

How to Accept an Award and Submit Certifying Signatures

Step 1:

As the Agency Administrator or Project Director, log into IntelliGrants at <https://scdps.intelligrants.com/>



Step 2:

You will arrive at the Dashboard page. On this page under My Tasks, you should see your award and its status as Certifying Signatures Required. Under Name, click on your Award.

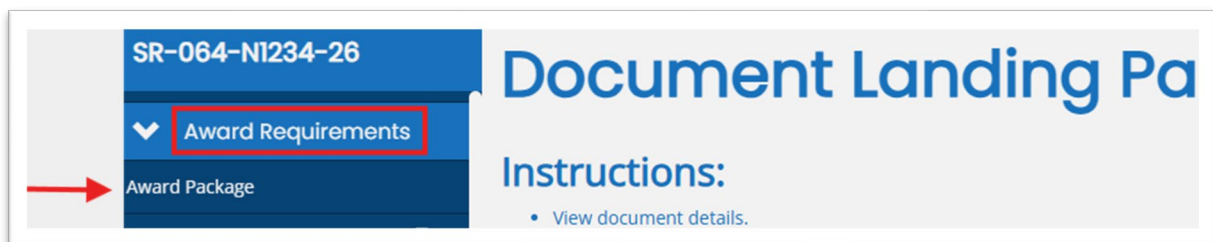
My Tasks

Name	Document Type	Organization	Status
SR-064-N1234-26	Application	Office of Highway Safety and Justice Program: GRANTEE	Certifying Signatures Required

A red arrow points to the 'Name' column header, and another red arrow points to the 'SR-064-N1234-26' entry. A red box highlights the 'Certifying Signatures Required' status.

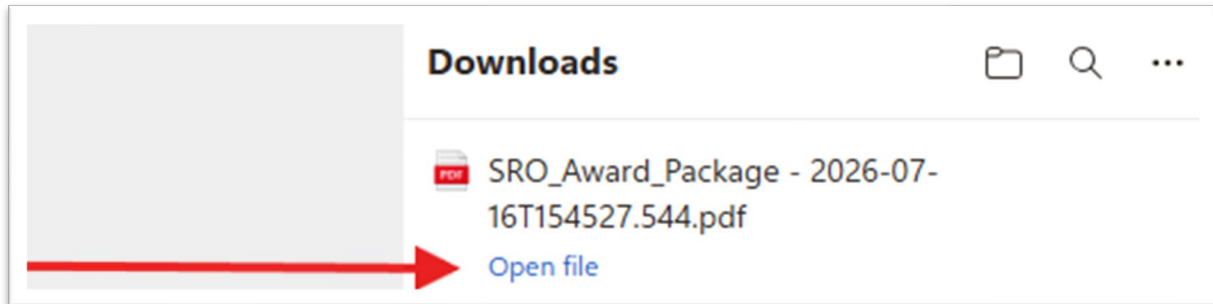
Step 3:

You will arrive at the Document Landing page. On the left side panel, scroll down until you reach Award Package under Award Requirements. Click on Award Package.



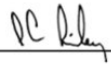
Step 4:

The Award will now be downloaded in your browser. Open the file.



Step 5:

Once the Award has been reviewed, print a copy of the Award Acceptance page (below) and have the Official Authorized to Sign sign the document.

SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY OFFICE OF HIGHWAY SAFETY AND JUSTICE PROGRAMS POST OFFICE BOX 1993 BLYTHEWOOD, SOUTH CAROLINA 29016	
<u>GRANT AWARD</u>	
<u>Subgrantee:</u>	Aiken DPS
<u>Project Title:</u>	TEST
<u>Grant Period:</u>	07/01/2025 - 06/30/2026
<u>Date of Award:</u>	July 16, 2026
<u>Amount of Award:</u>	\$73,770
	<u>Grant No.:</u> SR-064-N1234-26
In accordance with the provisions of the SFY 25-26 School Resource Officer Program on the basis of the application submitted, the South Carolina Department of Public Safety (SCDPS) hereby awards to the foregoing Subgrantee a grant in the amount shown above, for the project specified in the approved version of the application and within the purposes and categories authorized for the SFY 25-26 School Resource Officer Program. This grant is subject to the special conditions and any applicable terms and conditions associated with the award. This agreement shall become effective, as of the date of the award, upon the submission of this form to the Office of Highway Safety and Justice Programs signed by the Official Authorized to Sign in the space provided below. This award must be accepted within thirty (30) days from the date of the award, and any reports or supporting documentation required by the South Carolina Department of Public Safety must be submitted in accordance with program requirements.	
<u>ACCEPTANCE FOR THE SUBGRANTEE</u>	<u>ACCEPTANCE FOR THE SCDPS</u>
<i>Official Authorized to Sign Signature</i>	
_____ The Honorable OAS Oliver, Mayor Aiken DPS	_____ Phil Riley, Director Office of Highway Safety and Justice Programs

Step 6:

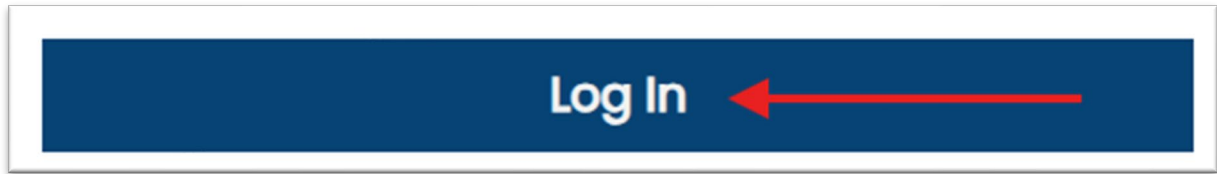
Print a copy of the Award Acceptance/Certifications pages and have the Project Director, Financial Officer, Law Enforcement Agency Head, and Official Authorized to Sign the document.

School Resource Officer Program	SR-064-N1234-26	Office of Highway Safety and Justice Programs -
Award Acceptance/Certifications		
Certification by Project Director		
I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the fiscal terms and conditions of this grant application; that costs incurred prior to grant approval may result in expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant other state or local funds.		
Name:	PD Paul	Title: PD Organization: Aiken DPS
Signature:	Project Director Signature	
Certification by Financial Officer		
I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Financial Officer as they relate to the fiscal terms and conditions of this grant application; that costs incurred prior to grant approval may result in expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant other state or local funds.		
Name:	FO Frank	Title: FO Organization: Aiken DPS
Signature:	Financial Officer Signature	
Certification by Law Enforcement Agency Head		
I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; that costs incurred prior to grant approval may result in expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant other state or local funds.		
I further affirm that this law enforcement agency is in a position to hire or fill the requested SRO position(s) within 180 days of the date of award and maintain them throughout the award period.		
Name:	LEAH Linda	Title: LEAH Organization: Aiken DPS
Signature:	Law Enforcement Agency Head Signature	
Certification by Official Authorized to Sign		
I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; that costs incurred prior to grant approval may result in expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant other state or local funds.		
Name:	OAS Oliver	Title: Mayor Organization: Aiken DPS
Signature:	Official Authorized to Sign Signature	

NOTE: If a name does not match who is currently serving in a position, please see the guide titled How to Update Award Contact Information and Acceptance/Certifications BEFORE Certifying Signatures Submitted.

Step 7:

Once the signature pages have been completed, navigate back to IntelliGrants and log in.



Step 8:

You will arrive at the Dashboard page. On this page under My Tasks, you should see your award and its status as Certifying Signatures Required. Under Name, click on your Award.

My Tasks			
Name	Document Type	Organization	Status
SR-064-N1234-26	Application	Office of Highway Safety and Justice Programs GRANTEE	Certifying Signatures Required

Step 9:

You will arrive at the Document Landing Page. On the left side panel, scroll down until you reach Award Acceptance/Certifications under Award Requirements. Click on Award Acceptance/Certifications.

SR-064-N1234-26

▼ Award Requirements

Award Package

Special Conditions Action Items ☒

Award Acceptance/Certifications ☐

Document Landing Page

Instructions:

- View document details.

Template

SFY 25-26 School Resource Officer Program

Instance

SFY 25-26 S

Step 10:

You will arrive at the Award Acceptance/Certifications page. Scroll down until you reach the Certifying Signatures Upload. Check each box next to each agency member and upload your Award Acceptance/Certifications. Click Save at the top right corner of the webpage. (Note: Uploaded documents will not be downloadable until after you Save)

Certifying Signatures Upload:

Please print/download the form above, obtain the appropriate signatures of the certifying officials listed, and upload the changed, please submit a revision request to update the information and the form will be automatically updated.

Signatures Provided in Upload (Check all that apply)

Drag Files Here *

☒ PD Paul

☒ FO Frank

☒ LEAH Linda

☒ OAS Oliver



Step 11:

On the same page, scroll down until you reach Award Acceptance Upload. Upload your Award Acceptance. Click Save at the top right corner of the webpage.

Award Acceptance Upload:

In order to validly accept your award, obtain the appropriate signature of the Official Authorized to Sign signed document here. If the Official Authorized to Sign has changed, please submit a revision request.



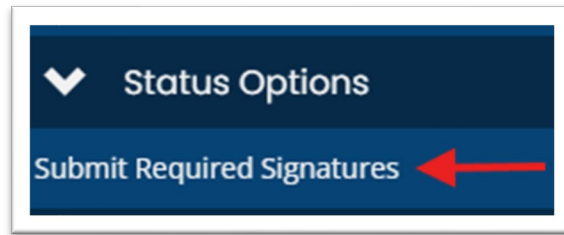
Drag Files Here *

PC Approval ☐ *

Name: Date:

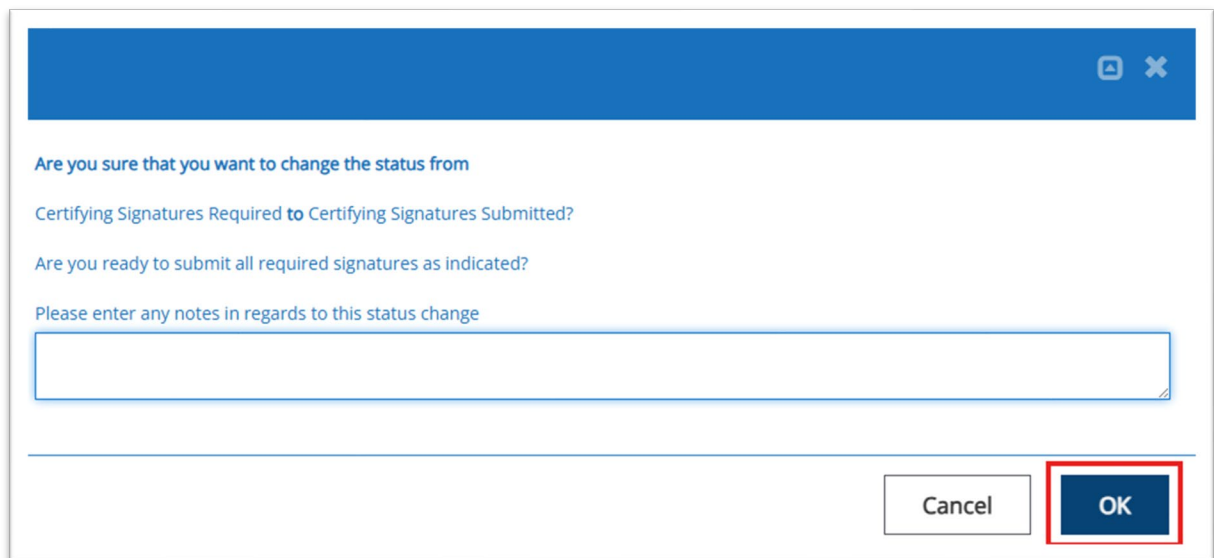
Step 12:

On the same page, on the left side panel, scroll down until you reach Submit Required Signatures under Status Options. Click on Submit Required Signatures.



Step 13:

The dialogue box below will appear. Enter any notes if applicable. Click OK.

A confirmation dialog box with a blue header bar containing a close button (X) and a help icon. The main content area contains the following text: 'Are you sure that you want to change the status from', 'Certifying Signatures Required to Certifying Signatures Submitted?', 'Are you ready to submit all required signatures as indicated?', and 'Please enter any notes in regards to this status change'. Below the text is a large text input field. At the bottom right, there are two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a red rectangular border.

Step 14:

On the Document Landing Page, your award should now have the Document Status Certifying Signatures Submitted. Your assigned Program Coordinator will now review the submission.

Document Landing Page

Instructions:

- [View document details.](#)

Template SFY 25-26 School Resource Officer Program	Instance SFY 25-26 School Resource Officer Program
Document Name SR-064-N1234-26	Document Status Certifying Signatures Submitted
Organization Office of Highway Safety and Justice Programs - GRANTEE	Your Role Agency Administrator, Agency Project Director