south carolina
DEPARTMENT of PUBLIC SAFETY
PROTECT. EDUCATE. SERVE.

Office of Highway Safety and Justice Programs

SFY 2026-2027 SRO Program
Project Management Course (Grants Accounting)

Grants Accounting Staff Contacts

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

Kashawnna Kennedy, Senior SRO Accountant
803-896-8422 Office
803-873-3026 Cell
KashawnnaKennedy@scdps.gov

Carol Randolph-Davis, Admin. Coordinator
803-896-8414 Office
CarolRandolph-Davis@scdps.gov

Hannah Raper-Martinez, SRO Accountant
803-896-4807 Office
HannahMartinez@scdps.gov

Melody Wise Butler, SRO Accountant
803-896-8426 Office
MelodyButler@scdps.gov

Ted Blanding, SRO Accountant
803-896-7944 Office
TedBlanding@scdps.gov

School Resource Officer Program

Grants Accounting Regions

REGION 1

Hannah Raper-Martinez

SRO Accountant

803-896-4807

HannahMartinez@scdps.gov

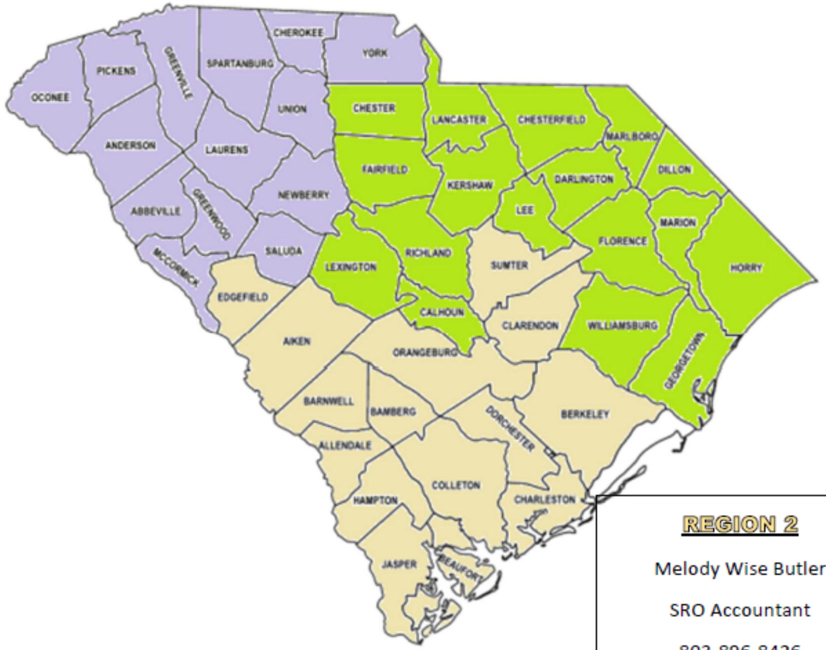
REGION 3

Ted Blanding

SRO Accountant

803-896-7944

TedBlanding@scdps.gov



REGION 2

Melody Wise Butler

SRO Accountant

803-896-8426

MelodyButler@scdps.gov

Financial Requirements and Procedures

Terms & Conditions

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

- Availability of Funds
- Non-Supplanting Agreement
- Allowable Costs
- Budget Revision Requirements
- Utilization and Payment of Award Funds
- Deobligation of Award Funds

Purchases

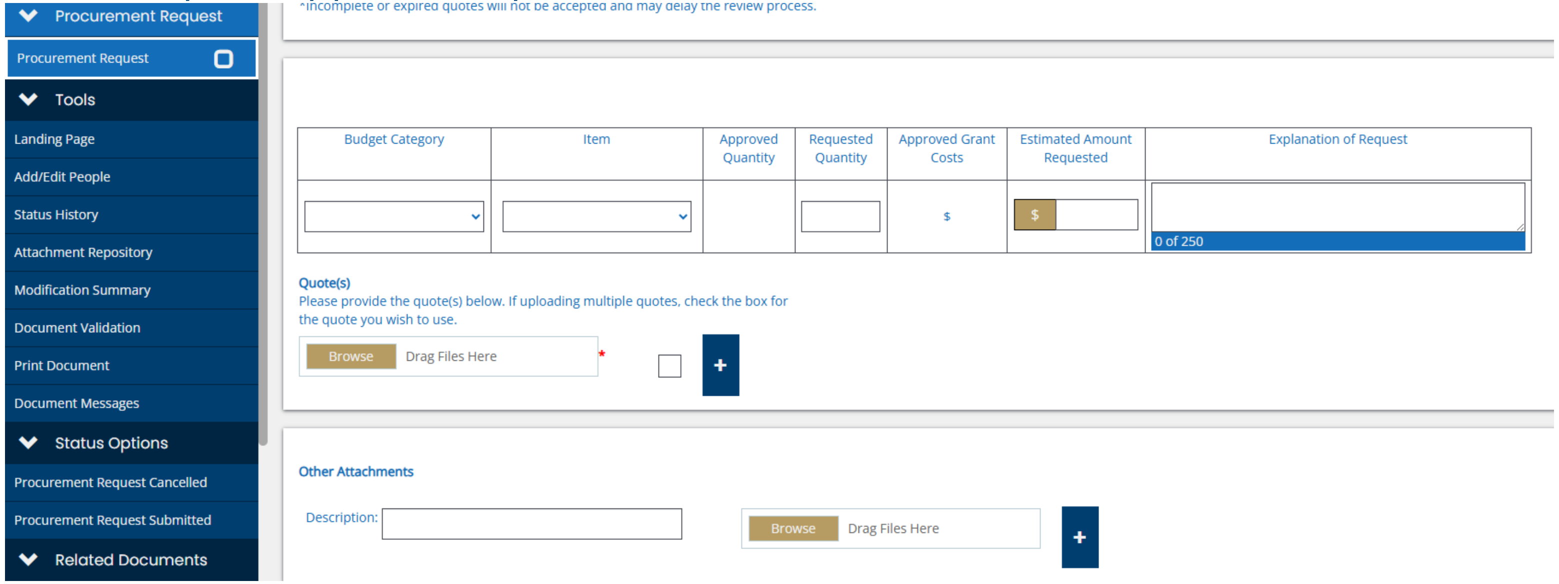
Purchase Approvals

Per Special Condition # 13, all purchases must be approved by Grants Accounting prior to obligating award funds by submitting a Procurement Request in Intelligrants.

A budget category will need to be chosen from the drop-down list and only awarded items will be available.

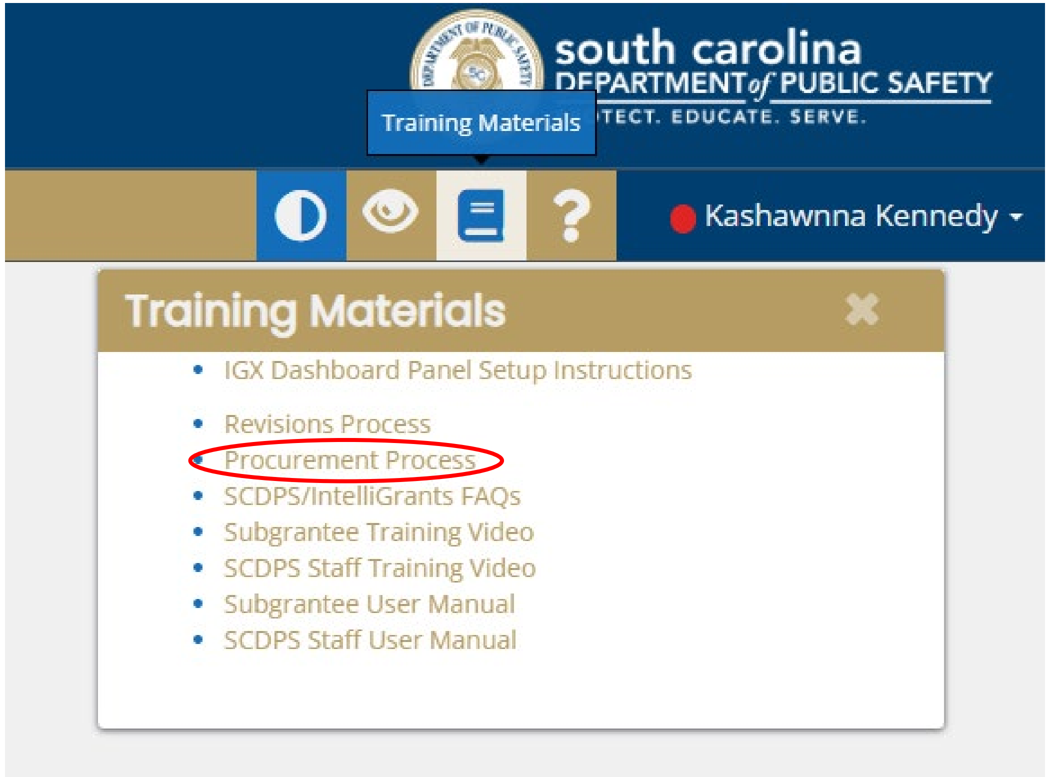
The Procurement Request also requires a quote to be attached. The attachment should include:

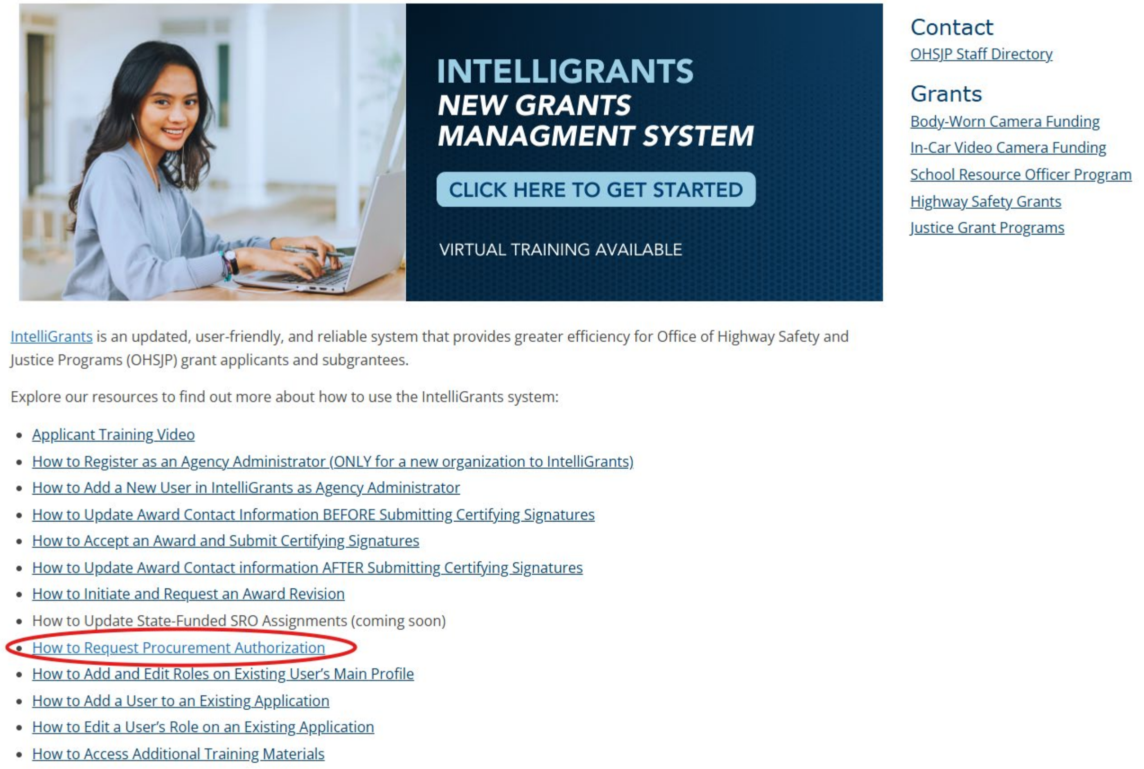
- Written quotes that are within their validity period
- Vendor information
- Quotes need to be itemized and show the quantity for all items being requested and have a total
- If requesting approval for a vehicle that the vehicle vendor will be sending to the upfitter, the quote for the upfit must be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



*Failure to submit purchases for approval could prevent reimbursement.

A training video of the procurement process can be found in Intelligrants via the Training Materials or by visiting the Intelligrants Resources webpage at https://scdps.sc.gov/ohsjp/Intelligrants.





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.

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)

Procurement

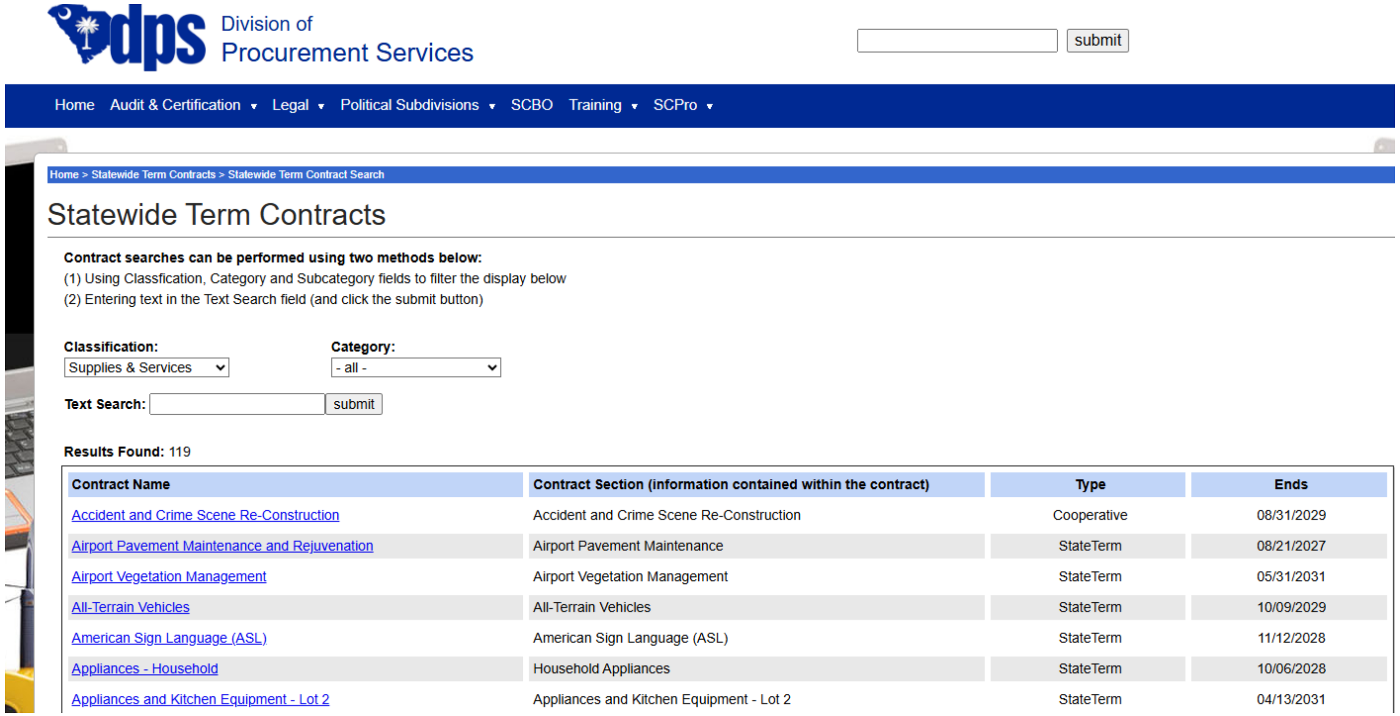
Purchases $25,000 to $100,000

- 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

Procurement

The School Resource Officer Program 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 Procurement Services

submit

Home Audit & Certification Legal Political Subdivisions SCBO Training SCPro

Home > Statewide Term Contracts > Statewide Term Contract Search

Statewide Term Contracts

Contract searches can be performed using two methods below:
(1) Using Classfication, Category and Subcategory fields to filter the display below
(2) Entering text in the Text Search field (and click the submit button)

Classification: Supplies & Services
Category: - all -

Text Search: submit

Results Found: 119

Contract Name	Contract Section (information contained within the contract)	Type	Ends
Accident and Crime Scene Re-Construction	Accident and Crime Scene Re-Construction	Cooperative	08/31/2029
Airport Pavement Maintenance and Rejuvenation	Airport Pavement Maintenance	StateTerm	08/21/2027
Airport Vegetation Management	Airport Vegetation Management	StateTerm	05/31/2031
All-Terrain Vehicles	All-Terrain Vehicles	StateTerm	10/09/2029
American Sign Language (ASL)	American Sign Language (ASL)	StateTerm	11/12/2028
Appliances - Household	Household Appliances	StateTerm	10/06/2028
Appliances and Kitchen Equipment - Lot 2	Appliances and Kitchen Equipment - Lot 2	StateTerm	04/13/2031

Procurement

Audit Requirements

All awards are subject to financial and compliance audits by state and/or SCDPS employees. All documents associated with the grant project must be made available at any time for inspection by the SCDPS or their designated representatives. All financial records, supporting documents, statistical records, and **all other records pertinent to an award must be retained for a period of three years from the date of submission of the final expenditure report** or, until any outstanding audits are completed.

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), proof of payment, and purchase order/requisition form if they were used.

Disposition of Equipment

If equipment purchased with grant funds is destroyed, being replaced/upgraded, or is no longer needed, contact Grants Accounting Senior Accountant at KashawnnaKennedy@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.

Request for Payment/Quarterly Fiscal Report

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. In the future, RFPs will be submitted via Intelligrants. Training will be provided at a later time.

- Payments are made on a reimbursable basis.
- RFPs must be sent quarterly but can be sent more frequently but not more than once per month.
- Neither purchases nor salaries can be reimbursed outside of your grants award period.

STATE OF SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY
Office of Highway Safety and Justice Programs
SRO Program Request for Payment (RFP)

Subgrantee: ____________ Award #: ____________
Address: ____________ RFP #: ____________
Final RFP: Yes ☐ No ☐
Project Title: School Resource Officer Program Grant Type: ____________
Reimbursement or Advance
County Number: ____________ Award Period: ____________

Grant Funds Requested

Budget Category	Requested Amount	Approved Amount	Total Expenditures to Date	Budget Remaining
Personnel				
Travel				
Equipment				
Other				
TOTAL COSTS	$ -			
- Funds Due to DPS				

Certification:

I certify that I have full authority to execute this payment request on behalf of the subgrantee and this is a correct statement of costs incurred during the period identified above and that the appropriate documentation to support these costs is attached. Additionally, all expenses claimed are made in compliance with federal, state, and local statutes and regulations and are in accordance with the approved grant.

Project Director Signature & Title Date

OFFICE OF SCHOOL RESOURCE PROGAM USE ONLY:

SCEIS Grant Number/Object Code $ Approved Amount Vendor Number

SRO Program Grants Accountant SRO Program Grants Senior Accountant

Date Date

Request for Payment

Page 1 – Coverpage

SECTION 1 -- GENERAL INFORMATION

SECTION 2 -- GRANT FUNDS REQUESTED

- Only complete the Requested Amount column. Grants Accounting will complete the Approved Amount, Total Expenditures to Date and Budget Remaining.
- For Personnel, the Grantor Amount reflected in this section should 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.

SECTION 3 -- CERTIFICATION

Only the Project Director should sign your Request for Payment

Request for Payment

SUMMARY STATEMENT OF FULL TIME HOURS PERFORMED
SCHOOL RESOURCE OFFICER PROGRAM

Page 2

SUBGRANTEE NAME: ______________ GRANT NO. ______________ RFP NO. ______________

CLAIM PERIOD: FROM: TO: PAYMENT FREQUENCY: WEEKLY BIWEEKLY MONTHLY

PAY PERIOD DATES COVERED: ______________

Full Time Hours Performed By:	Assigned School	Total Hours Requested	Hourly Rate	Salary for Period Covered	Fringe Benefits**	Total for Salary and Fringe Benefits
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
			TOTALS	$ -	$ -	$ -

*Hours worked should include all hours being requested for reimbursement, including prorated vacation, holiday, sick leave, and training hours.
Do not include overtime. **See next page for required Fringe Benefits breakdown

Page 2 – Summary Statement of Full Time Hours Performed

- The Total for Salary and Fringe Benefits at the bottom of this page goes on page 1 for the personnel total.
- Add the name of each SRO and his/her Assigned School (multiple pages not needed)
- 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 3

Request for Payment

SUMMARY STATEMENT OF FULL TIME FRINGES		
Subgrantee Name:______________________________		
Grant No.:______________________________		
Name of Employee Performing Work:______________________________		
Please submit one form for each SRO		
Employer Paid Fringe Benefits Breakdown		
Type	**Rate**	**Amount**
FICA and Medicare	7.65%	$
PORS Retirement Employer Contribution	%	$
PORS Incidental Death Contribution	%	$
PORS Accidental Death Contribution	%	$
Worker's Comp	%	$
Unemployment	%	$
Health Insurance		$
Dental Insurance		$
Preretirement Death Benefit		$
Life Insurance		$
Long-term Disability		$
Short-term Disability		$
Accidental Death/Dismemberment		$
Vision		$
Other		$
Total Fringe Benefits*	$ -	

*This amount should match prorated salary fringe benefits on the Summary Statement of Full Time Activity Performed on page 2.

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 rate updates July 1.
- Workers compensation rates and other fringes typically change Jan 1 or July 1.
- Totals from this form should match the Fringe Benefits column on page 2.

Request for Payment

Pages 2 and 3 of the RFP Template are optional if the RFP Calculations Template is used.

"OFFICERS NAME" PERSONNEL											
Pay Date	Hours	Rate	Percentage	Wages	FICA	PORS -RETIREMENT	W/C	HEALTH	DENTAL	LIFE INS	TOTAL
			0%	0.00	0.00	0.00					0.00
			0%	0.00	0.00	0.00					0.00
			0%	0.00	0.00	0.00					0.00
			0%	0.00	0.00	0.00					0.00
			0%	0.00	0.00	0.00					0.00
			0%	0.00	0.00	0.00					0.00
			0%	0.00	0.00	0.00					0.00
			0%	0.00	0.00	0.00					0.00
Totals				-	-	-	-	-	-	-	-

"OFFICERS NAME" PERSONNEL											
Pay Date	Hours	Rate	Percentage	Wages	FICA	PORS -RETIREMENT	W/C	HEALTH	DENTAL	LIFE INS	TOTAL
			0%	0.00	0.00	0.00					0.00
			0%	0.00	0.00	0.00					0.00
			0%	0.00	0.00	0.00					0.00
			0%	0.00	0.00	0.00					0.00
			0%	0.00	0.00	0.00					0.00
			0%	0.00	0.00	0.00					0.00
			0%	0.00	0.00	0.00					0.00
			0%	0.00	0.00	0.00					0.00
Totals				-	-	-	-	-	-	-	-
										TOTAL PERSONNEL	-

Request for Payment

Personnel 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. Documentation should be computer generated.

Request for Payment

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** ITEM DESCRIPTION -			
TOTAL EQUIPMENT:			$ -

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**

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:	Vendor Name:
Assigned School:	

Request for Payment

V. **OTHER**: Itemize using the verbiage from budget lines in your award and do not round the totals. **ITEM(S) MUST BE IN APPROVED GRANT BUDGET** ITEM DESCRIPTION			
TOTAL OTHER:	$ -		$ -

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.

Travel

Request for Payment

SCHOOL RESOURCE OFFICER (SRO) TRAVEL SUPPORT DOCUMENT Page 5

AWARD # 0

SRO Name: Months Claimed: Last 4 digits of VIN:

Vehicle Year: Vehicle Model: Vehicle Make: Tag :

Month Beginning Date	Month End Date	Month Beginning Mileage	Month Ending Mileage	Total Month Mileage
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
			TOTAL MILES	0
Rate per Mile	0.76	Total Amount	$ -	

"I hereby certify or affirm that the above vehicle information and mileage is true and incurred by me during my assignment as a state-funded School Resource Officer."

Certification: I certify that this is a correct statement of allowable travel cost for the period identified above and conforms with applicable local and grant regulations. This form is to be used for the sole purpose of the School Resource Officer (SRO) Program.

The Monthly Mileage Log on page 5 must be completed in its entirety to receive mileage reimbursement.

The current mileage rate of $0.76 per mile is designed to cover all expenses associated with operating the patrol vehicles for official business purposes.

This includes, but is not limited to:

- Fuel costs
- Routine maintenance and repairs
- Tire wear
- Oil changes
- Depreciation
- Insurance and registration fees

Standard mileage rates | Internal Revenue Service

Page 6 – Travel for Training Support

TRAVEL FOR TRAINING SUPPORT DOCUMENT

SRO Name:

AWARD NO.

REASON FOR TRAVEL: ____________

Date MM/DD/YY	DEP ARR	TIME	AM PM	Destination of Travel Departure/Arrival/Return Address	Auto Miles $ 0.760	Per Diem	Lodging	Air Trans	Misc. Travel	Registration Fees	TOTAL PER DAY
											-
											-
											-
											-
											-
											-
											-
											-
											-
											-
											-
											-
											-
											-
											-
											-
				TOTALS MILES	0						
				TOTAL COSTS PER CATEGORY	$ -	$ -	$ -	$ -	$ -	$ -	
									TOTAL		$ -

I hereby certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of award activities; any meals or lodging included in a conference or registration fee have been deducted from this travel document, and that this document is true and accurate and conforms with the requirements of all applicable state, and local laws, rules and regulations.

Certification: I certify that this is a correct statement of allowable travel cost for the period identified above and conforms with applicable local and grant regulations.

SRO Name Date

Project Director Date

- 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. *Reimbursements for lodging are limited to traditional hotel accommodations. Costs incurred through third-party booking sites (e.g., Airbnb, Vrbo, etc.) are not reimbursable under grant guidelines.
- Mileage reimbursement for personal vehicle use is not eligible. Do not duplicate mileage that will be included in monthly reimbursement
- DPS and the State Comptroller General's Office have the authority to deny any travel reimbursement requests that do not follow the State and SRO Grant 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.

Request for Payment

In State - Maximum of $35.00/Day = $8.00 Breakfast / $10.00 Lunch / $17.00 Dinner			
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 - Maximum of $50.00/Day = $10.00 Breakfast / $15.00 Lunch / $25.00 Dinner			
When Departure Time Is:	**And Return Time is:**	**Claim:**	**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
Later Than 11:00 A.M. & Prior To 5:15 P.M.	Later Than 8:30 P.M.	$25.00	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.

Request for Payment

Page 6 – Travel Support

DOCUMENTATION REQUIREMENTS:

- Conference/Training Agenda that includes event name and location
- Page 6 – Travel for Training Support Document
- Certificates of Completion for each SRO
- Approved training request.
- Hotel folio must be submitted as backup documentation 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

Travel Documents Needed for Reimbursement

Hilton HOTELS & RESORTS

10000 BEACH CLUB DRIVE
MYRTLE BEACH, SC 29572
United States of America
TELEPHONE 843-449-5000 • FAX 843-497-0168
Reservations
www.hilton.com or 1 800 HILTONS

[redacted]
UNITED STATES OF AMERICA

Room No.	[redacted]
Arrival Date:	6/9/2024 3:16:00 PM
Departure Date:	6/14/2024 9:08:00 AM
Adult/Child:	2/0
Cashier ID:	DWILSON
Room Rate:	259.00
AL:	
HH #	[redacted]
VAT #	
Folio No/Che	[redacted]

Confirmation Number: 3473243108

HILTON MYRTLE BEACH KINGSTON RESORTS 7/22/2024 10:03:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
2/6/2024	Advance Deposit VS *7481	MHIGGINS	7196544		($312.48)	
6/9/2024	RESORT CHARGE	PAULT	7409609	$20.00		
6/9/2024	RESORT FEE TAX	PAULT	7409609	$2.40		
6/9/2024	GUEST ROOM	PAULT	7409610	$259.00		
6/9/2024	STATE TAX	PAULT	7409610	$31.08		
6/10/2024	RESORT CHARGE	PAULT	7411938	$20.00		
6/10/2024	RESORT FEE TAX	PAULT	7411938	$2.40		
6/10/2024	GUEST ROOM	PAULT	7411939	$259.00		
6/10/2024	STATE TAX	PAULT	7411939	$31.08		
6/11/2024	RESORT CHARGE	PAULT	7414208	$20.00		
6/11/2024	RESORT FEE TAX	PAULT	7414208	$2.40		
6/11/2024	GUEST ROOM	PAULT	7414209	$259.00		

South Carolina Association of School Resource
PO Box 290969 Columbia, SC 29229 info@scasro.org

INVOICE

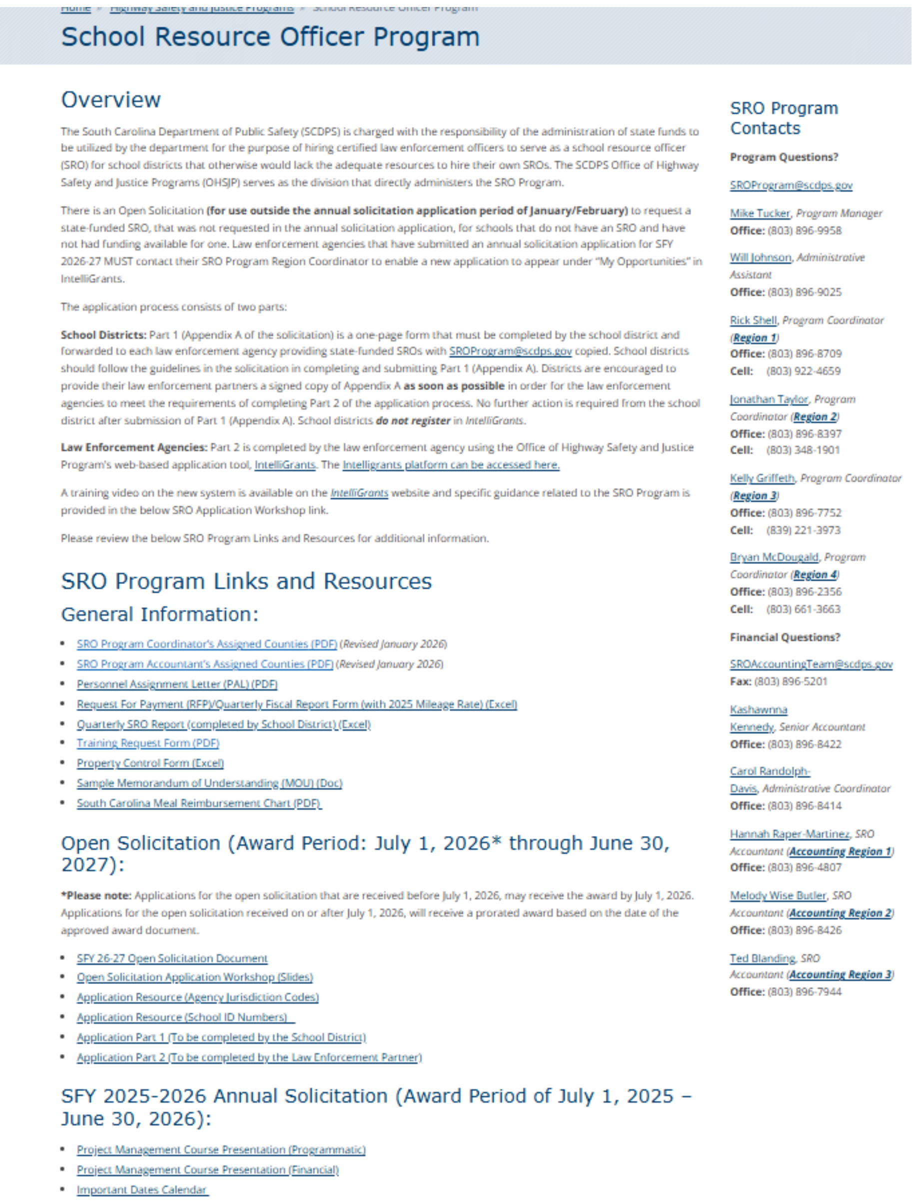
INVOICE NUMBER: [redacted]
ORDER NUMBER: [redacted]
DATE: 27 Feb 2025

STREET [redacted]
CITY, STATE, ZIP: [redacted]

PLEASE INCLUDE INVOICE NUMBER WITH PAYMENT

Item	Amount
[redacted] - Registration Fee (Early Bird)	$182.00
[redacted] - Registration Fee (Early Bird)	$182.00
[redacted] Registration Fee (Early Bird)	$182.00
[redacted] Registration Fee (Early Bird)	$182.00
TOTAL	$728.00

School Resource Officer Program Webpage



School Resource Officer Program

Overview

The South Carolina Department of Public Safety (SCDPS) is charged with the responsibility of the administration of state funds to be utilized by the department for the purpose of hiring certified law enforcement officers to serve as a school resource officer (SRO) for school districts that otherwise would lack the adequate resources to hire their own SROs. The SCDPS Office of Highway Safety and Justice Programs (OHSJP) serves as the division that directly administers the SRO Program.

There is an Open Solicitation **(for use outside the annual solicitation application period of January/February)** to request a state-funded SRO, that was not requested in the annual solicitation application, for schools that do not have an SRO and have not had funding available for one. Law enforcement agencies that have submitted an annual solicitation application for SFY 2026-27 MUST contact their SRO Program Region Coordinator to enable a new application to appear under "My Opportunities" in IntelliGrants.

The application process consists of two parts:

School Districts: Part 1 (Appendix A of the solicitation) is a one-page form that must be completed by the school district and forwarded to each law enforcement agency providing state-funded SROs with SROProgram@scdps.gov copied. School districts should follow the guidelines in the solicitation in completing and submitting Part 1 (Appendix A). Districts are encouraged to provide their law enforcement partners a signed copy of Appendix A **as soon as possible** in order for the law enforcement agencies to meet the requirements of completing Part 2 of the application process. No further action is required from the school district after submission of Part 1 (Appendix A). School districts ***do not register*** in *IntelliGrants*.

Law Enforcement Agencies: Part 2 is completed by the law enforcement agency using the Office of Highway Safety and Justice Program's web-based application tool, IntelliGrants. The Intelligrants platform can be accessed here.

A training video on the new system is available on the *IntelliGrants* website and specific guidance related to the SRO Program is provided in the below SRO Application Workshop link.

Please review the below SRO Program Links and Resources for additional information.

SRO Program Links and Resources

General Information:

- SRO Program Coordinator's Assigned Counties (PDF) (*Revised January 2026*)
- SRO Program Accountant's Assigned Counties (PDF) (*Revised January 2026*)
- Personnel Assignment Letter (PAL) (PDF)
- Request For Payment (RFP)/Quarterly Fiscal Report Form (with 2025 Mileage Rate) (Excel)
- Quarterly SRO Report (completed by School District) (Excel)
- Training Request Form (PDF)
- Property Control Form (Excel)
- Sample Memorandum of Understanding (MOU) (Doc)
- South Carolina Meal Reimbursement Chart (PDF)

Open Solicitation (Award Period: July 1, 2026* through June 30, 2027):

***Please note:** Applications for the open solicitation that are received before July 1, 2026, may receive the award by July 1, 2026. Applications for the open solicitation received on or after July 1, 2026, will receive a prorated award based on the date of the approved award document.

- SFY 26-27 Open Solicitation Document
- Open Solicitation Application Workshop (Slides)
- Application Resource (Agency Jurisdiction Codes)
- Application Resource (School ID Numbers)
- Application Part 1 (To be completed by the School District)
- Application Part 2 (To be completed by the Law Enforcement Partner)

SFY 2025-2026 Annual Solicitation (Award Period of July 1, 2025 – June 30, 2026):

- Project Management Course Presentation (Programmatic)
- Project Management Course Presentation (Financial)
- Important Dates Calendar

SRO Program Contacts

Program Questions?

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Financial Questions?

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Melody Wise Butler, *SRO Accountant* (***Accounting Region 2***)
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Ted Blanding, *SRO Accountant* (***Accounting Region 3***)
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Our contact information, forms, and additional resources can be found on our website:

https://scdps.sc.gov/ohsjp/school-resource-officer-program

Questions?