SERVICES IN THE MIDLANDS

REQUEST FOR PROPOSALS

ADDENDUM 2

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Firm Name: United Way of the Midlands Date: 8/21/2014
Signature: [Signature] Title: Pres & CEO



REGIONAL COORDINATION OF HOMELESS SERVICES IN THE MIDLANDS

REQUEST FOR PROPOSALS

ADDENDUM 1

JULY 24, 2014

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Firm Name: United Way of the Midlands Date: 8/21/2014

Signature: [Signature] Title: Pres & CEO



REQUEST FOR PROPOSALS

JULY 17, 2014

CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS

REGIONAL COORDINATION OF HOMELESS SERVICES IN THE MIDLANDS

The Central Midlands Council of Governments (CMCOG) is in the process of procuring regional coordination of homeless services within the central midlands of South Carolina. This will include coordinating efforts across multiple organizations, service providers, agencies, local government entities and public and private stakeholders. Because this is considered to be a regional initiative that goes beyond individual political jurisdictions, the City of Columbia has engaged CMCOG to assist in the administration of this procurement process. As a regional planning agency, CMCOG supports the City of Columbia in their effort to provide regional coordination of homeless services. Any contract resulting from this procurement will be funded and administered by the City of Columbia.

CMCOG is hereby issuing this Request for Proposals (RFP) to qualified firms that have the capability and interest in undertaking and performing the scope of work described below. For the purpose of this solicitation, each proposer submitting a response will hereinafter be called "Respondent" or "Offeror". Each firm responding to the solicitation is officially a Respondent. Each Respondent must submit a package containing an original and eight (8) copies of its proposal to CMCOG no later than **2:00 p.m. on August 1, 2014** to Gregory Sprouse, Director of Research, Planning and Development, CMCOG, 236 Stoneridge Drive, Columbia, SC 29210. Proposals may be submitted in person, by messenger, or by regular mail. All proposals will be logged in and date and time stamped. Any proposal package that is received after the date and time specified will be logged and date and time stamped as "late" and returned unopened to the Respondent.

SUBMITTER'S IDENTIFICATION

Name: United Way of the Midlands
 Address: 1800 Main St., Columbia 29201
 Authorized Representative (Print Name) J. Mac Bennett

Regional Coordination – Homeless Services
Page No. 2

Telephone Numbers:

Business Hours: (803) 733-5400

After Hours: (803) 319-8703

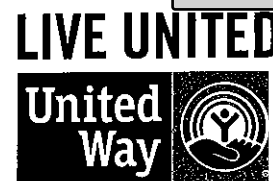
Website address: www.uway.org

E-mail: mbennett@uway.org

By signing below, I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of the proposal and certify that I am authorized to submit this proposal. In submitting a proposal to CMCOG, the bidder offers and agrees that if the proposal is accepted, the bidder will convey, sell, assign or transfer to the City of Columbia all rights, title, interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of South Carolina for price fixing relating to the particular commodities or services purchased or acquired by the City of Columbia. At the discretion of the City of Columbia, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the bidder.

Authorized Representative signature: 

Date: 8/21/2014



United Way of the Midlands

1800 Main Street
Columbia, SC 29201
tel 803.733.5400
fax 803.779.7803

uway.org

August 21, 2014

Mr. Gregory Sprouse
Director of Research, Planning and Development
Central Midlands Regional Council on Governments
236 Stoneridge Drive
Columbia, SC 29210

Dear Mr. Sprouse;

On behalf of United Way of the Midlands (UWM) and Midlands Area Consortium for the Homeless (MACH), we are pleased to submit a proposal for "Regional Coordination of Homeless Services in the Midlands".

UWM is an established community leader in homeless and housing issues. UWM began in the Midlands in 1925. UWM has grown in membership to more than 80 certified partner agencies and its annual giving campaign to more than \$10 million. UWM also serves as a key founder of Midlands Housing Alliance and Midlands Housing Trust Fund. UWM administers the FEMA Emergency Food and Shelter Program funding for four counties in the central Midlands and various other federal, state and foundation grants. UWM provides over \$1.2 million in grant funding to Midlands housing and homeless agencies annually. UWM currently serves as the collaborative applicant and lead agency with the U.S. Department of Housing and Urban Development (HUD) for MACH.

MACH is a non-profit organization that strives to end homelessness. MACH is comprised of nearly 60 agencies and is led by a volunteer Board of Directors. MACH addresses homelessness by promoting collaboration and planning, educating on homeless issues, and securing resources for needed programs. MACH was founded in 1994 and is recognized as a federal Continuum of Care (CoC) by HUD. There are four federally designated, geographically oriented CoCs in South Carolina. These federal CoCs plan for housing and services in their areas. MACH applies annually for HUD Continuum of Care funds through the coordination of its lead agency, UWM. This year's application requests \$2.9 million and leverages an additional \$6 million in resources to address homelessness. Since 2006, UWM and MACH have secured over \$18 million in federal housing and service resources for local homeless programs.

Thank you for your consideration of this proposal. Should you have any questions, please contact Jennifer Moore, Senior Director with United Way of the Midlands, at (803) 733-5421.

Sincerely,

J. Mac Bennett
President/CEO
United Way of the Midlands

Lila Anna Sauls
Chair, Board of Directors
Midlands Area Consortium for the Homeless

Enclosures

RFP Response

Appendix I: Cost Proposal (submitted under separate cover)

B. Executive Summary

United Way of the Midlands (UWM), serves as lead HUD agency for the Midlands Area Consortium for the Homeless (MACH) which is the HUD designated Homeless Continuum of Care (CoC). As a team, we are committed to ending homelessness in the Midlands. MACH member agencies and other partners provide the direct services, shelter and housing that assist our community's homeless families, individuals, youth and veterans to stability. The complexity of the issue, diversity of the populations and shifting resources and priorities of the community and federal government make coordination key to community success. As lead agency, UWM works with the MACH board and committees to ensure quality services, continuous planning, and coordination for efficiency and cost effectiveness. Current work is supported by a team of five UWM staff people. In August, a full time VISTA volunteer will be added to the team to expand information and communication strategies for MACH. The coordination is supported by both federal and private sources that require MACH programs and MACH as a recognized CoC to meet standards for quality and performance.

UWM and MACH welcome the Homeless RFP as an opportunity to strengthen coordination of homeless systems and to increase resources for housing. UWM proposes an October 1st – September 30th initial term and a second full year of funding to be discussed in a renewal application to complete work.

In year one, UWM requests funding to add one new position, the Housing Coordinator and partially fund a second position, the Homeless Coordinator each of whom will implement additional coordination strategies (see separate budget proposal for details). UWM also will partner with City Center Partnership, National Alliance for the Mentally Ill –South Carolina (NAMI) and the Midlands Housing Trust Fund (MHTF) to accomplish goals.

The Homeless Coordinator will focus on the following new or expanded strategies:

- Ensure coordination between service providers and law enforcement through monthly outreach coordination team meetings, participation in quarterly public safety meetings at Transitions and organizing Crisis Intervention Training for local law enforcement (subcontract to NAMI).
- Engage and convene local meal providers to develop common protocols for food safety, meal scheduling, and meal locations that support hygiene, safety and cleanup/trash disposal.
- Inventory existing employment programs such as the homeless job training and placement program of Goodwill Industries, RCPL, and training programs offered by the City and other state and local organizations. This inventory of resources will be shared with agencies to ensure effective referrals and will be reviewed for gaps.

- Establish a network for distribution of discounted bus vouchers.
- Help organize and promote Best Practice trainings offered by UWM and its partners.
- Assist with dissemination of information to people who are homeless regarding new services or housing or emergency services during inclement weather.
- Support the work of the Homeless Services Manager and MACH in general including coordinating the annual point in time census, and training and promotion of the Coordinated Assessment System.

The Housing Coordinator will focus on the following new or expanded strategies:

- Identify decent, safe and affordable rental units for people who are homeless (including through promotion of SC Housing Authority's housing resource site).
- Develop materials and strategies for educating, engaging and recruiting landlords who are willing to work with local service providers to place individuals and families in their housing.
- Raise resources including writing grants to support housing programs for people who are homeless with a priority on homeless youth.
- Long term goals include securing resources to support housing costs and engage landlords to contribute or discount units for people who are homeless.

Other Activities

The Midlands Housing Trust Fund

In partnership with the City, the Midlands Housing Trust Fund (MHTF) will review zoning ordinances to identify obstacles or opportunities for development of affordable infill housing. MHTF will also identify investment opportunities for housing developments to serve people who are homeless.

City Center Partnership

CCP will work with local businesses and neighborhoods and disseminate public information regarding panhandling and other public service releases.

National Alliance for the Mentally Ill- South Carolina

As described, NAMI will work with the local law enforcement including the Columbia Police Department to ensure officers are trained in crisis intervention to minimize the impact of disruptive behavior (public inebriation, behavior symptomatic of mental illness, other disorderly behavior) of people who are homeless or others in the downtown area.

The full response details the extensive continuing coordination activities and highlights plans for improving them including the introduction of the Coordinated Assessment System.

Winter Shelter Recommendations

The response also acknowledges the need for emergency shelter to ensure the safety of those who are on the streets during dangerous and inclement weather. Unfortunately, the timing of the RFP and the closing of the City's winter shelter late in the summer does not allow time to develop new strategies which would depend on having site control of properly zoned facilities and sufficient resources before anticipated start of winter weather. UWM strongly urges the City to develop plans to use City Parks and Recreation facilities as temporary emergency shelter for people who are homeless this winter. UWM and MACH will support the City's efforts as possible.

Section C: Respondent's Profile, Experience, and Qualifications

1. Organization Overview

United Way of the Midlands is the lead agency for MACH, the community's federal Continuum of Care approved by the U.S. Department of Housing and Urban Development.

United Way of the Midlands

UWM's mission is to "unite people and resources to improve quality of life in the Midlands." UWM accomplishes this mission by providing resources, fostering volunteerism and engaging in partnerships to implement quality programs. Established in 1925, UWM serves six counties in the Midlands: Calhoun, Fairfield, Lexington, Newberry, Orangeburg and Richland. UWM is organized as a 501 (c) (3) nonprofit organization, led by governing board of 41 community leaders and staffed with 45 full and part-time staff. UWM complies with federal and state laws and regulations including maintaining a business license within the City of Columbia. UWM is a \$12 million organization with 90 partner agencies and an impact of over \$17 million in 2013. UWM engages over 400 volunteers annually to raise resources, determine priorities and develop and implement strategies to improve community conditions. Volunteers steward the resources of more than 40,000 donors. Funds are raised through workplace campaigns, grants and individual donations. UWM serves 28,000 individuals annually through initiatives and partnerships.

Facilitating collaboration and improving service coordination is among UWM's key community strategies. As HUD lead agency and "collaborative applicant" for the Midlands Area Consortium for the Homeless (MACH), a 14-county coalition of homeless service providers, UWM coordinates the annual, \$2.9M HUD application including planning for services and housing, grant evaluation and managing the regional client information system. UWM also partnered with the Greater Columbia Chamber of Commerce, the faith community, and MACH agencies to develop the Midlands Housing Alliance (MHA). MHA now operates a 255 bed shelter and transitional living program, Transitions.

UWM also provides support and fiscal agency to the Midlands Health Care Collaborative (MHCC), a partnership among UWM, Palmetto Health, Lexington Medical Center and Providence Hospital, to improve access to health care in Richland, Lexington and Fairfield counties. MHCC was created in 2010 to sponsor an annual two-day health mission in Columbia. In response to the need for health care, MHCC is expanding free clinic services including vision and dental care. The new clinic will be operated by the Free Medical Clinic in the DHEC facilities on Hampton and Harden. Recently, UWM received a grant from Blue CrossBlue Shield for \$608,000 for equipment and improvements to the new clinic. UWM currently operates the

dental clinics in Richland and Lexington counties and serves as fiscal agent for MHCC including for the annual mission projects and \$1 million in operating and renovation grants.

UWM has extensive experience securing and managing grants including sub grants. In addition to work described above, in 2008 UWM won a \$1.5 million federal Compassion Capital grant to develop capacity of local nonprofit organizations. Over the three-year grant period, UWM awarded, distributed and managed sub grants to 60 local agencies whose budgets ranged in size from less than \$100,000 to more than \$2 million. UWM was responsible for all aspects of grant management: contracting, reporting, resource allocation. Currently UWM administers federal HUD grants, federal Emergency Solution Grant funding distributed through the Governor's Office and a Pregnancy Prevention Grant through the Children's Trust. On behalf of other organizations, UWM manages three Community Transformation Grants awarded by the Centers for Disease Control for Newberry, Richland and Fairfield counties and supports accounting for the Midlands Housing Alliance including HUD and local government entitlement funding.

UWM Experience in Homelessness and Housing

UWM serves as the HUD "lead agency" for the Midlands Area Consortium for the Homeless, the local 14-county HUD recognized Continuum of Care and administers MACH's Homeless Management Information System. MACH applies annually for HUD Continuum of Care funds through the coordination of its lead agency, UWM. This year's application requests \$2.9M and leverages an additional \$6M in resources to address homelessness. Since 2006, UWM has secured over \$18M in federal housing and service resources for local homeless programs.

UWM administers nearly \$300,000 in FEMA Emergency Food and Shelter Program funding in Richland, Lexington, Fairfield, and Newberry counties in addition to other federal, state and foundation grants. UWM invests over \$1 million in competitive grant funding to Midlands housing and homeless agencies annually and an additional \$2.5-\$3 million in other programs that address poverty.

UWM founded the Midlands Housing Trust Fund (MHTF) in 2010 to fill a gap in affordable housing financing and technical assistance in the Midlands. UWM staffed and developed MHTF until it launched as an independent non-profit. A regional housing trust fund was a recommendation of the City of Columbia 2006 Affordable Housing Task Force.

UWM staff serves on the local and state homeless coalition boards and often participate as content experts on various local and state planning and task force groups addressing housing and homeless issues. UWM staff makes regional and national-level presentations at conferences and serves on panel discussions related to homelessness. Last fall, UWM staff presented at the National Human Services Data Consortium conference in D.C. on the state's

integration of homeless data systems and development of a virtual coordinated assessment system for people experiencing a housing crisis. UWM is the lead planning entity for the development of the statewide coordinated assessment system.

UWM facilitates strategic planning for non-profits and develops program design for homeless and non-homeless organizations. UWM also offers professional program evaluation services, volunteer placement, and training for community leaders desiring to serve on non-profit boards.

The Midlands Area Consortium for the Homeless

The Midlands Area Consortium for the Homeless (MACH) is a non-profit organization that strives to end homelessness. MACH addresses homelessness through collaboration and planning, education on homeless issues, and securing resources for housing and services. MACH was founded in 1994 and is recognized as a federal Continuum of Care (CoC) by the US Department of Housing and Urban Development (HUD). There are four federally designated, regional CoCs in South Carolina. HUD requires local entitlement communities that receive Community Development Block Grant (CDBG), HOME, and Housing Opportunities for Persons with AIDS (HOPWA) funds (such as the City) to participate in local CoC planning and coordination efforts. In fall 2013, MACH hired its first staff person to serve as 'Coalition Coordinator'.

MACH has 60 member agencies, operates with six committees and is led by a Board of volunteers. MACH organizes professional development training opportunities, identifies and develops responses to gaps in housing and services, facilitates networking and collaboration among agencies, and advocates for policies and regulations to positively address homelessness. MACH convenes quarterly membership meetings, but local "mini-coalitions" meet monthly to discuss local homeless and housing issues and strategies for addressing local conditions effectively.

MACH, as the designated federal CoC for the region, provides oversight of UWM's Collaborative Applicant (Lead Agency) work in federally required projects such as administration of HMIS, submission of the annual HUD grant, coordinating the annual one-day census, and federal compliance through reporting and planning.

2. Address of the primary office

United Way of the Midlands
1800 Main Street
Columbia, SC 29201

MACH uses UWM as its official mailing address

3. List of all offices

n/a

4. Website Address

United Way of the Midlands: www.uway.org

Midlands Area Consortium for the Homeless: www.midlandshomeless.com

5. Number of employees

UWM is supported by 45 full and part-time staff. Of UWM's staff, all but two permanently reside within the areas listing within the RFP (documentation of addresses provided in the Appendix section).

6. Primary contact for proposal

Anita Floyd

Senior Vice President, Community Impact and Strategic Implementation

United Way of the Midlands

1800 Main Street

Columbia, SC 29203

803.733.5407

afloyd@uway.org

Lila Anna Sauls

Chair, Board of Directors

Midlands Area Consortium for the Homeless

2400 Waites Road

Columbia, SC 29202

803.256.3999

lasauls@stlawrenceplace.org

7. Qualifications of the primary contact and pertinent personnel**United Way lead staff**

Anita Floyd has over 20 years of experience in community development with particular expertise in homelessness and housing. As Senior Vice President for Community Impact and Strategic Implementation at the United Way of the Midlands, she directs United Way's community work in six counties. Prior to her work at UWM she worked at USC providing consultation and capacity building to nonprofit organizations in North and South Carolina for large foundations including the Duke Endowment. She has also developed housing and managed a transitional housing program for homeless women in Columbia. She has a BA in Political Science from the University of Illinois and an MA in International Studies at the University of South Carolina. She currently chairs the SC Coalition for the Homeless, a statewide education and advocacy organization and also serves on the board of the Midlands Housing

Trust Fund. She has extensive private and federal grant development and management experience. In 2010 the Association of Fundraising Professionals recognized her as Outstanding Executive Fundraiser for her development work on behalf of the Midlands Housing Alliance and Transitions. She is also published on the topics of collaboration and evaluation.

Jennifer Moore has worked with housing and homeless issues for the past twelve years. She is a Senior Director with United Way of the Midlands and directs programs, initiatives, and public policy work related to basic needs and longer-term economic self-sufficiency. Ms. Moore administers a grant portfolio over \$1.5 million dollars annually, serves as the HUD Lead Agency contact for the 14-county homeless continuum of care, and directs the Homeless Management Information System. She is a graduate of the University of South Carolina and the Non-Profit Leadership program at Duke. She is a graduate of Leadership Lexington County, serves on the local and state homeless coalition boards, SC Food Policy Task Force, and the Executive Committee of Women in Philanthropy. Prior to United Way, Ms. Moore worked with federal grant administration of Community Development Block Grant, HOME, and Housing Opportunities for Persons with AIDS programs. She has presented at the National Human Services Data Consortium national conference on homeless data management, regional National Community Development Association on homeless continuums of care, and various other presentations, trainings, and panels on housing, homeless, and financial stability issues.

Midlands Area Consortium for the Homeless (MACH)

Lila Anna Sauls is the Chair of MACH's Board of Directors. She is the President and CEO of Trinity Housing Corporation and its programs; St. Lawrence Place, a transitional program for homeless families, and Live Oak Place, an affordable housing development currently under construction. She has worked in the non-profit sector for over 20 years including Easter Seals, Alzheimer's Association, and Special Olympics. Ms. Sauls is a graduate of the University South Carolina with a Bachelor of Arts in Journalism and Mass Communications and holds a Certificate in Non-Profit Leadership and Masters in Organizational Change and Leadership from Columbia College. She has served on numerous boards and committees on behalf of THC as well as an appointed representative of area CEO's. She is an immediate past member of the United Way of the Midlands Board of Directors. She has led presentations on non-profit best practices at the Institute of Children, Poverty and Homelessness' bi-annual national conference in New York City and for the Sister of Charity Foundation's Carolina Learning Academy, and has served as a guest speaker for Columbia College's Continuing Education program.

8. Primary services of assigned personnel

Senior Director (Existing position - City funds not requested to support this position)

The Senior Director oversees UWM housing and homeless investments and programs. This position is responsible grants development and management, administration of investments, planning and program design, and supervision of UWM Financial Stability Division staff.

Program Assistant (Existing position - City funds not requested to support this position)

The Program Assistant supports UWM Financial Stability Division work through grants and investment management, event and meeting planning, and administrative assistance.

HMIS Manager (Existing position - City funds not requested to support this position)

The HMIS Manager serves as system administrator and lead for the Homeless Management Information System, the local homeless coalition's (MACH) client and bed management system. The HMIS Manager oversees advanced and custom reporting, homeless research, and overall planning for the HMIS system.

HMIS Coordinator (Existing position - City funds not requested to support this position)

The HMIS Coordinator provides and coordinates agency training needs, system privacy and security, technical assistance and data quality monitoring.

Homeless Services Manager (New position, but City funds not requested to support).

The Homeless Services Manager serves as executive staff for the homeless coalition (MACH) including management of the annual federal grant application, reporting on required coalition activities, monitoring MACH and Emergency Shelter Grant grantees, staffing MACH Board and coalition meetings, and oversight of additional homeless services staff.

Homeless Information Coordinator (Existing position – City Funds not requested to support).

The Homeless Information Coordinator supports communication and education strategies of MACH and the state homeless coalition. This position is an AmeriCorps VISTA providing a year of service. The Information Coordinator supports social media, website maintenance, development of educational materials and annual reports.

Homeless Services Coordinator (Existing position realigned to support City scope of services – City funds requested to partially support).

The Homeless Services Coordinator will support local and overall MACH federally required tasks such as the annual homeless census, promoting the statewide Coordinated Assessment System (CAS), and developing partnerships among providers and other stakeholders. This existing position will be realigned to also coordinate local feeding and meals provision, oversee dissemination of public information with partners, and other tasks as assigned.

Affordable Housing Coordinator (New position with City funds requested to support)

The Affordable Housing Coordinator will develop opportunities and networks to increase affordable housing. The Affordable Housing Coordinator will inventory the current housing market, establish networks to promote access to affordable housing, increase resources for housing through grants development and program design, and seek efficiencies in local policies to increase affordable housing. The Coordinator will investigate and implement models for generating free, discounted or subsidized housing for people who are homeless like 100,000 Home Campaign that has been successful in other communities.

9. Number of years the organization has provided this service

United Way of the Midlands has provided services in the Midlands community for 89 years and the Midlands Area Consortium for the Homeless has provided services for 20 years.

Section D. Client References

1. Midlands Housing Alliance

2. Contact: James K. Lehman
Managing Partner
Nelson Mullins Riley & Scarborough
Meridian Building, 17th Floor
1320 Main Street
Columbia, SC 29201
(803) 255-5564
Jim.lehman@nelsonmullins.com
3. Scope of Services: United Way of the Midlands supported MHA in development of Transitions, an \$11M, 255 bed, comprehensive service center for homeless adults. UWM staffed the project from the first meetings of a coalition of local business leaders to formal incorporation into a board led nonprofit. Key services included program planning, partner recruitment, grant development, grant management, and fiscal management including accounting services to MHA.

1. Midlands Health Collaborative

2. Contact: Vince Ford
Chief Community Health Services Officer
Palmetto Health
P.O. Box 2266
Columbia, SC 29202-2266
(803) 296-2158
vince.ford@palmettohealth.org
3. Scope of Services: UWM supported a partnership among Palmetto Health, Lexington Medical Center, SC Hospital Association, and Providence Hospital to organize four annual, two-day health mission events in Columbia that have annually provided health care to 2,000 people. MHC is currently developing a clinic to provide free medical, dental and vision services at the DHEC offices on Hampton Harden. The clinic will ultimately be operated by the Free Medical Clinic. In the two year interim, UWM has operated the dental clinic, served as fiscal agent for the MHC including managing operating funds and grants for clinic renovations, coordinated investigation of best

practices including site visits to Hilton Head, Atlanta and Greenville, and secured expertise for the transition to the new facility and project.

1. Pregnancy Assistance Fund Grant

2. Contact: Forrest Alton

Executive Director

South Carolina Campaign to Prevent Teen Pregnancy

1331 Elmwood Avenue, Suite 140

Columbia, SC 29201

(803) 771-7700

falton@teenpregnancysc.org

3. Scope of Services: UWM was invited to coordinate a local, multi-partnered effort to improve services and their coordination to pregnant or parenting teens. UWM facilitated meetings, recruited partners, drafted the grant application and coordinated 16 partners to develop a successful application to increase quality, quantity and awareness of services for young parents; and reduce the number of repeat teen pregnancies and births among teens.

Section B: Vendor Proposed Scope of Work

In collaboration with the Midlands Area Consortium for the Homeless (MACH), United Way of the Midlands (UWM) is pleased to respond to the Central Midlands Council of Governments Request for Proposals (RFP) on behalf of the City of Columbia for **Regional Coordination of Homeless Services in the Midlands**.

The RFP broadly solicits coordination to support homeless clients transitioning to long-term self-sufficiency across a system of care that treats people with compassion, dignity and respect. Recognizing that the Scope of Services was intentionally stated in broad, general and unrestrictive terms, this response fully describes strengths in coordination of the current system of care and gaps we propose to fill with resources offered through this RFP. UWM is the lead agency for MACH, the community's federal Continuum of Care approved by the U.S. Department of Housing and Urban Development.

1. Key personnel including proposed new staff.

UWM proposes to use existing staff, realign existing staff, add new staff, and work with community partners to address the new and expanded scope of services proposed to the City and continue to implement current services funded through federal and private sources. MACH provides coordination among local service providers, financial support, and oversight of federally required projects. This team of UWM staff and partners would serve as the "homeless coordinator" for RFP definition purposes.

Senior Director (Existing position - City funds not requested to support this position)

The Senior Director oversees UWM housing and homeless investments and programs. This position is responsible grants development and management, administration of investments, planning and program design, and supervision of UWM Financial Stability Division staff.

Program Assistant (Existing position - City funds not requested to support this position)

The Program Assistant supports UWM Financial Stability Division work through grants and investment management, event and meeting planning, and administrative assistance.

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The HMIS Manager serves as system administrator and lead for the Homeless Management Information System, the local homeless coalition's (MACH) client and bed management system. The HMIS Manager oversees advanced and custom reporting, homeless research, and overall planning for the HMIS system.

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The Homeless Services Coordinator will support local and overall MACH federally required tasks such as the annual homeless census, promoting the statewide Coordinated Assessment System (CAS), and developing partnerships among providers and other stakeholders. This existing position will be realigned to also coordinate local feeding and meals provision, oversee dissemination of public information with partners, and other tasks as assigned.

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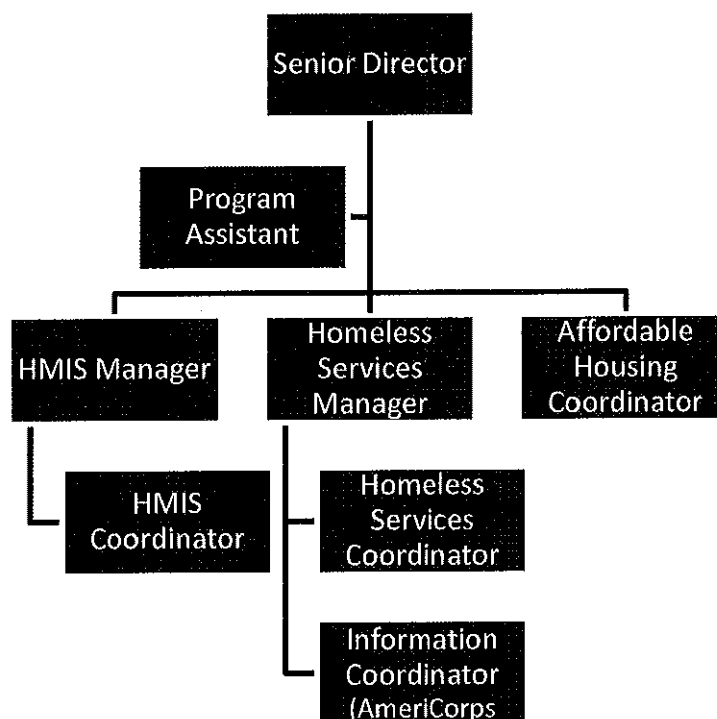
Additional Partners under the Scope of Services:

Midlands Housing Trust Fund (MHTF) – MHTF will review and make recommendations in partnership with City professional Development Services and Community Development staff to increase opportunities for affordable housing through zoning regulations. **City funds not requested to support this work.**

City Center Partnership (CCP) – CCP will disseminate public information. **City funds not requested to support this work.**

National Alliance for the Mentally Ill - South Carolina (NAMI) – NAMI will increase and expand trainings offered to the City's Police Department staff on crisis management and engaging homeless people and people with mental illness. **City funds requested to expand this work.**

2. **Organizational chart of consultation team (UWM staff). Other partners would work via MOAs with UWM.**



3. Proposed Tasks

United Way of the Midlands proposes to improve coordination of homeless services, housing and in general improve systems of care for people who are homeless in the Midlands by building on the extensive current system of coordination provided through the UWM/MACH partnership (described herein) and addressing gaps with an additional coordinator (partially dedicated to this project) and a housing coordinator (fully dedicated to this project). The Homeless Services Coordinator (see chart) will serve as key contact. UWM's Senior Director for Financial Stability will be responsible for leading the consultation team and managing the overall project.

Background: General systems coordination, evaluation and service quality improvement

As noted in the RFP itself, HMIS is central to a well-coordinated housing and service continuum of care for people who are homeless. Locally, the Homeless Management Information System (HMIS), was established in 2004 and is currently operated by UWM. All federal Continuums of

Care are required to operate a single HMIS system for the community. HMIS is the community's federally designated system to track client case management services and bed use. Over 45 different programs and agencies in the 14 MACH counties use this encrypted, web-based client and bed reservation system to manage client data, track individual client services, and support individual program evaluation reports for HUD and other funders. HMIS data is only collected on those who receive services or housing. Since 2004, HMIS has collected information over 40,000 people who were served by MACH making it the most informative (but not complete) data source on homelessness in our community. HMIS collects client demographic and biographical information, and also records evaluative information relevant to housing stability such as employment, benefit enrollment, and case management notes.

The data collected and maintained in HMIS is owned by the agency participants with MACH serving as the official custodian of the data. Ownership of any protected client level data cannot be shared or transferred to a different entity. Federal regulations outline these policies for data use. The Bowman ServicePoint software is used for MACH's HMIS system. Participation (licenses, training and technical support) in HMIS is paid by UWM via federal grants. Most agencies in the community participate in MACH's HMIS but full participation among providers serving the homeless would improve data for all purposes noted above.

UWM/MACH depend on HMIS for several purposes including key requirements of this RFP such as service coordination including case management, common intake with a "no wrong door" policy, and data management for planning and evaluation. The proposal describes the current and planned use of HMIS to support all of these issues. **No City funding is requested for HMIS.**

a. LOCAL SERVICE COORDINATION

Case management coordination

MACH's HMIS system is "open," which means outreach workers, case managers or other service professionals can access aspects of a client's record once the client has been served by a participating MACH provider. This allows **coordination of case management** across agencies (horizontal), creates efficiencies for service agencies and also reduces the wear and tear on clients who do not need to repeat their stories to everyone from whom they need service. HMIS allows case managers to log client progress notes, receive reminders of follow-up needed, and make referrals to other providers on the system.

To facilitate coordination of case management across providers for common clients, HMIS offer a variety of reports. Client history reports enable users and system administrators to analyze the history of service usage for one or multiple clients. Reports can originate from the client level or agency level in order to observe where clients are receiving services, or what client

projects are serving. **To follow is a sample of HMIS reports that support client service coordination.**

- **0254 Shelter - History, Overlap, and Return:** This report will display all of a client's Service and/or Entry Exit history with alerts to notify the user when the client has multiple stays in the same time period at different providers. The report can also be used to determine the number of clients that return to the shelter within a certain time period, allowing the user to calculate the percentage of repeat clients within that time.
- **0315 Program Daily Census:** This report is designed to provide daily program census for a selected program for a 31 day period of time specified by the user. The reported daily census is based on client entries and exits, and includes individual counts, household counts, percent of capacity and breakdowns by gender, age, race, ethnicity and prior living situation.
- **0401 Client Program History:** This report is designed to allow the case worker to examine or print a client's program history as recorded in ServicePoint. The report contains a chronological summary of a client's program enrollment and service history as well as a more detailed display of each event. Prompts with client ID numbers can be saved, and MACH has used this report to generate a leads list of high service utilizers for local outreach workers.

Coordination with Regional Service Providers: Coordinated Assessment System

Access to and coordination of homeless services are about make a quantum leap in the state of South Carolina. UWM is providing leadership to a statewide effort to implement a Coordinated Assessment System (CAS) for people experiencing homelessness or a housing crisis. **This system will greatly improve MACH's "No Wrong Door Approach"** to assisting individuals who are seeking services regardless of where they first enter the system by creating a single network of providers across the entire state. This virtual network will offer people who are homeless access to agencies across the state that provide housing, case management and other services. People will connect to CAS over the phone through 2-1-1, United Way's 24/7 information and referral service, or in person at an agency using a newly integrated statewide homeless information system. CAS will implement a common assessment and eligibility tool to guide the interaction. Service providers, outreach workers, and 2-1-1 call center operators will be able to systematically and universally assess needs, determine potential services to address those needs, and electronically refer the client to the most appropriate resource for help with subsequent tracking. The housing data will be close to "real time" so providers will know where beds or units are available when they assess the individual. Based on the assessment, CAS will match the person to the absolute best fit for his housing stability, even if the best fit is with another program. The primary goal of CAS is to ensure that people experiencing a housing crisis have efficient and effective access to a safe place to live.

2-1-1 covers all 46 counties in South Carolina and responds to over 1 million calls per year. United Way Association of South Carolina is the lead contract entity for CAS. Statewide planning partners include:

- Aiken Helpline
- Trident United Way
- Eastern Carolina Homelessness Organization
- United Housing Connections
- Lowcounty Homeless Coalition
- United Way Association of South Carolina
- Midlands Area Consortium for the Homeless
- United Way of the Midlands

As CAS grows, benefits will include: statewide common intake forms, documented agency eligibility criteria, a faster housing referral process, accurate data regarding system inadequacies and service gaps, prioritizing placements based on vulnerability, and improved communication and collaboration between homeless service providers across the state.

CAS will begin a pilot rollout in August of 2014. By the end of November CAS will be implemented statewide. **No City funding is requested for this activity.**

Program Planning and Evaluation

As the common client tracking system, MACH also relies on HMIS for planning and evaluation. As noted above, HMIS is the most complete source of data on people who are homeless and receiving services in the Midlands. **UWM monitors success of federally funded projects through MACH with a focus on key outcomes consistent with HUD outcomes: placement in permanent housing, housing stability, and increases in income.** UWM reviews HMIS data extracts from Continuum funded agencies quarterly. UWM staff reviews and provides feedback on increasing program performance. Annually, the MACH Evaluation Committee initiates a peer review process matching federally funded agencies to perform peer site visits and track performance based on a scoring matrix. Scores are used to determine participation in the annual MACH HUD application.

HMIS also is used to report continuum level information to Congress each year through the Annual Homeless Assessment Report (AHAR). AHAR participation is awarded only to those communities with high levels of participation in the system and good data quality. UWM/MACH's HMIS system has been selected to participate in AHAR the last five years. HMIS also tracks and reports bed utilization rates and program level success of housing and income success of their clients. Finally, UWM recently released MACH's first annual report which

highlighted program successes. Report link: <http://bit.ly/Y8dwoH> **No City funding is requested for this activity.**

Bowman, the HMIS software provider, has a variety of reports designed to report frequencies and outcomes at a project or CoC-level. In addition to the reports that already exist, system administrators have the ability to build custom reports. **To follow is a sample of HMIS client and program and outcome reports.**

- **0323 Project Demographics:** This report provides demographics on clients served during a specified reporting period and includes tables and graphs for project type, age/gender, race/ethnicity, homeless condition, veteran status, disability, domestic violence, income and education.
- **0521 Prevention Outcomes:** This report is designed as a tool to assist program staff in identifying, tracking and analyzing prevention outcomes. The report identifies clients who have exited a prevention program/received prevention services and have subsequently entered emergency shelter. The report compares the demographics and services of those entering shelter and those remaining housed. The report also analyzes the length of time between prevention intervention and shelter entry.
- **0625 HUD CoC APR:** This HUD-mandated annual report can also be run for multiple projects and is useful for capturing demographic and outcome information for a single provider or continuum as a whole.

Point in Time Data

In addition to HMIS data, **UWM and MACH conduct annual point in time counts (PIT) to supplement knowledge about the experience of homelessness in the Midlands.** PIT counts are especially helpful for understanding the experience of people who are not yet being served or considered “unsheltered.” This “one day” count in January requires months of organization and planning. MACH identifies one or more volunteer county coordinators in each of its 14 counties, and these coordinators recruit and train volunteers, create a count schedule that spans multiple days ensuring each area is canvassed more than once, and assign volunteers a geographic area to survey. County coordinators organize service events such as hot breakfasts to create additional opportunities to survey people who may have slept outside the night before. In urban areas, a street count is conducted by trained volunteers who walk through assigned geographic territory and survey anyone who is sleeping outside. In more rural areas such as outside of the downtown area of Columbia, surveys are delivered through providers as client visit to access services and limited site visits to known locations. The surveys are combined with the sheltered data collected through HMIS and then de-duplicated by the South

Carolina Office of Research and Statistics (a division of the SC Budget and Control Board). The count is a federal mandate of community's receiving funds through the HUD Continuum of Care funding process.

While HUD mandates the data collection points and requires de-duplication, it does not mandate a common data collection methodology. In South Carolina, the four homeless coalitions have used common count methodologies since 2005; however, each year slight differences in implementation result from the volunteer nature of the work, resource limitations, and capacity in local areas. Also, one-day count results can be affected by local conditions such as the weather or local political conditions.

Results of the one-day count combined with analysis of HMIS annual data help identify local gaps in services and housing and are also useful for keeping the community informed about the local experience of homelessness. UWM just released a report on homelessness in the Midlands that highlighted the increased capacity to serve homeless adults and also the dearth of services for youth and in general, the need for a dramatic increase in affordable housing. Report link: <http://bit.ly/1pu0VpY>

The annual census also supports local government plans submitted for HUD entitlement programs like HOME, Community Development Block Grant, and Housing Opportunities for Persons with AIDS. **No City funding is requested for this activity.**

In addition to planning, UWM and MACH use the range of data sources for community level evaluation. To follow is a sample of HMIS community level outcomes reports. Current MACH outcomes are highlighted.

Clients Succeeding in Transitional Housing

- Transitional Housing programs measure program success by evaluating the number of clients who leave the program and are able to secure permanent housing. *403 people exited transitional housing last year, and 312 of these individuals moved to permanent housing, resulting in a 77% success rate (Exceeding federal HUD standards).*

Stability in Permanent Housing

- Clients remaining in permanent housing for more than 6 months are considered stable: *housing stability for individual programs ranged from 72.5% to 100%, with an average of 93% of program participants achieving housing stability (Exceeding federal HUD standards).*

Income maintenance and growth

- HMIS is used to document any employment income a client is earning the day he or she enters a housing program. As case managers work with clients to help them obtain employment or increase their income, changes are recorded in the client record. HMIS measures total income and growth in income that occurs after program entry.
 - *30% of clients in federally funded housing programs have some type of employment income.*
 - *14% of clients increased their employment income after entering a housing program.*

Benefit qualification and receipt

- Some clients with disabling conditions like mental illness are unable to work full time or at all. Others work low-income jobs earning far below the poverty line. In these instances, case managers assist eligible clients to enroll in a variety of benefit programs. *In 2012 and 2013, 594 clients (78%) received one or more types of mainstream benefits. Benefits typically include SNAP (formerly called food stamps), Medicaid and Medicare (Exceeding federal HUD standards).*

Data Quality Management

As lead agency and HMIS administrator, UWM also quarterly monitors data quality in HMIS. The reviews focus on data completeness and timeliness of data entry. To ensure quality data and maximize use of HMIS, UWM requires standard training and offers tailored training for participating agencies. The training is provided in person at UWM or at the agency. There are also training videos to make it convenient for people to use the system across the 14 counties.

Bowman's ServicePoint HMIS offers a variety of administrative reports designed to improve system accuracy and efficiency and to give system administrators the ability to monitor user activity and data entry.

Sample of HMIS Quality Management Reports

- **0123 ServicePoint User Last Login Report:** This report allows administrators to identify a user's usage pattern and most recent log-in and is useful for determining whether an agency is entering client and bed reservation data in "real time."
- **0114 Measuring Growth by Client:** This report shows how many unduplicated clients have been added to the system since its inception and how many were added each year. It has been useful to MACH to observe system trends and shows a marked increase in clients as they were captured in the system, until several years ago when client growth began to level off.

- **0213 UDE Completeness - Entry Exit Workflow:** This ART report is designed to assist administrators in monitoring data quality and identifying clients with null values in one or more of the eleven assessment based Universal Data Elements (UDEs) required by HUD for programs which serve homeless individuals.
- **0252 Data Quality Report Card:** MACH runs this report for each entering provider on a monthly basis in order to continually communicate with users about the quality of the data they are inputting in the system. It produces a letter grade for individual providers and includes a detail section to assist users in finding and fixing data entry omissions.

Promotion of employment and training programs

The RFP requests work to increase employment of homeless people through education and training programs. UWM proposes to inventory existing community programs such as the homeless job training and placement program of Goodwill Industries funded by UWM, Richland County Public Library, and training programs offered by the City and other state and local organizations. This inventory of programs, including eligibility requirements, will be shared within CAS and local homeless housing and provider agencies to ensure effective referrals. Additionally, the program inventory will be reviewed and recommendations made for expansion or creation of new programs to fill gaps. **City funds are requested to coordinate this work.**

Maximizing Use of Existing Resources

Key responsibilities of MACH include: annually planning, organizing, reviewing and submitting a collaborative application to HUD for permanent supportive and transitional housing. In 2013, the MACH HUD application totaled \$2.76 million for 16 housing project renewals and one new permanent housing project that leveraged a total of \$5.9 million in other resources. **Current projects support an estimated 1,100 people in stable housing each year.** In 2014, the HUD application will be an estimated \$2.9 million for 18 housing project renewals. MACH includes projects in this highly competitive grant process that demonstrate strong performance on federal measures such as housing stability and increasing client income. MACH also evaluates agency occupancy rates and participation in the homeless coalition as criteria for inclusion in the application. Agencies submit outcomes data quarterly to UWM staff for performance feedback and annually **MACH conducts a peer review process of performance using a standard scoring metric.** UWM as HUD lead agency completes the annual HUD application. MACH also monitors the performance of Emergency Solutions Grants funded by the SC Governor's Office of Equal Opportunity (OEO). MACH partners with OEO, the grantor and monitoring lead, in the process. **No City funding is requested for this activity.**

The City of Columbia supports two key homeless housing and service programs that reach the hardest to serve. The \$225,000 investment in USC's Housing First program and the \$275,000 investment in MHA's Transitions program have demonstrated success in placing and retaining homeless adults and families in permanent housing. Both programs were implemented to fill gaps in the local continuum of housing and services. **Current City funding that should be sustained.**

For 2014-15, UWM will invest \$1.28 million in competitive grant funding to housing, homeless, and financial stability programs in the Midlands. UWM's funding is based on a continuum of care focusing resources on strategies that reduce the time people are homeless, prevent recidivism, and improve systems of care. Current investments include prevention programs linked to local school districts, engagement of people on the streets, provision of high quality sheltering with services, strategies to increase income, and increasing permanent, affordable housing. UWM strives to fill unique gaps in care such as adding homeless street outreach in non-traditional hours (nights and week-ends). UWM measures grant performance through outcomes evaluation annually. **No City funding is requested for this activity.**

Identifying and Promoting Best Practices

MACH agencies utilize evidence based best practice models such as Housing First, Assertive Community Treatment Teams, and the SOAR model of benefits access (hyperlinks provided in the electronic version of this proposal for additional information on these models). MACH is fortunate to have strong mental health services available including a multidisciplinary outreach street team that recently received new support from Richland County for Alvin S. Glen detention center discharge placement planning work. Additionally, UWM/MACH recommends expansion of Crisis Intervention Team (CIT) training for local law enforcement personnel. CIT trains law enforcement professionals to respond effectively to crisis situations and better understand working with people who may have mental illness or who may be experiencing homelessness.

UWM recently launched a year-long partnership with the South Carolina Homeless Coalition, South Carolina Department of Mental Health, and the Veterans Administration for the Homeless to **provide free training through the "Best Practices in Care" series**. Richland County also supports these trainings with Community Development Block Grant funds. The first session in the series called "Housing First," took place on June 24 and 80 people heard from experts from Charlotte on the Housing First model. On July 23, the second training of the series called "Engagement through Outreach" was held. The event, which had 90 in attendance from across the state, focused on supporting staff who reach out to those experiencing homelessness every

day. The session offered an overview of best practices including motivational interviewing, trauma informed care, safety and cultural competence for reaching people who are on the street with presenters from University of South Carolina and the University of South Carolina Medical School. Subsequent trainings are planned on topics such as advanced motivational interviewing skills, developing partnership with school districts, and program evaluation. **No City funding is requested for this activity.**

MACH also has a subcommittee of its Board to develop training for its partners. Upcoming trainings hosted by MACH will focus on South Carolina tenant-landlord laws, eviction prevention strategies and fair housing laws. **No City funding is requested for this activity.**

b. WINTER SHELTER

There is discussion in the field about the role of shelter in supporting people to self-sufficiency including permanent housing. Depending on the population and their needs, recommendations range from very short to 90 day stays. By definition, people who need shelter are in crisis, so it is important that a community offer low barrier shelter to provide safety to those who are in dangerous situations including living on the streets, living with violence or other unhealthy, extreme or unsafe conditions. UWM supports the goal of reducing the time people spend in shelters with more rapid placement in permanent housing.

Within the City of Columbia, there are 343 year-round emergency shelter beds serving a range of homeless populations. The Family Promise network, a new faith community initiative soon will serve 14 people in families in their church facilities. Until July 31st, Christ Central operated the City's winter shelter which had a maximum capacity of 240 beds (Note – the 240 seasonal winter sheltered beds are not reflected in HUD's count of 343 year-round beds, but the lack of participation in HMIS from the winter shelter negatively affects the score on annual federal grant funding requests because they are noted as not participating in the coordinated system of care as defined by HUD).

Transitions fulfilled the goal set out in the City's 2005 Blueprint to Address Homelessness to fill a service and housing gap for homeless adults by adding 255 beds and since it opened Transitions has placed over 2000 people in permanent or other suitable housing programs. The expectation was that this increase in capacity would diminish the need for a winter shelter **over time**. The City's Committee on Homelessness recommended in August 2013 that the City plan a *three-five year downsizing of the winter shelter* and redirect resources into after care case management and housing. Instead, the City closed and repurposed the Winter Shelter facility including donation of its bedding and furnishings in July 2014.

While not included in Scope of Services, the RFP notes in the “purpose” that proposals should include “an immediate transition plan from the recently closed emergency shelter...” *UWM and MACH offer recommendations on sheltering to help people on the streets find safety during cold weather conditions.*

The consistent demand for winter shelter facilities, from 150-200/night including last year, suggest that there remains a need for seasonal beds to protect unsheltered people from hypothermia, frostbite, or other cold weather related conditions. We understand that the City would like to end its role providing emergency shelter. However, identifying another provider to offer emergency shelter in at best three months is difficult for many reasons not the least of which is identifying a property that is zoned properly to offer overnight shelter. The City's policies on facilities that may house people overnight are restrictive with approvals typically needed from the Planning Commission, Board of Zoning Appeals and forums with hearings. Additionally, raising resources to support the endeavor which, based on reports provided on last season's program, cost as much as \$175,000/month to operate would be challenging in with a tight timeframe. Options for placement among other providers are limited since Transitions and Oliver Gospel Mission operate at capacity. A better but equally unlikely option would be to identify 150 or more units of subsidized housing to fill the gap or develop a motel voucher system. Since this latter option also seems limited within the timeframe we recommend use of City park facilities.

UWM and MACH believe some alternative to the street will be needed for the 2014-2015 season and strongly urges the City to start developing plans to use City Parks and Recreation facilities and City staff for emergency shelter or contract with a provider to manage an emergency shelter at City facilities. To follow are recommendations for developing a good strategy.

The National Coalition for the Homeless produced a report with recommendations for protecting homeless people from hypothermia. Report link: <http://bit.ly/1mMsYMA>. The report notes that because many factors determine an individual's vulnerability to hypothermia, health experts cannot predict how long a person can safely remain outdoors at various temperatures. According to Dr. James J. O'Connell from the Boston Health Care for the Homeless Program, the most dangerous cases of hypothermia occur when the days are warm (between 40° F and 50° F) and the nighttime temperature drops to the mid-30s. Life-threatening cases of hypothermia often occur when the ambient temperature is between 32° F and 40° F.

The National Coalition recommends the following strategies in developing a cold weather shelter plan:

- Provide enough extra beds to accommodate the increased need of the season. In Columbia, we suggest at least 150 would be needed.
- Temperature cut-offs should be avoided, since the effectiveness of a shelter is decreased when the population it serves does not know, from night to night, whether the shelter will be open.
- If a temperature cut-off is necessary, the cut-off should be at least 40° F in order to prevent the most dangerous cases of hypothermia.
- Day services should also be available when the temperature falls below 40° F.
- A transportation plan should also be developed, especially if several sites will be used.

UWM and MACH can assist with tracking bed usage rates by City staff entering clients into HMIS upon check-in and exit. Automated scan card systems can be purchased by the City to make daily HMIS data entry somewhat minimal. UWM and MACH would make the City's access and use of HMIS free of charge (the practice with all users), but would require adherence to federal client privacy and use standards. UWM/MACH would also partner with CCP and 211 to disseminate timely information on the shelter operations. If the City intends to open facilities when temperatures dip below 40°, it is imperative that providers know early in the day the plans in order to direct people to the facilities. UWM and MACH will support a plan for the use of parks facilities as possible. Individual providers may be able to assist with transportation, information, day services, etc.

UWM and MACH strongly urge the City of Columbia staff to develop and share plans as soon as possible to ensure safety for people who are on the street this winter.

Prevention

Prevention of homelessness is preferable to intervention after the fact. Unfortunately, the local community has limited resources for prevention including \$118,192 Emergency Food and Shelter Program (EFSP) grants in the four counties (which have diminished by nearly 60% in the last four years), limited resources raised and distributed by crisis assistance programs such as Cooperative Ministry, Wateree Community Action Agency, Salvation Army, Lexington Interfaith Community Services, Chapin We Care and even smaller programs, limited Emergency Solutions Grant (ESG) federal funds, and UWM's recently expanded prevention assistance partnership with Salvation Army and LICs to provide resources to families identified as homeless by school district social workers (\$270,000). By design or funding requirements, these resources are coordinated to avoid duplication. EFSP grantees are required to demonstrate that recipients do not receive duplicated resources. Crisis assistance programs serve clients by zip code so that people cannot receive assistance from one program to another. EFSP, United Way funded programs, and ESG programs require use of HMIS to prevent duplication. The challenge in prevention is much more the lack of resources than a lack of coordination. MACH and local

providers will continue to coordinate limited resources with current practices and encourage full engagement with CAS. **No City funding is requested for this activity.**

c. PERMANENT HOUSING COORDINATION

Permanent and Permanent Supportive Housing

UWM and MACH have consistently advocated for increased City and community attention to the development of new units and provision of vouchers for affordable housing for people who are homeless. In our collaborative response to the City's RFI on Homelessness, permanent housing was prioritized as the solution to reducing homelessness among all populations including people who are on the street. There are three key strategies for improving access to housing for people who are homeless:

- Ensure units or vouchers that are dedicated for people who are homeless are quickly filled and remain at high occupancy.
- Develop new units of housing that are affordable and have services as needed for people who are homeless;
- Identify market or other affordable units to serve homeless people.

Toward the goal of increasing the number of appropriate private units available for people who are homeless, we propose a new, full-time housing coordinator. The coordinator will work across all three areas with an emphasis on identifying private or market units to serve people who are homeless.

Coordination of existing units developed for people who are homeless

There are 875 units of permanent supportive housing for homeless individuals and families in the City of Columbia: this means homelessness is an eligibility requirement for the units. All of these units are tracked on HMIS and point in time occupancy averages 88%. UWM monitors these occupancy rates and agencies address issues as they surface. For example, UWM agencies collaborated with Dorn VA Medical Center recently to tackle challenges of quickly moving veterans into units dedicated for homeless veterans. Strategies included meeting with key agencies to identify and manage barriers, a special outreach event at Transitions to identify and engage veterans into housing and a statewide training on outreach and engagement with presentations from a VA psychiatrist, psychologist and experienced outreach workers. Additionally, UWM has developed a "leads list" for local VA outreach worker staff to help identify homeless veterans for open dedicated housing units.

Because these are permanent housing units, turnover is limited. As noted, these units are already tracked in HMIS and the coordination between referral sources (case managers and outreach workers) and housing providers is strong and providers already troubleshoot barriers to placement, the housing coordinator's role in improving placement will be monitoring occupancy and implementation of the Coordinated Assessment System.

Expanding access to market units

UWM with MACH propose three strategies for increasing the number of units available for people who are homeless:

- In partnership with the City, the Midlands Housing Trust Fund (MHTF) will review zoning ordinances to identify obstacles or opportunities for development of affordable infill housing. MHTF will also identify investment opportunities for housing development to serve people who are homeless.
- In support of UWM/MACH housing development initiatives, the Housing Coordinator will identify and write grants to fund proposed projects.
- With leadership from UWM and MACH, the housing coordinator will develop and implement strategies for identifying private or market housing for people who are homeless and investigate strategies similar to "100,000 Home" campaigns which work with landlords to secure free or discounted units to improve placement of homeless people into permanent housing.

Zoning and Ordinance Review: Midlands Housing Trust Fund

The Midlands Housing Trust Fund (MHTF) is already collaborating with the City's Community Development, Planning Department, and other stakeholders to identify and address impediments that stifle creation of affordable housing for people suffering from homelessness and other low- moderate-income households. The City's Planning Department is in the initial stages of a comprehensive review of its current zoning practices and has asked MHTF to serve as an advisor to the board set to rewrite zoning regulations for the City. **Through this process, the MHTF will also be advocating for potential innovative ways to finance affordable housing creation through inclusionary zoning, developer impact fees, general obligation bonds, and other means to affect a meaningful and sustainable source for comprehensive financing of affordable housing needs across the region.**

- In collaboration with the City of Columbia, review current zoning regulations to identify obstacles or opportunities for development of affordable housing for individuals and families who are homeless.

- Identify opportunities for MHTF investment in affordable housing projects to serve individuals or families who are homeless.

Developing additional units

The community is adding new units of housing, but at a pace permitted by limited resources. In July 2014, the Mental Illness Recovery Center Inc. (MIRCI) contracted under the MACH HUD Continuum of Care funding to create 20 new units of permanent supportive housing for chronically homeless adults. Trinity Housing Corporation is developing four new units of affordable housing for homeless families next to its transitional housing program St. Lawrence Place. The Columbia Housing Authority, recognized as one of the top 10 veteran's programs in the US, is preparing to expand its inventory of vouchers for homeless veterans by 30 units starting September 1st (VASH vouchers) through a new grant. UWM/MACH is assisting by equipping VA outreach worker staff with specialized "leads lists" to help identify veterans for housing placement. All programs listed participate in HMIS.

The development of affordable housing, especially targeting very and extremely low income people including those who are homeless, requires deep subsidies during development and often to support tenancy. An individual working 30 hours/week at minimum wage (not uncommon among people who are emerging from homelessness) would make less than \$12,900/year—an income level that is considered "extremely low income." At that wage, the gap between what he or she could afford in rent (\$322/month) is just half of the fair market rent in the Columbia MSA for efficiency apartment (\$617). For a small family of three with one wage earner, the affordability gap for someone working even 60 hours/week at minimum wage (\$573/month for housing) and trying to rent a two bedroom apartment in Columbia (\$793) is more than \$200/month. None of these housing expenses include the cost of services and a recent UWM report on homelessness using HMIS data noted that 40% of those in short or long term homeless housing are disabled. Funding for housing and services often come from different sources.

The community is fortunate to have such experienced homeless housing providers as the Columbia Housing Authority and MIRCI, both of which have the capacity to develop housing including the extensive grant writing required for affordable housing. Among the obstacles to stimulating new units is the capacity to identify and write grants to support projects to meet identified needs. UWM fills the gap as possible, including serving as HUD lead agency for MACH and annually writing the \$2.9 M HUD Continuum of Care application and in the past, writing and managing almost \$8M in capital, service and operating grants for Transitions.

UWM proposes the Housing Coordinator focus a portion of time on project and grant development to support new housing and services for people who are homeless. In the first

year, the Housing Coordinator also will focus on developing resources to serve the emerging population of homeless youth.

Housing for Emerging Populations: Youth

As noted in the RFP, the growing number of homeless youth (unaccompanied youth, runaway youth, youth who are transitioning out of institutional placement like foster care of DJJ) demands attention and solutions. UWM is sponsoring an effort to assess the need and develop strategies to address it. **While there is no single data source identifying homeless youth, at a briefing in July 2014, UWM task force members learned that Richland School Districts 1 and 2 reported almost 200 homeless, unaccompanied (without guardians) youth; CPD reported almost 125 missing or runaway youth ages 16-19 and about 125 unaccompanied youth were identified in HMIS.** The briefing also presented strategies and programs demonstrated to be effective in communities like Columbia. The task force has agreed to pursue two tracks: develop a housing program unaccompanied youth and improve coordination among existing services for youth to ensure these vulnerable youth are served. The new Housing Coordinator would staff the mini task force focused on developing housing and services for youth in transition including working with partners who are willing to sponsor housing programs and identifying and coordinating/writing grants to fund proposed projects. Grants to support services and/or housing would be pursued.

Increasing availability of private housing

Currently, people exiting transitional or shelter programs face obstacles to securing permanent housing. Obstacles range from actually identifying units they can afford that are close to amenities and transportation to obstacles like failing background or credit checks, lacking deposits, owing money on utilities or even transportation to search for housing. This can create bottlenecks in programs and discourage clients who otherwise have readied themselves for housing. Most agencies try to direct clients to potential units but none of them have the staff to assist with real housing identification. In year one of the project, UWM proposes the housing coordinator work with providers to identify needs and then develop strategies for identifying units for clients including increasing use of State Housing's SC Housing Search site and working with landlords to develop separate eligibility requirements for homeless clients. This program has demonstrated success in cities like Nashville and Minneapolis and in some communities has led to programs like 100,000 Homes which engages landlords to discount or donate units to help house people who are homeless. Nashville placed over 400 people in donated units in nine months. The tenant pays 30% of their income for rent, receives start-up assistance and services **If successful in the first year, the Housing Coordinator will investigate and develop a program like "How's Nashville Ending Chronic Homelessness."**

d. COORDINATION OF TRANSPORTATION

Addressing barriers to transportation is an expensive issue for clients and agencies that also have many regulatory and other barriers to system improvements. Licensure and regulations limit transportation options (example – a recent state ban on Uber and Lyft reinforced by City enforcement). For the COMET to add or change routes an application with public advertisement and comment process must be undertaken to comply with federal regulations. Also, commercial insurance carriers prohibit service provider agencies from transporting clients of other agencies. UWM urges the City to examine several transportation approaches that build on existing systems recognizing the many regulatory barriers in place.

The first approach to reducing a need for expensive, separate transportation systems for the homeless is to locate housing and services where people can access them. While it may sound therapeutic to locate programs in rural settings, it can foster dependency if the distance also limits access to jobs, recreation, retail, health care, permanent housing, etc. Housing must be located where clients can access necessary services and amenities such as grocery stores, churches and health care. **Service providers should be located on high-use bus routes that make transportation reliable and frequent.**

A second approach is to offer mobile services to clients who are in housing programs. Community based or mobile services are employed at different agencies in the community. For example, Eau Claire Cooperative Health Centers provide on-site health screening and services at Transitions because of the high volume of eligible clients there. St. Lawrence Place hosts after school care to resident families so that children and youth are safe and on-site. Many programs offer on-site AA or NA meetings for residents. MACH and its agencies will continue to foster partnerships that facilitate on-site services to the extent feasible.

The third approach is to maximize the use of existing resources. Some housing based providers operate vans to offer limited transportation to community services for those who reside in their programs (note – commercial insurance carriers prohibit transport of clients of other agencies). This is typically to transport several people to the same activity like a recovery meeting or community activity. However, the goal is always to help people learn how to use available systems so that they can ultimately get from their own housing to jobs and services. In the last two years, the community has affirmed the value of a public transit system, first with stop gap funding from the City of Columbia and Richland County and then by passing the penny tax to support its development. Parà transit systems including a separate system to transport people to homeless shelters and services are redundant, expensive, stigmatizing and too often counterproductive to the goals of fostering self-sufficiency. City funds should be used to support systems of care rather than routine travel expenses. This proposal strongly discourages

a separate transportation system for City-supported programs, as special-purpose shuttle services are highly inefficient. Voucher programs outside of the public transportation system are potentially very expensive. For example, Richland 1 School District annually spends \$500,000 to transport children and youth eligible for McKinney-Vento services to their schools of origin. This proposal recommends the City work with the COMET to transport clients to shelters using passes or tickets purchased at a negotiated discount rate and distributed to clients through the shelter, outreach workers or other providers (funding outside of this proposal). UWM could assist the City by developing a distribution network within the provider community, but funds are not requested for these direct services (such as vouchers).

COORDINATION OF FOOD SHARING AND MEAL SERVICES

UWM will use a grassroots approach to gather input from the community and feeding groups to reach consensus on the goals of meal policy from reducing foot traffic and trash to ensuring humane treatment of those who are homeless. UWM will identify three or four key leaders, including the faith community, to organize this process and gauge the need for meals and meal locations. **UWM will work with local experts to share information on safe food handling practices and educational material on additional ways the general public can help people in need.** UWM will explore locations with City staff for a voluntary indoor dinner meal option for current organizations to provide meals. **UWM will encourage development of common protocols among feeding groups for coordinating meals, resources, and clean-up, especially where there are no operational bathrooms, trash accumulates/there is no disposal, and where state or local health standards are not met.** City funds are requested to coordinate this work.

e. COORDINATION AND PLANNING STRATEGIES RELATED TO JUSTICE SYSTEMS

Homeless Court

To develop effective policies on homelessness, it is important to distinguish between efforts that identify and prosecute homeless criminals and efforts that criminalize homelessness. The former support efforts to keep public spaces safe, the latter are often an effort to remove the homeless from public spaces.

Arresting homeless people for activities they are compelled to for lack of housing makes it more difficult for them to attain housing and exit homelessness (Examples – sleeping in public areas or urinating in public spaces when there are no public restrooms). Jail is also an expensive alternative to housing and services. **To diminish the cost to the community of unnecessarily jailing people and also reduce the barriers to people getting housing and jobs because of arrest records, there is a task force led by a prominent local law firm with participation from**

local providers, a city judge and the solicitors' office developing a proposal for a homeless court. The task force is exploring two strategies: one is to offer alternatives to people who are already participating in programs when an outstanding warrant surfaces. A judge would have the option of dismissing nonviolent charges (as determined by the Solicitor) if they complete a program. The second strategy would be a diversion program to incentivize people who are arrested to enter a program. The team is currently investigating best practices and working out the procedural issues. UWM and MACH participate on the team and of course, the city will be informed of the progress as the plan develops. Future funding may be required to implement the homeless court successfully.

Coordination with Law Enforcement

The RFP requests coordination with local law enforcement. **UWM proposes to continue current work in this area and expand services.** UWM currently hosts a monthly meeting of downtown street outreach workers and the City's Hospitality Team to discuss local homelessness issues and referrals for services. These meetings began nearly a year ago and have fostered stronger connections among CPD staff and outreach workers. **Transitions convenes a Public Safety meeting with neighborhood leaders, local police entities to include Columbia Police Department, Lexington and Richland County sheriff's department, government officials, and business leaders.** The quarterly meeting is held at Columbia Police Department headquarters. The meeting focuses on security issues at Transitions, but includes discussion of homelessness throughout the Midlands. Law enforcement and Transitions staff discuss neighborhood and business concerns and develop coordinated responses. UWM proposes to continue both of these successful activities and recommends expansion of street outreach teams to include trained CPD staff.

Crisis Intervention

UWM/MACH proposes expansion of Crisis Intervention Team (CIT) training for CPD staff and other local law enforcement. CIT is a best practice training used across the country by local, state, and federal law enforcement. CIT instructs law enforcement officers, first responders, corrections officers, and numerous other individuals in how to de-escalate a person in the throes of psychosis, mania, or paranoia. CPD staff currently have a very brief introduction to these topics during monthly training (estimated an hour of instruction). UWM will work with the National Alliance for the Mentally Ill – South Carolina (NAMI) to initiate one to two full 40-hour accredited trainings in CIT each year. Many other SC communities, including Greenville, Charleston, Greer, Aiken, Camden and others implement this 40-hour CIT course annually (or multiple times during the year). **NAMI SC uses a retired officer with over 10 years of training experience to facilitate the course.** Shorter versions of the 40-hour class can be made

available; however, other communities in SC use the full accredited version due to the quality of the full course. **City funding is requested for this activity.**

Some people, homeless and other, take advantage of downtown settings to engage in activities like panhandling that affect the quality of life for residents and visitors. To discourage these activities, and ensure that local businesses and residents are well informed of resources to address homelessness, the RFP requests coordination of public information to the general public and people experiencing homelessness. **UWM proposes to work with City Center Partnership and its team of yellow shirts to distribute information related to homeless services to local downtown businesses and people on the streets within CCP's boundaries.** UWM would serve as a liaison with City staff to obtain information needed for distribution. Additional distribution of information would occur through the MACH's website, monthly e-newsletter, and social media, such as twitter. **No City funding is requested in the proposal for this activity.**

Summary

The proposal details the extent of ongoing coordination to assure City resources are strategically applied to strengthen coordination where there are gaps, especially for housing but also to address long standing dilemmas like the coordination of meals services for people who are homeless. UWM proposes an October 1st – September 30th initial term and a second full year of funding to be discussed in a renewal application to complete work.

UWM requests funding to add one new position, the Housing Coordinator, partially fund a second position, the Homeless Coordinator and additional limited resources for crisis intervention training. UWM also will partner with City Center Partnership and the Midlands Housing Trust Fund to accomplish goals. We leverage an additional \$10.2 million in federal and private resource supporting existing systems and direct service work of community partners.

UWM, as lead HUD agency and MACH as the HUD designated Continuum of Care perform many duties as part of our mutual work to reduce and end homelessness. This current work is supported by both federal and private sources with their own accountability standards and performance measures. The proposal submitted to the City of Columbia proposes to expand or introduce new services. **Per the RFP's instructions, all budget requests were submitted under separate cover.**

4. Proposed project schedule (new or expanded services under proposal)

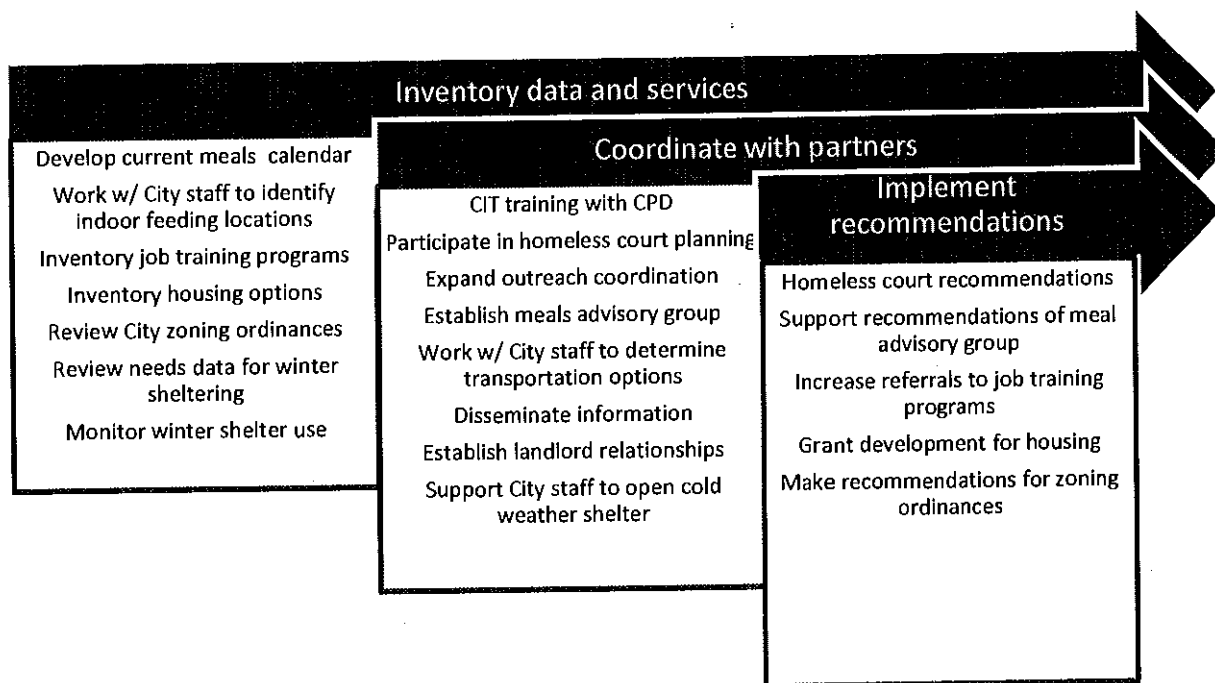
Proposed tasks under City Scope of Services (Does not include work performed under federal or private resources)	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
	10/1/14- 12/31/14	1/1/15- 3/31/15	4/1/15- 6/30/15	7/1/15- 9/30/15
Aligning staff				
Advertise and hire staff				
Establish planning and performance goals				
Coordinate with Justice Systems				
Coordinate CIT training with partners				
Recommendations for homeless court				
Expand current outreach coordination work				
Meals Coordination				
Establish meals advisory group				
Develop inventory of meals and feeding				
Develop safe food handling and other education materials				
Develop recommendations with advisory group				
Work with City staff to identify indoor locations and other resources				
Vet recommendations with feeding groups				
Disseminate information				
Evaluate process and results				
Employment and training promotion				
Develop inventory of job placement and training programs				
Document eligibility of current programs				
Disseminate information and referral purposes				
Analyze gaps in programs and systems				
Make recommendations to address gaps				
Coordination of transportation				
Work with City staff to determine effective strategies				
Develop network of voucher distribution				
Disseminate Information				
Work with City staff to determine information to distribute				
Establish systems to disseminate information with partners				
Utilize MACH website, newsletter, and email networks				

	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
	10/1/14-12/31/14	1/1/15-3/31/15	4/1/15-6/30/15	7/1/15-9/30/15
Increase housing options				
Create inventory of housing options				
Establish landlord relationship networks				
Coordinate with SC Housing Authority to disseminate information				
Grant development for affordable and specialized housing				
Review and make recommendations for zoning ordinances				
Explore dedicated funding options for affordable housing				

Support City staff to open an emergency weather shelter				
Assist City staff determine need for sheltering				
Assist City staff develop safe weather protocols				
Train City staff on HMIS (funded other sources, but a critical step)				
Disseminate information on shelter availability				
Monitor bed usage and provide reports to City (funded other sources)				

Reporting and grants management				
Secure contract with City				
First quarter report				
Second quarter report				
Third quarter report				
Establish continuing goals and resource availability for extension				
Fourth quarter report				
Final report per "Deliverables" in RFP instructions				

4. Providing a flow chart depicting key task activities (City funded tasks only).



Agreement

This agreement (the "Agreement") outlines a relationship between **United Way of the Midlands** ("UWM") and **City Center Partnership** ("CCP") for the City of Columbia Homeless Coordination Project. The agreement is initiated under the following terms/conditions as of August 15, 2014 (the Effective Date):

Section One: Purpose

- 1) Subject to contract approval of the City of Columbia, resource availability and the terms and conditions set forth herein, UWM and CCP agree to partner to disseminate public information to the general public, people experiencing homelessness, and others within the boundaries of CCP.

Section Two: Reporting & Roles

- 1) UWM will work with City staff to obtain information specific to homeless related services for dissemination via CCP.
- 2) UWM will provide reporting to City of Columbia on a quarterly basis.
- 3) CCP will receive copies of all reports submitted to the City related to CCP work disseminating information.
- 4) A funding relationship is not connected to this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

UNITED WAY OF THE MIDLANDS

By: J. Mac Bennett 8/14/14

Name: J. Mac Bennett
Chief Executive Officer

CITY CENTER PARTNERSHIP

By: Matt Kennell

Name: Matt Kennell
Chief Executive Officer

Agreement

This agreement (the "Agreement") outlines a relationship between **United Way of the Midlands** ("UWM") and the **National Alliance on Mental Illness of South Carolina** ("NAMI SC") for the City of Columbia Homeless Coordination Project. The agreement is initiated under the following terms/conditions as of August 15, 2014 (the Effective Date):

Section One: Purpose

- 1) Subject to contract approval of the City of Columbia, resource availability and the terms and conditions set forth herein, UWM and NAMI SC agree to partner increase trainings with Columbia Police Department staff for working with people living with mental illness and those experiencing homelessness.

Section Two: Reporting & Roles

- 1) UWM will request and distribute funding from the City of Columbia to expand trainings.
- 2) UWM will provide reporting to City of Columbia on a quarterly basis.
- 3) NAMI SC will receive copies of all reports submitted to the City related to expanded trainings.
- 4) NAMI SC will work directly with City Police Department staff to plan and schedule trainings providing information needed for reporting to UWM.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

UNITED WAY OF THE MIDLANDS

NAMI SC

By: J. Mac Bennett 8/11/14

By: Bill Lindsey

Name: J. Mac Bennett
Chief Executive Officer

Name: Bill Lindsey
Chief Executive Officer

Agreement

This agreement (the "Agreement") outlines a relationship between **United Way of the Midlands** ("UWM") and **Midlands Housing Trust Fund** ("MHTF") for the City of Columbia Homeless Coordination Project. The agreement is initiated under the following terms/conditions as of August 15, 2014 (the Effective Date):

Section One: Purpose

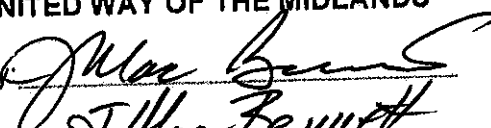
- 1) Subject to contract approval of the City of Columbia, terms and conditions set forth herein, UWM and MHTF agree to partner to review zoning regulations in the City and potentially other jurisdictions to make recommendations related to increasing affordable housing options.

Section Two: Reporting & Roles

- 1) UWM will provide reporting to City of Columbia on a quarterly basis.
- 2) MHTF will receive copies of all reports submitted to the City related to MHTF work disseminating information.
- 3) A funding relationship is not connected to this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

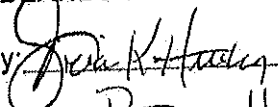
UNITED WAY OF THE MIDLANDS

By: 

Name: J. Mac Bennett

Chief Executive Officer

MIDLANDS HOUSING TRUST FUND

By: 

Name: Brian Huskey

Executive Director



United Housing

CONNECTIONS

Helping Homeless People Build New Lives

August 20, 2014

Mr. Gregory Sprouse
Director of Research, Planning and Development
Central Midlands Regional Council on Governments
236 Stoneridge Drive
Columbia, SC 29210

Dear Mr. Sprouse,

On behalf of United Housing Connections and the Upstate Homeless Coalition Continuum of Care, I am writing in support of the proposal of United Way of the Midlands and Midlands Area Consortium for the Homeless (MACH) for regional coordination of homeless services.

United Way of the Midlands and the MACH are regional leaders in homeless and housing issues. With more than 80 certified partner agencies with the United Way and nearly 60 agencies in the MACH these entities are well networked and have mechanisms in place to formulate and implement planning, securing resources, and advocating to not only make the public aware of the problems that cause homelessness, but to develop thoughtful and dignified methods to restore people to homes.

United Way of the Midlands and the MACH are on the leading edge of a centralized assessment system (CAS) for the state thru collaboration with SC 211 and the other three continua of cares in S.C. All four Homeless Management Information Systems in the state are merging their data with SC211 to allow for better tracking and more effective referrals to homeless resources throughout South Carolina. This also will lead to better data management: for example, where are the beds? Where are the homeless people? What resources are needed where? And then working to better align needs and resources.

United Housing Connections works with United Way of the Midlands and member agencies of the MACH to create more affordable housing for homeless people and those at risk of homelessness. This is a growing partnership due to the willingness of all to collaborate on the need for more affordable housing.

Thank you for your consideration of this proposal. Should you have any questions, please contact me at 864-770-0707.

Sincerely,

Rick Ingram
Interim Executive Director

Lowcountry Homeless Coalition

August 14, 2014

Mr. Gregory Sprouse
Director of Research, Planning and Development
Central Midlands Regional Council on Governments
236 Stoneridge Drive
Columbia, SC 29210

Dear Mr. Sprouse;

On behalf of Lowcountry Homeless Coalition, we are writing in support of the proposal of United Way of the Midlands and Midlands Area Consortium for the Homeless (MACH) for regional coordination of homeless services.

UWM is an established community leader in homeless and housing issues. UWM began in the Midlands in 1925. UWM has grown in membership to more than 80 certified partner agencies and grown its annual giving campaign to more than \$10 million. UWM also serves as a key founder and fiscal agent for the Midlands Housing Alliance and Midlands Housing Trust Fund. UWM administers the FEMA Emergency Food and Shelter Program funding for four counties in the central Midlands and various other federal, state and foundation grants. UWM provides over \$1.2 million in donor grant funding to Midlands housing and homeless agencies annually. UWM currently serves as the HUD Lead for MACH.

The Midlands Area Consortium for the Homeless (MACH) is a non-profit organization that strives to end homelessness. MACH is comprised of nearly 60 agencies and is led by a volunteer Board of Directors. MACH addresses homelessness by promoting collaboration and planning, educating on homeless issues, and securing resources for needed programs. MACH was founded in 1994 and is recognized as a federal Continuum of Care (CoC) by the US Department of Housing and Urban Development (HUD). There are four federally designated, geographically oriented CoCs in South Carolina. These federal CoCs plan for housing and services in their areas. HUD requires local entitlement communities receiving Community Development Block Grant (CDBG), HOME, and Housing Opportunities for Persons with AIDS (HOPWA) funds (such as the City) to participate in local CoC planning and coordination efforts.

Thank you for your consideration of this proposal. Should you have any questions, please contact me at 843-633-1536.

Sincerely,



Anthony Haro
Executive Director

P.O. Box 20038
Charleston, SC 29413
(p) 843-737-8370 • (f) 843-723-7563
www.lowcountryhomelesscoalition.org

Attachment: UWM MACH RFP 082114 (2) (1581 : CMCOG Update on RFP for Regional Coordination of Homeless Services in the Midlands)

August 14, 2014

Mr. Gregory Sprouse
Director of Research, Planning and Development
Central Midlands Regional Council on Governments
236 Stoneridge Drive
Columbia, SC 29210

Dear Mr. Sprouse;

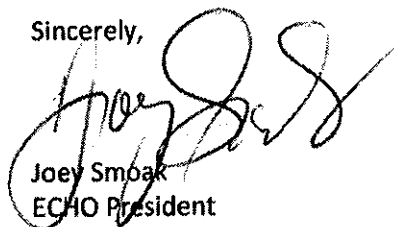
On behalf of the Eastern Carolina Homelessness Organization, Inc., we are writing in support of the proposal of United Way of the Midlands and Midlands Area Consortium for the Homeless (MACH) for regional coordination of homeless services.

UWM is an established community leader in homeless and housing issues. UWM began in the Midlands in 1925. UWM has grown in membership to more than 80 certified partner agencies and grown its annual giving campaign to more than \$10 million. UWM also serves as a key founder and fiscal agent for the Midlands Housing Alliance and Midlands Housing Trust Fund. UWM administers the FEMA Emergency Food and Shelter Program funding for four counties in the central Midlands and various other federal, state and foundation grants. UWM provides over \$1.2 million in donor grant funding to Midlands housing and homeless agencies annually. UWM currently serves as the HUD Lead for MACH.

The Midlands Area Consortium for the Homeless (MACH) is a non-profit organization that strives to end homelessness. MACH is comprised of nearly 60 agencies and is led by a volunteer Board of Directors. MACH addresses homelessness by promoting collaboration and planning, educating on homeless issues, and securing resources for needed programs. MACH was founded in 1994 and is recognized as a federal Continuum of Care (CoC) by the US Department of Housing and Urban Development (HUD). There are four federally designated, geographically oriented CoCs in South Carolina. These federal CoCs plan for housing and services in their areas. HUD requires local entitlement communities receiving Community Development Block Grant (CDBG), HOME, and Housing Opportunities for Persons with AIDS (HOPWA) funds (such as the City) to participate in local CoC planning and coordination efforts.

Thank you for your consideration of this proposal. Should you have any questions, please contact me at 803-972-9932.

Sincerely,



Joey Smoak
ECHO President

Attachment: UWM MACH RFP 082114 (2) (1581 : CMCOG Update on RFP for Regional Coordination of Homeless Services in the Midlands)



THE HOUSING AUTHORITY

of the City of Columbia, South Carolina
1917 HARDEN STREET • COLUMBIA, S.C. 29204-1015
TELEPHONE (803) 254-3886
TDD (803) 256-7762

August 18, 2014

Mr. Gregory Sprouse
Director of Research, Planning and Development
Central Midlands Regional Council on Governments
236 Stoneridge Drive
Columbia, SC 29210

Dear Mr. Sprouse;

The Housing Authority of the City of Columbia, SC (CHA) wholeheartedly supports the proposal of United Way of the Midlands (UWM) and Midlands Area Consortium for the Homeless (MACH) for regional coordination of homeless services which is being presented to you. This strong partnership of non-profit agencies is the best one qualified to provide the needed delivery of services to those homeless persons living on the streets and in shelters.

UWM is an established community leader in homeless and housing issues. Their reputation as a leading non-profit in the provision of supportive services for those in need is unsurpassed in the Midlands. UWM currently serves as the HUD Lead for MACH.

The Midlands Area Consortium for the Homeless (MACH) is a non-profit organization that strives to end homelessness. MACH is comprised of nearly 60 agencies and is led by a volunteer Board of Directors. MACH addresses homelessness by promoting collaboration and planning, educating on homeless issues, and securing resources for needed programs. MACH's role in the local Continuum of Care planning and coordination efforts for the homeless has been a constant in the last fifteen years.

As the largest provider of affordable housing in the Midlands, the CHA has been fortunate enough to work with both of these entities. We support United Way financially and our employees volunteer in many capacities through United Way and its member agencies. The CHA is also a member of MACH; CHA staff has served in various leadership capacities in MACH and we recognize the value of this non-profit's efforts in providing a coordinated effort in delivering services to the homeless.

The CHA believes that the best response to the needs identified in the City of Columbia's RFP is this one: the partnership of United Way of the Midlands and the Midlands Area Consortium for the Homeless. Thank you for your consideration of their proposal. The CHA pledges its support to the recommendations presented in the plan. Should you have any questions, please contact me at (803) 254-3886, extension 211.

Sincerely,

Gilbert Walker
Executive Director



DEPARTMENT OF VETERANS AFFAIRS
Veterans Health Administration
VA Southeast Network (VISN 7)
3700 Crestwood Parkway, NW, Suite 500
Duluth, GA 30096-5583

In Reply Refer To:

August 21, 2014

Mr. Gregory Sprouse
 Director of Research, Planning and Development
 Central Midlands Regional Council on Governments
 236 Stoneridge Drive
 Columbia, SC 29210

RE: United Way of the Midlands (UWM) and Midlands Area Consortium for the Homeless (MACH) for
 Regional Coordination of Homeless Services

Dear Mr. Sprouse:

The Department of Veteran Affairs' VISN-7 Southeast Network is enthusiastic about the expanded strategies that UWM and MACH are proposing. Their coordinated efforts will solidify our efforts to end homelessness in the Midlands through efficiency and cost effectiveness as a core of the planning.

The Department of Veteran Affairs has worked with both UWM and MACH for several years to find their partnership essential to meeting our goals of ending homelessness. UWM and MACH provide both direct and indirect services for the shelter and housing that assist our community's homeless families.

UWM is an established community leader in homeless and housing issues which began in the Midlands in 1925. It has grown in membership to more than 80 certified partner agencies and grown its annual giving campaign to more than \$10 million. UWM is a key founder and fiscal agent for the Midlands Housing Alliance and Midlands Housing Trust Fund. It administers the FEMA Emergency Food and Shelter Program funding for four counties in the central Midlands and various other federal, state and foundation grants providing over \$1.2 million in donor grant funding to Midlands housing and homeless agencies annually. Currently UWM serves as the US Department of Housing and Urban Development (HUD) Lead for MACH.

MACH is a non-profit organization that strives to end homelessness. MACH is comprised of nearly 60 agencies and is led by a volunteer Board of Directors. MACH addresses homelessness by promoting collaboration and planning, educating on homeless issues, and securing resources for needed programs. MACH was founded in 1994 and is recognized as a federal Continuum of Care (CoC) by HUD. There are four federally designated, geographically oriented CoCs in South Carolina. These federal CoCs plan for housing and services in their areas. HUD requires local entitlement communities receiving Community Development Block Grant (CDBG), HOME, and Housing Opportunities for Persons with AIDS (HOPWA) funds (such as the City) to participate in local CoC planning and coordination efforts.

Thank you for your consideration of this proposal. If you have any questions or require further information, please contact me at 1-803-647-5818 or Patricia.Bradford@va.gov.

Sincerely,

Patricia Bradford
 VISN-7 Southeast Network Homeless Coordinator
 C/o WJB Dorn VAMC (Hampton)
 6439 Garners Ferry Road
 Columbia, SC

Attachment: UWM MACH RFP 082114 (2) (1581 : CMCOG Update on RFP for Regional Coordination of Homeless Services in the Midlands)

Eau Claire Cooperative Health Centers, Inc.

1228 Harden Street
Columbia, SC 29204
Telephone: 803-733-5969

August 15, 2014

Mr. Gregory Sprouse
Director of Research, Planning and Development
Central Midlands Regional Council on Governments
236 Stoneridge Drive
Columbia, SC 29210

Dear Mr. Sprouse;

On behalf of Eau Claire Cooperative Health Centers Inc.(ECCHC), I am writing in support of the proposal of United Way of the Midlands and Midlands Area Consortium for the Homeless (MACH) for regional coordination of homeless services. ECCHC is the US Health Resources and Services Administration (HRSA) provider for Homeless medical services in the Midlands and partners with 3 other MACH agencies to deliver medical services on site.

UWM is an established community leader in homeless and housing issues. UWM began in the Midlands in 1925. UWM has grown in membership to more than 80 certified partner agencies and grown its annual giving campaign to more than \$10 million. UWM also serves as a key founder and fiscal agent for the Midlands Housing Alliance and Midlands Housing Trust Fund. UWM administers the FEMA Emergency Food and Shelter Program funding for four counties in the central Midlands and various other federal, state and foundation grants. UWM provides over \$1.2 million in donor grant funding to Midlands housing and homeless agencies annually. UWM currently serves as the HUD Lead for MACH.

The Midlands Area Consortium for the Homeless (MACH) is a non-profit organization that strives to end homelessness. MACH is comprised of nearly 60 agencies and is led by a volunteer Board of Directors. MACH addresses homelessness by promoting collaboration and planning, educating on homeless issues, and securing resources for needed programs. MACH was founded in 1994 and is recognized as a federal Continuum of Care (CoC) by the US Department of Housing and Urban Development (HUD). There are four federally designated, geographically oriented CoCs in South Carolina. These federal CoCs plan for housing and services in their areas. HUD requires local entitlement communities receiving Community Development Block Grant (CDBG), HOME, and Housing Opportunities for Persons with AIDS (HOPWA) funds (such as the City) to participate in local CoC planning and coordination efforts.

Thank you for your consideration of this proposal. Should you have any questions, please contact me at dslade@ecchc.org or 803-414-3878

Sincerely,



Dean Slade
Administrator for Homeless Programming

Attachment: UWM MACH RFP 082114 (2) (1581 : CMCOG Update on RFP for Regional Coordination of Homeless Services in the Midlands)

THE COOPERATIVE MINISTRY

803.799.3853

T 803.799.3853

F 803.252.8621

3821 W Beltline Boulevard
Columbia, South Carolina 29204

August 19, 2014

Mr. Gregory Sprouse
Director of Research, Planning and Development
Central Midlands Regional Council on Governments
236 Stoneridge Drive
Columbia, SC 29210

Dear Mr. Sprouse:

On behalf of The Cooperative Ministry, I am writing in support of the proposal of United Way of the Midlands and Midlands Area Consortium for the Homeless (MACH) for regional coordination of homeless services. The partners' knowledge, experience, and credibility will help greatly to move Columbia and the Midlands closer to long-term solutions for homelessness and the scarcity of affordable housing.

UWM is an established community leader in homeless and housing issues. UWM began in the Midlands in 1925. UWM has grown in membership to more than 80 certified partner agencies and grown its annual giving campaign to more than \$10 million. UWM also serves as a key founder and fiscal agent for the Midlands Housing Alliance and Midlands Housing Trust Fund. UWM administers the FEMA Emergency Food and Shelter Program funding for four counties in the central Midlands and various other federal, state and foundation grants. UWM provides over \$1.2 million in donor grant funding to Midlands housing and homeless agencies annually. UWM currently serves as the HUD Lead for MACH.

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Thank you for your consideration of this proposal. Should you have any questions, please contact me at birick@coopmin.org.

Sincerely,



Beth Irick
Executive Director

August 19, 2014

Mr. Gregory Sprouse, Director of Research, Planning and Development
Central Midlands Regional Council on Governments
236 Stoneridge Drive
Columbia, SC 29210

Dear Mr. Sprouse;

On behalf of Palmetto AIDS Life Support Services (PALSS), we are writing in support of the proposal of United Way of the Midlands (UWM) and Midlands Area Consortium for the Homeless (MACH) for regional coordination of homeless services.

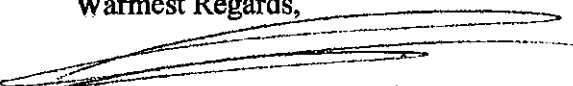
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Our agency, PALSS is a nonprofit agency devoted to providing services (including housing assistance) to persons living with HIV/AIDS since 1985. PALSS has had a very close relationship with the MACH since 1999, and have consistently supported their efforts in securing funding needed in the Midlands of South Carolina to provide housing for individuals who are homeless. In addition, as a partner agency of the United Way of the Midlands, we have also supported their efforts in providing them expertise in housing issues. That being said, we wholeheartedly endorse this effort and are proud to lend our name to the effort.

Thank you for your consideration of this proposal. If you have any questions or need additional information, please contact me at (803) 779-7257 or via e-mail at Jim.manning@palss.org.

Warmest Regards,


Jim Manning, MSW, MPA
Chief Program Officer

PALSS
PALMETTO AIDS LIFE SUPPORT SERVICES



William Booth, *Founder*
 André Cox, *General*
 Commissioner Donald C. Bell, *Territorial Commander*
 Major James K. Seiler, *Divisional Commander*
 Majors Roger and Melody Coulson, *Regional Coordinators*

August 20, 2014

Mr. Gregory Sprouse
 Director of Research, Planning and Development
 Central Midlands Regional Council on Governments
 236 Stoneridge Drive
 Columbia, SC 29210

Dear Mr. Sprouse;

On behalf of The Salvation Army of the Midlands, we are writing in support of the proposal of United Way of the Midlands and Midlands Area Consortium for the Homeless (MACH) for regional coordination of homeless services.

UWM is an established community leader in homeless and housing issues. UWM began in the Midlands in 1925. UWM has grown in membership to more than 80 certified partner agencies and grown its annual giving campaign to more than \$10 million. UWM also serves as a key founder and fiscal agent for the Midlands Housing Alliance and Midlands Housing Trust Fund. UWM administers the FEMA Emergency Food and Shelter Program funding for four counties in the central Midlands and various other federal, state and foundation grants. UWM provides over \$1.2 million in donor grant funding to Midlands housing and homeless agencies annually. UWM currently serves as the HUD Lead for MACH.

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Thank you for your consideration of this proposal. Should you have any questions, please contact me at 803-309-6435

Sincerely,

Roger D. Coulson
 Regional Coordinator

RC/MM

The Salvation Army * PO Box 2786 * Columbia SC 29202
 803.765.0260 www.DoingtheMostGood.org

"...there is no reward equal to that of *doing the most good* to the most people in the most need." *Evangeline Booth*

Attachment: UWM MACH RFP 082114 (2) (1581 : CMCOG Update on RFP for Regional Coordination of Homeless Services in the Midlands)



August 21, 2014

Mr. Gregory Sprouse
 Director of Research, Planning and Development
 Central Midlands Regional Council on Governments
 236 Stoneridge Drive
 Columbia, SC 29210

Dear Mr. Sprouse:

Palmetto Place Children's Shelter is pleased to support the proposal of United Way of the Midlands and Midlands Area Consortium for the Homeless (MACH) for regional coordination of homeless services.

United Way has already taken on a leadership role in the Midlands for resolving teen homeless issues and they have tackled numerous issues for the adult homeless population. Thanks to their continuous support, Palmetto Place Children's Shelter is able to provide a safe and nurturing environment for unaccompanied/homeless teens. In 2013, three homeless students graduated from high school and two of them are now college freshmen. In 2014, four students in our program graduated from high school and two are beginning college this fall and two are working. This would not be possible without United Way.

UWM is an established community leader in homeless and housing issues. UWM began in the Midlands in 1925. UWM has grown in membership to more than 80 certified partner agencies and grown its annual giving campaign to more than \$10 million. UWM also serves as a key founder and fiscal agent for the Midlands Housing Alliance and Midlands Housing Trust Fund. UWM administers the FEMA Emergency Food and Shelter Program funding for four counties in the central Midlands and various other federal, state and foundation grants. UWM provides over \$1.2 million in donor grant funding to Midlands housing and homeless agencies annually. UWM currently serves as the HUD Lead for MACH.

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Thank you for your consideration of this proposal. Should you have any questions, please contact me at (803) 786-6819.

Sincerely,

Erin G. Hall
 Executive Director

MIRCI

Mental Illness Recovery Center, Inc.

Julie Ann Avin
Executive Director

August 14, 2014

Mr. Gregory Sprouse
Director of Research, Planning and Development
Central Midlands Regional Council on Governments
236 Stoneridge Drive
Columbia, SC 29210

Dear Mr. Sprouse:

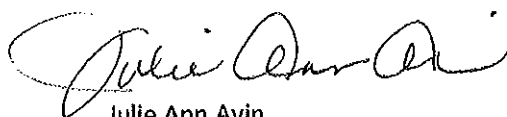
On behalf of MIRCI, we are writing in support of the proposal of United Way of the Midlands and Midlands Area Consortium for the Homeless (MACH) for regional coordination of homeless services.

UWM is an established community leader in homeless and housing issues. UWM began in the Midlands in 1925. UWM has grown in membership to more than 80 certified partner agencies and grown its annual giving campaign to more than \$10 million. UWM also serves as a key founder and fiscal agent for the Midlands Housing Alliance and Midlands Housing Trust Fund. UWM administers the FEMA Emergency Food and Shelter Program funding for four counties in the central Midlands and various other federal, state and foundation grants. UWM provides over \$1.2 million in donor grant funding to Midlands housing and homeless agencies annually. UWM currently serves as the HUD Lead for MACH.

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Thank you for your consideration of this proposal. Should you have any questions, please contact me at (803)786-1844, ext. 110.

Sincerely,



Julie Ann Avin
President & Executive Director

3809 Rosewood Dr. PO Box 4246 Columbia, SC 29240
(803) 786-1844 (803) 754-7783 fax www.mirci.org mail@mirci.org

Gaining New Ground



4300 North Main Street
Columbia, SC 29203
803.764.3976 PHONE
midlandshousing.org

August 14, 2014

Mr. Gregory Sprouse
Director of Research, Planning and Development
Central Midlands Regional Council on Governments
236 Stoneridge Drive
Columbia, SC 29210

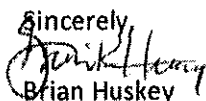
Dear Mr. Sprouse;

On behalf of the Midlands Housing Trust Fund, we are writing in support of the proposal of United Way of the Midlands and Midlands Area Consortium for the Homeless (MACH) for regional coordination of homeless services.

UWM is an established community leader in homeless and housing issues. UWM began in the Midlands in 1925. UWM has grown in membership to more than 80 certified partner agencies and grown its annual giving campaign to more than \$10 million. UWM also serves as a key founder and fiscal agent for the Midlands Housing Alliance and Midlands Housing Trust Fund. UWM administers the FEMA Emergency Food and Shelter Program funding for four counties in the central Midlands and various other federal, state and foundation grants. UWM provides over \$1.2 million in donor grant funding to Midlands housing and homeless agencies annually. UWM currently serves as the HUD Lead for MACH.

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Thank you for your consideration of this proposal. Should you have any questions, please contact me at (803) 764-3976.

Sincerely,

Brian Huskey

Executive Director,
Midlands Housing Trust Fund

Attachment: UWM MACH RFP 082114 (2) (1581 : CMCOG Update on RFP for Regional Coordination of Homeless Services in the Midlands)



August 19, 2014

Mr. Gregory Sprouse
 Director of Research, Planning and Development
 Central Midlands Regional Council on Governments
 236 Stoneridge Drive
 Columbia, SC 29210

Dear Mr. Sprouse;

On behalf of the Family Shelter, I am writing in support of the proposal of United Way of the Midlands and Midlands Area Consortium for the Homeless (MACH) for regional coordination of homeless services.

UWM is an established community leader in homeless and housing issues. UWM began in the Midlands in 1925. UWM has grown in membership to more than 80 certified partner agencies and grown its annual giving campaign to more than \$10 million. UWM also serves as a key founder and fiscal agent for the Midlands Housing Alliance and Midlands Housing Trust Fund. UWM administers the FEMA Emergency Food and Shelter Program funding for four counties in the central Midlands and various other federal, state and foundation grants. UWM provides over \$1.2 million in donor grant funding to Midlands housing and homeless agencies annually. UWM currently serves as the HUD Lead for MACH.

The Midlands Area Consortium for the Homeless (MACH) is a non-profit organization that strives to end homelessness. MACH is comprised of nearly 60 agencies and is led by a volunteer Board of Directors. MACH addresses homelessness by promoting collaboration and planning, educating on homeless issues, and securing resources for needed programs. MACH was founded in 1994 and is recognized as a federal Continuum of Care (CoC) by the US Department of Housing and Urban Development (HUD). There are four federally designated, geographically oriented CoCs in South Carolina. These federal CoCs plan for housing and services in their areas. HUD requires local entitlement communities receiving Community Development Block Grant (CDBG), HOME, and Housing Opportunities for Persons with AIDS (HOPWA) funds (such as the City) to participate in local CoC planning and coordination efforts.

UWM and MACH are proven leaders in addressing the needs of homeless individuals and families in our community. Family Shelter as well as myself personally, are strong backers of both of these agencies. I believe whole-heartedly in the thoroughness and thoughtfulness of their suggested proposal.

Thank you for your consideration of this proposal. Should you have any questions, please contact me at 803-771-7040 or by email at rebecca@columbiashelter.org

Sincerely,

Rebecca Jacobson
 Executive Director



State of South Carolina
Department of Mental Health

MENTAL HEALTH COMMISSION:

Allison Y. Evans, PsyD, Chair
Joan Moore, Vice Chair
Beverly Cardwell
Jane B. Jones
Everard Rutledge, PhD
J. Buxton Terry
Sharon L. Wilson

STATE DIRECTOR
John H. Magill

**Columbia Area
Mental Health Center**
P.O. Box 4440
2715 Colonial Drive
Columbia, SC 29203
Information: (803) 898-4800
Robert L. Bank, M.D., Executive Director

August 14, 2014

Mr. Gregory Sprouse
Director of Research, Planning and Development
Central Midlands Regional Council on Governments
236 Stoneridge Drive
Columbia, SC 29210

Dear Mr. Sprouse;

On behalf of Columbia Area Mental Health Center, we are writing in support of the proposal of United Way of the Midlands and Midlands Area Consortium for the Homeless (MACH) for regional coordination of homeless services.

UWM is an established community leader in homeless and housing issues. UWM began in the Midlands in 1925. UWM has grown in membership to more than 80 certified partner agencies and grown its annual giving campaign to more than \$10 million. UWM also serves as a key founder and fiscal agent for the Midlands Housing Alliance and Midlands Housing Trust Fund. UWM administers the FEMA Emergency Food and Shelter Program funding for four counties in the central Midlands and various other federal, state and foundation grants. UWM provides over \$1.2 million in donor grant funding to Midlands housing and homeless agencies annually. UWM currently serves as the HUD Lead for MACH.

The Midlands Area Consortium for the Homeless (MACH) is a non-profit organization that strives to end homelessness. MACH is comprised of nearly 60 agencies and is led by a volunteer Board of Directors. MACH addresses homelessness by promoting collaboration and planning, educating on homeless issues, and securing resources for needed programs. MACH was founded in 1994 and is recognized as a federal Continuum of Care (CoC) by the US Department of Housing and Urban Development (HUD). There are four federally designated, geographically oriented CoCs in South Carolina. These federal CoCs plan for housing and services in their areas. HUD requires local entitlement communities receiving Community Development Block Grant (CDBG), HOME, and Housing Opportunities for Persons with AIDS (HOPWA) funds (such as the City) to participate in local CoC planning and coordination efforts.

Thank you for your consideration of this proposal. Should you have any questions, please contact me at 803-898-0209.

Sincerely,

Kathy Hugg, Director of Community Outreach and Special Populations



**ST LAWRENCE
PLACE**

2400 WAITES ROAD/COLUMBIA, SOUTH CAROLINA 29204
P 803.256.3999 www.stlawrenceplace.org

August 14, 2014

Mr. Gregory Sprouse
Director of Research, Planning and Development
Central Midlands Regional Council on Governments
236 Stoneridge Drive
Columbia, SC 29210

Dear Mr. Sprouse;

Please let this letter serve as support for proposal of United Way of the Midlands and Midlands Area Consortium for the Homeless (MACH) for regional coordination of homeless services on behalf of St. Lawrence Place and Trinity Housing.

As the proposal shows, UWM is an established community leader in homeless and housing issues. UWM provides over \$1.2 million in donor grant funding to Midlands housing and homeless agencies annually. UWM currently serves as the HUD Lead for MACH.

The Midlands Area Consortium for the Homeless (MACH) strives to end homelessness. MACH is comprised of nearly 60 agencies and is led by a volunteer Board of Directors. MACH addresses homelessness by promoting collaboration and planning, educating on homeless issues, and securing resources for needed programs. MACH is recognized as a federal Continuum of Care (CoC) by the US Department of Housing and Urban Development (HUD).

While I serve as chair of the MACH board, I strongly support this proposal as a leader of St. Lawrence Place and Trinity Housing. This proposal showcases the continuum we have in place, just strengthening a network of dedicated providers already in place.

Thank you for your consideration of this proposal. Should you have any questions, please contact me at 803.256.3999.

Regards,

Lila Anna Sauls
CEO/President

August 14, 2014

Mr. Gregory Sprouse
Director of Research, Planning and Development
Central Midlands Regional Council on Governments
236 Stoneridge Drive
Columbia, SC 29210

Dear Mr. Sprouse;

On behalf of the Alston Wilkes Society, we are writing in support of the proposal of United Way of the Midlands and Midlands Area Consortium for the Homeless (MACH) for regional coordination of homeless services.

UWM is an established community leader in homeless and housing issues. UWM began in the Midlands in 1925. UWM has grown in membership to more than 80 certified partner agencies and grown its annual giving campaign to more than \$10 million. UWM also serves as a key founder and fiscal agent for the Midlands Housing Alliance and Midlands Housing Trust Fund. UWM administers the FEMA Emergency Food and Shelter Program funding for four counties in the central Midlands and various other federal, state and foundation grants. UWM provides over \$1.2 million in donor grant funding to Midlands housing and homeless agencies annually. UWM currently serves as the HUD Lead for MACH.

The Midlands Area Consortium for the Homeless (MACH) is a non-profit organization that strives to end homelessness. MACH is comprised of nearly 60 agencies and is led by a volunteer Board of Directors. MACH addresses homelessness by promoting collaboration and planning, educating on homeless issues, and securing resources for needed programs. MACH was founded in 1994 and is recognized as a federal Continuum of Care (CoC) by the US Department of Housing and Urban Development (HUD). There are four federally designated, geographically oriented CoCs in South Carolina. These federal CoCs plan for housing and services in their areas. HUD requires local entitlement communities receiving Community Development Block Grant (CDBG), HOME, and Housing Opportunities for Persons with AIDS (HOPWA) funds (such as the City) to participate in local CoC planning and coordination efforts.

Thank you for your consideration of this proposal. Should you have any questions, please contact me at 843-442-4798

Sincerely,

Marilyn Yarnall

Marilyn Yarnall
Director of Community Service Programs

Attachment: UWM MACH RFP 082114 (2) (1581 : CMCOG Update on RFP for Regional Coordination of Homeless Services in the Midlands)



August 14, 2014

Mr. Gregory Sprouse
 Director of Research, Planning and Development
 Central Midlands Regional Council on Governments
 236 Stoneridge Drive
 Columbia, SC 29210

Dear Mr. Sprouse;

On behalf of Growing Home Southeast, I am writing in support of the proposal of United Way of the Midlands and Midlands Area Consortium for the Homeless (MACH) for regional coordination of homeless services.

UWM is an established community leader in homeless and housing issues. UWM began in the Midlands in 1925. UWM has grown in membership to more than 80 certified partner agencies and grown its annual giving campaign to more than \$10 million. UWM also serves as a key founder and fiscal agent for the Midlands Housing Alliance and Midlands Housing Trust Fund. UWM administers the FEMA Emergency Food and Shelter Program funding for four counties in the central Midlands and various other federal, state and foundation grants. UWM provides over \$1.2 million in donor grant funding to Midlands housing and homeless agencies annually. UWM currently serves as the HUD Lead for MACH.

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Thank you for your consideration of this proposal. Should you have any questions, please contact me at 803.791.5513

Sincerely,

Mark J. Pierman

Mark Pierman
 Chief Operating Officer

August 14, 2014

Mr. Gregory Sprouse
Director of Research, Planning and Development
Central Midlands Regional Council on Governments
236 Stoneridge Drive
Columbia, SC 29210

Dear Mr. Sprouse;

On behalf of Catholic Charities of the Midlands, we are writing in support of the proposal of United Way of the Midlands and Midlands Area Consortium for the Homeless (MACH) for regional coordination of homeless services.

UWM is an established community leader in homeless and housing issues. UWM began in the Midlands in 1925. UWM has grown in membership to more than 80 certified partner agencies and grown its annual giving campaign to more than \$10 million. UWM also serves as a key founder and fiscal agent for the Midlands Housing Alliance and Midlands Housing Trust Fund. UWM administers the FEMA Emergency Food and Shelter Program funding for four counties in the central Midlands and various other federal, state and foundation grants. UWM provides over \$1.2 million in donor grant funding to Midlands housing and homeless agencies annually. UWM currently serves as the HUD Lead for MACH.

The Midlands Area Consortium for the Homeless (MACH) is a non-profit organization that strives to end homelessness. MACH is comprised of nearly 60 agencies and is led by a volunteer Board of Directors. MACH addresses homelessness by promoting collaboration and planning, educating on homeless issues, and securing resources for needed programs. MACH was founded in 1994 and is recognized as a federal Continuum of Care (CoC) by the US Department of Housing and Urban Development (HUD). There are four federally designated, geographically oriented CoCs in South Carolina. These federal CoCs plan for housing and services in their areas. HUD requires local entitlement communities receiving Community Development Block Grant (CDBG), HOME, and Housing Opportunities for Persons with AIDS (HOPWA) funds (such as the City) to participate in local CoC planning and coordination efforts.

Thank you for your consideration of this proposal.

Sincerely,

Cathy Hood-Pittenger, MA
Client Advocate
Catholic Charities of the Midlands



**DEPARTMENT OF INTERNAL MEDICINE
SUPPORTIVE HOUSING SERVICES**

August 20, 2014

Mr. Gregory Sprouse
Director of Research, Planning and Development
Central Midlands Regional Council on Governments
236 Stoneridge Drive
Columbia, SC 29210

Re: United Way of the Midlands & MACH application for Homeless Services

Dear Mr. Sprouse,

On behalf of The University of South Carolina's School of Medicine, Supportive Housing Services, we are writing in support of the proposal of United Way of the Midlands and Midlands Area Consortium for the Homeless (MACH) for regional coordination of homeless services. Supportive Housing Services, a division of the Department of Internal Medicine, has been actively involved in MACH since our office's inception in 2004. Additionally, our programs have actively partnered with the Columbia Housing Authority, and the City of Columbia, both of which are MACH members. Our office has also contributed to MACH by serving on its Board of Directors and volunteering with the annual Point in Time Count.

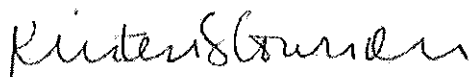
UWM is an established community leader in homeless and housing issues. UWM began in the Midlands in 1925. UWM has grown in membership to more than 80 certified partner agencies and grown its annual giving campaign to more than \$10 million. UWM also serves as a key founder and fiscal agent for the Midlands Housing Alliance and Midlands Housing Trust Fund. UWM administers the FEMA Emergency Food and Shelter Program funding for four counties in the central Midlands and various other federal, state and foundation grants. UWM provides over \$1.2 million in donor grant funding to Midlands housing and homeless agencies annually. UWM currently serves as the HUD Lead for MACH.

The Midlands Area Consortium for the Homeless (MACH) is a non-profit organization that strives to end homelessness. MACH is comprised of nearly 60 agencies and is led by a volunteer Board of Directors. MACH addresses homelessness by promoting collaboration and planning, educating on homeless issues, and securing resources for needed programs. MACH was founded in 1994 and is recognized as a federal Continuum of Care (CoC) by the US Department of

Housing and Urban Development (HUD). There are four federally designated, geographically oriented CoCs in South Carolina. These federal CoCs plan for housing and services in their areas. HUD requires local entitlement communities receiving Community Development Block Grant (CDBG), HOME, and Housing Opportunities for Persons with AIDS (HOPWA) funds (such as the City) to participate in local CoC planning and coordination efforts. Our office has been a recipient of HOPWA funds since 2004 and serves over 250 clients each year through the HOPWA Case Management program.

Thank you for your consideration of this proposal. Should you have any questions, please contact me at 803-343-3437.

Sincerely,



Kristen S. Connors, MSW
Director
USC School of Medicine, Supportive Housing Services
1325 Laurel Street
Columbia, SC 29201



August 19, 2014

Mr. Gregory Sprouse
 Director of Research, Planning and Development
 Central Midlands Regional Council on Governments
 236 Stoneridge Drive
 Columbia, SC 29210

Dear Mr. Sprouse;

On behalf of the Transitions Homeless Recovery Center, we are writing in support of the proposal of United Way of the Midlands and Midlands Area Consortium for the Homeless (MACH) for regional coordination of homeless services.

UWM is an established community leader in homeless and housing issues. It has grown in membership to more than 80 certified partner agencies, of which we are one, and grown its annual giving campaign to more than \$10 million. UWM also was a key founder and fiscal agent for the Midlands Housing Alliance (us) and Midlands Housing Trust Fund. UWM administers the FEMA Emergency Food and Shelter Program funding for four counties in the central Midlands and various other federal, state, and foundation grants. UWM provides over \$1.2 million in donor grant funding to Midlands housing and homeless agencies annually, so they are already very involved in the homeless issue. UWM also currently serves as the HUD Lead for MACH.

The Midlands Area Consortium for the Homeless (MACH) is a non-profit organization that strives to end homelessness. MACH is comprised of nearly 60 agencies (we are one) and is led by a volunteer Board of Directors on which I have the honor of serving. MACH addresses homelessness by promoting collaboration and planning, educating on homeless issues, and securing resources for needed programs. MACH was founded in 1994 and is recognized as a federal Continuum of Care (CoC) by the US Department of Housing and Urban Development (HUD). There are four federally designated, geographically oriented CoCs in South Carolina. These federal CoCs plan for housing and services in their areas. HUD requires local entitlement communities receiving Community Development Block Grant (CDBG), HOME, and Housing Opportunities for Persons with AIDS (HOPWA) funds (such as the City) to participate in local CoC planning and coordination efforts.

Thank you for your consideration of this proposal. Should you have any questions, please contact me at 803-724-1080.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig J. Currey".

Craig J. Currey
 Transitions CEO

Attachment: UWM MACH RFP 082114 (2) (1581 : CMCOG Update on RFP for Regional Coordination of Homeless Services in the Midlands)

August 14, 2014

Mr. Gregory Sprouse
Director of Research, Planning and Development
Central Midlands Regional Council on Governments
236 Stoneridge Drive
Columbia, SC 29210

Dear Mr. Sprouse;

On behalf of Healing Properties, Inc., we are writing in support of the proposal of United Way of the Midlands and Midlands Area Consortium for the Homeless (MACH) for regional coordination of homeless services.

UWM is an established community leader in homeless and housing issues. UWM began in the Midlands in 1925. UWM has grown in membership to more than 80 certified partner agencies and grown its annual giving campaign to more than \$10 million. UWM also serves as a key founder and fiscal agent for the Midlands Housing Alliance and Midlands Housing Trust Fund. UWM administers the FEMA Emergency Food and Shelter Program funding for four counties in the central Midlands and various other federal, state and foundation grants. UWM provides over \$1.2 million in donor grant funding to Midlands housing and homeless agencies annually. UWM currently serves as the HUD Lead for MACH.

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Thank you for your consideration of this proposal. Should you have any questions, please contact me at 803-467-6251.

Sincerely,



Debra Quilling Smith
Healing Properties, Inc. Executive Director.

Appendix I: Cost Proposal

Submitted under separate cover, per instructions

XIII. Appendix II: Non-collusion Affidavit

State of South Carolina)

)ss.

County of Richland)

J. Mac Bennett being first duly sworn, deposes and says that:

(1) He is President/CEO of United Way of the Midlands, the Bidder that has submitted the attached Bid:

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid:

(3) Such Bid is genuine and is not a collusive or sham Bid:

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham in connection with the Contract for which the attached Bid has been submitted or to retain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Central Midlands Council of Governments or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed)

J. Mac Bennett
Pres & CEO

(Title)

Subscribed and sworn to before me

this 21st day of August, 2014

Davis W. Frayer

(Notary Public) My commission expires 05/08/2022

XIV. Appendix III Subcontractors/Business Information Record

Project: Regional Coordination of Homeless Services in the Midlands

The Bidder shall list all subcontractors and vendors, who will be providing subcontracting services, furnishing materials, etc. for this project. The list shall be submitted in the format provided below. Any proposed changes from the list shall be submitted in writing to the Owner prior to initiation of any action, with the reason for the proposed changes.

Business Name/ Address	Contact Name Telephone	Services/Materials to be Provided	Cost of Service/Mat (\$ Value)
National Alliance on Mental Illness South Carolina (NAMI SC) 5000 Thurmond Mall, Suite 200 Columbia, SC 29201	Bill Lindsey Executive Director (803) 733-9592	Delivery of Crisis Intervention Team Training with Columbia Police Dept. staff and local jurisdictions	\$15,000
City Center Partnership 1201 Main St # 150 Columbia, SC 29201	Matt Kennell President and CEO (803) 233-0620	Dissemination of information to homeless people and general public within boundaries of City Center Partnership downtown Columbia area.	\$0 Costs covered by other sources
Midlands Housing Trust Fund 4300 North Main Street Columbia. SC 29203	Brian Huskey Executive Director (803) 764-3976	Review of City zoning regulations to make recommendations for increasing affordable housing options.	\$0 Costs covered by other sources

TOTAL: \$ _____ \$15,000 _____

_____ United Way of the Midlands _____
Contractor

By _____

I certify this information is true and correct.

Date

8/21/2014

Appendix IV

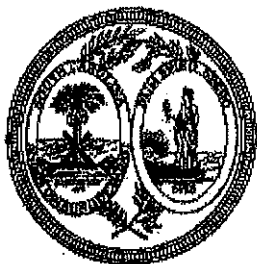
Local Business Presence (Section #9 of scoring metric)

Documents included in Appendix IV:

South Carolina Secretary of State Registration

City of Columbia business license

Addresses of UWM employees documenting greater than 50% reside within the RFP area



State of South Carolina
Office of the Secretary of State
The Honorable Mark Hammond

Oct 19, 2013

United Way of the Midlands
Mr. Richard R Butcher
1800 Main St.
Columbia, SC 29201

RE: Registration Confirmation

Charity Public ID: P191

Dear Mr. Richard R Butcher :

This letter confirms that the Secretary of State's Office has received and accepted your Registration, therefore your charitable organization is in compliance with the registration requirement of the "South Carolina Solicitation of Charitable Funds Act." The registration of your charitable organization will expire on Nov 15, 2014. If any of the information on your Registration form changes throughout the course of the year, please contact our office to make updates. It is important that this information remain updated so that our office can keep you informed of any changes that may affect your charitable organization.

If you have not yet filed your annual financial report or an extension for the annual financial report, the annual financial report is still due 4 ½ months after the close of your fiscal year. Annual financial reports must either be submitted on the Internal Revenue Service Form 990 or 990-EZ or the Secretary of State's Annual Financial Report Form. There is no fee associated with filing an annual financial report with our office. If your organization files IRS Form 990 or 990-EZ and you wish to extend the filing of that form with us, please submit a copy of your IRS Form 8868. If your organization files the Secretary of State's Annual Financial Report Form, and you wish to extend the filing of that form with us, please submit a written request to the Division of Public Charities. **Failure to submit the annual financial report may result in an administrative fine of up to \$2,000.**

If you have any questions or concerns, please visit our Website at www.scsos.com and review the Public Charities section or contact our office at (803) 734-1790.

Sincerely,

Kimberly S. Wickersham
Director, Division of Public Charities

20

CITY OF COLUMBIA, SOUTH CAROLINA
BUSINESS AND PROFESSIONAL LICENSE

14

United Way Of The Midlands

1800 Main St
Columbia, SC 29201

1800 Main St Columbia, SC 29201

Location of Business

Notify this office of any change in location or
ownership

LICENSE EXPIRES: December 31, 2014



DATE ISSUED: 02-04-14

TYPE OF BUSINESS: Fund Rasing Non-Profit

BUSINESS CODE: 109

LICENSE NUMBER: 72257

The issuance of this business license shall serve as a Zoning permit by the Zoning Administrator as required by § 17-83 of the Zoning Ordinance. In accordance with § 17-85, a change in use, arrangement, location or construction may be deemed a violation of the Zoning ordinance.

The above named concern has been licensed to do business in Columbia, subject to the provisions of all ordinances of the city.

K. Ba Cook

Roger Myers

Zoning Administrator

Business License Administrator

Packet Pg. 168

Street 1	City	ZIP/Postal Code
1220 Meredith Drive	Columbia	29212
222 South Walker Street	Columbia	29205
104 Saluda View Court	West Columbia	29169
128 Southlake Court	Columbia	29223
4431 Sylvan Drive	Arcadia Lakes	29206
100 Broad Street	West Columbia	29169
541 Delafield Drive	Summerville	29483
509 Vega Drive	Columbia	29223
147 Long Iron Court	West Columbia	29172
2170 North Lake Drive	Columbia	29212
30 Glen Knoll Place	Columbia	29229
41 Lakeshore Drive	Camden	29020
1200 Rockwood Road	Columbia	29209
832 Stebondale Road	Columbia	29203
3123 Harrison Road	Columbia	29204
4505 Trenholm Road	Columbia	29206
P. O. Box 4902	Columbia	29240
435 Jake Meetze Road	Chapin	29036
1085 McKenzie Road	McBee	29101
3111 Hope Avenue	Columbia	29205
18 Woodwind Court	Columbia	29209
2212 Hillbeck Drive	Columbia	29210
225 Sessions Road	Elgin	29045
123 Brickingham Way	Columbia	29229
305 Chestnut Oak Court	West Columbia	29169
1018 Leesburg Road	Columbia	29209
124 Shady Mist Drive	Columbia	29229
124 Shady Mist Drive	Columbia	29229
410 Turkey Pointe Circle	Columbia	29223
3424 Park Street	Columbia	29201
3401 Henbet Drive	West Columbia	29169
2534 Craig Road	Columbia	29204
1310 Summerville Avenue	Columbia	29201
200 East Passage	Columbia	29212
142 Hunstanton Drive	Winnsboro	29180
1336 Shady Lane	Columbia	29206
221 Darby Way	West Columbia	29170
620 Westwood Drive	Lexington	29073
136 Twisted Hill Road	Irmo	29063
107 Pondview Lane	Lexington	29072
31 Loggerhead Drive	Columbia	29229
4 Chase Court	Irmo	29063
6018 Gill Creek Road	Columbia	29206

500 Carlen Avenue
102 Arcadia Springs Circle
230 Eagle Pointe Drive

Lexington
Columbia
Chapin

29072
29206
29036



the OLIVER GOSPEL MISSION

1100 Taylor Street ~ Post Office Box 7697
Columbia SC 29202

Phone (803) 254-6470 ~ Fax (803) 254-0590
www.olivergospelmission.org

August 22, 2014

Gregory Sprouse
Central Midlands Council of Governments

Dear Mr. Sprouse:

This is not an official response to your request for proposal (RFP) sent to multiple agencies on July 18, 2014. However, it is a public comment from the Oliver Gospel Mission (OGM) in Columbia, SC that provides input on the forthcoming plan that we hope is helpful in your efforts to address the homeless problems on a regional level.

You will notice that the proposal you receive from United Way/MACH does not identify OGM as a partnering agency, but we support the efforts of MACH agencies to help people in need and their work is to be commended. OGM is not named in the proposal because 1) we are not an official United Way funded agency, and 2) our Board of Directors felt that adding our name may confuse many of our supporters.

With that said, OGM fully understands that homelessness is a complex issue that necessitates the efforts of many individuals and agencies with different strengths and areas of expertise. We applaud the United Way and MACH efforts and collaborate with other agencies whenever those partnerships maximize outcomes for homeless men, women, and children. For example, in our plans to care for and ministry to homeless women and homeless women with children, we have already laid the groundwork to partner with at least two additional community agencies in order to do the best job possible in assisting this highly vulnerable segment of the homeless population.

OGM has operated continuously since 1888. It is the sixth oldest rescue mission in the United States and is supported financially by generous individuals, churches, and businesses in the Midlands—we accept no government funds. Our longtime focus is helping people in need become rightly connected with God through a relationship with Jesus Christ. We bring about healing through a holistic approach that helps address the underlying issues that caused them to experience homelessness, so that they can live responsible and productive lives. OGM provides counseling, education (GED preparation), employment preparation (creating resumes and conducting mock interviews), and life skill assistance (financial management and restoring broken relationships).

The outcomes in the community have been very positive. The crime rate in OGM's immediate vicinity has plummeted in the last few years. Men are finding and maintaining jobs and securing sustainable housing. Oftentimes our feeding program is the starting point for helping our clients to deal with deeper issues. Beyond our work with people experiencing homelessness in Columbia, SC, OGM is a member in

The Oliver Gospel Mission's purpose is to see that homeless and broken men are sheltered, given the gospel of Jesus Christ, and equipped to live responsibly.

good standing with the Association of Gospel Rescue Missions (AGRM), a national network of nearly three hundred rescue missions across North America.

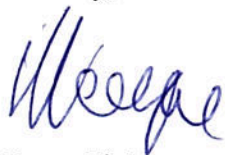
One of the benefits of AGRM membership is that we are kept abreast of trends in homelessness throughout the country. Chances are that if there is a homeless issue in one area of the country, it is being faced or has been faced somewhere else. In other words, we are well acquainted with the challenges and proposed solutions to homelessness locally and nationally. Personally, I have been involved directly in homeless ministry with both individuals and families for twenty-four years.

So as you seek to engage in solving our region's homeless challenges, I offer these public comments to you on behalf of OGM.

- Other rescue missions have seen efforts to create rigid centralized intake and assessment systems that, in the end, fail to meet the most pressing needs of the people the coordinated system was intended to help. People experiencing homelessness are created in the image of God and must be treated with dignity and given a proper amount of freedom to decide where they receive care and assistance. OGM and other rescue mission nationally know that one size does not fit all. We believe Columbia, SC and the surrounding areas should support multiple locations where people can access the care for which they are legally eligible, rather than one set location that may not be accessible to the region's entire homeless population.
- The manager of a new central intake process should have the kind of practical experience that gives them a broad and realistic perspective on homelessness. For example, while a fully implemented Housing First program is shown to be an effective solution for people experiencing long-term homelessness, it would be a poor allocation of scarce resources for an individual or family that simply need to be quickly re-housed. Some people experiencing homelessness require years of assistance, while others need fewer services to return to independence and self-sufficiency.
- We believe that there will always be people experiencing homelessness for the first time for myriad reasons. Our goal is to care for the whole person—body, mind, and spirit—and to shorten the time they are homeless as much as possible, while also ensuring healthy and productive behavior that leads to independence and self-sufficiency.

Hopefully some of these comments will be helpful to you in your commendable efforts to reduce homelessness in our region. I offer my assistance in anyway if needed.

Sincerely,



Wayne Fields
President/CEO Oliver Gospel Mission

Oliver Gospel Mission Board of Directors:

Bill DeLoache, Chairman

Joe Berry

Chris Condon

Kevin Garrison

Scott Garvin

Mark Hood

Jim Hudson

David Kennedy

Robby Kerr

Dawndy Mercer Plank

Gaye Tankersley

The Oliver Gospel Mission's purpose is to see that homeless and broken men are sheltered, given the gospel of Jesus Christ, and equipped to live responsibly.



CITY OF COLUMBIA
AGENDA MEMORANDUM

MEETING DATE: October 7, 2014

DEPARTMENT: City Clerk

FROM: *Erika Moore, City Clerk*

SUBJECT: Inclement Weather Procedures

PRESENTER: Ms. Teresa Wilson, City Manager

FINANCIAL IMPACT: n/a



CITY OF COLUMBIA
AGENDA MEMORANDUM

MEETING DATE: October 7, 2014

DEPARTMENT: City Clerk

FROM: *Erika Moore, City Clerk*

SUBJECT: Undergrounding Utilities

PRESENTER: Ms. Melissa Gentry, P.E., Assistant City Manager for Operations

FINANCIAL IMPACT: n/a



CITY OF COLUMBIA
AGENDA MEMORANDUM

MEETING DATE: October 7, 2014

DEPARTMENT: City Clerk

FROM: *Erika Moore, City Clerk*

SUBJECT: Elmwood/Roy Lynch Park Cost Analysis of Schematic Re-Design

PRESENTER: Mr. Jeff Caton, Director of the Parks and Recreation Department; Mr. Todd Martin, Park Planner; and Richland One School Board Commissioner Pamela Adams, Junior League of Columbia, Inc.

FINANCIAL IMPACT: n/a

ATTACHMENTS:

- Roy_Lynch_Park_Design_Child_Safety_Zone (PDF)

**CITY OF COLUMBIA
SOUTH CAROLINA
INTER-OFFICE MEMO**

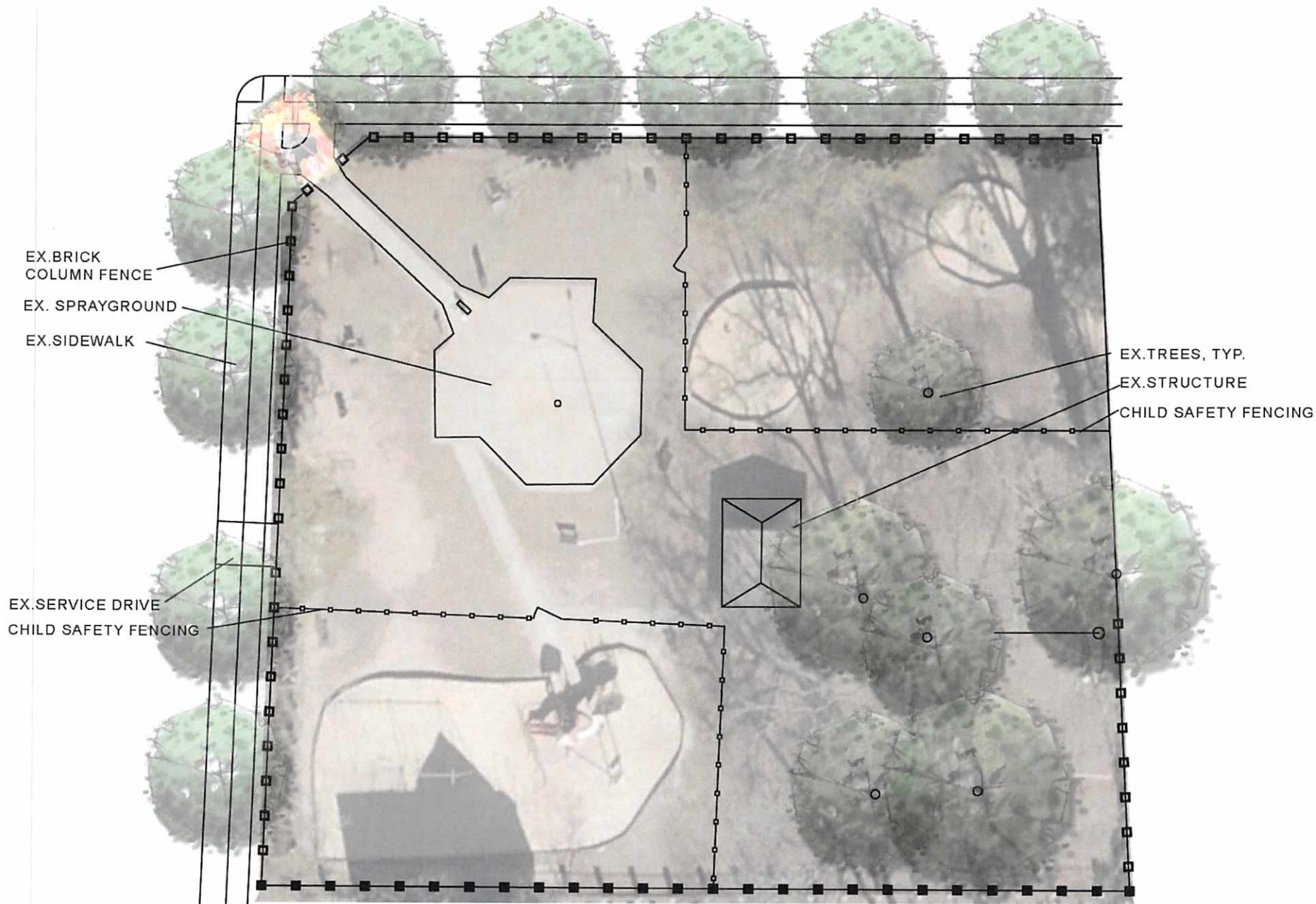
One Mission, One Message, One Columbia™

To: Erika Moore, City Clerk	Date: September 26, 2014
From: Jeff Caton, Director of Parks and Recreation <i>JSC</i>	
Subject: Elmwood Roy Lynch Park	

Attached are the draft renderings for Elmwood Roy Lynch Park provided during the September 16, 2014 City Council executive session discussion concerning implementation of the Child Safe Zone ordinance.

The first rendering represents the existing park conditions with fence bordering required by the ordinance. The remaining images are designs that would reconfigure park amenities in a way that would make implementation of the child safe zone ordinance more practical. Based on the initiative by the Junior League of Columbia to raise funds to renovate Elmwood Roy Lynch Park, staff does not recommend implementation of the ordinance at this time.

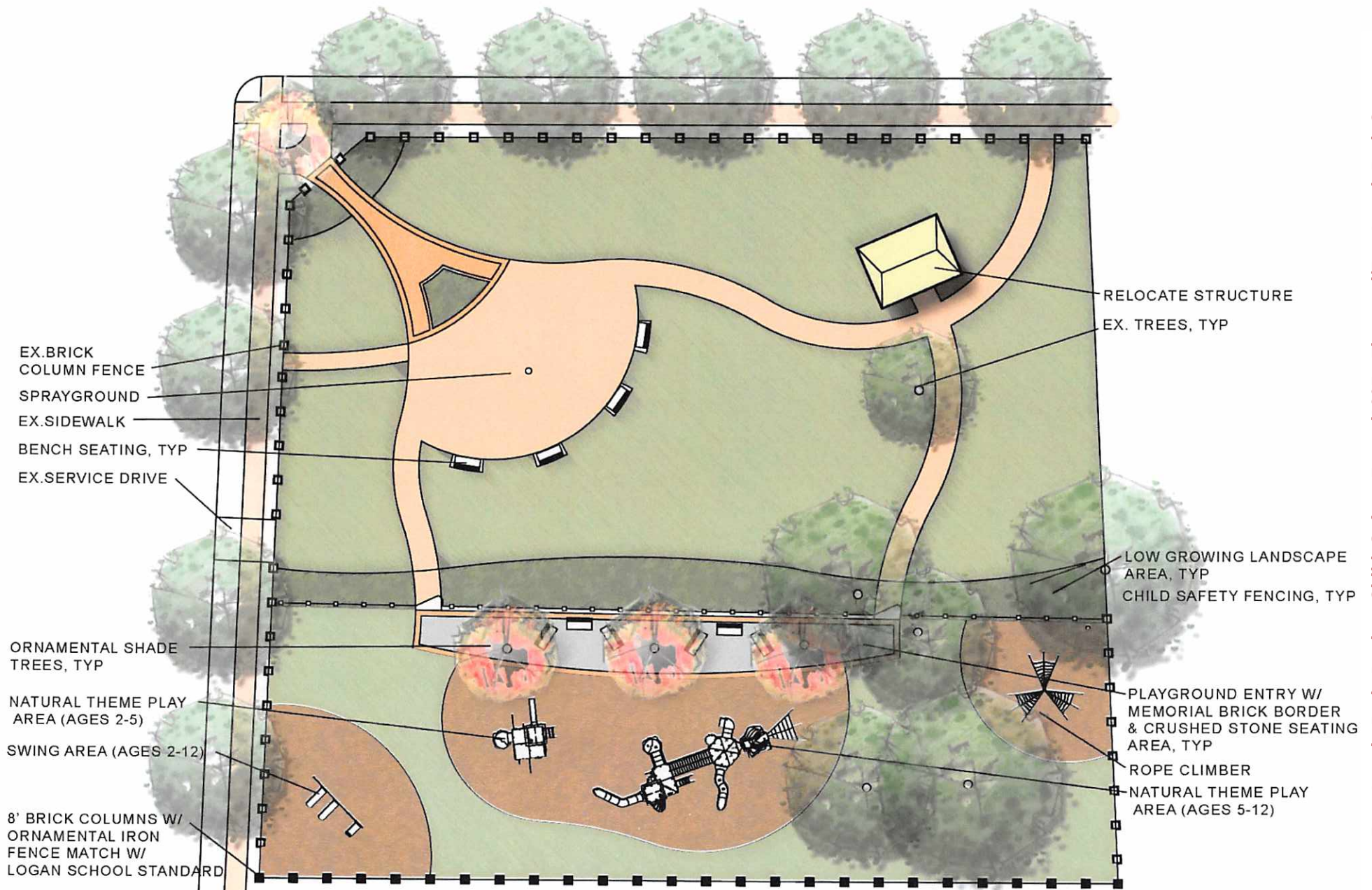
Attachment: Roy_Lynch_Park_Design_Child_Safety_Zone (1605 : Elmwood/Roy Lynch Park Cost Analysis of Schematic Re-Design)



ROY LYNCH PARK

EXISTING PARK CONCEPT

SCALE: 1"=3'

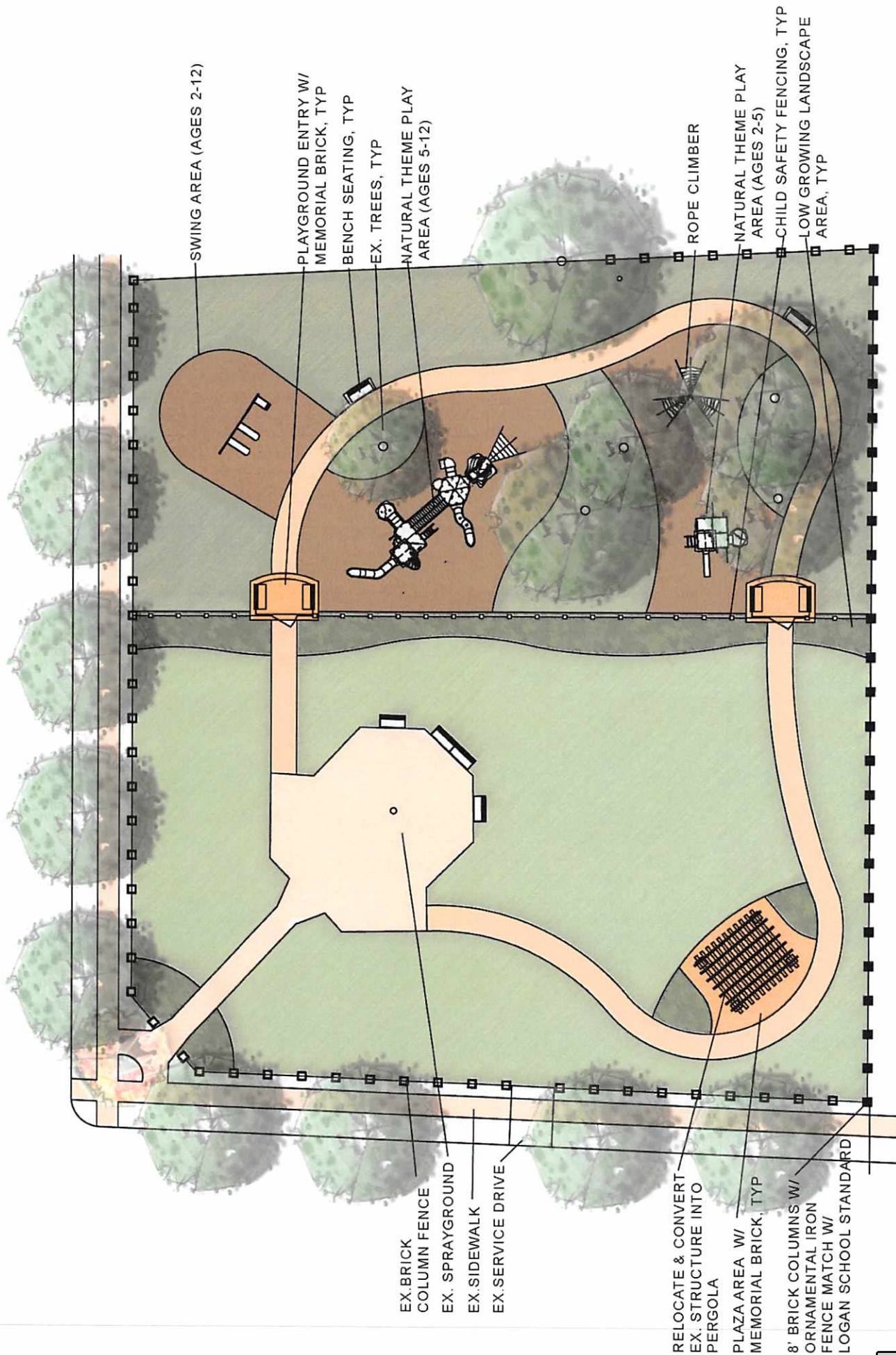


ROY LYNCH PARK

SCHEMATIC DESIGN CONCEPT 'A'

SCALE: 1"=3'





ROY LYNCH PARK

SCHEMATIC DESIGN CONCEPT 'B'

SCALE: 1"=30'



7.a



PLAZA AREA W/
MEMORIAL BRICK, TYP
SPRAYGROUND W/
WATER CONSERVATION
CONTROLLER

COMMUNITY GARDENS
EX. SIDEWALK
EX. SERVICE DRIVE

EX. BRICK
COLUMN FENCE

PERGOLA W/
BRICK COLUMNS

8' BRICK COLUMNS W/
ORNAMENTAL IRON
FENCE TO MATCH
LOGAN SCHOOL
STANDARD

BRICK FENCE

NATURAL THEME PLAY
AREA (AGES 5-12)

NATURAL THEME PLAY
AREA (AGES 2-5)

ROPE CLIMBER

LOW GROWING
LANDSCAPE, TYP.

SWING AREA (AGES 2-12)

EX. TREES, TYP
BENCH SEATING, TYP
PLAYGROUND ENTRY V
MEMORIAL BRICK, TYP

CHILD SAFETY
FENCING, TYP

BOCCE BALL COURT

ROY LYNCH PARK

SCHEMATIC DESIGN CONCEPT 'C'

SCALE: 1"=3'



We Are Columbia

Together we will build a world-class city
PARKS & RECREATION



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Roy Lynch Park Design Concepts

City of Columbia Park

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Project	unit	amt	unit price	Cost	VE Cost	VE notes
Concept A						
General:						
Site Disturbance/ Earth Work	ls	1	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
Erosion Control	ls	1	\$ 1,000.00	\$ 1,000.00	\$ -	P&R Scope
Site Demolition	ls	1	\$ 5,000.00	\$ 5,000.00	\$ -	P&R Scope
Site Elements:						
Playground	ls	1	\$ 100,000.00	\$ 100,000.00	\$ -	Junior League Funding
New Aluminum Fence	lf	190	\$ 35.00	\$ 6,650.00	\$ 6,650.00	
Spray Ground Renovation	ls	1	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	
Site Furnishings	ls	1	\$ 25,000.00	\$ 25,000.00	\$ 5,000.00	Memorial Benches
Drinking Fountain	ea	1	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
Relocate/ Rehab Shelter	ls	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
Lighting	ls	1	\$ 6,000.00	\$ 6,000.00	\$ -	Add Alternate
Signage	ls	1	\$ 2,500.00	\$ 2,500.00	\$ -	Add Alternate
Hardscape:						
8' Brick Columns	ea	26	\$ 750.00	\$ 19,500.00	\$ 19,500.00	
Brick Fence	sf	100	\$ 12.50	\$ 1,250.00	\$ 1,250.00	
Wrought Iron Fencing	lf	31	\$ 55.00	\$ 1,705.00	\$ 1,705.00	
Concrete Walking Path/ Pads	sf	3823	\$ 6.00	\$ 22,938.00	\$ 22,938.00	
Pavers	sf	850	\$ 15.00	\$ 12,750.00	\$ -	Memorial Pavers/ Donations
Crushed Stone	sf	1150	\$ 1.25	\$ 1,437.50	\$ -	P&R Install
Landscape:						
Shade Trees and Landscape Plants	ls	1	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	P&R Install & Memorial Trees
Irrigation for Beds & Trees	ls	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
Mulch	load	2	\$ 1,350.00	\$ 2,700.00	\$ 2,700.00	
Soil Amendments	ls	1	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
Subtotal				\$ 328,930.50	\$ 175,243.00	
Contingency				\$ 32,893.05	\$ 17,524.30	
Total				\$ 361,823.55	\$ 192,767.30	

Attachment: Roy_Lynch_Park_Design_Child_Safety_Zone (1605 : Elmwood/Roy Lynch Park Cost

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Roy Lynch Park Design Concepts

City of Columbia Park

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Concept B

General:

Site Disturbance/ Earth Work	ls	1	\$	1,500.00	\$	1,500.00	\$	1,500.00	
Erosion Control	ls	1	\$	1,000.00	\$	1,000.00	\$	-	P&R Scope
Site Demolition	ls	1	\$	3,500.00	\$	3,500.00	\$	-	P&R Scope

Site Elements:

Playground	ls	1	\$	100,000.00	\$	100,000.00	\$	-	Junior League Funding
New Aluminum Fence	lf	175	\$	35.00	\$	6,125.00	\$	6,125.00	
Spray Ground Renovation	ls	1	\$	-	\$	-	\$	-	
Site Furnishings	ls	1	\$	25,000.00	\$	25,000.00	\$	5,000.00	Memorial Benches
Drinking Fountain	ea	1	\$	2,500.00	\$	2,500.00	\$	2,500.00	
Relocate/ Convert Shelter into Pergola	ls	1	\$	10,000.00	\$	10,000.00	\$	10,000.00	
Lighting	ls	1	\$	6,000.00	\$	6,000.00	\$	-	Add Alternate
Signage	ls	1	\$	2,500.00	\$	2,500.00	\$	-	Add Alternate

Hardscape:

8' Brick Columns	ea	26	\$	750.00	\$	19,500.00	\$	19,500.00	
Brick Fence	sf	100	\$	12.50	\$	1,250.00	\$	1,250.00	
Wrought Iron Fencing	lf	31	\$	55.00	\$	1,705.00	\$	1,705.00	
Concrete Walking Path/ Pads	sf	2850	\$	6.00	\$	17,100.00	\$	17,100.00	
Pavers	sf	950	\$	15.00	\$	14,250.00	\$	-	Memorial Pavers/ Donations
Crushed Stone	sf	0	\$	1.25	\$	-	\$	-	
Additional Brick Fence (Residential Border)	ls	1	\$	11,000.00	\$	11,000.00	\$	11,000.00	

Landscape:

Shade Trees and Landscape Plants	ls	1	\$	10,000.00	\$	10,000.00	\$	5,000.00	P&R Install & Memorial Trees
Irrigation for Beds & Trees	ls	1	\$	5,000.00	\$	5,000.00	\$	5,000.00	
Mulch	load	2	\$	1,350.00	\$	2,700.00	\$	2,700.00	
Soil Amendments	ls	1	\$	1,500.00	\$	1,500.00	\$	1,500.00	

Subtotal				\$	242,130.00	\$	89,880.00	
Contingency	10%			\$	24,213.00	\$	8,988.00	
Total				\$	266,343.00	\$	98,868.00	

Attachment: Roy_Lynch_Park_Design_Child_Safety_Zone (1605 : Elmwood/Roy Lynch Park Cost

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Roy Lynch Park Design Concepts

City of Columbia Park

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Concept C

General:

Site Disturbance/ Earth Work	ls	1	\$	1,500.00	\$	1,500.00	\$	1,500.00	
Erosion Control	ls	1	\$	1,000.00	\$	1,000.00	\$	-	P&R Scope
Site Demolition	ls	1	\$	5,000.00	\$	5,000.00	\$	-	P&R Scope

Site Elements:

Playground	ls	1	\$	100,000.00	\$	100,000.00	\$	-	Junior League Funding
New Aluminum Fence	lf	200	\$	35.00	\$	7,000.00	\$	7,000.00	
Spray Ground/ Plaza	ls	1	\$	90,000.00	\$	90,000.00	\$	90,000.00	
Site Furnishings	ls	1	\$	25,000.00	\$	25,000.00	\$	5,000.00	Memorial Benches
Drinking Fountain	ea	1	\$	2,500.00	\$	2,500.00	\$	2,500.00	
Relocate/ Convert Shelter into Pergola	ls	1	\$	10,000.00	\$	10,000.00	\$	10,000.00	
Lighting	ls	1	\$	6,000.00	\$	6,000.00	\$	-	Add Alternate
Signage	ls	1	\$	2,500.00	\$	2,500.00	\$	-	Add Alternate
Community Garden	ls	1	\$	1,500.00	\$	1,500.00	\$	1,000.00	P&R Scope
Bocce Ball/ Horseshoes	ls	1	\$	1,000.00	\$	1,000.00	\$	500.00	P&R Scope

Hardscape:

8' Brick Columns	ea	26	\$	750.00	\$	19,500.00	\$	19,500.00	
Brick Fence	sf	12.5	\$	100.00	\$	1,250.00	\$	1,250.00	
Wrought Iron Fencing	lf	31	\$	55.00	\$	1,705.00	\$	1,705.00	
Concrete Walking Path/ Pads	sf	3000	\$	6.00	\$	18,000.00	\$	18,000.00	
Pavers	sf	2400	\$	15.00	\$	36,000.00	\$	-	Memorial Pavers/ Donations
Crushed Stone	sf	1750	\$	1.25	\$	2,187.50	\$	-	P&R Install
Additional Brick Fence (Residential Border)	ls	1	\$	11,000.00	\$	11,000.00	\$	11,000.00	

Landscape:

Shade Trees and Landscape Plants	ls	1	\$	10,000.00	\$	10,000.00	\$	5,000.00	P&R Install & Memorial Trees
Irrigation for Beds & Trees	ls	1	\$	5,000.00	\$	5,000.00	\$	5,000.00	
Mulch	load	2	\$	1,350.00	\$	2,700.00	\$	2,700.00	
Soil Amendments	ls	1	\$	1,500.00	\$	1,500.00	\$	1,500.00	

Attachment: Roy_Lynch_Park_Design_Child_Safety_Zone (1605 : Elmwood/Roy Lynch Park Cost

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Roy Lynch Park Design Concepts

City of Columbia Park

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Subtotal		\$ 361,842.50	\$ 183,155.00
Contingency	10%	\$ 36,184.25	\$ 18,315.50
Total		<u>\$ 398,026.75</u>	<u>\$ 201,470.50</u>

Attachment: Roy_Lynch_Park_Design_Child_Safety_Zone_(1605 : Elmwood/Roy Lynch Park Cost

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CITY OF COLUMBIA
AGENDA MEMORANDUM

MEETING DATE: October 7, 2014

DEPARTMENT: City Clerk

FROM: *Erika Moore, City Clerk*

SUBJECT: Finlay Park Public Meeting Process

PRESENTER: Mr. Jeff Caton, Director of the Parks and Recreation
Department and Ms. Jenny Horne, Stantec Senior Landscape
Architect

FINANCIAL IMPACT: n/a



CITY OF COLUMBIA
AGENDA MEMORANDUM

MEETING DATE: October 7, 2014

DEPARTMENT: City Clerk

FROM: *Erika Moore, City Clerk*

SUBJECT: Classic 105 Employee Benefits Program –

PRESENTER: Mr. Joe Grant and Mr. Larry Harper, District Manager for
TheTotal Financial Group

FINANCIAL IMPACT: N/A



CITY OF COLUMBIA
AGENDA MEMORANDUM

MEETING DATE: October 7, 2014

DEPARTMENT: City Clerk

FROM: *Erika Moore, City Clerk*

SUBJECT: Receipt of legal advice as it relates to a matter covered by attorney-client privilege

FINANCIAL IMPACT: n/a



CITY OF COLUMBIA
AGENDA MEMORANDUM

MEETING DATE: October 7, 2014

DEPARTMENT: City Clerk

FROM: *Erika Moore, City Clerk*

SUBJECT: Discussion of negotiations incident to proposed contractual arrangements

FINANCIAL IMPACT: n/a