

South Carolina Department of Public Safety

## OFFICE OF HIGHWAY SAFETY AND JUSTICE PROGRAMS

SCDPS Grants

https://www.scdpsgrants.com/

October 2019

## SCDPS Grants Table of Contents

- General Information (Slides 3-5)
- User Account Creation and Log-in (Slides 6-10)
- Application Creation and Submission (Slides 11-15)
- Grant Revisions (Slides 16-28)

## SCDPS Grants General Information

SCDPS Grants is the OHSJP's customized version of SLED's Homeland Security Grants Management System known as "SPARS" (State Preparedness Assessment and Reporting Service)

For technical assistance with the program, please contact the K2Share Support Services Center:

Phone: 877-612-4357

Hours of Operation: M-F 8 a.m. – 8 p.m. Eastern

Email: help@k2share.com

## **SCDPS Grants General Information**

## **BROWSER REQUIREMENTS**

### Windows

This site requires Microsoft Internet Explorer 5.5 or higher, Mozilla Firefox 1.0 or higher, or other compatible browsers that support frames, Javascript, cookies and Secure Sockets Layer protocol (SSL). Using older browsers, noncompatible browsers or disabling browser features, such as Javascript, cookies and SSL, may reduce site functionality.

### Macintosh

This site requires Microsoft Internet Explorer 5.5 or higher, or other compatible browsers that support frames, Javascript, cookies and Secure Sockets Layer protocol (SSL). At this time, Netscape browsers are not supported. Using older browsers, non-compatible browsers or disabling browser features, such as Javascript, cookies and SSL, may reduce site functionality.

If you are accessing this site through a firewall or proxy, check with your Network Administrator to determine if cookies are permitted.

## How do I determine which browser I am using?

### Windows

From your browser, go to the Help menu and choose "About...." A screen will appear showing which browser and version you are using.

### Macintosh

From your browser, go to the Apple menu. Choose either "About Netscape" or "About Internet Explorer." A screen will appear showing which version you are using.

## How do I upgrade to another browser?

## **Internet Explorer**

Go to <u>Microsoft Internet Explorer Download</u>. Instructions provided there will help you with download and installation.

## **Mozilla Firefox**

Go to <u>Firefox Download</u>. Instructions provided there will help you with download and installation.

Please note: The system will not be fully functional if using Safari

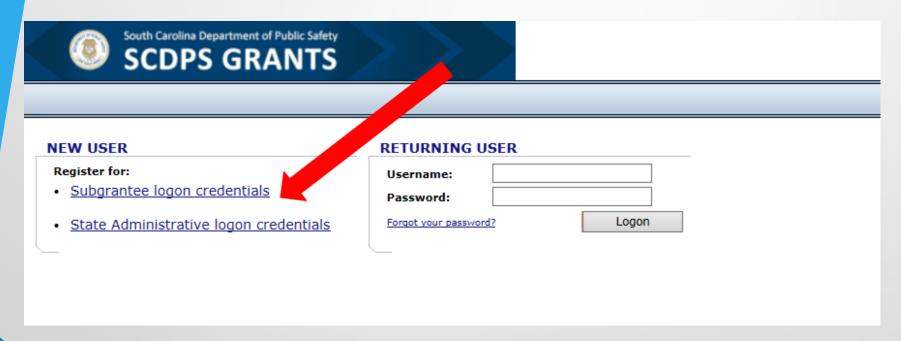
## SCDPS Grants-General Info. Status Review

	SCDPS GRANTS  South Carolina Department of Public Safety  SCDPS GRANTS						
	→ Resources → User Profile → Admin Menu						
	GRANT APPLICATION MANAGER						
	Keywords:		Search				
Н	Grant:	2017 Test Highway	~				
Ш	Status: □ Denied □ Build □ Submitted □ Revision Request □ Under Review □ Released ✓						
	Denied: A grant application which has been denied by the OHSJP.		Revision Request: A grant application which has been awarded/released by the OHSJP, and the subgrantee has created and submitted a revision to the OHSJP.				
	Build: A grant application which has been created by the applicant, but not yet submitted.		Under Review: A grant application which has been submitted to the OHSJP and is currently being reviewed by OHSJP.				

Submitted: A grant application which has been created by the applicant, and submitted to the OHSJR.

Released: A grant application which has been approved and awarded by the OHSJP. The approved version of the application is now able to be viewed and revised.

In order to create, edit, and submit an application, new users must submit a registration request via SCDPS Grants <a href="https://www.scdpsgrants.com">https://www.scdpsgrants.com</a>.



Multiple users can be associated with a Subgrantee/Agency account, each with their own unique credentials.



STEP 1: REGIS	TRAT	TON INFORMATION			
Please enter the required information in the fields provided. When you are finished, click the Continue to Step 2>> button to proceed.					
Title:		Sheriff V			
First Name:	>>	Charles			
Last Name:	<b>&gt;&gt;</b>	Chaplin			
Agency:		Golden Age Sheriff's Office			
Address:	<b>&gt;&gt;</b>	1000 Hollywood Lane			
City/State/Zip:	<b>&gt;&gt;</b>	Clemson , SC ∨ 29631			
Phone:	<b>&gt;&gt;</b>	8645448888			
Fax:		8645448889			
E-mail:	<b>&gt;&gt;</b>	cchaplin@goldenage.net			
Cancel Registration Continue to Step 2 >>					



## STEP 2: SUBGRANTEE SELECTION FOR CHARLES CHAPLIN Select the subgrantees to which you want access. Note: Up to 100 subgrantees are listed in the Subgrantees box. Use the Search function to limit the number of subgrantees displayed. Search: Search SELECTED SUBGRANTEE SUBGRANTEES 11th Circuit Solicitor's Office Abbeville County Abbeville County Sheriff Office Aiken Department of Public Safety Allendale County Sheriff Office Allendale Police Department Anderson Police Department Anderson/Oconee Regional Forensics Laboratory Barnwell County Sheriff's Office Batesburg-Leesville Police Department Berkeley County Bluffton Police Department Central Police Department Charleston County Coroner's Office Use the arrow buttons to select one or Create new Subgrantee more subgrantee agencies with which to associate your account. Confirm that your << Return to Step 1 Continue to Step 3 >> agency is not listed before creating a new Subgrantee account to avoid duplications.



## STEP 3: LOGON CREDENTIALS FOR CHARLES CHAPLIN Please select a username and password to access the system. The username must be at least 5 characters in length. All passwords must adhere to the following Department of Homeland Security (DHS) rules: Must be at least 6 characters in length Must contain at least one upper case character Must contain at least one lower case character Must contain at least one numeric character Must contain at least one special character from '\_#!@%&\*\$' Always indicate the grant Username: CChaplin programs for which you are Password: )> Confirm: responsible in this box (e.g. JAG, Security Prompt: >> Answer: Formula, Highway Safety, etc.) Please provide a reason for your request to access this system. Reason:

<< Return to Step 2

**Complete Registration** 

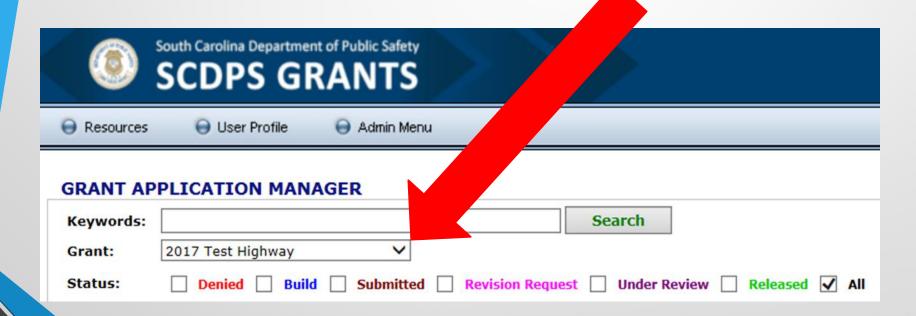


## **Registration Completed**

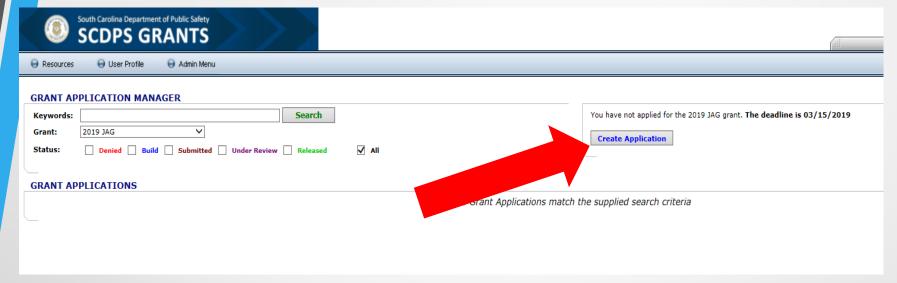
Your registration information has been submitted to the State Administrative Agency (SAA). You will be notified either via e-mail or phone after a verification process has been completed.

## SCDPS Grants Application Submission

Locate the grant program for which you are applying in the Grant drop down box.



## SCDPS Grants Application Submission



Click the Create Applications button.

Your created grant applications will appear in a list in the Grant Applications section in a "Build" status. Click the Edit button to begin working on your application.

Grant Number	Status	Grantor	Match	Total	
	Build	\$0.00	\$0.00	\$0.00	[ <u>edit</u> ]

## GRANT APPLICATION Overview **Project Details Agency Details** Budget **Budget Narrative Program Narrative** Program Narrative - Counts Implementation Schedule Acceptance of Audit Requirements Terms & Conditions Certification by Project Director Certification by Financial Officer Certification by Official Authorized to Sign **Documents**

## STATE OF SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY

Office of Highway Safety and Justice Programs Justice Assistance Grant Program

The South Carolina Department of Public Safety's Office of Highway Safety and Justice Programs (OHSJP) has been designated as the State Administrative Agency (SAA) of the Justice Assistance Grant (JAG) Program for South Carolina. The purpose of the JAG Program is to assist state agencies and units of local government in carrying out specific programs which offer a high probability of improving the functioning of the criminal justice system. Special emphasis is placed on projects that advance national and state drug control priorities. In accordance with the JAG, grant funds may be awarded to state agencies and units of local government for the purposes of enforcing state and local laws that establish offenses similar to offenses established in the Controlled Substances Act (21 U.S.C. 801 et seq.); improving the functioning of the criminal justice system; and emphasizing prevention and control of violent crime and serious offenders.

Grants may provide for personnel, equipment, training, technical assistance, and criminal justice information systems for the more widespread apprehension, prosecution, adjudication, detention and rehabilitation of persons who violate criminal laws. In addition, funds are available for projects that facilitate the implementation of innovative initiatives aimed at crime and drug control.

Application Deadline:	
Application #:	T17132
Grant #:	
Award Date:	

Save often, you may log out/in to your saved application and work on it periodically prior to submission.

## ACTIONS

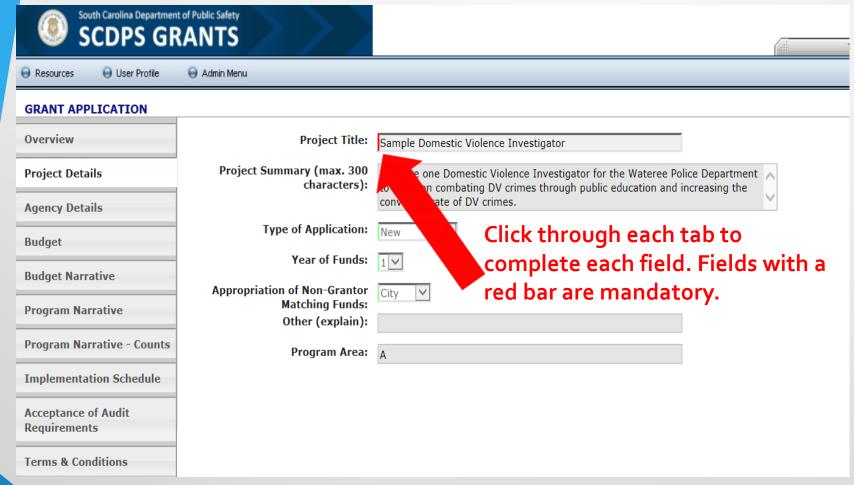
Save your application progress across all tabs

Submit Submit your application to the State for review. This will lock your application and you will no longer be able to make changes.

Print Export your application as a PDF for saving/printing.

Cancel Cancel and return to the Grant Application Manager

## **SCDPS Grants Application Submission**

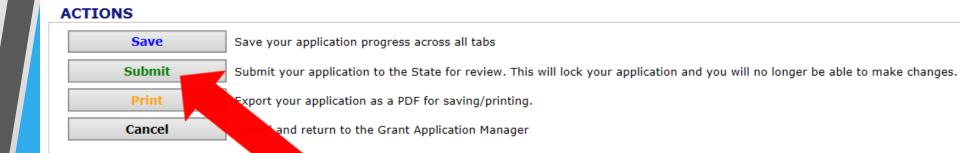


The Overview and Terms & Conditions tabs are for informational purposes only and do not require an entry. You may upload attachments to the Documents tab.

## **SCDPS Grants Application Submission**

Thoroughly review all information in each tab before clicking on the submit button.

You will not be able to make further edits once the application is submitted.



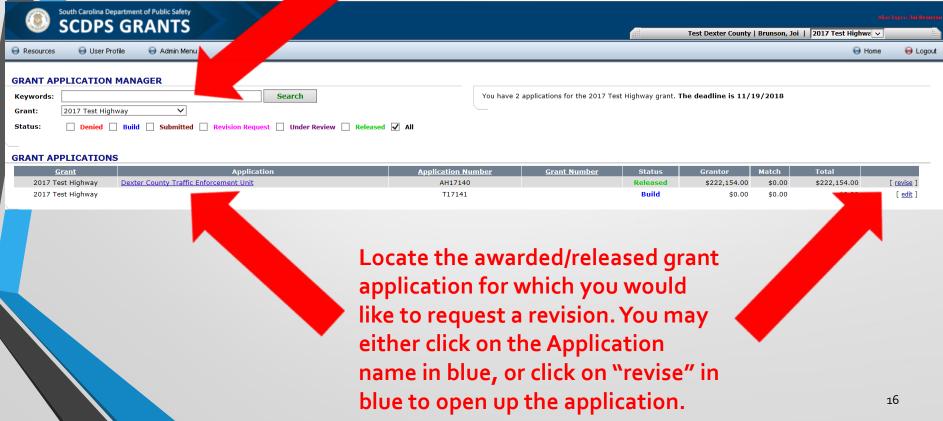
Upon submission your application will change to a "Submitted" status and will only be available for viewing and printing.

<u>Grant Number</u>	Status	Grantor	Match	Total	
	Submitted	\$113,101.00	\$12,567.00	\$125,668.00	[ <u>view</u> ]
	Submitted	\$103,865.00	\$11,541.00	\$115,404.00	[ <u>view</u> ]

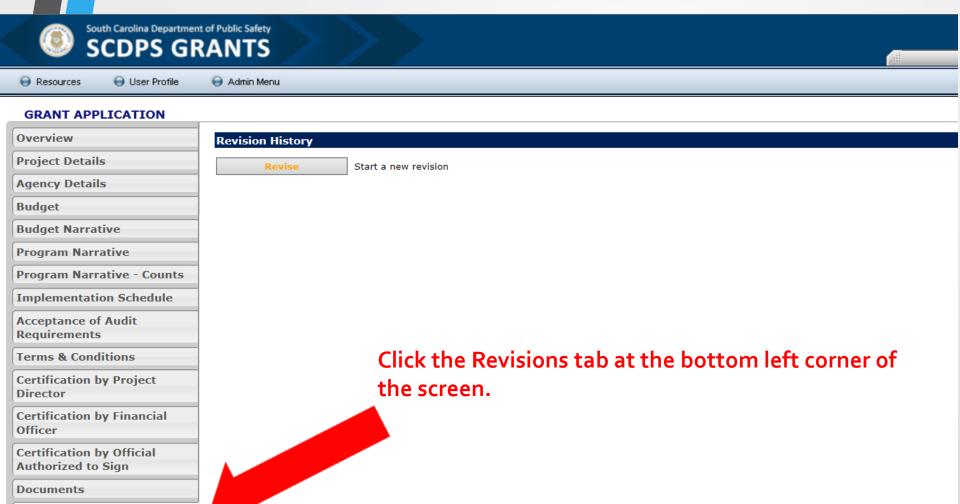
## Revisions

Always consult with your Program Coordinator prior to creating a revision.

From the Grant Application Manager screen, select the appropriate grant program from the Grant drop down box



## SCDPS Grants Revisions



## ACTIONS

Revisions

Print Export the application as a PDF for saving/printing

Cancel Cancel and return to the Grant Application Manager

## **SCDPS Grants** Revisions

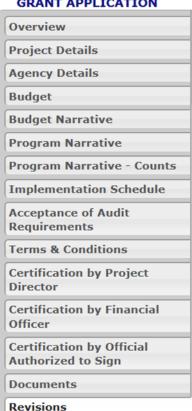




User Profile

Admin Menu

### **GRANT APPLICATION**





Click the Revise button to start a new revision.

### **ACTIONS**

Print

Export the application as a PDF for saving/printing

Cancel

Cancel and return to the Grant Application Manager

## **Revisions**



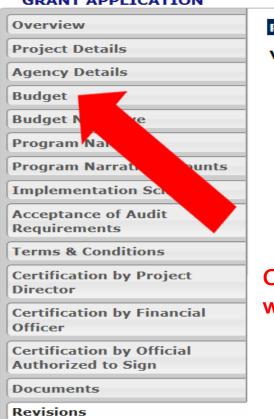
SCDPS GRANTS



User Profile

Admin Menu

### **GRANT APPLICATION**



Revision History					
Version 1.1 Revision I  Save & Continue  Explain in detail the just		Make sure to save as you work through the revision			
		^			
		~			
Submit Revision	Save and Submit revisions f	or approval			
Revert	Cancel revisions and revert to previous version				
Cancel	Cancel unsaved changes and	d return to Grant Application Manager			

Click on the tab which contains the information you would like to revise.

### ACTIONS

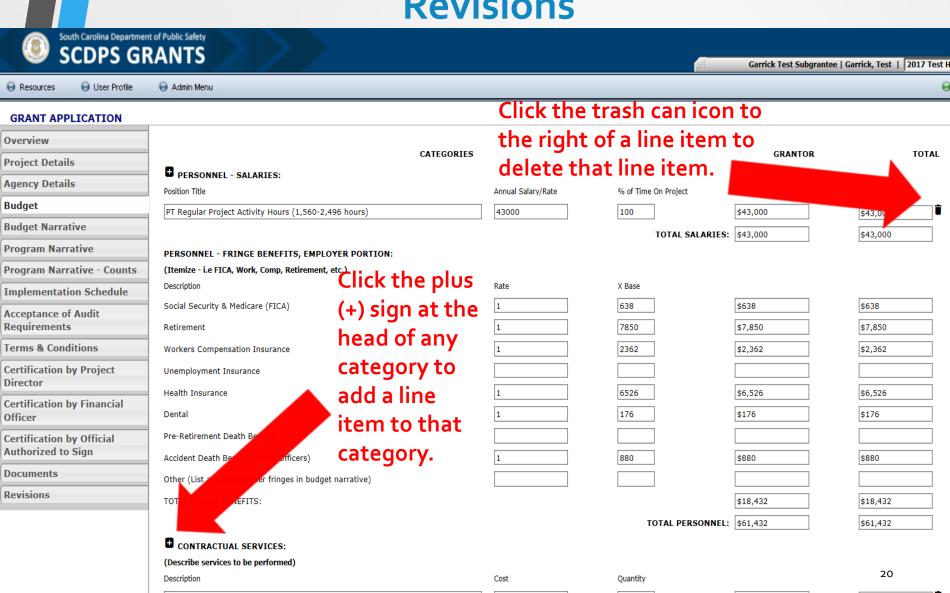
Print

Export the application as a PDF for saving/printing

Cancel Cancel and return to the Grant Application Manager

19

## Revisions



\$0

TOTAL CONTRACTUAL SERVICES: |\$0

## **SCDPS Grants** Revisions





User Profile

Admin Menu

### GRANT APPLICATION

Overview

**Project Details** 

Agency Details

Budget

### **Budget Narrative**

**Program Narrative** 

**Program Narrative - Counts** 

**Implementation Schedule** 

Acceptance of Audit Requirements

Terms & Conditions

Certification by Project

Director

Certification by Financial Officer

Certification by Official Authorized to Sign

Documents

Revisions

BUDGET DESCRIPTION: List items under each Budget Category Heading. Explain exactly how each item listed in your budg necessity of these items, as they relate to the operation of the program, be established. Please provide descriptions only. No

If making changes to the Budget tab,

please ensure that you reflect those

PT Project Activity Hours within the range of 1,560-2,496 regular hours per year and allowable fringe benefits, to be usted proportionally to activity hours worked and Annual/Sick/Holiday hours earned while performing regular project 🗥

Da aMaster DMT

SFST

Speed Measurement Device Operator

Traffic Collision Investigation-At Scene-Phase I changes in the Budget Narrative tab also.

Traffic Collision Investigation-Technical-Phase II

Traffic Collision Investigation-Reconstruction-Phase III

Travel: Mileage reimbursement (up to current IRS mileage rate) for travel associated with project activities, including the aforementioned approved trainings.

Other: Office Supplies-thermal paper.

## ACTIONS

Print

Export the application as a PDF for saving/printing

Cancel

Cancel and return to the Grant Application Manager

## SCDPS Grants Revisions



Resources

SCDPS GRANTS

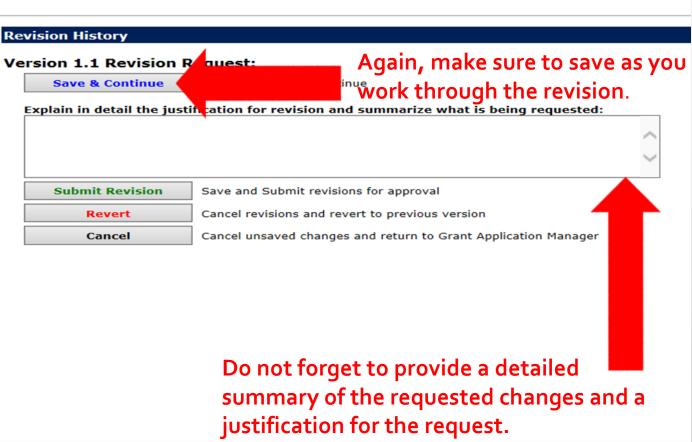
Admin Menu

SCDPS GRAN

User Profile

CDANT ADDITION





## ACTIONS

Print

Export the application as a PDF for saving/printing

Cancel

Cancel and return to the Grant Application Manager

## **Revisions**

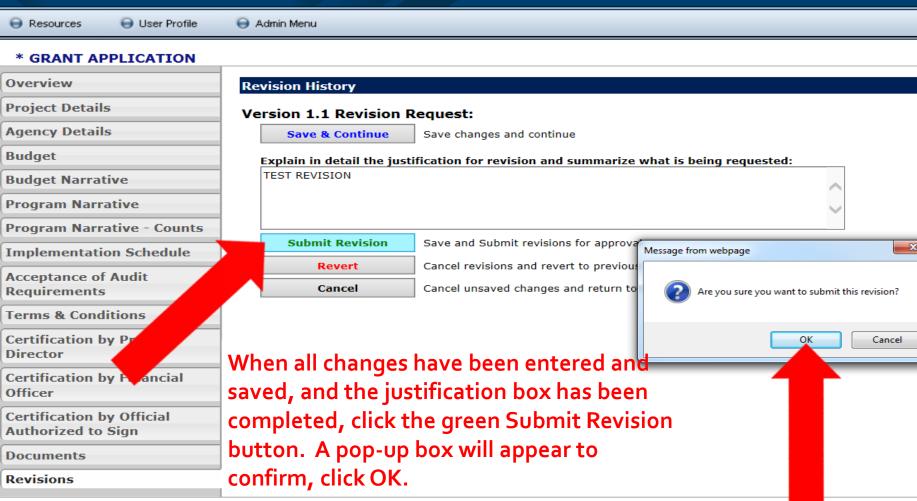


ACTIONS

Print

Cancel

SCDPS GRANTS



Export the application as a PDF for saving/printing

Cancel and return to the Grant Application Manager

23

## Revisions



Resources

User Profile

Admin Menu

### **GRANT APPLICATION**

Overview

**Project Details** 

Agency Details

**Budget** 

**Budget Narrative** 

**Program Narrative** 

**Program Narrative - Counts** 

Implementation Schedule

Acceptance of Audit
Requirements

**Terms & Conditions** 

Certification by Project Director

Certification by Financial Officer

Certification by Official Authorized to Sign

Documents

Revisions

## **Revision History**

Version 1.1 Revision R

Version 1.1

View Errata (1 to 1.1)

Agency Notes: TEST REVISION **C** Submitted

You may click the top blue View Errata button for a quick snapshot view of changed tabs.

## Version 1

View Errata (0 to 1) View Application

Errata sheets will be available to document the changes which occurred on each revision.

Please notify your Program Coordinator that you have submitted a Revision Request.

## ACTIONS

Print

Export the application as a PDF for saving/printing

Cancel

Cancel and return to the Grant Application Manager

## SCDPS Grants-Revisions Modification Request

The OHSJP may require additional information to process a revision request. In this case, the user will receive an auto-generated email notification that their revision has been sent back for a modification. An example is below. The reason for the modification request is in the body of the email. Use this information to inform your changes to the revision.

From: Grant\_applications@scdpsgrants.com [mailto:Grant\_applications@scdpsgrants.com]

Sent: Friday, September 20, 2019 3:41 PM

To: Brunson, Joi P.

Subject: [External] Grant Application Revision - Modification Request

\*\*\*NOTICE\*\*\* EXTERNAL EMAIL. Please do not click on a link or open any attachments unless you are confident it is from a trusted source.

The following grant application revision has been sent back to you for modification.

Reason: TEST-Please submit justification for request.

Subgrantee: Garrick Test Subgrantee

Grant: 2017 Test Highway

Project: Dexter County Traffic Enforcement Unit

## SCDPS Grants-Revisions Approval

When a revision is approved, the user will receive an auto-generated email notification that their application has been released. An example is below.

From: Grant applications@scdpsgrants.com [mailto:Grant applications@scdpsgrants.com]

Sent: Friday, September 20, 2019 2:49 PM

To: Garrick, Shawnee M.

Subject: [External] Grant Application Released

\*\*\*NOTICE\*\*\* EXTERNAL EMAIL. Please do not click on a link or open any attachments unless you are confident it is from a trusted source.

The following grant application has been released.

Subgrantee: Garrick Test Subgrantee

Grant: 2017 Test Highway

Project: Dexter County Traffic Enforcement Unit

South Carolina DPS Grants

## SCDPS Grants-Revisions Rejected

When a revision is disapproved, the user will receive an auto-generated email notification that their application has been "Rejected". An example is below. In this case, the application will revert back to its most recently approved version.

From: Grant applications@scdpsgrants.com [mailto:Grant applications@scdpsgrants.com]

Sent: Friday, September 20, 2019 3:31 PM

To: Brunson, Joi P.

Subject: [External] Grant Application Revision Rejected

\*\*\*NOTICE\*\*\* EXTERNAL EMAIL. Please do not click on a link or open any attachments unless you are confident it is from a trusted source.

The following grant application revision has been rejected.

Reason: Disapproval Test-Joi

Subgrantee: Garrick Test Subgrantee

Grant: 2017 Test Highway

Project: Dexter County Traffic Enforcement Unit

South Carolina DPS Grants

## SCDPS Grants Revisions



Resources

Overview

User Profile

Admin Menu

### GRANT APPLICATION

Project Details

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**Budget Narrative** 

Program Narrative

Program Narrative - Counts

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Terms & Conditions

Certification by Project Director

Certification by Financial Officer

Certification by Official Authorized to Sign

**Documents** 

Revisions

## **Revision History**

Revise

Start a new revision

### Version 3

View Errata (2 to 3)

**Agency Notes:** 

Test justification for third test.

Approvals: Joi Brunson 9/20/19 ■ Aloysius Anderson 9/20/19 ■

### Version 2.2

View Errata (2 to 2.2) View Application

Agency Notes:

Test revision request #3

State Notes:

TEST-Please submit justification for request.

## Version 2.1 (Disapproved)

View Errata (2 to 2.1) View Application

Agency Notes: Revision Test #2

State Notes:

Disapproval Test-Joi

Approvals: Joi Brunson 9/20/19 ■

### Version 2

View Errata (1 to 2) View Application

Agency Notes:

TEST REVISION

Approvals: Joi Brunson 9/20/19 Aloysius Anderson 9/20/19

## Version 1

View Errata (0 to 1) View Application

Each version of the grant application is tracked/saved in the Revisions tab and available for download as a PDF for saving/printing.

# Thank you for your time, please drive safely!

