

**SOUTH CAROLINA DEPARTMENT  
OF PARKS, RECREATION & TOURISM**



**PARD**

**PARKS AND RECREATION  
DEVELOPMENT FUND**

---

THIS PROJECT ASSISTED BY THE STATE OF SOUTH CAROLINA  
THROUGH YOUR COUNTY LEGISLATIVE DELEGATION.

**GUIDELINES & APPLICATION PACKET**

REVISED November 20, 2024

**SOUTH CAROLINA PARKS, RECREATION & TOURISM  
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COLUMBIA, SC 29201**

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The South Carolina Department of Parks, Recreation & Tourism (SCPRT) is an equal opportunity employer and through its programs does not discriminate against anyone based on color, race, national origin or disability. All participants in the Parks and Recreation Development Fund will comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1990

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The PARK AND RECREATION DEVELOPMENT FUND (PARD) Program was created in 1987 by the General Assembly of South Carolina, signed by the Governor, and took effect on July 1, 1987. The basis of the grant program is found in Chapter 23 of Title 51 of the 1976 Code of Laws. PARD, which is administered by the Department of Parks, Recreation & Tourism (SCPRT), is intended to assist with permanent improvements of park and recreation facilities, which will be open to the general public.

## INTRODUCTION

### PROGRAM SUMMARY

The PARD grant program is a non-competitive reimbursable grant program for eligible local government or special purposes district entities, which provide recreational opportunities within each county. The actual grant awards are made on a project-by-project basis. Eligible project costs will be reimbursed at a rate of 80%. To determine your match requirement, multiply the grant award amount by 1.25:

EXAMPLE: Grant award \$5,000.00 + match \$1,250.00 = \$6,250.00 Project Total  
\$5,000.00 x 1.25 = \$6,250.00  
6,250.00 x 80% = \$5,000.00 Reimbursement

The funds are be used for permanent/semi-permanent improvements to public park and recreation facilities. Each application must have the endorsement of its county legislative delegation members whose combined weight factor is more than 50%.

### APPORTIONMENT AND NOTIFICATION

PARD funds are generated from bingo taxes collected from July 1 – June 30 of each new fiscal year. The PARD funds are allocated to each county beginning July 1 of each new fiscal year. Each county will receive at least Twenty thousand dollars (\$20,000.00). 75% of the remaining funds is distributed to the counties based on the county's percent of the State population as published in 'Current Population Reports' by the Bureau of the Census.

EXAMPLE: Funds collected July 1, 2005 – June 30, 2006 were the 2007 funds allocated to each county.

The remainder of the funds will go in the account of SCPRT, five percent of which may be used for the administration of the PARD program.

Under Proviso 49.10, PARD Funds may remain unexpended indefinitely; once a project is approved utilizing these funds, the project sponsor will have (3) years to complete and close out the project. Extensions will not be granted on approved projects past (3) years. These funds will not be lost; they will revert back to the county account.

SCPRT will notify members of the General Assembly and eligible sponsors of the amount of funds available in their County area. SCPRT will mail out reports and notifications in July of each fiscal year. The July report will notify of new PARD allocations that have been made available along with new balance, and (3) detailed report showing approved projects. The County Delegation must review all projects within the county area and complete the endorsement form for the approved project (s). The total amounts of all projects endorsed by the Delegation may not exceed the total amount of funds available to the "County Area". Grant awards must be made based on funds that have already been earned, and not on anticipated revenues.

## **ELIGIBILITY**

An eligible entity is any local government unit, including special purpose districts, which has provided parks or recreation services for at least twelve (12) months prior to the date of application. Such eligibility will be determined by SCPRT. The South Carolina Department of Parks, Recreation & Tourism is the only State agency eligible for funding. SCPRT will annually review all agencies and will assign each agency to a classification. These classifications are as follows:

CLASS "A": a local unit of government that has as one of its primary responsibilities the provision of full-time park and recreation facilities and services open to the general public and has provided such for the previous twelve-month period. These entities have real property under their direct control, which they use for public recreation purposes, or schedule on-going activities of a comprehensive nature.

CLASS "B": a local unit of government which has as one of its responsibilities the provision of park and recreation facilities and services open to the general public and has provided such for the previous twelve-month period.

CLASS "C": a local unit of government which provides park and recreation facilities or services open to the general public as a secondary function and has provided these facilities or services for the previous twelve-month period.

CLASS "D": all entities, that do not meet the requirements of one of the three (3) above described classes, or entities, that have lost their eligibility and as a result are ineligible for PARD funds.

**If an entity has never received PARD funds, the following must accompany a complete application. It is the sponsor's responsibility to provide all documentation to prove eligibility:**

**Picture of recreational facilities maintained by the sponsor  
Copy of agency's budget showing expenditures for parks and recreation functions  
Detailed description of how long property has been maintained  
along with an outline of future development.**

## GENERAL ADMINISTRATION

### APPLICATION PROCESS

Beginning in FY 24-25, applications for PARD funds must be made through SCPRT's [Webgrants](#) System. In order to apply through Webgrants, the person submitting the application must be registered in the Webgrants System. If the person submitting the application has not registered before in Webgrants for another SCPRT administered grant (e.g., LWCF, RTP, TAG), then a New Registration must be created using the "Click Here to Register" button on the Webgrants login screen. Once the New Registration is approved, then the application process may be started in Webgrants. If the person submitting the application has previously registered in Webgrants, they may log in using their Webgrants Username and Password.

Once an applicant has logged into Webgrants, they should click on the Funding Opportunities button on the left side of the screen. In the Funding Opportunities screen, please select the "Parks and Recreation Development Fund" option, then click the "Start New Application" button.

The PARD application in Webgrants will require the same information as previous PARD applications, including the documentation listed below. These documents may be uploaded into their designated fields within the application.

An application for PARD funds must be complete to be approved. A complete application consists of the following:

- \_\_\_\_\_ Project Application
- \_\_\_\_\_ Endorsement Form from Delegation with original signatures with combined weight factor of more than 50%
- \_\_\_\_\_ Copy of Deed and or lease of property
- \_\_\_\_\_ Historical Significance Certification Form
- \_\_\_\_\_ Site map of property with full address listed
- \_\_\_\_\_ Pictures (color) 8 ½ x 11 of the proposed site before development or renovation

Please keep in mind you must provide all the above for every application even if funding has been provided in the past to the same location. **Projects are approved the 15<sup>th</sup> of every month, if your application is submitted after the 15<sup>th</sup>, the project will not be approved until the following month. Remember your project is not approved until you have confirmation from SCPRT through Webgrants. Any work done outside of the agreement date is not eligible for reimbursement.**

### PROJECT MATCH

PARD is a matching grant program and all projects must be matched by local government in an amount of at least 20%. All local matches will be in the form of cash, force account labor or equipment use costs for the actual construction of the project. Force account labor must be actual employees of the Town, City or County. **The following are NOT eligible as a match for PARD funds: Volunteer labor or donated material, costs associated with the administration of the project, acquisition of real property, or interest on borrowed funds.**

## **PROCUREMENT PROCEDURES**

**\*SEE ATTACHMENT A\***

## **HANDICAP ACCESSIBILITY**

All State funded projects must be made accessible to and useable by persons with disabilities. All projects must meet ADA Standards and must be constructed in conformance with the Uniform Federal Accessibility Standards (UFAS). Alteration of facilities that would prevent accessibility is prohibited.

Links: [www.access-board.gov/ufas/ufas-html/ufas.htm](http://www.access-board.gov/ufas/ufas-html/ufas.htm)

## **ENVIRONMENTAL IMPACT**

It is the responsibility of the project sponsor to assure that any development, renovations, or improvements are environmentally sound. The sole responsibility for corrective action is with the sponsor.

## **HISTORICAL SIGNIFICANCE**

It is the responsibility of the project sponsor to inform SCPRT if the planned project will have an impact on existing or potentially eligible National Historic Register sites.

## **CONTROL AND TENURE**

The project sponsor must either own the site in fee simple title or have a lease/joint use agreement for a term commensurate with the duration of the agreement period indicating the sponsor has primary control and the purpose of the site is for public recreation.

## **APPLICATION AND APPROVAL PROCESS**

A complete application must be submitted by the sponsor and the local legislative delegation. Once the delegation approves the amount of funds for your application, then the delegation must forward the complete application to SCPRT for approval. (Each legislative delegation has different guidelines in place i.e., when applications are due to them, amount of funds disbursed etc.) Once a complete application is received, SCPRT will evaluate the application to determine if the project is eligible for funding. Projects are approved by SCPRT by the 15<sup>th</sup> of every month. Any application received after the 15<sup>th</sup> will not be approved until the next month. **PARD projects are not officially approved until the project sponsor receives a Project Agreement from SCPRT. You must then sign the project agreement and return one (1) copy to SCPRT. Any work completed outside the project period will not be approved for reimbursement.**

The duration of the project agreement period is based on funds approved for your project. During the agreement period the sponsor must ensure that the terms of the agreement are kept, that the facilities will be operated for the intended purposes, and that maintenance will be performed on a regular basis and remain open to the public. During the project agreement period the project sponsor may not transfer the rights, privileges or obligations

of the site without written approval from their Legislative Delegation and final approval from SCPRT. Compliance responsibilities are listed on the back of the project agreement.

The duration of the project agreement is as follows:

Projects valued at \$5,000.00 or less: The agreement period will be for at least 5 years

Projects valued at \$5,001.00 - \$20,000.00: The agreement period will be for at least 5 years, plus one (1) additional year for each \$1,000.00 with a maximum of 20 years.

Projects valued at \$20,001.00 and above: The agreement period will be for 20 years.

**Agencies that break leases or disregard any portions of the agreements on approved projects concerning the maintenance, operation and use, will be deemed ineligible for future PARD funds until these discrepancies are rectified.**

## **REIMBURSEMENT**

The sponsor must submit proper documentation for partial or final reimbursements. The sponsor must request reimbursement for work that is outlined in their project agreement only. The following documentation is needed:

- Signed Project Agreement must be on file with SCPRT.
- Billing data sheet
- Labor data sheet (if applicable)
- Employee time sheet (if applicable)
- Equipment time sheet (if applicable)
- Procurement documentation (copy of quotes, copy of bids, copy of contracts, etc.)
- Copies of Invoices
- Copies of canceled checks front and back, or front copy of check with a bank statement. SCPRT must see that money did come out of the sponsor's bank account. If a credit card was used to purchase material, then we need a copy of the receipt along with monthly statement and copy of canceled check. If a direct deposit/wire transfer is made that documentation must be included to show the transfer to the vendor.

There can be several reasons for a delay or denial of reimbursement:

If proper documentation is missing at the time of payment request, the reimbursement will be delayed.

If dates on invoices and checks are prior to your project agreement date, your payment request will be denied.

If the project is not completed and open to the public at the time of inspection, your request could be delayed or denied depending upon circumstances.

## **POST COMPLETION RESPONSIBILITIES**

Upon notification from the sponsor through a final billing, SCPRT will be responsible for making a site inspection of the site prior to final reimbursement. The sponsor must abide to the following completion responsibilities (also outlined on the back of the project agreement).

- 1) The project sponsor agrees to operate the above described facilities in a nondiscriminatory manner with regards to race, color, creed, national origin, or handicap such that the general public is not prohibited except possibly during night hours when it might be deemed unsafe for use.
- 2) The Project Sponsor agrees to operate and maintain the above described facilities in a safe and useable manner for their intended purposes throughout the agreement period.
- 3) The Project Sponsor agrees to erect and maintain throughout the agreement period a sign which credits the State of South Carolina and the Parks & Recreation Development Funds for assisting in the project. (See Attachment D)
- 4) In the event that any portion of this agreement is applied to leased property, the Project Sponsor must provide SCPRT with an adequate lease to the subject property prior to the first billing request. If the lease is terminated for any reason prior to the expiration date of this agreement, the Project Sponsor agrees to relocate any improvements developed under this agreement to another site which would be open for public use. Any and all expenses for real estate, relocation and/or other expenses will be borne by the project sponsor.

## **PARD ASSISTANCE**

### **PLANNING**

#### **Eligible Planning Projects**

Master Planning for future park and recreation facilities and programs.

Updating existing master plans for future recreation facilities and programs.

Evaluating specific portions of an existing master plan for future recreation facilities and programs to determine their current status.

Environmental impact studies of existing or proposed recreation facilities and programs.

Site specific evaluations of existing recreation facilities for purposes such as handicap accessibility, safety and management techniques.

Surveys and marketing studies to determine the need for future recreation facilities and programs.

#### **Eligible Planning Costs**

Cost of legal advertisement in newspapers for the purposes of procurement or notice of public meetings.

Consultant fees and charges

Printing costs

"In-House" labor for the development of plans, not to exceed 20% of the total project cost.

Upon completion of the planning project, one (1) copy of the final document must be forwarded to SCPRT along with required additional documentation for the final billing.

### **DEVELOPMENT**

Development projects are site-specific improvements on public lands for recreation purposes. All construction, whether indoor or outdoor, must provide a new public recreational venue.

#### **Eligible Development Projects**

Development of new outdoor public recreation facilities.

Development of new indoor public recreation facilities.

Development of roads, parking areas, support facilities, utilities and other infrastructure for public recreation facilities.

Improvement of natural resource features. Landscaping cost cannot exceed 50% of total grant.

### **Eligible Development Costs**

Cost of legal advertisement in newspapers for the purpose of procurement

Architectural/Engineering/Construction Management fees. The total of which may not exceed 12% of the total project cost.

Site improvements including clearing, grading etc. in preparation for the development of recreation facilities.

Building materials, supplies, and specialty materials for construction of new facilities.

Contractual cost for construction affiliated with new structures.

"In-House" labor for the construction of new recreation facilities not to exceed 20% of the project cost.

### **RENOVATION**

Renovation projects are site-specific improvements on public lands for recreation purposes. All construction, whether indoor or outdoor, must alter facilities that currently exist. This alteration must increase the utility of the existing structure and **not be routine maintenance of the facility.**

### **Eligible Renovation Projects**

Renovation of existing recreation structures to bring them to ADA standards.

Modifying existing structures, which are currently not being used for recreation purposes, such that after alteration their primary use will be for public recreation.

Replacement of permanent improvements to parks and recreation facilities that have outlived a reasonable lifespan (i.e. playgrounds, basketball courts, tennis courts.)

Repairs to natural resource structures.

### **Eligible Renovation Costs**

Cost of legal advertisement in newspapers for the purpose of procurement.

Architectural/Engineering/Construction Management fees, the total of which may not exceed 12% of the project amount.

Site improvements including clearing, grading, etc. in preparation of recreation facilities.

Building materials, supplies, and specialty materials.

Contractual costs of construction costs affiliated with renovations.

"In-House" labor for the renovation of existing recreation facilities, not to exceed 20% of the total project cost.

### **Ineligible Projects for Development and Renovation**

**Museums, theaters, childcare facilities, meeting halls, libraries, retirement and senior citizen facilities and administrative offices are not eligible for PARD funding. Permit costs associated with construction are not eligible. Any construction or maintenance equipment and tools are not eligible (i.e. lawnmowers, hammers, saw, gloves.)**

**There are numerous projects, that fall into a gray area depending on the intent or location of the project. Projects such as the installation of benches, decorative fountains, monuments and memorials, walkways and beautification of public property, may or may not be eligible depending on the specific project. SCPRT staff will make determinations on a case-by-case basis.**

# **PROJECT APPLICATION**

SOUTH CAROLINA DEPARTMENT OF PARKS, RECREATION & TOURISM  
PARK AND RECREATION DEVELOPMENT FUND

PROJECT APPLICATION

I. General Information

Project Sponsor \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

Project Name \_\_\_\_\_

County \_\_\_\_\_

Federal Identification Number \_\_\_\_\_

Congressional District # \_\_\_\_\_ **PARD Class** \_\_\_\_\_

Amount of Funds Requested \_\_\_\_\_

II. Project Description

This project will include the following work categories (Check the appropriate categories):

\_\_\_\_\_ Development of New Facilities    \_\_\_\_\_ Renovation of Existing Facilities

\_\_\_\_\_ Planning

This project will include the following specific work elements (Check the appropriate elements):

\_\_\_\_\_ Athletic Fields    \_\_\_\_\_ Athletic Courts    \_\_\_\_\_ Multi-Purpose Courts

\_\_\_\_\_ Picnic Facilities    \_\_\_\_\_ Swimming Facilities    \_\_\_\_\_ Trails

\_\_\_\_\_ Boating/Fishing Facilities    \_\_\_\_\_ Indoor Facilities

\_\_\_\_\_ Support Facilities    \_\_\_\_\_ Consultant Services

\_\_\_\_\_ Other (describe) \_\_\_\_\_

### III. Narrative Description

Describe in sufficient detail the work to be accomplished under this project and how the work will be accomplished.

Proposed Site Location

Park Name

Physical address of proposed site

(Please include City, Town and Zip Code)

Latitude and Longitude (degrees/minutes/seconds/dir) of proposed site

Pictures (color) 8 ½ x 11 of the proposed site before development or renovation.

Project Location Map

### V. Time Table

Give a proposed time table for the accomplishment of this proposed work:

### IV. Proposed Budget Breakdown for the Project:

**Attachments are needed with ALL applications, even if we have them on file with another project. Applications without all of the required information will be returned to the project sponsor and a complete package requested.)**

Project Location Map - Provide a map showing the location of each project site. The map(s) is to be in **sufficient detail** (or written directions) so that the site(s) can be found without additional assistance. (*Please remember we are not from your area*).

Copy of the appropriate deed or lease/joint use agreement for each proposed site.

Provide an **original** document showing the endorsements of the County's Legislative Delegation showing a weight factor of more than 50%.

Historical Significance Certification Form.

Pictures (color) 8 ½ x 11 of the proposed site before development or renovation.

**SOUTH CAROLINA DEPARTMENT OF PARKS, RECREATION & TOURISM  
PARK AND RECREATION DEVELOPMENT FUND**

**HISTORICAL SIGNIFICANCE CERTIFICATION FORM**

AGENCY NAME: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

I hereby certify that the above named project:

**(Select One)**

\_\_\_\_ Will Not Have an impact on existing or potentially eligible National Register site(s).

\_\_\_\_ Will Have an impact on existing or potentially eligible National Register site(s).  
Please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

(Form must be completed, signed and returned to us WITH the application.  
Applications **cannot** be processed without this signed and dated form.)

**SOUTH CAROLINA DEPARTMENT OF PARKS, RECREATION & TOURISM  
PARK AND RECREATION DEVELOPMENT FUND**

**ENDORSEMENT FORM**

We, the members of the \_\_\_\_\_ County Legislative Delegation, endorse the following Project, Sponsor, and Amount for funding under the South Carolina Park and Recreation Development Fund (PARC) Program.

**Sponsor:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**PARC Amount:** \$ \_\_\_\_\_

**ENDORSEMENT:** *(Signatories combined weight factor must be greater than 50% for the above-mentioned county. Applications cannot be processed without weight factor listed.)*

<b>NAME</b> (type or print)	<b>SIGNATURE</b>	<b>WEIGHT FACTOR</b>
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

(Form must be completed, signed and returned to us WITH the application. Applications **cannot** be processed without this signed and dated form.)

# **REIMBURSEMENT FORMS AND PROCUREMENT INFORMATION**

**BILLING DATA SHEET**

Project Number \_\_\_\_\_

Project Title: \_\_\_\_\_

Page Number: \_\_\_\_\_

Project Sponsor: \_\_\_\_\_

Progress: \_\_\_\_\_ or Final \_\_\_\_\_

INVOICE DATE	PAYEE	CHECK NUMBER	DESCRIPTION OF ITEM(S)	TOTAL COSTS
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

Total Labor and Equipment cannot exceed 20% of the costs of this billing.

Total This Billing: \$ \_\_\_\_\_

Total Previous Billing: \$ \_\_\_\_\_

Total To Date: \$ \_\_\_\_\_

*or create your own billing data sheet using a similar format*

**SOUTH CAROLINA DEPARTMENT OF PARKS, RECREATION & TOURISM  
PARK AND RECREATION DEVELOPMENT FUND**

**EMPLOYEE TIME SHEET**

PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT SPONSOR: \_\_\_\_\_

TIME PERIOD: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

DATE	HOURS	SALARY	TOTAL PAID
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
GRAND TOTAL			\$ _____

I certify that the above information is correct.

Signature of Supervisor \_\_\_\_\_

Typed Name of Supervisor \_\_\_\_\_

Indicate only those hours of the employee's time that is attributable to this project.

**SOUTH CAROLINA DEPARTMENT OF PARKS, RECREATION & TOURISM  
PARK AND RECREATION DEVELOPMENT FUND**

**EQUIPMENT TIME SHEET**

PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT SPONSOR: \_\_\_\_\_

TIME PERIOD: \_\_\_\_\_

EQUIPMENT TYPE: \_\_\_\_\_

DATE	HOURS	COST PER HOUR	TOTAL
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
GRAND TOTAL			_____

I certify that the above information is correct.

\_\_\_\_\_  
Signature of Supervisor

Indicate only those hours of the equipment's use time that is attributable to this project.

## **PROCUREMENT / REIMBURSEMENT CHECKLIST**

Project Name and Number: \_\_\_\_\_

### Zero to \$10,000.00

- Invoice (must show correct amount charged and payee)
- Proof of Payment

### \$10,000.01 to \$25,000.00

- Three (3) Written Quotes
- Invoice
- Proof of Payment

### \$25,000.01 & Up

- SCBO Ad or Copy of Public Advertisement (i.e., Local Newspaper Ad)
- Bid Specifications (relevant pages only, doesn't have to be entire package, unless specifically requested)
- Bid Tabulation Sheet (if low bid wasn't awarded, must provide documentation showing why)
- Award Notification (i.e., Notice of Award or Award Letter to Vendor)
- Signed Contract (relevant pages only, doesn't have to be entire package, unless specifically requested)
- Change Order(s)
- Invoice
- Proof of Payment

### *Items of Importance:*

- SCBO Ad, Bid Specifications, Bid Tab Sheet, Award Notification and Signed Contract *should be submitted when the vendor is awarded and the contract has been signed*, to avoid any misplaced documentation.
- All Change Orders must be well documented, justified and within the scope of the project. This must be due to an unforeseen obstacle—ex, soil was found to be unstable and fill material was needed to stabilize trail surface.
- Invoices should be detailed and clearly tie back to the project.
- Invoices should not be paid until the work is performed or goods have been received.
- All Invoices related to a contract/agreement should reflect the project number, no matter what the dollar amount is.
- Invoices that are tied to a contract/agreement should be performed within the terms of the contract/agreement. For example, if a contract has been extended (if this is allowed by the solicitation), a copy of the Change Order or Modification must be submitted.
- Proof of Payment must include either a canceled check (front and back) or, if paid by credit card, a credit card transaction receipt from the bank.
- Statements, Purchase Orders or Sales Orders *won't* be accepted as Invoices.

## Attachment A

# State Procurement Purchase Procedures

In order to receive reimbursements sponsors are required to follow and provide documentation of procedures for the purchase and/or rental of materials, equipment and contract services associated with any awarded grant. Project Sponsors must follow South Carolina's established State Procurement Guidelines, (If your guidelines are stricter than SC State Procurement, you must provide those guidelines). Ensuring compliance with State Procurement Guidelines is the sole responsibility of the Project Sponsor. **Failure to follow established procurement guidelines will result in reimbursement request being deemed ineligible for reimbursement (no exceptions).**

### **PURCHASES LESS THAN \$50,000.00**

The following small purchase procedures **must** be utilized by Grantees in conducting procurements that are up to fifty thousand dollars in actual or potential value.

**Procurement requirements must not be artificially divided by Project Sponsors so as to constitute a small purchase pursuant to this section.**

### **Purchases not in excess of \$10,000.00**

Small purchases not exceeding ten thousand dollars may be accomplished without securing competitive quotations if the prices are considered reasonable. The purchasing office must annotate the purchase requisition: "Price is fair and reasonable" and sign.

The purchases must be distributed equitably among qualified suppliers.

### **Purchases from \$10,000.01 to \$25,000.00**

Solicitation of written quotes from a minimum of three qualified sources of supply must be made and documentation of the quotes attached to the purchase requisition for a small purchase over ten thousand dollars but not in excess of twenty-five thousand dollars. The Project Sponsor must document at least three bona fide, responsive quotes (unless it has been advertised).

Project Sponsors must provide proof of solicitation that includes the date of solicitation, business names and addresses for each qualified supply source. Any project specifications provided to vendors must be included with the proof of solicitation. Project Sponsors must wait a minimum of seven calendar days from the date of the solicitation before determining a supply source to be non-

responsive. Quotes may only be considered valid for 30 calendar days from the date of the quote submission, unless otherwise specified in the quote submission.

The award must be made to the lowest responsive and responsible sources.

### **Purchases from \$25,000.01 to \$50,000.00**

Unless otherwise approved by SCPRT, all procurement transactions greater than \$25,000.00 must be awarded by competitive sealed bidding (Invitation for Bids). If a Project Sponsor intends to utilize an alternate delivery method, the Project Sponsor must notify SCPRT and obtain a written determination of approval prior to solicitation.

### **Competitive Sealed Bidding (Invitation for Bids)**

Competitive Sealed Bidding is the default method of procurement for transactions greater than \$25,000.00 in which formal competitive sealed bids are processed and award is based on low bid only.

Written solicitation of bids or proposals must be made purchases over \$25,000.00.

### **Bid Solicitation**

Formal solicitations must be developed. The Invitation for Bids must include all procurement specifications and scope of work, if applicable. The procurement must be advertised at least once in the South Carolina Business Opportunities publication or through a means of central electronic advertising as approved by the designated board office. Bidders must be provided reasonable time to prepare their bids, no less than seven (7) calendar days after notice is provided.

Please note: SCPRT recommends allowing at least fourteen (14) calendar days for construction procurements and at least seven (7) calendar days for all other procurements.

A copy of the bid solicitation and written quotes must be attached to the purchase requisition.

The award must be made to the lowest responsive and responsible source or, when a request for proposal process is used, the highest-ranking offeror.

### **Receipt of Sealed Bids**

Sealed written bids must be received by a designated date and time. All bids, including modifications, received before the time of opening must be kept secure and unopened. Prior to bid opening, information concerning the identity and number of bids received should not be shared with actual bidders, potential bidders or any third party not directly involved in the procurement transaction.

## **Pre-Bid Conferences**

Pre-bid conferences may be conducted. The conference should be held long enough after the Invitation for Bids has been issued to allow bidders to become familiar with it, but sufficiently before bid opening to allow consideration of the conference results in preparing their bids. Notice of the conference must be included in the notice of the solicitation.

Nothing stated at the pre-bid conference shall change the Invitation for Bids unless a change is made by written amendment. A potential bidder's failure to attend an advertised pre-bid conference will not excuse its responsibility for estimating properly the difficulty and cost of successfully performing the work, or for proceeding to successfully perform the work without additional expense.

Pre-bid conferences may not be made mandatory *without written justification by the Project Sponsor* that the unique nature of the procurement requires a mandatory pre-bid conference and assurance that a mandatory pre-bid conference will not unduly restrict competition. Project sponsors should submit to SCPRT a copy of the pre-bid conference sign-in sheet along with other required procurement documentation.

## **Solicitation Modifications/Amendments**

Every effort should be made to anticipate changes in solicitation requirements prior to the date of opening. The Project Sponsor must notify all prospective bidders of any modification or cancellation of solicitation requirements by posting the Solicitation Amendment on the same electronic site as the original Bid Solicitation. Actual and potential bidders must be allowed adequate time to change their bids following the posting of a solicitation amendment. Project sponsors may need to adjust the bid opening date to allow bidders sufficient time to change their bids.

## **Bid Opening**

Bids must be opened publicly in the presence of one or more witnesses, at the time and place designated in the Invitation for Bids.

Bids must be accepted unconditionally without alteration or correction, except as otherwise authorized in the State's Procurement Code. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of the State or fair competition is not be permitted.

## **Bid Tabulation**

All bids must be entered into a tabulation sheet signed, dated and witnessed. The amount of each bid, and other relevant information as may be specified by regulation, together with the name of each bidder, must be tabulated. The tabulation must be open to public inspection at that time. After evaluation of all bids, award must be made to the lowest responsive and responsible bidder.

## **Discussions with Bidders**

As provided in the Invitation for Bids, discussions may be conducted with apparent responsive bidders for the purpose of clarification to assure full understanding of the requirements of the Invitation for Bids. All bids, in the procuring agency's sole judgment, needing clarification must be accorded that opportunity.

## **Bid Award & Notice of Award**

Unless there is a compelling reason to reject bids as prescribed by regulation, notice of an award or an intended award of a contract to the lowest responsive and responsible bidders whose bid meets the requirements set forth in the Invitation for Bids must be given by posting the notice at a location specified in the Invitation for Bids.

Please note: SCPRT recommends notifying all bidders via email in order to ensure timely notice of award or intent to award.

When only one response is received, the notice of intent to award and the delay of award may be waived. Before the posting of the award, the procuring agency may negotiate with the lowest responsive and responsible bidder to lower his bid within the scope of the Invitation for Bids.

## **Bid Award Protests**

The Invitation for Bids and the notice must contain a bidder's right to protest. Any actual bidder who is aggrieved in connection with the intended award or award of a contract shall protest to the appropriate procuring agency within ten days of the date award or notification of intent to award.

An award protest pursuant must be in writing and must be received by the appropriate procuring agency within the ten-day time limit. At any time after filing a protest, but no later than fifteen days after the date award or notification of intent to award is posted, whichever is earlier, a protestant may amend a protest that was first submitted within the time limits. A protest, including amendments, must set forth both the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided. *See section 11-35-4210 of the Code ([Code of Laws - Title 11 - Chapter 35 - South Carolina Consolidated Procurement Code \(scstatehouse.gov\)](http://www.scstatehouse.gov))*

In the event of a timely protest, the Project Sponsor shall not proceed further with the solicitation or award of the contract until ten days after a protest decision is posted.

There are no protest rights under S.C. Code §11-35-410 for awards under \$50,000.00.

## **Cancellation of Invitation for Bids Prior to Award**

When it is determined prior to the notification of intent to award or issuance of an award, whichever is earlier, but after bid opening, that the requirements related to the solicitation specifications have not been met, the Invitation for Bids shall be canceled. Acceptable reasons for cancellation of Invitation for Bids include revised scope of work; supplies, services or construction being procured are no longer necessary; or all otherwise acceptable bids are at unreasonable prices. The reasons for cancellation, supported with documentation sufficient to satisfy an external audit, must be made a part of the project file.

If the Invitation for Bids is canceled prior to bid opening, bids must be returned to the bidders.

As a general rule after bid opening, an Invitation for Bids should not be canceled and re-advertised due solely to increased quantities of the items being procured. Award should be made on the initial Invitation for Bids and the additional quantity required should be treated as a new procurement.

## **Bid Correction & Withdrawal**

Correction or withdrawal of inadvertently erroneous bids before bid opening may be permitted in accordance with State Procurement Regulations. After opening, bids must not be corrected or withdrawn. All decisions to permit the correction or withdrawal of bids must be documented by a written determination of appropriateness made by the Project Sponsor and a written statement from the respective bidder.

## **TRANSACTIONS GREATER THAN \$50,000.00**

**Unless otherwise provided by law and approved by SCPRT, all procurement transactions greater than \$50,000.00 must be awarded by competitive sealed bidding (Invitation for Bids). If a Project Sponsor intends to utilize an alternate delivery method, the Project Sponsor must notify SCPRT and obtain a written determination of approval prior to solicitation.**

## **Competitive Sealed Bidding (Invitation for Bids)**

Competitive Sealed Bidding is the default method of procurement for transactions greater than \$50,000.00 in which formal competitive sealed bids are processed and award is based on low bid only.

## **Bid Solicitation**

Formal solicitations must be developed. The Invitation for Bids must clearly define all project specifications, including scope of work, delivery or performance schedule, and inspection and acceptance requirements. Bid responsiveness must be determined based on the specifications provided in the Invitation for Bids.

All sealed bid solicitations must be advertised in South Carolina Business Opportunities (SCBO) or a means of central electronic advertising as approved by SCPRT. Adequate notice of the Invitation for Bids must be given at a reasonable time before the date set forth in it for the opening of bids, no less than fourteen (14) calendar days for construction projects and seven (7) calendar days for all other procurements.

Please note: SCPRT recommends allowing at least twenty-one (21) calendar days for construction procurements and at least fourteen (14) calendar days for all other procurements.

## **Receipt of Sealed Bids**

Sealed written bids must be received by a designated date and time. All bids, including modifications, received before the time of opening must be kept secure and unopened. Prior to bid opening, information concerning the identity and number of bids received should not be shared with actual bidders, potential bidders or any third party not directly involved in the procurement transaction.

## **Pre-Bid Conferences**

Pre-bid conferences may be conducted. The conference should be held long enough after the Invitation for Bids has been issued to allow bidders to become familiar with it, but sufficiently before bid opening to allow consideration of the conference results in preparing their bids. Notice of the conference must be included in the notice of the solicitation.

Nothing stated at the pre-bid conference shall change the Invitation for Bids unless a change is made by written amendment. A potential bidder's failure to attend an advertised pre-bid conference will not excuse its responsibility for estimating properly the difficulty and cost of successfully performing the work, or for proceeding to successfully perform the work without additional expense.

Pre-bid conferences may not be made mandatory *without written justification by the Project Sponsor* that the unique nature of the procurement requires a mandatory pre-bid conference and assurance that a mandatory pre-bid conference will not unduly restrict competition. Project sponsors should submit to SCPRT a copy of the pre-bid conference sign-in sheet along with other required procurement documentation.

## **Solicitation Modifications/Amendments**

Every effort should be made to anticipate changes in solicitation requirements prior to the date of opening. The Project Sponsor must notify all prospective bidders of any modification or cancellation of solicitation requirements by posting the Solicitation Amendment on the same electronic site as the original Bid Solicitation. Actual and potential bidders must be allowed adequate time to change their bids following the posting of a solicitation amendment. Project sponsors may need to adjust the bid opening date to allow bidders sufficient time to change their bids.

## **Bid Opening**

Bids must be opened publicly in the presence of one or more witnesses, at the time and place designated in the Invitation for Bids.

Bids must be accepted unconditionally without alteration or correction, except as otherwise authorized in the State's Procurement Code. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of the State or fair competition is not be permitted.

## **Bid Tabulation**

All bids must be entered into a tabulation sheet signed, dated and witnessed. The amount of each bid, and other relevant information as may be specified by regulation, together with the name of each bidder, must be tabulated. The tabulation must be open to public inspection at that time. After evaluation of all bids, award must be made to the lowest responsive and responsible bidder.

## **Discussions with Bidders**

As provided in the Invitation for Bids, discussions may be conducted with apparent responsive bidders for the purpose of clarification to assure full understanding of the requirements of the Invitation for Bids. All bids, in the procuring agency's sole judgment, needing clarification must be accorded that opportunity.

Clarification of a bidder's bid must be documented in writing by the procurement officer and must be included with the bid. Documentation concerning the clarification must be subject to disclosure upon request as required by S.C. Code §11-35-410.

## **Bid Award & Notice of Award**

Unless there is a compelling reason to reject bids as prescribed by regulation, notice of an award or an intended award of a contract to the lowest responsive and responsible bidders whose bid meets the requirements set forth in the

Invitation for Bids must be given by posting the notice at a location specified in the Invitation for Bids.

For contracts with a total or potential value greater than \$50,000 but less than \$100,000, notice of the award of a contract must be given by posting and must be sent to all bidders responding to the solicitation on the same day that the notice is posted.

For contracts with a total or potential value of \$100,000 or more, notice of an intended award of a contract must be given by posting the notice for ten days before entering into a contract and must be sent to all bidders responding to the solicitation on the same day that the notice is posted. The posting date must appear on the face of all these notices. If no award protests are received within ten days after notice is given, an agency may enter into a contract.

Please note: SCPRT recommends notifying all bidders via email in order to ensure timely notice of award or intent to award.

When only one response is received, the notice of intent to award and the delay of award may be waived.

Before the posting of the award, the procuring agency may negotiate with the lowest responsive and responsible bidder to lower his bid within the scope of the Invitation for Bids.

### **Bid Award Protests**

The Invitation for Bids and the notice must contain a bidder's right to protest. Any actual bidder who is aggrieved in connection with the intended award or award of a contract shall protest to the appropriate procuring agency within ten days of the date award or notification of intent to award.

An award protest pursuant must be in writing and must be received by the appropriate procuring agency within the ten-day time limit. At any time after filing a protest, but no later than fifteen days after the date award or notification of intent to award is posted, whichever is earlier, a protestant may amend a protest that was first submitted within the time limits. A protest, including amendments, must set forth both the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided.

In the event of a timely protest, the Project Sponsor shall not proceed further with the solicitation or award of the contract until ten days after a protest decision is posted.

There are no protest rights under S.C. Code §11-35-410 for awards under \$50,000.00.

## **Cancellation of Invitation for Bids Prior to Award**

When it is determined prior to the notification of intent to award or issuance of an award, whichever is earlier, but after bid opening, that the requirements related to the solicitation specifications have not been met, the Invitation for Bids shall be canceled. Acceptable reasons for cancellation of Invitation for Bids include revised scope of work; supplies, services or construction being procured are no longer necessary; or all otherwise acceptable bids are at unreasonable prices. The reasons for cancellation, supported with documentation sufficient to satisfy an external audit, must be made a part of the project file.

If the Invitation for Bids is canceled prior to bid opening, bids must be returned to the bidders.

As a general rule after bid opening, an Invitation for Bids should not be canceled and re-advertised due solely to increased quantities of the items being procured. Award should be made on the initial Invitation for Bids and the additional quantity required should be treated as a new procurement.

## **Bid Correction & Withdrawal**

Correction or withdrawal of inadvertently erroneous bids before bid opening may be permitted in accordance with State Procurement Regulations. After opening, bids must not be corrected or withdrawn. All decisions to permit the correction or withdrawal of bids must be documented by a written determination of appropriateness made by the Project Sponsor and a written statement from the respective bidder.

## **SMALL PURCHASE PROCEDURES/MINOR CONSTRUCTION (\$10,000.01-\$100,000)\***

1. For construction, the Agency may make written requests for written quotes from a minimum of three qualified sources and receive *bona fide* responsive and responsible quotes from *three sources*; or the Agency may provide adequate public notice in SCBO.
2. The advertisement for written quotes in SCBO should be listed under the "Minor Construction" section.
3. The Agency must award to the lowest responsive and responsible source.
4. The Agency should make the purchase on a *purchase requisition form* ([form example](#)) with the following attached in the Agency file:
  - a) A copy of the *written solicitation* and *written quotes*; and
  - b) A statement documenting that the procurement is to the advantage of the State (price and other factors considered), including the administrative cost of the purchase.

*\*See [Chapter 8 \(page 2\)](#) of the [Manual for Planning and Execution of State Permanent Improvements](#) for information regarding "Special Requirements for Purchases Over \$50,000 but Less Than \$100,000."*

### **CERTIFIED MINORITY OWNED BUSINESSES**

All PARD Project Sponsors shall take appropriate and reasonable steps to make a good faith effort to provide Minority Business Enterprises (MBE) with the maximum opportunity to compete for and perform contracts for PARD projects receiving aid through this program. Project Sponsors recipients shall not discriminate on the basis of race, color, sex or national origin, in the awarding of solicitations.

A Directory of Small or Minority-owned businesses may be found on the South Carolina Division of Small and Minority Business Contracting and Certification website: <http://osmba.sc.gov/>

### **REIMBURSEMENT REQUESTS**

Proper procurement documentation must be included with each reimbursement request. Reimbursement requests that do not include all required documentation will not be processed until all required documentation is received and approved by SCPRT. Project sponsors are strongly encouraged to use SCPRT's Documentation Checklist as a guide for reimbursement requests.

Project Sponsors are strongly encouraged to use and submit AIA Forms for all construction projects. Project Sponsors are also strongly encouraged to utilize AIA Forms to track payments made to vendors. SCPRT is not responsible for any overpayments made to vendors.

Any Change Orders made to existing contracts must be documented to include justification for the change order and impact on contract price.

Proper procurement documentation must be included with each reimbursement request.

## **Attachment B**

## **CODE OF LAWS**

Section 51-23-30. The department shall devise and administer a noncompetitive program of grants to eligible entities within each county area for planning and development for new parks and recreation facilities or renovations of existing facilities. Grant funds may not be used to supplant existing fund for parks and recreation purposes nor may they be used to retire indebtedness incurred prior to July 1, 1988. Grant awards must be made by the department according to criteria and administrative guidelines it shall develop and furnish to potential grant applicants. All grants must be in the form of reimbursements and no grant may be awarded unless the grantee matches the grant in an amount equal to at least twenty percent of the grant. All grant applications must be submitted in writing and signed by members of the county legislative delegation whose signatures represent a combined weight factor of more than 50%. Unexpended grant funds in any account may be carried forward for not more than three succeeding fiscal years, after which any unexpended funds must be reallocated on a statewide basis in the next fiscal year as part of the distribution to the Fund for that year.

Section 51-23-40. Funds allocated to the account of the department pursuant to this chapter must be used by it for planning, development, and renovation of new state parks and recreation facilities located therein except that the department may expend an amount not to exceed five percent of its annual allotment for the expenses of administering this chapter.”

# Attachment C

# WEIGHTED VOTING

<u>County</u>	<u>District</u>	<u>District Pop</u>	<u>County Pop</u>	<u>Weighted Vote</u>
<b>Abbeville County</b>	House District 007	81	24295	0.0016
	House District 011	24214	24295	0.4983
	Senate District 004	24295	24295	0.5000
<b>Aiken County</b>	House District 081	40327	168808	0.1194
	House District 082	20485	168808	0.0606
	House District 083	30785	168808	0.0911
	House District 084	41452	168808	0.1227
	House District 086	35759	168808	0.1059
	Senate District 024	111316	168808	0.3297
	Senate District 025	39354	168808	0.1165
	Senate District 040	18138	168808	0.0537
<b>Allendale County</b>	House District 091	8039	8039	0.5000
	Senate District 040	8039	8039	0.5000
<b>Anderson County</b>	House District 006	40247	203718	0.0987
	House District 007	39148	203718	0.0960
	House District 008	41145	203718	0.1009
	House District 009	41974	203718	0.1030
	House District 010	27262	203718	0.0669
	House District 011	13942	203718	0.0342
	Senate District 003	116785	203718	0.2866
	Senate District 004	86933	203718	0.2133
<b>Bamberg County</b>	House District 090	13311	13311	0.5000
	Senate District 040	13311	13311	0.5000
<b>Barnwell County</b>	House District 091	20589	20589	0.5000
	Senate District 040	20589	20589	0.5000
<b>Beaufort County</b>	House District 118	41375	187117	0.1105
	House District 120	37703	187117	0.1007
	House District 121	27928	187117	0.0746
	House District 122	112	187117	0.0002
	House District 123	37748	187117	0.1008
	House District 124	42251	187117	0.1128
	Senate District 043	50143	187117	0.1339
	Senate District 045	27709	187117	0.0740
	Senate District 046	109265	187117	0.2919
<b>Berkeley County</b>	House District 015	18604	229861	0.0404
	House District 092	41913	229861	0.0911
	House District 099	41034	229861	0.0892
	House District 100	41676	229861	0.0906
	House District 101	5863	229861	0.0127
	House District 102	27483	229861	0.0597
	House District 103	11112	229861	0.0241

	House District 117	42176	229861	0.0917
	Senate District 032	10349	229861	0.0225
	Senate District 037	77194	229861	0.1679
	Senate District 039	65208	229861	0.1418
	Senate District 044	77110	229861	0.1677
<b>Calhoun County</b>	House District 093	14119	14119	0.5000
	Senate District 026	9120	14119	0.3229
	Senate District 036	4999	14119	0.1770
<b>Charleston County</b>	House District 015	23698	408235	0.0290
	House District 080	40554	408235	0.0496
	House District 094	3373	408235	0.0041
	House District 108	3139	408235	0.0038
	House District 109	25966	408235	0.0318
	House District 110	40297	408235	0.0493
	House District 111	41665	408235	0.0510
	House District 112	41846	408235	0.0512
	House District 113	42302	408235	0.0518
	House District 114	21445	408235	0.0262
	House District 115	41176	408235	0.0504
	House District 116	40713	408235	0.0498
	House District 119	42061	408235	0.0515
	Senate District 020	107058	408235	0.1311
	Senate District 032	4760	408235	0.0058
	Senate District 037	29641	408235	0.0363
	Senate District 038	8631	408235	0.0105
	Senate District 041	48356	408235	0.0592
	Senate District 042	98625	408235	0.1207
	Senate District 043	63441	408235	0.0777
	Senate District 044	29117	408235	0.0356
	Senate District 045	18606	408235	0.0227
<b>Cherokee County</b>	House District 029	22739	56216	0.2022
	House District 030	33477	56216	0.2977
	Senate District 014	56216	56216	0.5000
<b>Chester County</b>	House District 041	13029	32294	0.2017
	House District 043	19265	32294	0.2982
	Senate District 017	32294	32294	0.5000
<b>Chesterfield County</b>	House District 053	25070	43273	0.2896
	House District 054	12304	43273	0.1421
	House District 065	5899	43273	0.0681
	Senate District 027	30969	43273	0.3578
	Senate District 029	12304	43273	0.1421
<b>Clarendon County</b>	House District 064	31144	31144	0.5000
	Senate District 036	31144	31144	0.5000
<b>Colleton County</b>	House District 090	2485	38604	0.0321
	House District 097	18629	38604	0.2412

	House District 116	1253	38604	0.0162
	House District 121	14291	38604	0.1850
	House District 122	1946	38604	0.0252
	Senate District 040	3683	38604	0.0477
	Senate District 041	14783	38604	0.1914
	Senate District 043	1370	38604	0.0177
	Senate District 045	18768	38604	0.2430
<b>Darlington County</b>	House District 053	3712	62905	0.0295
	House District 054	4274	62905	0.0339
	House District 062	35565	62905	0.2826
	House District 065	19354	62905	0.1538
	Senate District 029	59967	62905	0.4766
	Senate District 030	2938	62905	0.0233
<b>Dillon County</b>	House District 054	1395	28292	0.0246
	House District 055	26897	28292	0.4753
	Senate District 030	28292	28292	0.5000
<b>Dorchester County</b>	House District 090	2234	161540	0.0069
	House District 094	38785	161540	0.1200
	House District 095	5866	161540	0.0181
	House District 097	23428	161540	0.0725
	House District 098	41807	161540	0.1294
	House District 102	12855	161540	0.0397
	House District 109	16054	161540	0.0496
	House District 114	20511	161540	0.0634
	Senate District 038	97810	161540	0.3027
	Senate District 039	12832	161540	0.0397
	Senate District 041	43629	161540	0.1350
	Senate District 042	7269	161540	0.0224
<b>Edgefield County</b>	House District 082	16061	25657	0.3129
	House District 083	9596	25657	0.1870
	Senate District 025	25657	25657	0.5000
<b>Fairfield County</b>	House District 041	20948	20948	0.5000
	Senate District 017	20948	20948	0.5000
<b>Florence County</b>	House District 055	7183	137059	0.0262
	House District 059	33225	137059	0.1212
	House District 060	40927	137059	0.1493
	House District 062	5126	137059	0.0186
	House District 063	40290	137059	0.1469
	House District 101	10308	137059	0.0376
	Senate District 030	21316	137059	0.0777
	Senate District 031	106681	137059	0.3891
	Senate District 032	9062	137059	0.0330
<b>Georgetown County</b>	House District 103	26227	63404	0.2068
	House District 108	37177	63404	0.2931
	Senate District 032	35763	63404	0.2820

	Senate District 034	27641	63404	0.2179
<b>Greenville County</b>	House District 005	5352	525534	0.0050
	House District 007	1063	525534	0.0010
	House District 010	8854	525534	0.0084
	House District 016	32310	525534	0.0307
	House District 017	42109	525534	0.0400
	House District 018	42229	525534	0.0401
	House District 019	41475	525534	0.0394
	House District 020	42147	525534	0.0400
	House District 021	42304	525534	0.0402
	House District 022	42154	525534	0.0401
	House District 023	40323	525534	0.0383
	House District 024	42236	525534	0.0401
	House District 025	40607	525534	0.0386
	House District 027	42108	525534	0.0400
	House District 028	40584	525534	0.0386
	House District 035	19679	525534	0.0187
	Senate District 002	15431	525534	0.0146
	Senate District 005	85895	525534	0.0817
	Senate District 006	111427	525534	0.1060
	Senate District 007	110658	525534	0.1052
	Senate District 008	115767	525534	0.1101
	Senate District 009	40897	525534	0.0389
	Senate District 012	24875	525534	0.0236
	Senate District 013	20584	525534	0.0195
<b>Greenwood County</b>	House District 012	30748	69351	0.2216
	House District 013	38603	69351	0.2783
	Senate District 010	69351	69351	0.5000
<b>Hampton County</b>	House District 122	18561	18561	0.5000
	Senate District 045	18651	18561	0.5000
<b>Horry County</b>	House District 055	2021	351029	0.0028
	House District 056	42307	351029	0.0602
	House District 057	11501	351029	0.0163
	House District 058	40943	351029	0.0583
	House District 061	42264	351029	0.0602
	House District 068	42124	351029	0.0600
	House District 103	2924	351029	0.0041
	House District 104	42277	351029	0.0602
	House District 105	40569	351029	0.0577
	House District 106	42059	351029	0.0599
	House District 107	42040	351029	0.0598
	Senate District 028	105943	351029	0.1509
	Senate District 030	25724	351029	0.0366
	Senate District 032	14750	351029	0.0210
	Senate District 033	115707	351029	0.1684
	Senate District 034	88905	351029	0.1266
<b>Jasper County</b>	House District 120	4581	28791	0.0795

	House District 122	21151	28791	0.3673
	House District 123	3059	28791	0.0531
	Senate District 045	24210	28791	0.4204
	Senate District 046	4581	28791	0.0795
<b>Kershaw County</b>	House District 045	5595	65403	0.0427
	House District 050	10841	65403	0.0828
	House District 052	16840	65403	0.1287
	House District 065	6749	65403	0.0515
	House District 070	25378	65403	0.1940
	Senate District 027	30417	65403	0.2325
	Senate District 035	34986	65403	0.2674
<b>Lancaster County</b>	House District 044	40454	96016	0.2106
	House District 045	34699	96016	0.1806
	House District 053	11895	96016	0.0619
	House District 065	8968	96016	0.0467
	Senate District 016	33243	96016	0.1731
	Senate District 017	7728	96016	0.0402
	Senate District 027	55045	96016	0.2866
<b>Laurens County</b>	House District 011	2201	67539	0.0162
	House District 013	1830	67539	0.0135
	House District 014	40858	67539	0.3024
	House District 016	9471	67539	0.0701
	House District 042	13179	67539	0.0975
	Senate District 009	67539	67539	0.5000
<b>Lee County</b>	House District 050	16531	16531	0.5000
	Senate District 029	10527	16531	0.3184
	Senate District 035	6004	16531	0.1815
<b>Lexington County</b>	House District 039	25667	293991	0.0436
	House District 040	2571	293991	0.0043
	House District 069	41241	293991	0.0701
	House District 071	2132	293991	0.0036
	House District 085	40468	293991	0.0688
	House District 086	4606	293991	0.0078
	House District 087	41767	293991	0.0710
	House District 088	41566	293991	0.0706
	House District 089	41438	293991	0.0704
	House District 093	11552	293991	0.0196
	House District 096	40983	293991	0.0697
	Senate District 010	37958	293991	0.0645
	Senate District 018	44048	293991	0.0749
	Senate District 023	116377	293991	0.1979
	Senate District 025	26196	293991	0.0445
	Senate District 026	69412	293991	0.1180
<b>Marion County</b>	House District 057	22028	29183	0.3774
	House District 059	7155	29183	0.1225
	Senate District 030	29183	29183	0.5000

<b>Marlboro County</b>	House District 054	22434	26667	0.4206
	House District 055	4233	26667	0.0793
	Senate District 029	26667	26667	0.5000
<b>McCormick County</b>	House District 012	9526	9526	0.5000
	Senate District 025	9526	9526	0.5000
<b>Newberry County</b>	House District 040	37719	37719	0.5000
	Senate District 018	37719	37719	0.5000
<b>Oconee County</b>	House District 001	37818	78607	0.2405
	House District 002	40789	78607	0.2594
	Senate District 001	78607	78607	0.5000
<b>Orangeburg County</b>	House District 090	22738	84223	0.1349
	House District 091	11969	84223	0.0710
	House District 093	14967	84223	0.0888
	House District 095	34549	84223	0.2051
	Senate District 036	13267	84223	0.0787
	Senate District 039	27943	84223	0.1658
	Senate District 040	43013	84223	0.2553
<b>Pickens County</b>	House District 001	4437	131404	0.0168
	House District 002	0	131404	0
	House District 003	42143	131404	0.1603
	House District 004	41992	131404	0.1597
	House District 005	36790	131404	0.1399
	House District 010	6042	131404	0.0229
	Senate District 001	31860	131404	0.1212
	Senate District 002	99544	131404	0.3787
<b>Richland County</b>	House District 041	6449	416147	0.0077
	House District 052	25370	416147	0.0304
	House District 070	16775	416147	0.0201
	House District 071	38589	416147	0.0463
	House District 072	42041	416147	0.0505
	House District 073	41017	416147	0.0492
	House District 074	41779	416147	0.0501
	House District 075	40422	416147	0.0485
	House District 076	41667	416147	0.0500
	House District 077	40489	416147	0.0486
	House District 078	41126	416147	0.0494
	House District 079	40423	416147	0.0485
	Senate District 018	33563	416147	0.0403
	Senate District 019	107145	416147	0.1287
	Senate District 021	107439	416147	0.1290
	Senate District 022	111966	416147	0.1345
	Senate District 026	29614	416147	0.0355
	Senate District 035	26420	416147	0.0317
<b>Saluda County</b>	House District 039	15026	18862	0.3983

	House District 082	3836	18862	0.1016
	Senate District 010	5921	18862	0.1569
	Senate District 025	12941	18862	0.3430
<b>Spartanburg County</b>	House District 029	7268	327997	0.0110
	House District 030	8142	327997	0.0124
	House District 031	42128	327997	0.0642
	House District 032	40616	327997	0.0619
	House District 033	40894	327997	0.0623
	House District 034	42058	327997	0.0641
	House District 035	22003	327997	0.0335
	House District 036	41908	327997	0.0638
	House District 037	41805	327997	0.0637
	House District 038	41175	327997	0.0627
	Senate District 005	23728	327997	0.0361
	Senate District 011	114799	327997	0.1750
	Senate District 012	91497	327997	0.1394
	Senate District 013	78704	327997	0.1199
	Senate District 014	19269	327997	0.0293
<b>Sumter County</b>	House District 050	13666	105556	0.0647
	House District 051	40539	105556	0.1920
	House District 064	10013	105556	0.0474
	House District 067	41338	105556	0.1958
	Senate District 029	2607	105556	0.0123
	Senate District 035	46527	105556	0.2203
	Senate District 036	56422	105556	0.2672
<b>Union County</b>	House District 042	27244	27244	0.5000
	Senate District 009	7490	27244	0.1374
	Senate District 013	14623	27244	0.2683
	Senate District 014	5131	27244	0.0941
<b>Williamsburg County</b>	House District 057	6732	31026	0.1084
	House District 101	24294	31026	0.3915
	Senate District 032	31026	31026	0.5000
<b>York County</b>	House District 026	41463	282090	0.0734
	House District 029	12234	282090	0.0216
	House District 043	21076	282090	0.0373
	House District 046	42078	282090	0.0745
	House District 047	42120	282090	0.0746
	House District 048	42231	282090	0.0748
	House District 049	40633	282090	0.0720
	House District 066	40255	282090	0.0713
	Senate District 014	29721	282090	0.0526
	Senate District 015	115314	282090	0.2043
	Senate District 016	81718	282090	0.1448
	Senate District 017	55337	282090	0.0980

## **Attachment D: PARD ACKNOWLEDGEMENT SIGN**

PARD project sponsors **are required** to post a sign acknowledging the grant funds used in their projects. Signs should be posted in a prominent location (entrance to Park is perfect) and recommended specifications for the sign are as follows: 18" x 24", wood or metal construction with inscription as found below. You can have the sign made by a local vendor or you order them through the Department of Corrections – Sign Shop 803-896-2131. The sign can be color or black & white, it is your preference, see attached designs.



# PARD

## **PARKS AND RECREATION DEVELOPMENT FUND**

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THIS PROJECT ASSISTED BY THE STATE OF SOUTH CAROLINA  
THROUGH YOUR COUNTY LEGISLATIVE DELEGATION.



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