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, non-compatible 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?

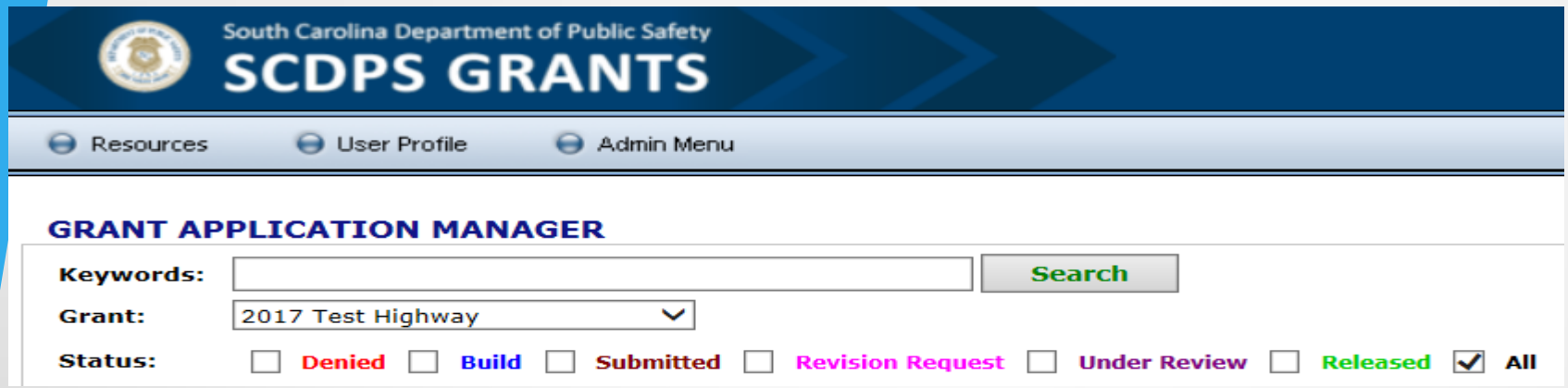
Internet Explorer
Go to Microsoft Internet Explorer Download. Instructions provided there will help you with download and installation.

Mozilla Firefox
Go to Firefox Download. 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



Denied: A grant application which has been denied by the OHSJP.

Build: A grant application which has been created by the applicant, but not yet submitted.

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

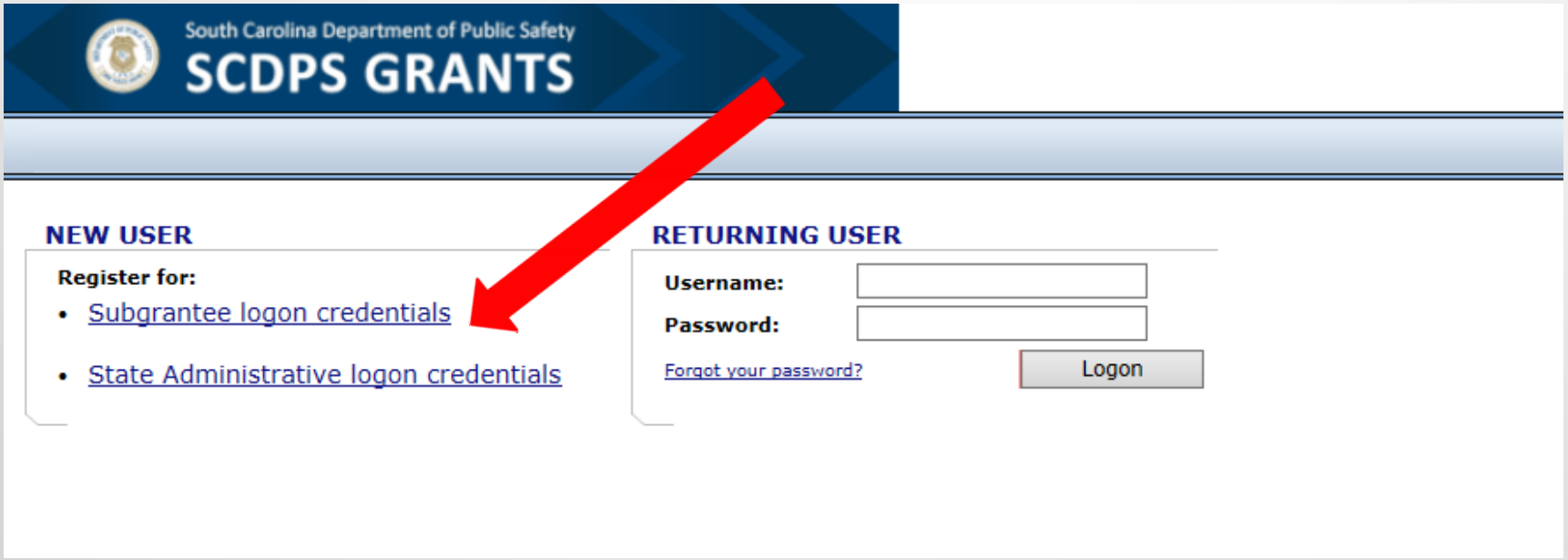
Revision Request: A grant application which has been awarded/released by the OHSJP, and the subgrantee has created and submitted a revision to the OHSJP.

Under Review: A grant application which has been submitted to the OHSJP and is currently being reviewed by OHSJP.

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.

SCDPS Grants
New User Registration

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



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

SCDPS Grants

New User Registration

South Carolina Department of Public Safety
SCDPS GRANTS

STEP 1: REGISTRATION INFORMATION

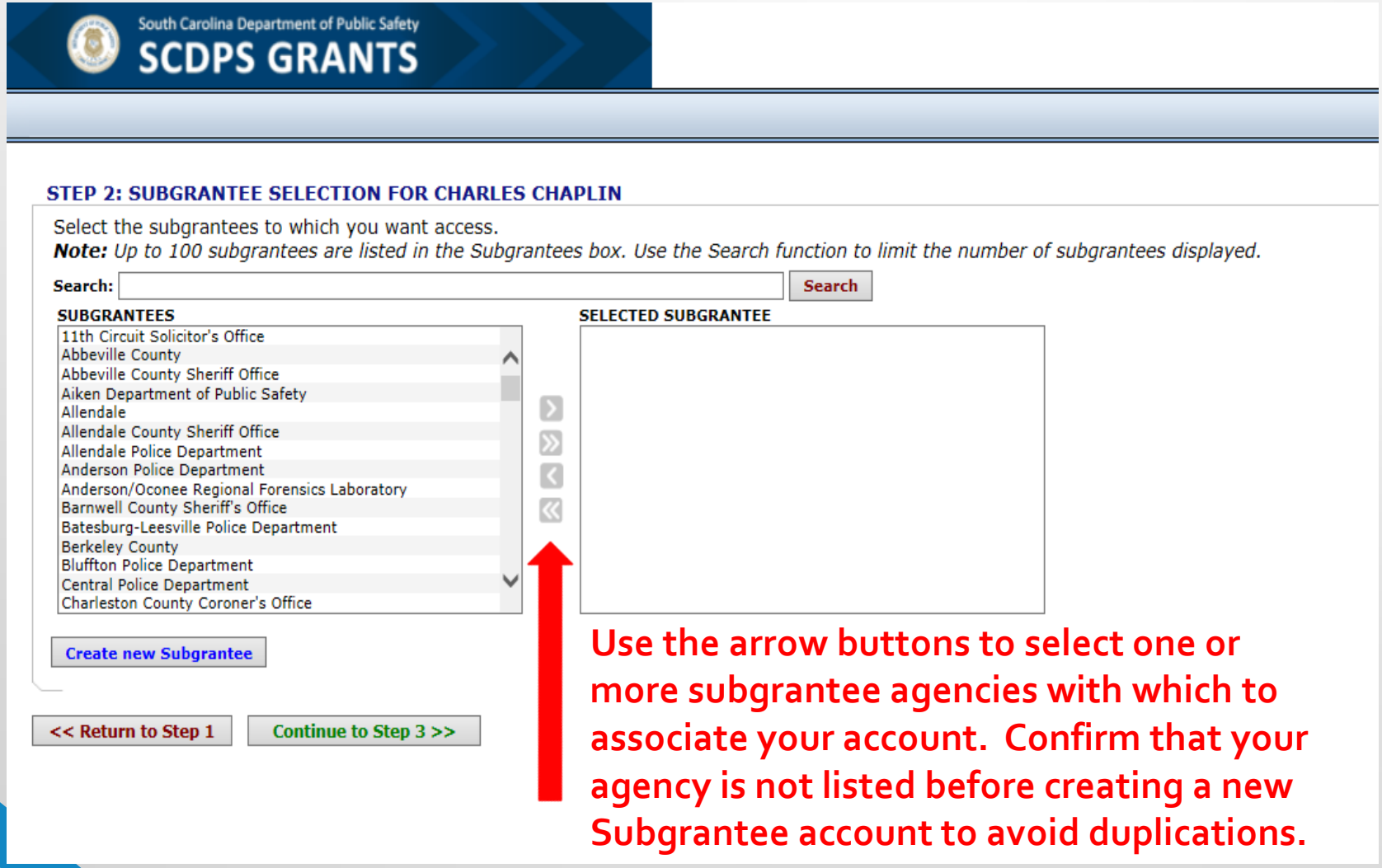
Please enter the required information in the fields provided. When you are finished, click the **Continue to Step 2>>** button to proceed.

Title:		Sheriff
First Name:	»	Charles
Last Name:	»	Chaplin
Agency:		Golden Age Sheriff's Office
Address:	»	1000 Hollywood Lane
City/State/Zip:	»	Clemson, SC 29631
Phone:	»	8645448888
Fax:		8645448889
E-mail:	»	cchaplin@goldenage.net

Cancel Registration | Continue to Step 2 >>

SCDPS Grants

New User Registration



Use the arrow buttons to select one or more subgrantee agencies with which to associate your account. Confirm that your agency is not listed before creating a new Subgrantee account to avoid duplications.

SCDPS Grants

New User Registration

South Carolina Department of Public Safety
SCDPS GRANTS

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 '_#!@%&*$'

Username: CChaplin

Password: **Confirm:**

Security Prompt:

Answer:

Reason: Please provide a reason for your request to access this system.

<< Return to Step 2 | Complete Registration

Always indicate the grant programs for which you are responsible in this box (e.g. JAG, Formula, Highway Safety, etc.)

SCDPS Grants

New User Registration

South Carolina Department of Public Safety

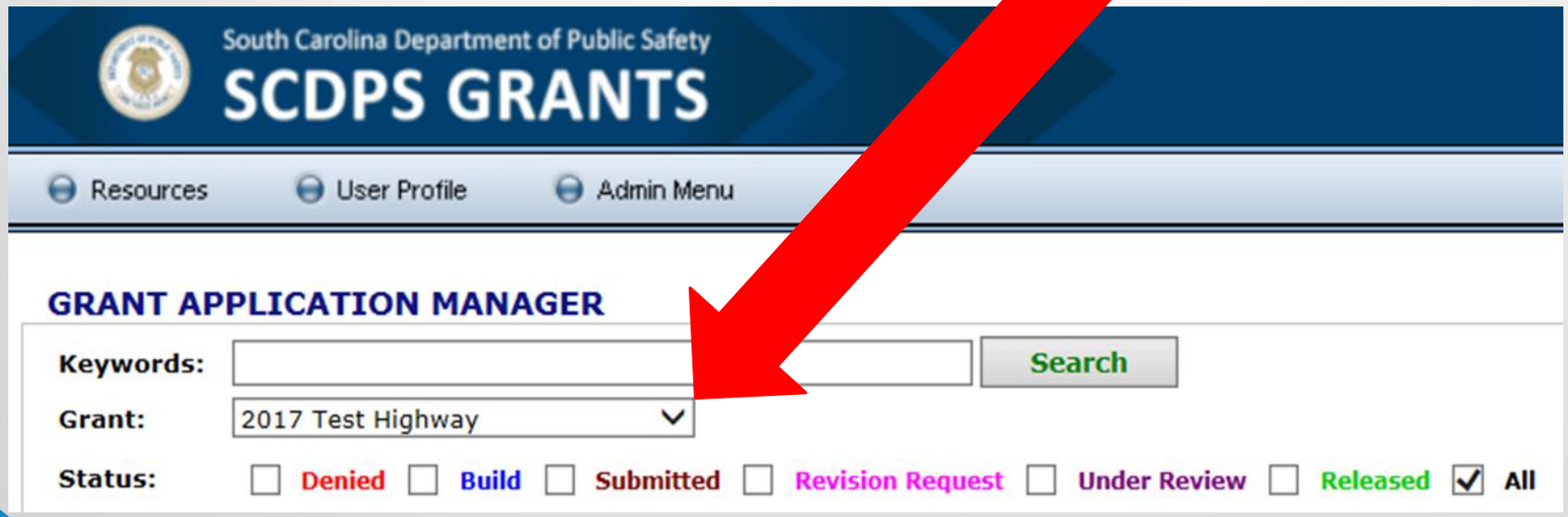
SCDPS GRANTS

Registration Completed

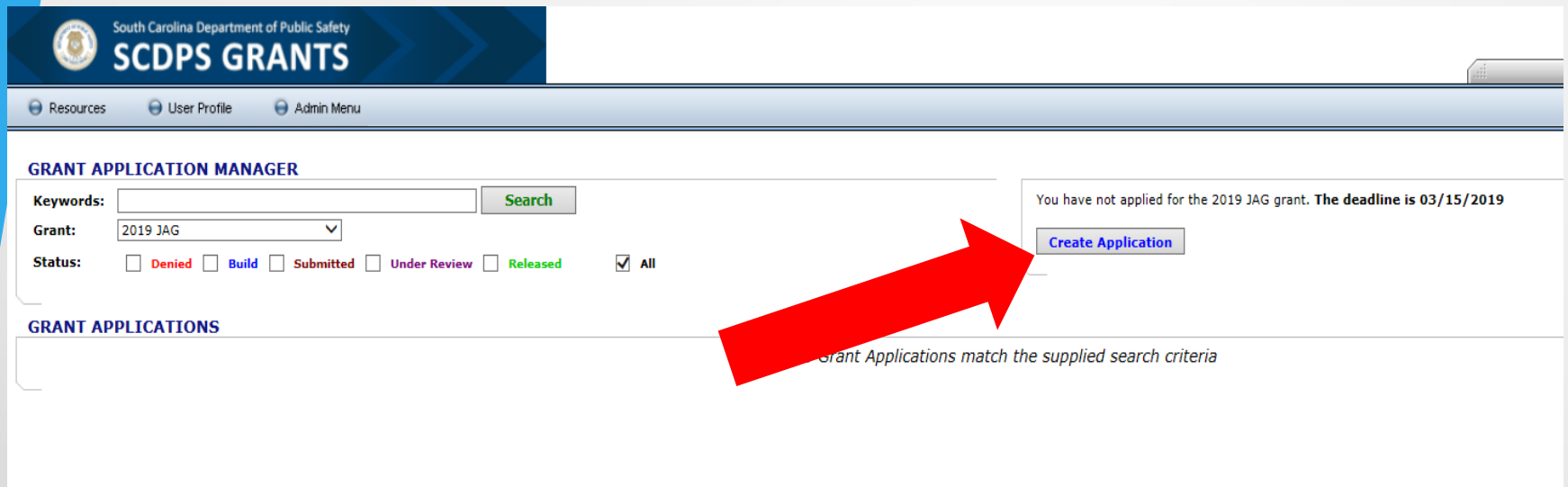
Your registration information has been submitted to the State Administrative Agency (SAA). You will be notified either via e-mail or phone after a verification process has been completed.

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	[edit]

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.

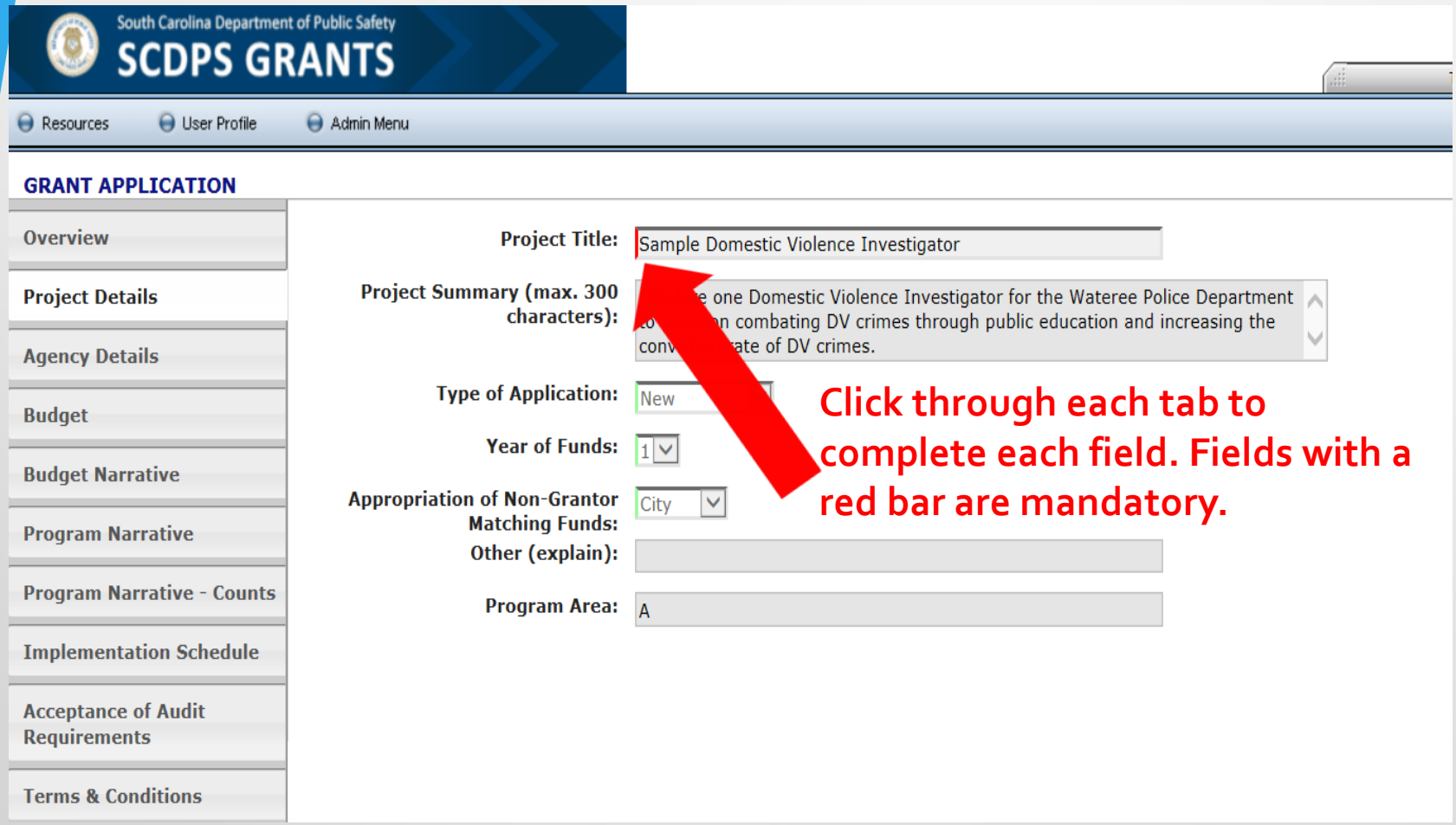
Application Deadline:	
Application #:	T17132
Grant #:	
Award Date:	

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

ACTIONS

Save	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



Click through each tab to complete each field. Fields with a red bar are mandatory.

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.

<u>You will not be able to make further edits once the application is submitted.</u>

ACTIONS

Save	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	and return to the Grant Application Manager

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

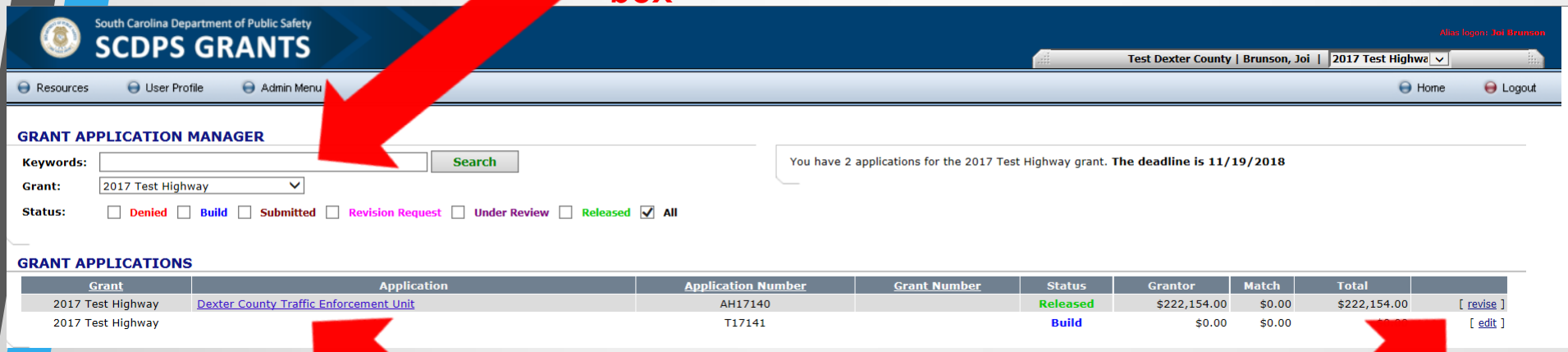
Grant Number	Status	Grantor	Match	Total	
	Submitted	$113,101.00	$12,567.00	$125,668.00	[view]
	Submitted	$103,865.00	$11,541.00	$115,404.00	[view]

SCDPS Grants

Revisions

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

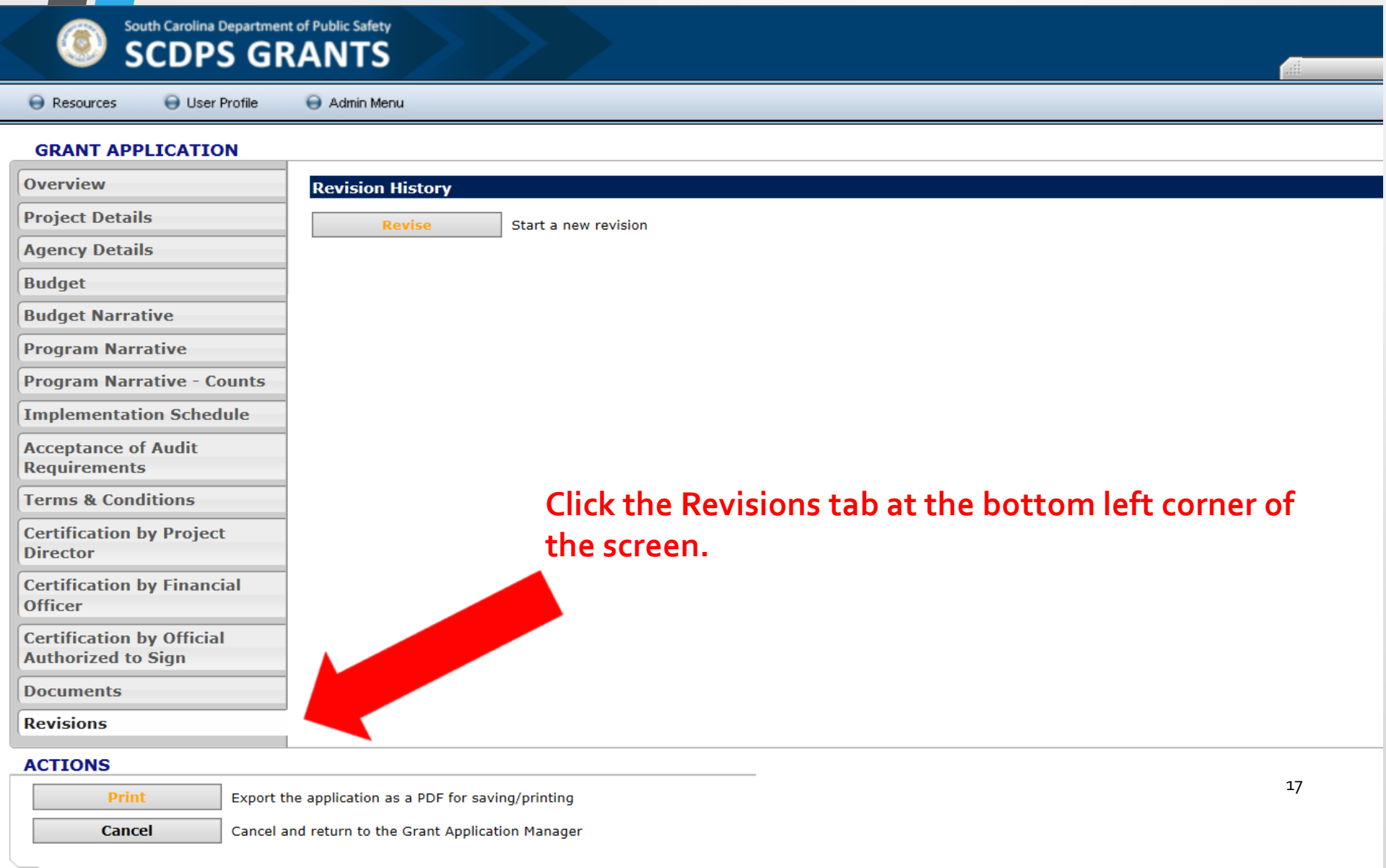
From the Grant Application Manager screen, select the appropriate grant program from the Grant drop down box



Locate the awarded/released grant application for which you would like to request a revision. You may either click on the Application name in blue, or click on "revise" in blue to open up the application.

SCDPS Grants

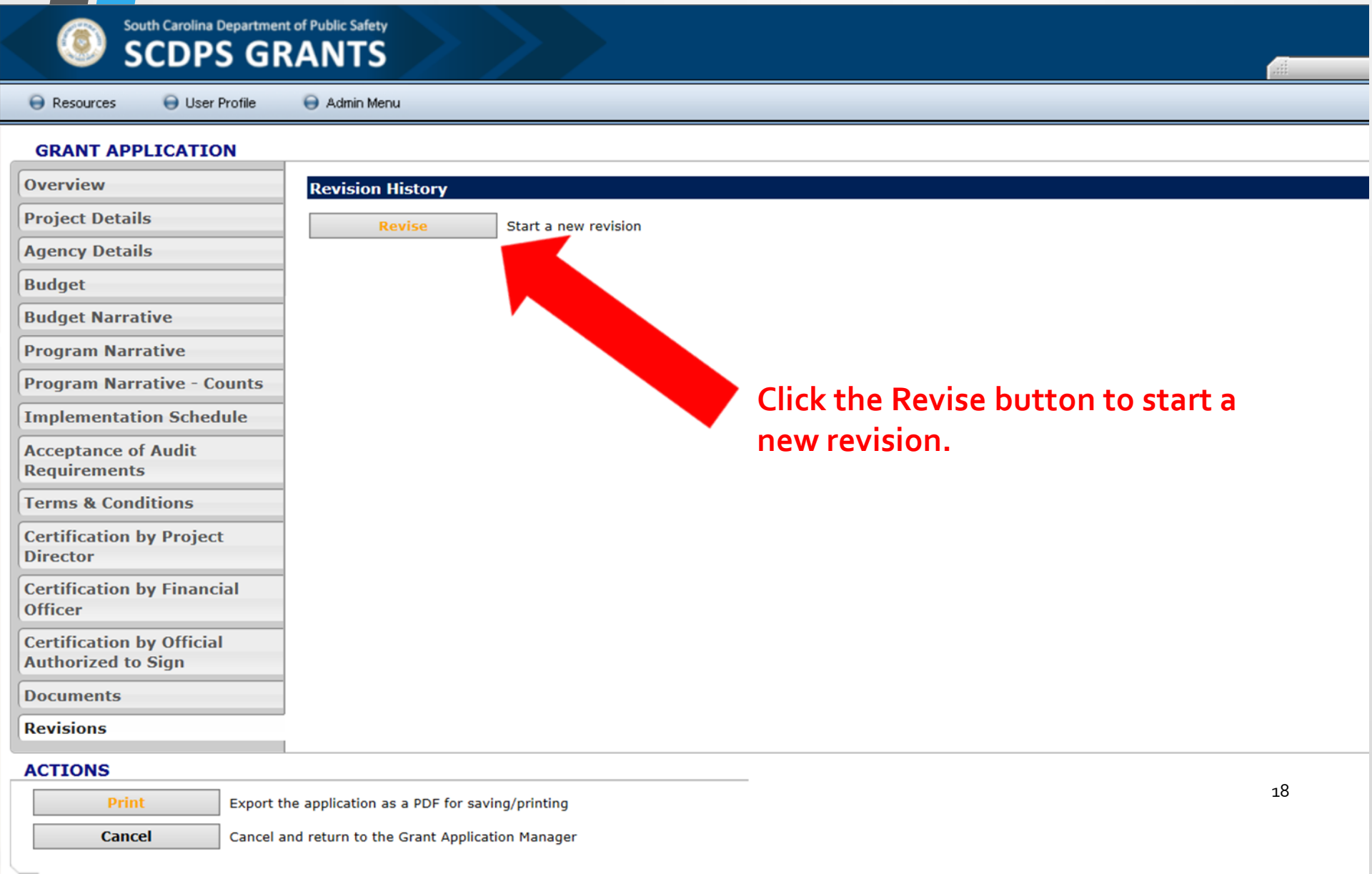
Revisions



Click the Revisions tab at the bottom left corner of the screen.

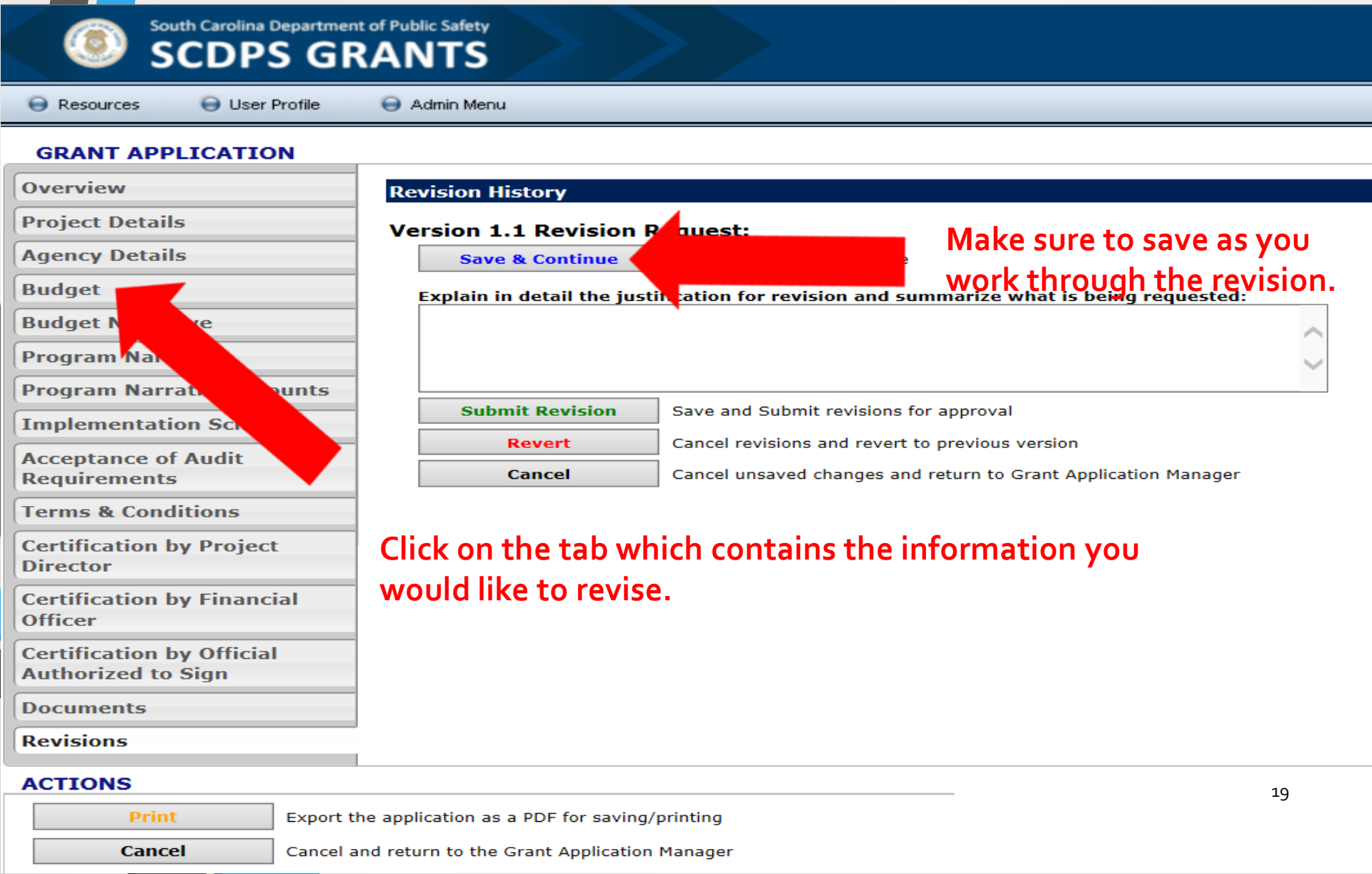
SCDPS Grants

Revisions



SCDPS Grants

Revisions



Make sure to save as you work through the revision.

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

SCDPS Grants

Revisions

South Carolina Department of Public Safety
SCDPS GRANTS

Garrick Test Subgrantee | Garrick, Test | 2017 Test H

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

Click the trash can icon to the right of a line item to delete that line item.

Click the plus (+) sign at the head of any category to add a line item to that category.

CATEGORIES			GRANTOR	TOTAL
PERSONNEL - SALARIES:				
Position Title	Annual Salary/Rate	% of Time On Project		
PT Regular Project Activity Hours (1,560-2,496 hours)	43000	100	$43,000	$43,00
		TOTAL SALARIES:	$43,000	$43,000
PERSONNEL - FRINGE BENEFITS, EMPLOYER PORTION:				
(Itemize - i.e FICA, Work, Comp, Retirement, etc.)				
Description	Rate	X Base		
Social Security & Medicare (FICA)	1	638	$638	$638
Retirement	1	7850	$7,850	$7,850
Workers Compensation Insurance	1	2362	$2,362	$2,362
Unemployment Insurance				
Health Insurance	1	6526	$6,526	$6,526
Dental	1	176	$176	$176
Pre-Retirement Death Be				
Accident Death Be ... fficers)	1	880	$880	$880
Other (List ... er fringes in budget narrative)				
TOT ... NEFITS:			$18,432	$18,432
		TOTAL PERSONNEL:	$61,432	$61,432
CONTRACTUAL SERVICES:				
(Describe services to be performed)				
Description	Cost	Quantity		
			$0	$0
		TOTAL CONTRACTUAL SERVICES:	$0	$0

SCDPS Grants

Revisions

South Carolina Department of Public Safety
SCDPS GRANTS

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

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

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

DataMaster DMT
SFST
Speed Measurement Device Operator
Traffic Collision Investigation-At Scene-Phase I
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.

If making changes to the Budget tab, please ensure that you reflect those changes in the Budget Narrative tab also.

ACTIONS

Print	Export the application as a PDF for saving/printing
Cancel	Cancel and return to the Grant Application Manager

SCDPS Grants

Revisions

South Carolina Department of Public Safety
SCDPS GRANTS

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 Request:

Save & Continue

Again, make sure to save as you work through the revision.

Explain in detail the justification for revision and summarize what is being requested:

Submit Revision	Save and Submit revisions for approval
Revert	Cancel revisions and revert to previous version
Cancel	Cancel unsaved changes and return to Grant Application Manager

Do not forget to provide a detailed summary of the requested changes and a justification for the request.

ACTIONS

Print	Export the application as a PDF for saving/printing
Cancel	Cancel and return to the Grant Application Manager

SCDPS Grants

Revisions

South Carolina Department of Public Safety
SCDPS GRANTS

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 Pr Director
- Certification by Financial Officer
- Certification by Official Authorized to Sign
- Documents
- Revisions

Revision History

Version 1.1 Revision Request:

Save & Continue — Save changes and continue

Explain in detail the justification for revision and summarize what is being requested:

TEST REVISION

Submit Revision — Save and Submit revisions for approva

Revert — Cancel revisions and revert to previous

Cancel — Cancel unsaved changes and return to

Message from webpage

Are you sure you want to submit this revision?

OK | Cancel

When all changes have been entered and saved, and the justification box has been completed, click the green Submit Revision button. A pop-up box will appear to confirm, click OK.

ACTIONS

Print — Export the application as a PDF for saving/printing

Cancel — Cancel and return to the Grant Application Manager

SCDPS Grants

Revisions

South Carolina Department of Public Safety
SCDPS GRANTS

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[illegible]t Submitted

Version 1.1
View Errata (1 to 1.1)
Agency Notes:
TEST REVISION

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**

South Carolina DPS Grants

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

South Carolina Department of Public Safety
SCDPS GRANTS

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

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.

SCDPS Grants

Thank you for your time, please drive safely!