

Capital Projects Sales Tax Commission

Project Questionnaire and Submission Checklist

Instructions and General Requirements: Entities requesting funding from the capital project sales tax bear the responsibility of providing reliable cost estimates and other critical information concerning their project proposals. An entity's failure to provide this information may cause its project submission to be determined ineligible by the Commission. In order to be considered eligible, all proposals must be accompanied by the required answers to all inquiries made below. (Exemptions from requirements may be approved by vote of the Capital Project Sales Tax Commission, contingent upon satisfactory justification being shown.) Incomplete responses or omissions of responses may cause projects to be excluded from the 2012 capital project sales tax ballot question. In addition to including the information requested below, each project proposal submission must be accompanied by a cover letter from a qualifying entity or entities that will own and/or operate the facility/project once its construction is completed. Representatives of affected entities must also include for each project submission a copy of this instruction form, complete with signatures acknowledging its content. Entities seeking engineering and other technical assistance with respect to the information required below should contact the office of the Marion County Administrator at (843) 431-5059. Such assistance may be available to qualifying entities on a cases by case basis at the discretion of the Marion County Administrator.

Acknowledgement of Receipt of Project Questionnaire Checklist and Instructions:

As authorized representative for _____ (public entity's name), I, _____ (authorized representative), certify that I have received the Capital Project Sales Tax Commission's Project Questionnaire and Check List, and that I have read and understand its requirements. Signature: _____

Date: _____.

1. Project Description, Sponsoring Entity/Entities, and Official Statement(s) of Ongoing Support

- A. Define the project in general terms. Include the scope of services it would provide, the community of users it would serve, and its proposed geographic location.
- B. Who would own the project upon its completion? [Under the CPST statute, completed projects must be owned by the County, a municipality, a special purpose district (e.g. water and sewer authority), or some combination of qualifying entities; limited exceptions provide for joint ownership of CPST projects by school districts with other public entities.]
- C. Is the proposed project eligible for capital project sales tax funding under § 4-10-330 (A) (1) of the South Carolina Code of Laws 1976, as amended? If so, cite the specific subparagraph under which it qualifies. A copy of the relevant portion of this statutory provision is attached as “Attachment A.”
- D. Include a letter from an authorized officer, or officers, of the public entity/entities stating its/their agreement to meet all ongoing cost obligations, as well the entity’s/entities’ support for the project. Support must be evidenced by formal action of the board(s), commission(s), council(s), or other governing body/bodies of the affected public entity/entities.
- E. Would the project generate revenues? If so, provide estimates of these revenues and indicate the names of all entities expected to receipt them. How would these revenues be expended?

2. Site Planning for Project Implementation

- A. Provide a plat, tax map, or preliminary engineered drawing of the site identified for the physical location of this project. Indicate on the plat, tax map, or preliminary engineered drawing all access points proposed for use by the public, the approximate locations of all utilities and roadways (distinguish proposed and existing), and other features relevant to the proposed project. Is it anticipated that easements and/or encroachment permits may be required?
- B. Provide the best publicly-available topographical survey information suitable to the project's purpose, and indicate the magnitude of any site development costs (including "earth moving") the project will require. Indicate the proposed project location on the topographical survey map obtained for this purpose.
- C. Indicate on the plat, tax map, preliminary engineered drawing, or topographical survey map required under either paragraph 2 A. or paragraph 2 B. above the proposed location of the project (construction) and any ancillary uses (e.g. parking, storage, drainage, etc.) associated with it.
- D. If the project is provisionally approved for inclusion on the referendum ballot, is the sponsoring entity/are the sponsoring entities financially able to provide soil and environmental testing needed to assure the property's suitability for the project, if requested to do so by the Commission?
- E. Is the property being recommended for this use currently under the ownership of the proposing or sponsoring public entity/entities? If not, what are the specific plans of the sponsoring entity/entities for obtaining the needed property?
- F. Do any easements, zoning regulations, covenants, or other restrictions apply that would present obstacles to using this property for the proposed project?
- G. List all adjoining parcels by tax map number; generally describe the existing land uses for each parcel (e.g. residential, commercial,

industrial, agricultural, etc); and describe any potential impacts (positive or negative) that the proposed project would have on these existing land uses.

3. Construction Planning and Budgeting

- A. Provide square footage (size) estimates and building-use descriptions of all structures and ancillary uses proposed for location on the project site. Provide a total cost estimate for the construction portion of the project, including building, engineering, architectural, and project management costs.

- B. Indicate approximate costs for other project-related expenses that may apply:

- _____ Land Acquisition
- _____ Land Clearing
- _____ Landscaping
- _____ Fencing
- _____ Drainage
- _____ Exterior Lighting
- _____ Security Systems
- _____ Wiring/Fiber Optics/Connectivity
- _____ Utilities (Connections, Septic, etc.)
- _____ Parking
- _____ Other (identify and describe)

- C. Provide estimates on facility expansion needs over the twenty (20) years subsequent to initial construction of the proposed structures.
- D. Describe the predominant construction material types for each structure and the expected useful life of these materials.
- E. Provide an estimated cost of all furniture needs for the project.
- F. Will the proposed structures include design elements aimed at achieving energy efficiency? If so, please describe these design elements and their anticipated effectiveness.
- G. Describe provisions the entity will make for unforeseen cost overruns (e.g. project scope/size reductions in the event of bid overages, entity-generated funding to augment CPST revenues), and provide a firm indication that the entity understands that funding from the capital project sales tax will likely be limited to balloted amounts.

Attachment A

Projects Eligible for Capital Project Sales Tax Funding

Section 4-10-330(A) of the Code of Laws of South Carolina provides that the proceeds of a capital project sales tax may be used for “projects located within or without, or both within and without, the boundaries of the local governmental entities, including the county, municipalities, and special purpose districts located in the county area, and may include the following types of projects:

- (a) highways, roads, streets, bridges, and public parking garages and related facilities;
- (b) courthouses, administration buildings, civic centers, hospitals, emergency medical facilities, police stations, fire stations, jails, correctional facilities, detention facilities, libraries, coliseums, educational facilities under the direction of an area commission for technical education, or any combination of these projects;
- (c) cultural, recreational, or historic facilities, or any combination of these facilities;
- (d) water, sewer, or water and sewer projects;
- (e) flood control projects and storm water management facilities;
- (f) beach access and beach renourishment;
- (g) jointly operated projects of the county, a municipality, special purpose district, and school district, or any combination of those entities, for the projects delineated in subitems (a) through (f) of this item;
- (h) any combination of the projects described in subitems (a) through (g) of this item.”