South Carolina Department of Public Safety
OFFICE OF HIGHWAY SAFETY AND JUSTICE PROGRAMS

SCDPS Grants
https://www.scdpsgrants.com/

January 2022
SCDPS Grants
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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: 844-488-7676

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

Email: spars@k2share.com
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.
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

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:** 864548888
- **Fax:** 864548889
- **E-mail:** cchaplin@goldenage.net

[Cancel Registration] [Continue to Step 2]
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.
Always indicate the grant programs for which you are responsible in this box (e.g. JAG, Formula, Highway Safety, etc.)
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.
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.
Save often, you may log out/in to your saved application and work on it periodically prior to 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.

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.
SCDPS Grants

Revisions

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.

Always consult with your Program Coordinator prior to creating a revision.
Click the Revisions tab at the bottom left corner of the screen.
Click the Revise button to start a new revision.
Click on the tab which contains the information you would like to revise.

Make sure to save as you work through the revision.
### SCDPS Grants Revisions

#### 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

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#### Grant Application

**PERSONNEL - SALARIES:**
- Position Title: PT Regular Project Activity Hours (1,560-2,496 hours)
- Annual Salary/Rate: 43000
- % of Time On Project: 100
- Grantor: $43,000
- Total: $43,000

**PERSONNEL - FRINGE BENEFITS, EMPLOYER PORTION:**
- Description:
  - Social Security & Medicare (FICA): 1, 638, $638
  - Retirement: 1, 7850, $7,850
  - Workers Compensation Insurance: 1, 2262, $2,262
  - Unemployment Insurance: 1, 6526, $6,526
  - Health Insurance: 1, 176, $176
  - Dental: 1, 176, $176
  - Pre-Retirement Death Benefits: 1, 880, $880
  - Accident Death Benefits (officers): 1, 880, $880
- Other (List any fringe benefits in budget narrative)
- Total Personnel: $61,432

**CONTRACTUAL SERVICES:**
- Description: Describe services to be performed
- Cost: $0
- Quantity: 20
- Total Contractual Services: $0

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

**Click the trash can icon to the right of a line item to delete that line item.**
If making changes to the Budget tab, please ensure that you reflect those changes in the Budget Narrative tab also.
Again, make sure to save as you work through the revision.

Do not forget to provide a detailed summary of the requested changes and a justification for the request.
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.
You may click the top blue View Errata button for a quick snapshot view of changed tabs.

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.
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.

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

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**From:** 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

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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.

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**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

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South Carolina DPS Grants
Each version of the grant application is tracked/saved in the Revisions tab and available for download as a PDF for saving/printing.
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Thank you and good luck!