

SOUTH CAROLINA DEPARTMENT OF **PUBLIC SAFETY**

Office of Financial Services

SC DEPARTMENT of PUBLIC SAFETY

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Grants Accounting Staff Contacts

School Resource Officer Program Post Office Box 1993 Blythewood, SC 29016 SROAccountingTeam@scdps.gov

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Financial Requirements and Procedures

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Terms & Conditions

Located in SCDPS Grants, the Terms & Conditions are the awardee's responsibility. Please submit all inquiries and correspondence to SROAccountingTeam@scdps.gov.

- Availability of Funds
- Non-Supplanting Agreement
- Budget Revision Requirements
- Sole Source Procurement
- Utilization and Payment of Award Funds
- Deobligation of Award Funds

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Purchases

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Purchase Approvals

Per Special Condition # 16, all purchases must be approved by the SCDPS Grants Accounting Team in writing <u>prior</u> to obligating award funds. Email requests to purchase to:

SROAccountingTeam@scdps.gov.

The email requesting approval to purchase equipment/other items should:

- · Written quotes that are within their validity period
- · Your grant/award number
- Vendor information
- Quotes need to be itemized and show the quantity for all items being requested and have a total
- If requesting approval for a vehicle that the vehicle vendor will be sending to the upfitter, the quote for the upfit must be included in the prior approval request.

Failure to submit purchases for approval could prevent reimbursement.

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Procurement

This is a state-funded grant, therefore, we follow state procurement guidelines. Vendors on statewide term contract are preferred when procuring items.

https://www.procurement.sc.gov/contracts

Division of Procurer	nent Services (Saarch)	
Home Audit & Certification ▼ Legal	Political Subdivisions	
Home > Statewide Term Contracts		
Statewide Term Con	tracts	
SCEIS Contract Search Purchasing Card (P-Card)	Goods & Services Contract Search Contract Search Contract Search Contract Search Contract Search Contract Search	
	What is a statewide "term" contract?	
	A statewide "term" contract is a contract for the indefinite delivery of an indefinite quantity of specific supplies or services to be furnished as needed and upon request during a fixed period.	
	 These contracts can be established only by one of the state's chief procurement officers. Use of "term" contracts is mandatory for all "governmental bodies," as that term is defined in the Procurement Code. 	
	For additional tips, see the attached FAQ.	
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Procurement

Purchases under \$10,000.00

- Small purchases not exceeding \$10,000 can be made without securing multiple competitive quotations if the prices are considered fair and reasonable, however, at least one written quote is required.
- The request must be annotated "Price is fair and reasonable" and must be signed by the buyer.
- Multiple quotes, though not required, are often used to demonstrate that a price is "fair and reasonable."
- Purchases must be distributed equitably among qualified suppliers.

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Procurement

Purchases \$10,000.01 to \$25,000

- Three written quotes from qualified vendors must be made for purchases not on State Contract that are greater than \$10,000 but not in excess of \$25,000.
- You must receive and retain in the purchase file at least three bona fide, responsive, and responsible quotes.
- The written request for quotes must include a purchase description.
- Purchases must be distributed equitably among qualified suppliers.
- Purchases cannot be artificially divided in order to avoid competition.
- Meaning you can not submit two or more requisitions to the same or similar vendors in order to avoid competitive bid requirements.
- If 3 quotes cannot be obtained, must solicit in SCBO (No Bid responses are not acceptable)

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Procurement

Purchases \$25,000 to \$100,000

- Advertised small purchases \$25,000 to \$100,000 can be advertised in SCBO
- Purchases \$25,000 to \$100,000 not on State Contract will need to be advertised for at least 7 days.
 - \$50,000 \$100,000 can be protested
- The solicitation must be advertised publicly in an appropriate widely distributed publication. At a minimum, the advertisement must contain (1) a description of the goods or services to be acquired, (2) how to obtain a copy of the solicitation, (3) when and where responses are due, and (4) the place of performance or delivery.
- The advertisement must be published with adequate notice in advance of the due date to allow for response by the prospective vendors, and in no case should notice be less than 7 days prior to the due date.
- A copy of the written solicitation and written quotes or proposals must be retained in the purchase file.
 - SCBO
 - Go to https://scbo.sc.gov/
 - · Click on SCBO
 - Click on Create A SCBO Advertisement

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Procurement

File Retention

The Procurement file must contain, at a minimum:

- Copies of all quotes or proposals received, copies of written solicitations or written requests for quotations
- · Copies of all written communications and e-mails related to the purchase
- A copy of the invoice(s) and purchase order if a purchase order was used.

The Procurement file must be retained for <u>three years</u> after the date of the last payment is made or longer if the grant specifies a longer retention schedule.

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Disposition of Equipment

If equipment purchased with grant funds is destroyed, being replaced/upgraded, or is no longer needed, contact Grants Accounting at SROAccountingTeam@scdps.gov.

- In the email, include the equipment description, the grant number under which the equipment was purchased, and an explanation regarding why the equipment is being disposed of. Grants accounting will then provide you with further instructions.
- It is important to keep records for all equipment purchased with grant funds for a period of three (3) years from the date of final disposition.

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Request for Payment/Quarterly Fiscal Report

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Request for Payment/Quarterly Fiscal Report

REPORTING PERIOD/QUARTER	DUE DATE
July 1 - September 30	October 30
October 1 - December 31	January 30
January 1 - March 31	April 30
April 1 - June 30	July 30

All Request for Payment must be sent to SROAccountingTeam@scdps.gov

- Request for payments will be made on a reimbursable basis.
- RFPs must be sent quarterly but can be sent more frequently.
- Extension requests for Request for Payment due dates may be submitted for consideration by sending an email to SROAccountingTeam@scdps.gov.
- Neither purchases nor salaries can be reimbursed outside of your grant year/award period.

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(6)	STATE OF SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY Office of Highway Safety and Justice Programs SRO Program Request for Payment (RFP)				
Subgrantee: Address: Project Title: School County Number:	I Resource Officer Program	n .	Award #: RFP #: Final RFP: Yes Ni Grant Type: Reimburseme Award Period:	o 🗆	
		Grant Funds Reques	ted		
Budget Category	Requested Amount	Approved Amount	Total Expenditures to Date	Budget Remaining	
Personnel					
Travel		Ĺ	+ +		
Equipment	1				
Equipment			<u> </u>		
Other					
TOTAL COSTS	\$ -				
- Funds Due to DPS					
costs incurred during t	he period identified above ses claimed are made in o	and that the appropriat	If of the subgrantee and this is a e documentation to support the state, and local statutes and re ad grant.	se costs is attached.	
Project Director Signature & Title			Date		
	OFFICE OF SCH	HOOL RESOURCE PRO	GAM USE ONLY:		
SCEIS Grant Number/Ob		. \$Approved Amoun	t Ven	dor Number	
SRO Program Grants Accountant SRO		SRO Pro	Program Grants Senior Accountant		
Date		1	Date		

Page 1 - Coverpage

SECTION 1 -- GENERAL INFORMATION

SECTION 2 -- GRANT FUNDS REQUESTED

For Personnel, the Grantor Amount reflected in this section must be the same as the total amount on Page 2.

Equipment and Other, the Grantor Amount reflected in this section must be the same as the total amount for the corresponding budget category on Page 4.

**Total Expenditures to Date and Budget Remaining will be completed by the SRO Accountant.

SECTION 3 -- CERTIFICATION

Only the Project Director should sign your Request for Payment

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Request for Payment

Page 2 – Summary Statement of Full Time Hours Performed

Summarize the amount requested in the "Salary Fringe Payment This QTR" field on page 1 of the RFP form on this page.

Add the name of each SRO (you do not need to fill out one page per Officer)

Add Job Title

Add number of regular hours being requested by the agency (the total of hours being claimed, not the full time policy)

Add the Hourly Rate of the Officer

Add Fringe Benefits for period from page 2

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SUMMARY STATEMENT OF FULL TIME FRINGES

Page 3 – Summary Statement of Full Time Fringes

- Submit this page for each SRO by adding a tab.
- Add fringes not listed in the "other" section.
- · PORS Retirement updates July 1.
- Workers compensation rates and other fringes typically change Jan 1.
- Totals from this form should match the Fringe Benefits column on page 2.

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Request for Payment

Documentation Requirements

- Daily Timesheets
- Detailed payroll reports generated by your agency's accounting/payroll system
- A statement regarding the agency's full-time policy (how many hours before overtime is paid)
- Worker's Compensation Rate (statement from SCMIT or SC State Accident Fund)
- Supporting documentation for health, dental, etc. premiums (PEBA Roster, insurance cost report, HR policy that states employer paid portions)
- Police Retirement (PORS) Contribution Rate
- If your agency pays for the employee portion of fringes, the policy must be included.
- · E-mails and Excel sheets are generally not acceptable forms of documentation.

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RFP BUDGET DETAILS			Page 4
CATEGORIES	GRANTOR AMOUNT	QUANTITY	TOTAL
IV. EQUIPMENT: Itemize using the verbiage from budget lines in your award and do not round the totals.			
ITEM (S) MUST BE IN APPROVED GRANT BUDGET			
TOTAL EQUIPMENT:			s -

Page 4 (top) - RFP Budget Details Equipment

- Enter the amount for each invoice reimbursement is being requested for.
- · Totals should be actuals, with no rounding.

DOCUMENTATION REQUIREMENTS: Submit a copy of the paid receipt or invoice reflecting a description of the item(s) purchased, approval for the purchase, & the quantity.

**A SIGNED PROPERTY CONTROL FORM IS REQUIRED

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Property Control Form

- All items with a minimum cost of \$2,500.00 and any sensitive items must have a Property Control From submitted with the RFP. These are the items on the top of page 4 of the RFP.
- Sensitive items include weapons, laptops, radar units, portable radios, body armor, ballistic shields, or any item subsequently deemed a sensitive item by the SCDPS.

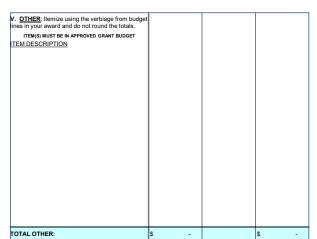
SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY PROPERTY CONTROL RECORD FORM

Provide an inventory of all assets designated as equipment, and any item capable of reassignment purchased with State funds during the life of the award. All items with a minimum cost of \$2,500 and any sensitive items must have a Property Control Form submitted with the corresponding Request for Payment. Sensitive items include weapons, laptops, radar units, portable radios, body armor, ballistic shields, or any item subsequently deemed a sensitive item by the SCDPS.

AWARD NUMBER SUBGRANTEE NAME AND ADDRESS PROJECT DIRECTOR NAME

EQUIPMENT INFORMATION				
Item Description:				
VIN/Serial#:				
Date of Purchase:	Invoice No.:			
Total Cost:	Purchased by:			
Assigned to: Assigned School:	Vendor Name:			
Assigned School:				

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Page 4 (bottom) - RFP Budget Details Other

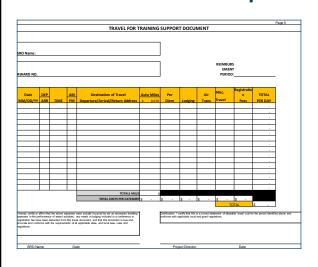
- Enter the amount for each invoice reimbursement is being requested for.
- · Totals should be actuals, with no rounding.
- Check the budget page of your award for reference.

DOCUMENTATION REQUIREMENTS: Submit a copy of the paid receipt or invoice reflecting a description of the item(s) purchased, approval for the purchase, & the quantity.

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Request for Payment



Page 5 - Travel for Training Support

- Reimbursement for travel expenses is restricted to only those individuals included in the currently approved award budget.
- Lodging accommodation will be reimbursed for official award activities such as training and conferences and the attendee must be at least 50 miles from their assigned headquarters and residence on official, approved travel status for lodging to be reimbursed.
- All training requests must be sent to your program coordinator for prior approval at <u>SROProgram@scdps.gov</u>.
- DPS and the State Comptroller General's Office have the authority to deny any travel reimbursement requests that do not follow the State and DPS travel reimbursement policies.
- State of SC agencies follow the official GSA maximum lodging rates, available at GSA.gov. The nightly rate before taxes charged by the hotel must be at or below the GSA max lodging rate. The GSA max lodging rate is before taxes. Taxes on the GSA max lodging rate are reimbursable.

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Page 5 - Travel Support

Verify lodging rates on the GSA website at http://www.gsa.gov

- Rates vary by location, use the zip code to best identify the rate category your hotel will fall under.
- Some hotels may say they have a "government" or "special" rate, but it may be higher than the official GSA rate. Please make it known that you are traveling on State business and are not a Federal employee when making reservations. Hotels are NOT required to match the GSA rate. The traveler will be responsible for any amount over the published GSA rate if the higher rate was not pre-approved on the training request form.

DOCUMENTATION REQUIREMENTS:

- Conference/Training Agenda that includes event name
- · Certificates of Completion for each SRO
- Approved training request from program coordinator
- Hotel folio must be submitted as backup documentation in order to be reimbursed. It must include the following:
 - · Hotel Name and Address
 - · Name of room occupant(s)
 - · Dates of stay
 - · Amount for nightly rate by day, taxes and fees applicable by day, total amount charged, Zero Balance

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Request for Payment

When Departure Time Is:	And Return Time is:	Claim:	Authorized Meals	
Prior To 6:30 A.M.	Later Than 11:00 A.M.	\$8.00	Breakfast	
Prior To 6:30 A.M.	Later Than 1:30 P.M.	\$18.00	Breakfast & Lunch	
Prior To 6:30 A.M.	Later Than 8:30 P.M.	\$35,00	Breakfast, Lunch & Dinner	
Later Than 6:30 A.M. & Prior To 11:00 A.M.	Later Than 1:30 P.M.	\$10.00	Lunch	
Later Than 6:30 A.M. & Prior To 11:00 A.M.	Later Than 8:30 P.M.	\$27,00	Lunch & Dinner	
Later Than 11:00 A,M, & Prior To 5:15 P,M,	Later Than 8:30 P.M.	\$17.00	Dinner	
Out of State - Maxim When Departure Time Is:	aum of \$50.00/Day = \$10.00 Breakfast / \$15.00 And Return Time is:	Claim:	Oinner Authorized Meals	
Prior To 6:30 A.M.	Later Than 11:00 A.M.	\$10.00	Breakfast	
Prior To 6:30 A.M.	Later Than 1:30 P.M.	\$25.00	Breakfast & Lunch	
Prior To 6:30 A.M.	Later Than 8:30 P.M.	\$50.00	Breakfast, Lunch & Dinner	
Later Than 6:30 A.M. & Prior To 11:00 A.M.	Later Than 1:30 P.M.	\$15.00	Lunch	
Later Than 6:30 A.M. & Prior To 11:00 A.M.	Later Than 8:30 P.M.	\$40.00	Lunch & Dinner	

In State - Maximum of \$35,00/Day = \$8,00 Breakfast / \$10,00 Lunch / \$17,00 Dinner

- The date and time the officer departs his/her home and the date and time he/she returns are needed to calculate per diem.
- If travel is within ten (10) miles of an officer's official headquarters and/or home, meals cannot be reimbursed. Receipts are not required per state requirements.
- Meals included with registration fees or in lodging fees are not reimbursable unless a valid, written justification is provided to explain why the Awardee could not participate in the meal.
- Continental breakfasts and "receptions" are not considered meals.
- If the hotel provides a hot breakfast (including a hot protein like eggs, bacon, etc.) the Awardee cannot request a breakfast reimbursement.

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	Request for Payment					
		SCHOOL RESOURCE OFFICER (SRO) TRAVE	EL SUPPORT DOCUMENT	Page 6	Page 6 – Monthly Mileage Log	
SRO Name:		Months Claimed: Vehicle Model:	Grant No. Vehicle Make:	Tag:	The Monthly Mileage log(Page 6 of the RFP Form) – is an optional tool for the School Resource Officer to keep track of travel his/her mileage. It must be submitted with signature of the SRO.	
Month Beginning Date	Month End Date	Month Beginning Mileage	Month Ending Mileage	Total Month Mileage	All requests for mileage reimbursement must include the following documentation:	
				0	Employee Name	
				0	Vehicle year, make, model, and tag	
				0	Month(s) of travel	
				0	Month beginning mileage	
				0	Month ending mileage	
			TOTAL MILES	0	Miles Traveled during that month	
Rate per Mile	Rate per Mile S. Total Amount 1 hereby certify or affirm that the above which is formation and mileages is true and incurred by the direct part and allowable travel cost for the period identified above and continuous with applicatable local and grant regulations. This contract by the during my sangingment as a		s a correct statement of	Mileage Reimbursement rate (must not exceed SC State employee reimbursement rate)		
vehicle information ar incurred by me during			nd grant regulations. This purpose of the School	Total Reimbursement requested		
					GSA mileage rates are set by the Internal Revenue Service to include all vehicle maintenance (insurance, depreciation, oil changes, etc.) and gas expenses that may be incurred.	
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