



south carolina **DEPARTMENT***of* **PUBLIC SAFETY**

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Office *of* Highway Safety and Justice Programs

SFY 2026-2027 SRO Program
Project Management Course



SRO Program Summary

SFY 2026-2027 SRO Program Awards Summary

- Award Period:
July 1, 2026 – June 30, 2027
- 538 state-funded SRO positions
- 125 participating law enforcement agencies
- \$62,724,819 in total awards



south carolina
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Office of Highway Safety
and Justice Programs

10311 WILSON BLVD.
BLYTHEWOOD, SC 29016

Award Letter Example

June 12, 2026

Mrs. Ashley Work
Town Administrator
Town of Aynor
600 S. Main St
Aynor, South Carolina 29511

RE: SFY 26-27 School Resource Officer Program SR-006-C2603-27
Aynor PD SRO Program

Dear Mrs. Work:

I am pleased to provide you with a grant in the amount of \$186,228 for the above-referenced grant project. To complete the contract for this award, it is necessary for you, as the Official Authorized to Sign, to sign the grant award within 30 days. Your signature affirms your acceptance of the grant and its associated conditions.

Please refer to the attached special conditions for additional information for instructions regarding how to submit your signed award and other required documents.

Congratulations on your agency's award! Our staff looks forward to working with you. Please reference your special conditions for your assigned Program Coordinator's contact information and contact them if you have any questions.

Sincerely,

Phil Riley
Director

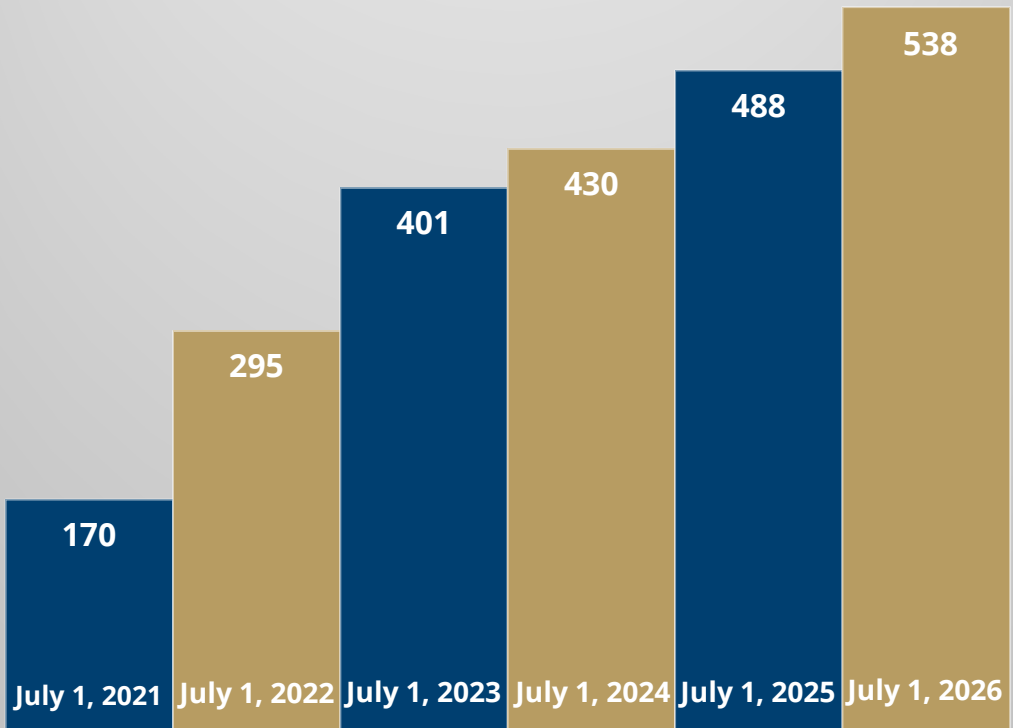
Attachments

c: Chief Allen Elvis, Project Director
SFY 26-27 School Resource Officer Program Official File
School District Superintendent(s)

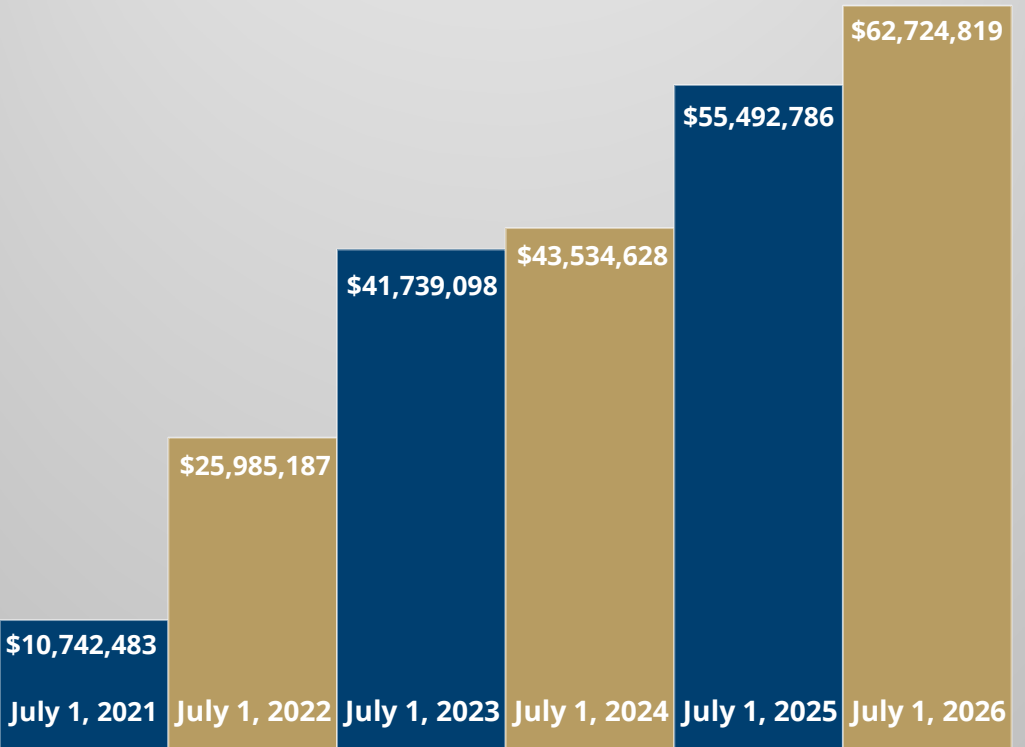
SCDPS.SC.GOV

School Resource Officer (SRO) Program

State-Funded SRO Positions



Funds Awarded



SRO Program Staff Contacts (Programmatic)

School Resource Officer Program

Post Office Box 1993
Blythewood, SC 29016
803-896-8714 Fax
SROProgram@scdps.gov

Mike Tucker, Program Manager

803-896-9958 Office
803-213-9485 Cell
MichaelTucker@scdps.gov

William Johnson, Admin. Asst.

803-896-9025 Office
WilliamJohnson@scdps.gov

SRO Program Web Page is <https://scdps.sc.gov/ohsjp/school-resource-officer-program>

Rick Shell, Region 1 Program Coordinator

803-896-8709 Office
803-922-4659 Cell
RichardShell@scdps.gov

Jonathan Taylor, Region 2 Program Coordinator

803-896-8397 Office
803-348-1901 Cell
JonathanTaylor@scdps.gov

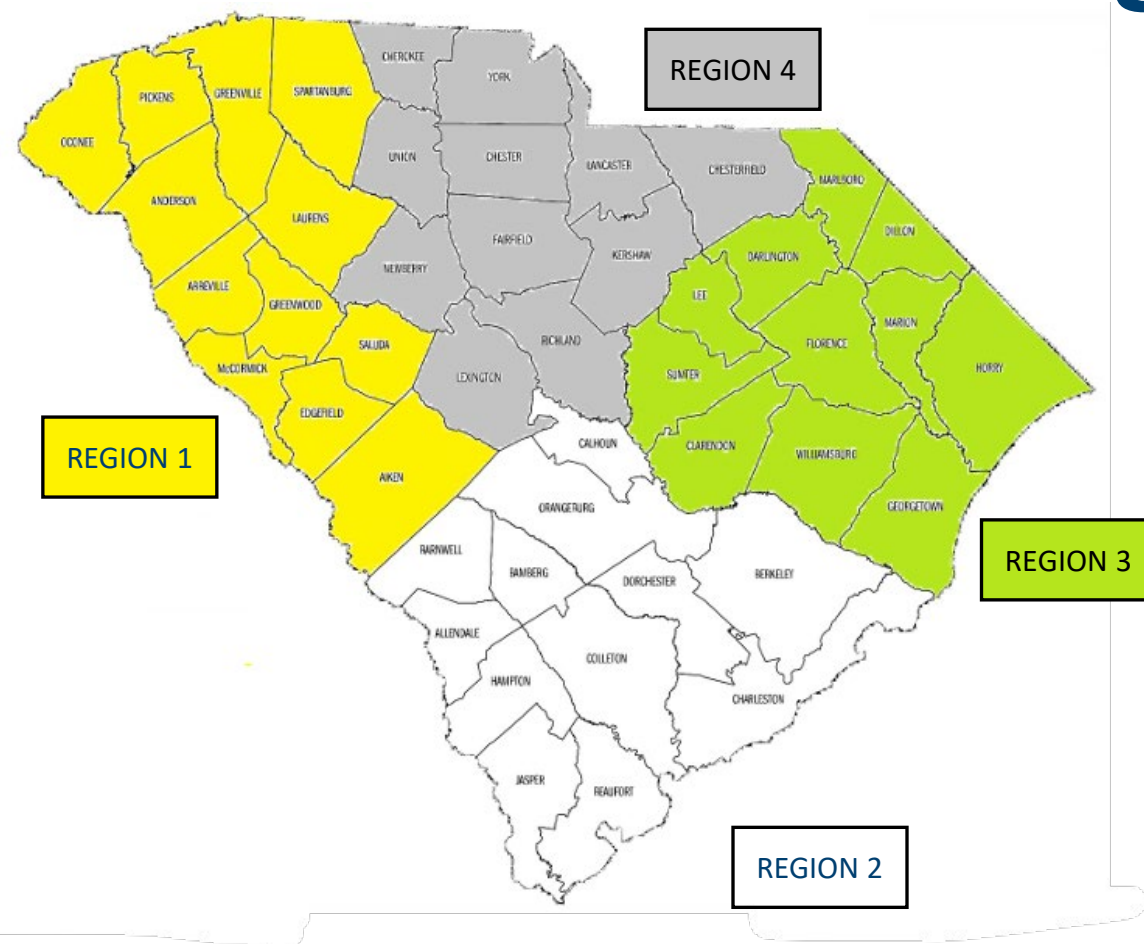
Kelly Griffeth, Region 3 Program Coordinator

803-896-7752 Office
839-221-3973 Cell
KellyGriffeth@scdps.gov

Bryan McDougald, Region 4 Program Coordinator

803-896-2356 Office
803-661-3663 Cell
BryanMcdougald@scdps.gov

SRO Program Regions



Region 1

Rick Shell
(803) 922-4659

Counties:
Abbeville
Aiken
Anderson
Edgefield
Greenville
Greenwood
Laurens
McCormick
Oconee
Pickens
Saluda
Spartanburg

Region 2

Jonathan Taylor
(803) 348-1901

Counties:
Allendale
Bamberg
Barnwell
Beaufort
Berkeley
Calhoun
Charleston
Colleton
Dorchester
Hampton
Jasper
Orangeburg

Region 3

Kelly Griffeth
(839) 221-3973

Counties:
Clarendon
Darlington
Dillon
Florence
Georgetown
Horry
Lee
Marion
Marlboro
Sumter
Williamsburg

Region 4

Bryan McDougald
(803) 661-3663

Counties:
Cherokee
Chester
Chesterfield
Fairfield
Kershaw
Lancaster
Lexington
Newberry
Richland
Union
York

Important Project Dates

This document is available on the [SRO Program web page](#).

- Outlines important dates
- All dates in **RED** have a due date
- Law enforcement agency does quarterly financial reports
- School districts do quarterly SRO reporting
- Not a substitute for reading and understanding Special Conditions

IMPORTANT PROJECT DATES

STATE-FUNDED SCHOOL RESOURCE OFFICER (SRO) PROGRAM SFY 2026-2027 SRO PROGRAM AWARDS

2026

JULY 1

Award period begins

****JULY 17**

Deadline for Project Director and Financial POC to confirm to the Program Coordinator of planned attendance of the Project Management Course.

****JULY 20-24**

Deadline for submitting signed award acceptance and certifying signatures of the Project Director, Financial Officer, Law Enforcement Agency Head, and Official Authorized to Sign (See Special Condition #1- 30 days from date of award)

****AUGUST 13**

Project Management Course attendance by Project Director and Financial Point of Contact

****OCTOBER 30**

Request for Payment/Quarterly Fiscal Report due (JUL 1 – SEP 30)

2027

TBA-JANUARY

SFY 2027-2028 SRO Program Solicitation Workshop

****JANUARY 30**

Request for Payment/Quarterly Fiscal Report due (OCT 1 – DEC 31)

****TBA-FEBRUARY**

SFY 2027-2028 SRO Program Application deadline

****APRIL 30**

Request for Payment/Quarterly Fiscal Report due (JAN 1 – MAR 31)

MAY 1

Revision/Extension request deadline. Extension required for equipment that is not anticipated to be received by June 30, 2026.

JUNE 30

Award period ends

****JULY 30**

Final Request for Payment/Quarterly Fiscal Report due (APR 1 – JUN 30)

****All due dates listed in red require attention and MUST be completed by the due date.**

SEE SPECIAL CONDITIONS FOR ADDITIONAL INFORMATION REGARDING ALL
IMPORTANT PROJECT DATES

SRO Program

Documents required by specified date to accept award

Special Condition #1 requires the following documents to be uploaded into [*IntelliGrants*](#) within 30 days of the award date

- Signed Award Document
- Signed Certification Form for
 - Official Authorized to Sign
 - Law Enforcement Agency Head
 - Financial Officer
 - Project Director

SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF HIGHWAY SAFETY AND JUSTICE PROGRAMS
POST OFFICE BOX 1993
BLYTHEWOOD, SOUTH CAROLINA 29016

Award Document Example

GRANT AWARD

<u>Subgrantee:</u>	Town of Aynor	<u>Grant No.:</u>	SR-006-C2603-27
<u>Project Title:</u>	Aynor PD SRO Program		
<u>Grant Period:</u>	07/01/2026 - 06/30/2027		
<u>Date of Award:</u>	June 12, 2026		
<u>Amount of Award:</u>	\$186,228		

In accordance with the provisions of the SFY 26-27 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 26-27 School Resource Officer Program.

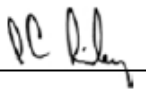
This grant is subject to the special conditions and any applicable terms and conditions associated with the award.

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.

ACCEPTANCE FOR THE SUBGRANTEE

ACCEPTANCE FOR THE SCDPS

Mrs. Ashley Work, Town Administrator
Town of Aynor


Phil Riley, Director
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: *Allen Elvis* Title: *Police Chief* Organization: *Aynor Police Department*

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: *Landon Johnson* Title: *Mayor* Organization: *Town of Aynor*

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 it/them throughout the award period.

Name: *Allen Elvis* Title: *Chief of Police* Organization: *Aynor Police Department*

Signature: _____

Certification by Official Authorized to Sign

Example of Certifications Form

This form is included in the award package OR can be printed from the Award Acceptance/Certifications Form (see next slide)

Consists of two pages with Certification of Project Director, Financial Officer, and Law Enforcement Agency Head on the first page and Certification by Official Authorized to Sign on the second page

Scan all signatures into one document and upload into *Intelligrants* (see next slide)

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: *Ashley Work* Title: *Town Administrator* Organization: *Town of Aynor*

Signature: _____

How to upload Award Acceptance/Certifications

SR-006-C2603-27

Sums & Recs Report

▼ Award Requirements

Award Package

Special Conditions ☐

Special Conditions Action Items ☒

Award Acceptance/Certifications ☒

Award Acceptance/Certifications

Instructions:

- All required fields marked with an *.
- Select the **SAVE** button to save information on each page.
- Save at least every 30 minutes to avoid losing data.
- To access the next or previous page, select the **NEXT FORM** or **PREVIOUS FORM** button below.

-----Click here – Step 1

Certification by Project Director

Scroll down page to

Certifying Signatures Upload: ← **Certifying Signatures Upload: – Step 2**

Please print/download the form above, obtain the appropriate signatures of the certifying officials listed, and upload the signed document(s) here. If any of the individuals above have changed, please submit a revision request to update the information and the form will be automatically updated.

How to upload Award Acceptance/Certifications

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.

Step 3 Browse or drag scanned certification → page document with signatures

Browse Drag Files Here

completed grant ...
135.79 KB

Signatures Provided in Upload (Check all that apply)

☒	Patrick Thompson
☒	Darren Maddox
☒	Marvin Watson
☒	Brian Moon

Step 4 Check boxes for each signature in document from Step 3 (should be all boxes)

Award Acceptance Upload:

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

Step 5 Browse or drag scanned signed Award Document →

Browse Drag Files Here

sign acceptance l...
44.56 KB

After uploading documents and saving the page, you should be able to open documents by clicking on their name

How to upload Award Acceptance/Certifications

SR-084-C3501-26

Status History

Attachment Repository

Modification Summary

Document Validation

Print Document

Document Messages

▼ Status Options

Submit Required Signatures

▼ Related Documents

Document Landing Page

Instructions:

- View document details.

Template

SFY 25-26 School Resource Officer Program

Document Name

SR-005-C11-25

Organization

ME Test Org

Instance

SFY 25-26 School Resource Officer Program

Document Status

Certifying Signatures Submitted

Your Role

DPS Grants Accounting Manager, DPS Program Manager

Note Document Status Change after submission

Step 6

Click on Submit Required Signatures

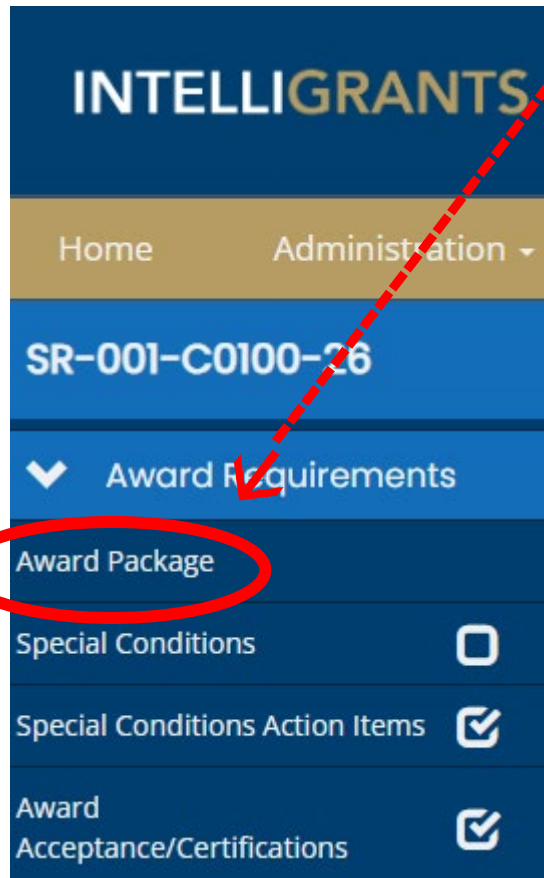
SRO Program staff will review the uploaded documents and, if correct, will change the Document Status to Award Accepted



Award Special Conditions

SRO Program Award Special Conditions

Clicking on Award Package will give you a document with the following items:



- **Award Letter**
- **Award Document**
 - Requires Signature of Official Authorized to Sign (County Administrator, City/Town Administrator, or City/Town Mayor)
- **Special Conditions**
- **Terms and Conditions**
- **Award Acceptance/Certifications Form**
 - Requires Signature of:
 - Project Director
 - Financial Officer
 - Law Enforcement Agency Head (Sheriff, Director, or Chief)
 - Official Authorized to Sign (County/City/Town Administrator or Mayor)

SRO Program Award Special Conditions

- **Special Condition #1**
 - Sets time frame for submissions for award acceptance (covered in previous slides)
 - Provides detail instructions for submissions in new *IntelliGrants* system
- **Special Condition #2**
 - Identifies and provides contact information for your SRO Program Region Coordinator
- **Special Condition #3**
 - Is an availability of funds statement
- **Special Condition #4**
 - Advises that approved award may have changes from the original application request
- **Special Condition #5**
 - Identifies the award period (7/1/26 – 6/30/27)

SFY 26-27 SCHOOL RESOURCE OFFICER PROGRAM SPECIAL CONDITIONS

IMPLEMENTING AGENCY: Aynor Police Department

SCHOOL DISTRICT(S): Horry

GRANT NUMBER: SR-006-C2603-27

AWARD DATE: June 12, 2026

1. In addition to the Grant Award document, a form certifying the signatures of the Project Director, Financial Officer, Law Enforcement Agency Head, and Official Authorized to Sign were contained in the emailed award package. Copies of signed documents and any of the below Special Conditions requiring action on behalf of the subgrantee must be submitted via *IntelliGrants* upload at www.scdps.intelligrants.com. Documents requiring signatures must be submitted in *IntelliGrants* within 30 days of the award date.
 - Upon login, any Agency Administrator, Agency Certifying Official, or Agency Contributor *IntelliGrants* users assigned access to the agency's grant application should click on the appropriate application in the "My Tasks" section. The application will be in "Certifying Signatures Required" status.
 - Locate the blue "Forms" menu on the left-hand side of the screen and begin scrolling towards the bottom. In the "Award Requirements" section, click the form entitled "Award Acceptance/Certifications". It is on this page that you will upload the appropriate signature pages in the designated areas. Once all certifying signatures, including the Grant Award document, have been uploaded, click "Submit Certifying Signatures" from the "Status Options" section of the Forms menu to submit your signature documents.
 - From the same "Award Requirements" section of the Forms menu mentioned above, click the form entitled "Special Conditions Action Items". It is on this page that you will upload the appropriate documentation pertaining to any required action items as indicated in your special conditions below.

Please contact your assigned Program Coordinator if you have any questions or require technical assistance. Staff are available and happy to assist you in navigating this new process.

2. Your assigned Program Coordinator is Kelly Griffith. They can be contacted at kellygriffith@SCDPS.gov or (803) 896-7752 if you have any questions or require technical assistance.
3. This award is contingent upon approval and availability of funds from the state funding source.
4. The approved application included in the award package may have changes from the original application that was submitted. These changes may include budget pages that may have been changed to reflect the current approved award. Please reprint those pages for your files.
5. The award period is from July 1, 2026 – June 30, 2027.

SRO Program Award Special Conditions

- **Special Condition #6**
 - Requires attendance of any announced mandatory Project Management or *IntelliGrants* Course
- **Special Condition #7**
 - Requires maintaining a current copy of an MOU in *IntelliGrants* between the School District and LE Agency (Next slide has more information)
 - Revised and existing valid MOUs need to be uploaded within 30 days of change or signatory
- **Special Condition #8**
 - Lists your schools awarded a state-funded SRO position

6. The Project Director and the Financial Point of Contact must attend a mandatory Project Management Course that will be conducted at the DoubleTree by Hilton Hotel, 2100 Bush River Road, Columbia, SC on August 13, 2026. Law Enforcement Agencies (LEA) whose name (city or county) begins with “A” – “I” will attend the session that begins promptly at 9:00 a.m. with “J” – “Z” attending the session that begins promptly at 1:00 p.m. Please arrive 15-30 minutes early so that you can sign-in and be seated at the scheduled starting times.

No later than July 17, 2026, the awardee’s Project Director and Financial Point of Contact must email their assigned SRO Program Coordinator confirming that they will be attending the Project Management Course.

Additional Intelligrants or other courses may be scheduled during the award period. Notice of additional courses will be provided in advance by your Program Coordinator.

7. In the “Award Requirements” section of the Forms menu, click the form entitled “Special Conditions Action Items” and upload a copy of the Memorandum of Understanding (MOU) between the School District and the Law Enforcement Agency that complies with Regulation 43-210 of the South Carolina Code of Regulations in *IntelliGrants*. An updated copy must also be uploaded within 30 days of a change to the MOU or the change of any signatory. The MOU must not contain anything contrary to the Terms and Conditions of this award or these Special Conditions.

SFY 26-27 SCHOOL RESOURCE OFFICER PROGRAM SPECIAL CONDITIONS

8. This award and project costs defined in the approved application are only applicable to the agency’s state-funded SRO positions assigned to the below schools.

School District	School Name	SID#
Horry	Aynor Elementary	2601014
Horry	Aynor Middle	2601057

SRO Program

Award Special Conditions

South Carolina Code of Regulations Section 43-210 School Resource Officers

Paragraph (V) Memorandum of Understanding

Prior to placing a school resource officer at a school or in a district office, a memorandum of understanding must be executed between the school district, and the employing local law enforcement agency. The role of the school district, individual schools, local law enforcement agency, school administration, and the school resource officer shall be clearly defined in the memorandum of understanding. The role of the school resource officer must clearly be defined pursuant to S.C. Code Ann 5-7-12 and in the memorandum of understanding. The provisions of this regulation and Regulation 43-279 must be included in the memorandum of understanding.

The school district shall provide the school administration with a copy of the memorandum of understanding, and review it with the school administration and with the school resource officer prior to the start of every school year.

SRO Program Award Special Conditions

- **Special Condition #9**

- Requires submission of a Personnel Assignment Letter (PAL) within 15 days of a vacancy or assignment change

- **Special Condition #10**

- Requires notice of assigned officer's completion (or enrollment and subsequent completion) of a NASRO or SCCJA SRO Basic Course

- **Special Condition #11**

- Requires state-funded SROs to be assigned to their school full-time
- Requires state-funded SRO to be physically present at assigned school during normal school hours absent defined extenuating circumstances

9. Within 15 days of a vacancy or an assignment change related to a state-funded SRO position at one of the above schools, a Personnel Assignment Letter (PAL) is required to keep the OHSJP and Grants Accounting informed of SRO assignments. PAL samples and instructions will be emailed separately for guidance. The PAL must be submitted, as follows, on agency letterhead signed by the Project Director and Law Enforcement Agency Head (Sheriff, Director, or Chief) with the affected school district(s) copied. Forward PALs to SROprogram@scdps.gov copying your assigned SRO Program Coordinator and the affected school district(s). During this award period, this process may be replaced by a new process in *IntelliGrants*. Agencies will be provided with further instructions if this process changes.
10. When a new officer is assigned to one of the above schools, include with the PAL evidence of completion (or enrollment status in a future class) of a Basic SRO training course as provided or recognized by the National Association of School Resource Officers (NASRO) or the South Carolina Criminal Justice Academy (SCCJA). Evidence of completion includes a copy of the course completion certificate or a Student Session Transcript from the SCCJA ACADIS portal. If an officer completes the SRO Basic Course after submission of the required PAL, submit evidence of completion within 15 days of finishing. During this award period, this process may be replaced by a new process in *IntelliGrants*. Agencies will be provided with further instructions if this process changes.
11. This award is to pay for the cost of a law enforcement officer(s) that shall serve as a full-time SRO assigned exclusively to one of the above school(s) within the school district. Absent extenuating circumstances, the state-funded SRO must be at the assigned school during normal school hours. Extenuating circumstances includes illness or other authorized leave, attendance of training required to maintain the SRO's law enforcement commission, required court attendance, a natural disaster, or a declared state of emergency. Every attempt should be made to schedule training, annual leave, or compensatory time off during normal school breaks.

SRO Program Award Special Conditions

- **Special Condition #12**
 - Requires notice to the SRO Program if an awarded state-funded SRO position is vacant for more than 90 days
 - **Special Condition #13 - 16**
 - Are related to Grants Accounting and will be covered later in this course during the Financial portion
 - **Special Condition #17**
 - Requires a Property Control Form for Individual items with a minimum cost of \$2,500, or Items deemed sensitive including
 - Weapons, Laptops, Radar, BWC, School Vaults, Portable radios (walkie talkies), Ballistic items (body armor, shields, etc.)
12. If an awarded SRO position remains vacant for more than 90 days, the law enforcement agency must immediately provide the OHSJP notice of the extended vacancy and include what actions are being conducted to fill the vacancy. Notice must be sent, via email, to SROProgram@scdps.gov with your assigned SRO Program Coordinator copied. State-funded SRO positions that remain vacant for more than 180 days are subject to losing funding. During this award period, this process may be replaced by a new process in *IntelliGrants*. Agencies will be provided with further instructions if this process changes.
17. A Property Control Form for each individual item with a minimum cost of \$2,500 and any sensitive items must be 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. During this award period, this process may be replaced by a new process in *IntelliGrants*. Agencies will be provided with further instructions if this process changes.

SRO Program Award Special Conditions

- **Special Condition #18**

- Requires submission and approval of a Training Request Form **prior** to any award-funded training (more details later in this presentation)

- **Special Condition #19**

- Requires the law enforcement agency to keep their school district(s) up to date on **ALL** SRO assignments regardless of funding source

- **Special Condition #20**

- Requires school districts submit a Quarterly SRO Report of SRO assignments regardless of funding source

18. All training that grant-funded personnel wish to attend that will be paid for with grant funds, including registration, lodging, meals, or mileage, must receive **prior** written approval by submitting the training request form with an attached copy of the agenda.
19. The implementing law enforcement agency must keep each school district up to date on SRO assignments within the school district regardless of funding source.
20. Each school district will provide a consolidated end of quarter report of SRO assignments regardless of funding source or law enforcement agency. A link to the end of quarter report is available on the SRO Program website at <https://scdps.sc.gov/ohsjp/school-resource-officer-program>. The end of quarter report should be submitted by the school district to SROProgram@scdps.gov as follows. During this award period, this process may be replaced by a new process in *IntelliGrants*. Agencies will be provided with further instructions if this process changes.

SFY 26-27 SCHOOL RESOURCE OFFICER PROGRAM SPECIAL CONDITIONS

FOR THE PERIOD ENDING:

September 30, 2026
December 31, 2026
March 31, 2027
June 30, 2027

SUBMIT BY:

October 30, 2026
January 30, 2027
April 30, 2027
July 30, 2027

SRO Program Award Special Conditions

- **Special Condition #21**

- Allows OHSJP to require additional reporting requirements

- **Special Condition #22**

- Defines the requirements for state-funded patrol vehicles (SRO branding next slide)

- **Special Condition #23**

- Requires revisions or extension requests to be submitted 60 days prior to the end of the award period

- **Special Condition #24**

- Allows for corrections of any scrivener's errors

21. In addition to the above reporting requirements, the implementing law enforcement agency or school district may be subject to additional reporting requirements regarding this award. The OHSJP will provide additional notice, if applicable.
22. The following applies to patrol vehicles purchased with SRO Program funds:
 - a. Must be a vehicle type typically used in the ordinary course of performing routine patrol/SRO duties for the implementing law enforcement agency.
 - b. Must be identified as a School Resource Officer vehicle with clearly legible and contrasting lettering consisting of "School Resource Officer" or "SRO" that is highly visible to the public on both sides of the vehicle and/or the rear of the vehicle
 - c. Must have an **external** light bar with blue lights affixed to the top of the vehicle.
 - d. Must be fully-marked with full color agency graphics in a similar manner as the regular fully-marked patrol vehicles of the implementing agency. Lettering must clearly contrast with the vehicle's color. "Ghost graphics" are not authorized.
 - e. Must affix any OHSJP-required and supplied decals as instructed.
 - f. Must be assigned to a state-funded SRO for the useful life of the vehicle, a minimum of six years.
 - g. Lighting, graphics, or window tinting not standard to normal patrol vehicles of the implementing law enforcement agency, with the exception of lettering "School Resource Officer", "SRO" or OHSJP-required decals, are not allowable.
 - h. Permanent school-specific graphics on the patrol vehicle are not authorized. Temporary (e.g. magnetic) school graphics/logo provided by a funding source other than this award may be utilized on the patrol vehicle with the authorization of the law enforcement agency head.
23. Final award revisions or extensions are requested to be submitted by the 60th day before the close of the project year listed on the grant award documents.
24. Some programmatic and/or financial changes resulting from adjustments to the approved grant budget have been addressed within the grant and revised accordingly to reflect the approved grant budget; however, additional changes may be required.

SRO Program Terms and Conditions

The award's Terms and Conditions are typically less detailed than the Special Conditions but should be reviewed completely.

Some items that are more detailed or not included in the Special Conditions are:

- #8 Conflicts of Interest
- #9 Use of State-Funded Resources

8. Conflict Of Interest:

No employee, officer or agent of an awardee or its governing body who is authorized in an official capacity to negotiate, make, accept or approve, or to take part in negotiating, making, accepting or approving any purchase, including contracts or subcontracts, in connection with this award shall have, directly or indirectly, any financial or personal interest in any such purchase or activity. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from the activity.

9. Use of State-Funded Resources:

- a) State-funded equipment must be utilized in a lawful manner at all times and may not be used for private business or for political campaigns. Outside normal school hours, a state-funded school resource officer (SRO) may utilize state-funded equipment in a similar manner, as authorized by their agency, as the agency's patrol officers that use comparable locally-funded equipment for patrol/other duties or approved off duty employment.
- b) State-funded personnel may be utilized by the law enforcement agency outside normal school hours and during school breaks as directed by the agency head without affecting reimbursement of the officer's annual salary.

- #16 School Resource Officer Compensation

16. Compensation:

- a) Compensation for personnel services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of the award. Overtime and bonuses are not reimbursable, however, these Terms and Conditions do not prohibit assigned officers from receiving compensatory time off in lieu of overtime or overtime from funding sources other than this award. Reimbursable compensation includes the assigned officer's annual base salary and fringe benefits. Fringe benefits includes the total employer contributions for Social Security & Medicare (FICA), Retirement, Workers Compensation Insurance, Health Insurance, or other similar and reasonable employer contributions approved by Grants Accounting.
- b) Costs of compensation are allowable to the extent that they satisfy the specific requirements of this award, and that the total compensation for individual employees:
 - 1) Is reasonable for the services rendered and conforms to the established written policy of the local agency consistently applied to both SRO Program and non-SRO Program activities;
 - 2) Follows an appointment made in accordance with the local agency's laws and/or rules or written policies and meets the requirements of all statutes and regulations; and
- c) **Reasonableness.** Compensation for state-funded SROs will be considered reasonable to the extent that it is consistent with that paid to locally-funded SROs of the agency. In cases where the agency does not have locally-funded SRO positions, compensation will be considered reasonable to the extent that it is comparable to that paid to the agency's non-supervisory patrol or special unit officers that have a similar level of training, experience, and responsibility. Upon request of the SRO Program, participating agencies will cooperate fully with any wage studies/surveys and provide documentation supporting this reasonableness threshold. Agencies shall not compensate state-funded SROs for excessive rank or unreasonable numbers of state-funded SROs in higher ranks. SCDPS reserves the right to make a determination, at its sole discretion, on matters of compensation reasonableness, including matters related to excessive rank, and may require an agency to submit further supporting information or a corrective action plan for approval regarding a determination of the reasonableness of compensation and/or rank assigned to state-funded SROs.

- #29 Suspension or Termination of Funding

29. **Suspension or Termination of Funding:**

The OHSJP may suspend, in whole or in part, and/or terminate funding for or impose another sanction on an awardee for any of the following reasons:

- a) Failure to adhere to the requirements, standard conditions, or special conditions. Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding.
- b) Failure to submit reports.
- c) Filing a false certification in this application or other reports or documents.
- d) Other good cause shown.



New Forms within Intelligrants



School Resource Officer Program

SRO Program Links and Resources

General Information:

- [IntelliGrants Guides](#)
- [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 \(with 2025 Mileage Rate\) \(Excel\)](#)
- [Request For Payment \(RFP\)/Quarterly Fiscal Report Form \(with 2026 Mileage Rate\) \(Excel\)](#)
- [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 \(PDF\)](#)

Explore our resources to find out more about how to use the IntelliGrants system.

General Information:

- [How to Accept an Award and Submit Certifying Signatures](#)
- [Applicant Training Video](#)
- [How to Access Additional Training Materials](#)

User Access:

- [How to Register as an Agency Administrator \(ONLY for a new organization to IntelliGrants\)](#)
- [How to Add a New User in IntelliGrants as Agency Administrator](#)
- [How to Add and Edit Roles on Existing User's Main Profile](#)
- [How to Add a User to an Existing Application](#)
- [How to Edit a User's Role on an Existing Application](#)

Revisions:

- [How to Update Award Contact Information BEFORE Submitting Certifying Signatures](#)
- [How to Update Award Contact information AFTER Submitting Certifying Signatures](#)
- [How to Initiate and Request Other Award Revisions or an Extension](#)

Financial Processes:

- [How to Request Procurement Authorization](#)
- [How to Submit a Request for Payment \(coming soon\)](#)

Reports and Other Notifications or Requests:

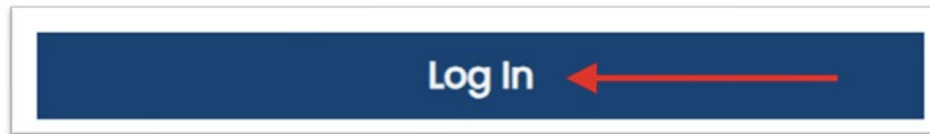
- [How to Submit a Training Request \(SRO Program\)](#)
- [How to Update State-Funded SRO Assignments](#)

How to do a Revision and Extension Request

How to Access Award Revision Training Materials

Step 1:

Log into IntelliGrants at <https://scdps.intelligrants.com/>



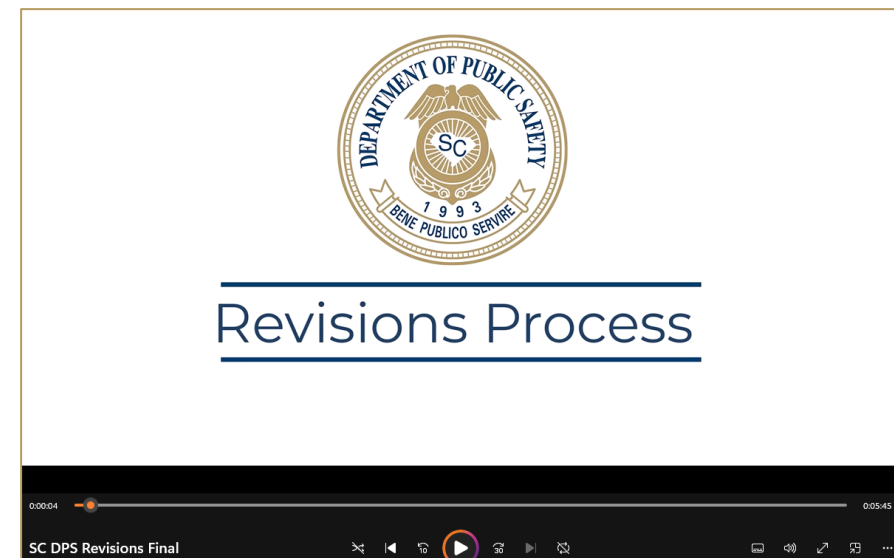
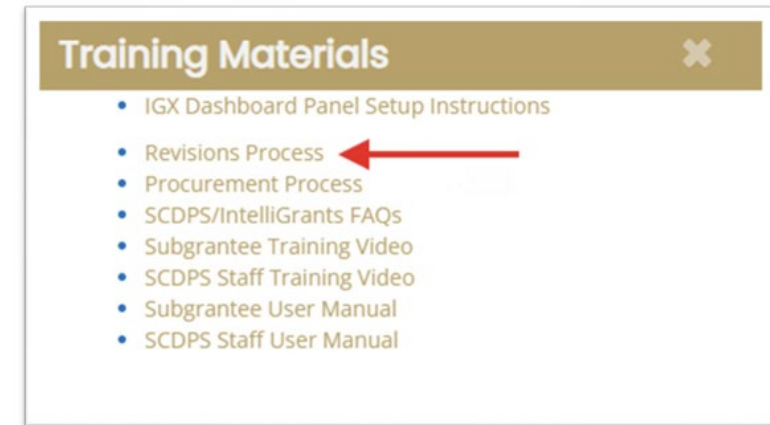
Step 2:

Click on the book icon near the top right corner of the page. A window with the training modules available will appear.



Step 3:

Click on Revisions Process for video walkthrough.



SRO Program Revision and Extension Requests

The screenshot displays the INTELLIGRANTS | Office of Highway Safety and Justice Programs website. The top navigation bar includes links for Home, Administration, Searches, and Reports. A left sidebar menu lists various options: SR-001-C0100-26, Attachments, Sums & Recs, Award Requirements, Award Package, Special Conditions, Special Conditions Action Items, Award Acceptance/Certifications, Revision, Revision Request, Tools, Landing Page, Add/Edit People, Status History, Attachment Repository, Modification Summary, Document Validation, Notes, Print Document, Document Messages, and Status Options. The main content area is titled "Revision Request" and contains instructions, a section to identify the grant revision request purpose with checkboxes for Budget Revision, Extension of Grant Term, and Programmatic Revision, a revision justification text box, and a form/document upload section with a browse button and a drag files here area.

INTELLIGRANTS | Office of Highway Safety and Justice Programs

Home Administration - Searches - Reports -

SR-001-C0100-26

▼ Attachments

Attachments

▼ Sums & Recs

Sums & Recs

▼ Award Requirements

Award Package

Special Conditions

Special Conditions Action Items

Award Acceptance/Certifications

▼ Revision

Revision Request

▼ Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages

▼ Status Options

Revision Request

Instructions:

- All required fields are marked with an *.
- Use the **SAVE** button to save information.
- Save at least every 30 minutes to avoid losing data.

Identify the Grant Revision Request purpose by checking one or more boxes below.

☐ Budget Revision

☐ Extension of Grant Term

☐ Programmatic Revision

Revision Justification:

Provide a detailed justification of the proposed change(s) and the effect the change(s) will have on the project.

Form/Document Upload(s):

Use this section if providing additional justification or documents for the above request(s).

Attachment Description:

Steps:

- Go to “Revision Request” Form
- Check box(es) identifying revision purpose(s)
- Add revision justification to text box
- Upload any supporting documentation (optional)
- See Revision workflow on next slide

SRO Program Revision and Extension Requests

INTELLIGRANTS | Office of Highway Safety and Justice Programs

HomeAdministration -Searches -Reports -

SR-001-C0100-26

▼ Attachments

Attachments

▼ Sums & Recs

Sums & Recs

▼ Award Requirements

Award Package

Special Conditions

Special Conditions Action Items

Award Acceptance/Certifications

▼ Revision

Revision Request

▼ Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages

▼ Status Options

Revision Request

Instructions:

- All required fields are marked with an *.
- Use the **SAVE** button to save information.
- Save at least every 30 minutes to avoid losing data.

Identify the Grant Revision Request purpose by checking one or more boxes below.

☐ Budget Revision

☐ Extension of Grant Term

☐ Programmatic Revision

Revision Justification:

Provide a detailed justification of the proposed change(s) and the effect the change(s) will have on the project.

Form/Document Upload(s):

Use this section if providing additional justification or documents for the above request(s).

Attachment Description:

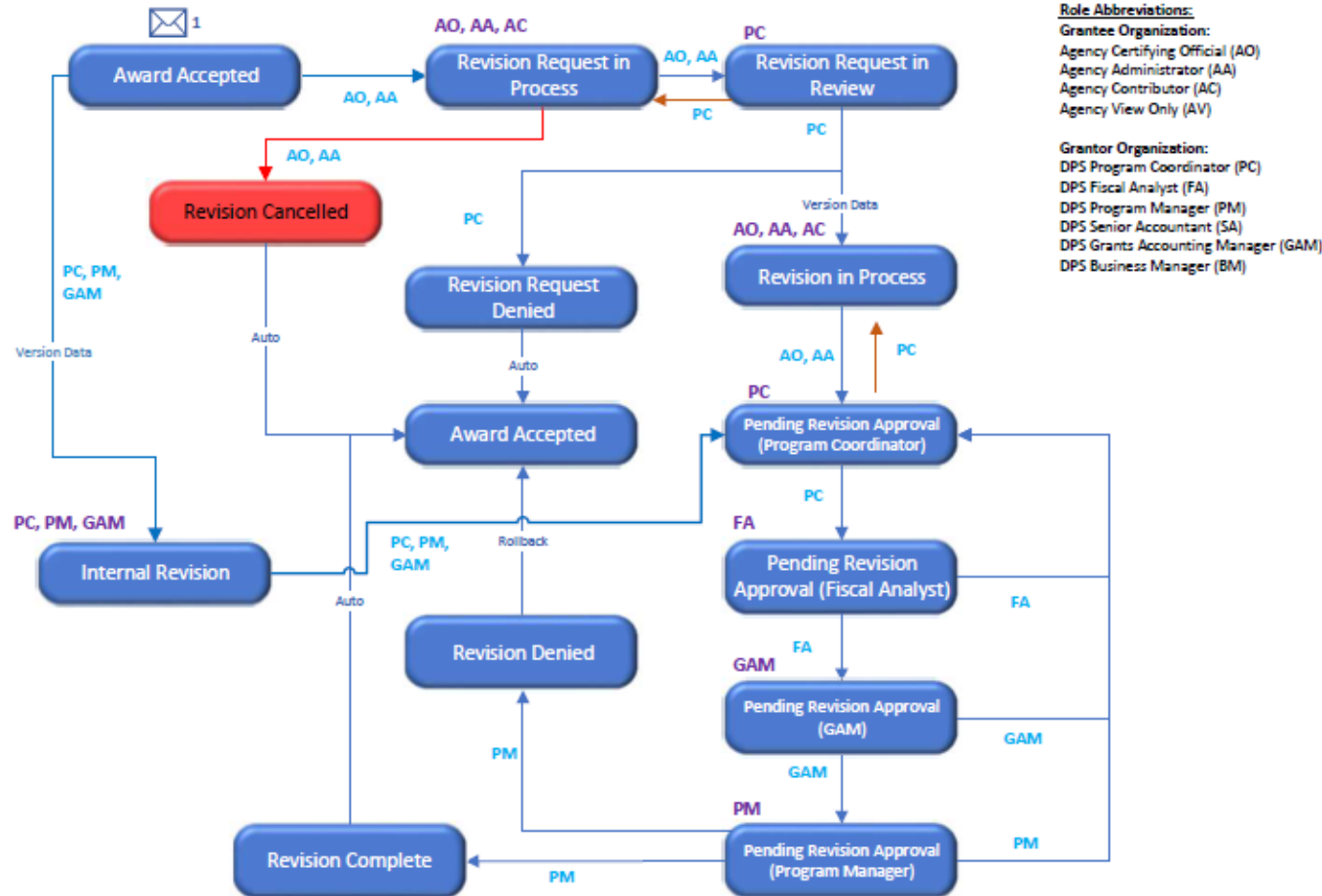
Revisions and Extension requests should be submitted prior to 60 days from end of award period

Budget revisions cannot change the total amount of the award that must remain the same (no more/no less)

SRO Program Revision and Extension Requests

Revision can be initiated by
AO, AA

Revision Workflow



Blue roles push the status.

Purple roles view in "My Tasks"

Role Abbreviations:
Grantee Organization:
 Agency Certifying Official (AO)
 Agency Administrator (AA)
 Agency Contributor (AC)
 Agency View Only (AV)

Grantor Organization:
 DPS Program Coordinator (PC)
 DPS Fiscal Analyst (FA)
 DPS Program Manager (PM)
 DPS Senior Accountant (SA)
 DPS Grants Accounting Manager (GAM)
 DPS Business Manager (BM)

The total amount of the award must remain the same (no more/no less)

Revisions and Extension requests should be submitted prior to April 30, 2027

Extensions will not be approved just to expend surplus funds

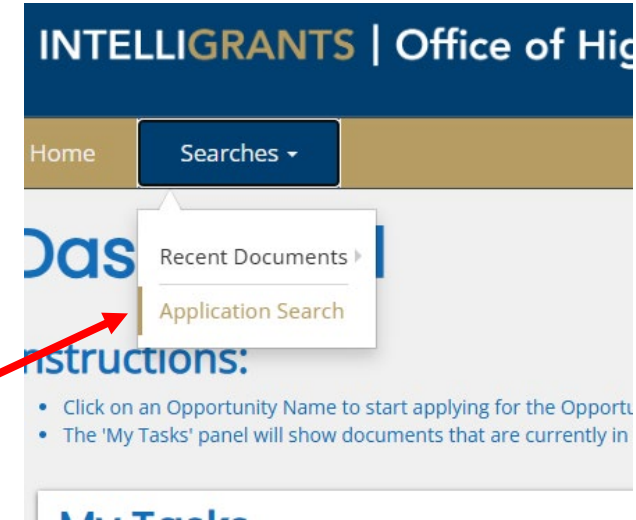


NEW Training Request Form

SRO Program Training Request Form

The Training Request Form is **NOW** available on Intelligrants.

1. Click SEARCHES – APPLICATION SEARCH
2. Type – SFY 26-27 School Resource Officer Program. Status - Award Accepted
3. Find and click on your award in the DOCUMENTS section



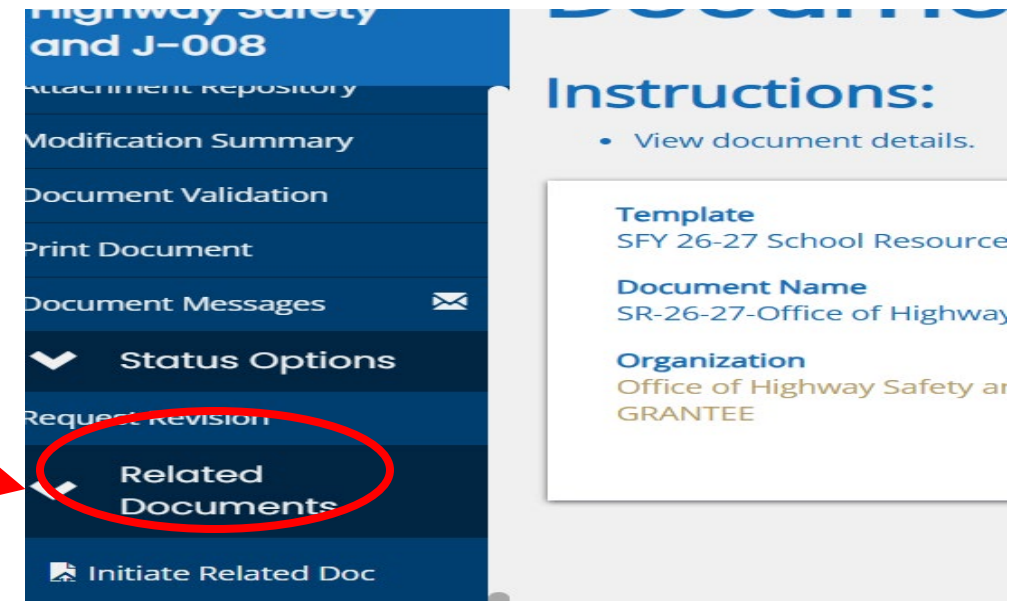
Document Search

Name		Sub Code	
Type	SFY 26-27 School Resource Officer Program	Status	Award Accepted
Organization	Aynor	Person	

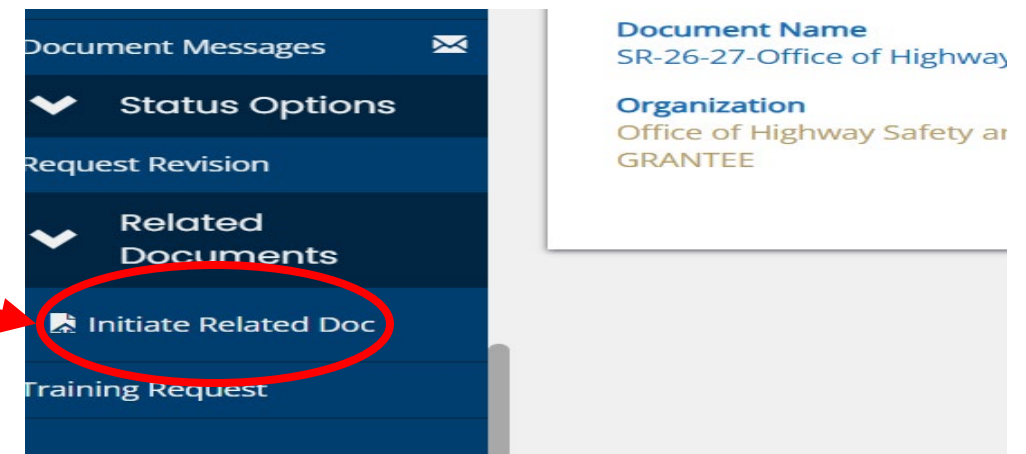
▼ Documents

Name	Organization	Type
SR-007-C0100-27	Office of Highway Safety and Justice Programs - GRANTEE	SFY 26-27 School Resource Officer Program

1. Scroll to the bottom of your grant to RELATED DOCUMENTS



2. Click on the INITIATE RELATED DOC



3. Under Available Documents use the dropdown and choose TRAINING REQUEST – SRO

4. Click CREATE

5. A pop-up box appears. If you are making a Travel Request, then click PROCEED

The screenshot shows the 'Initiate Related Document' form. On the left, a sidebar lists document details: Template (SFY 26-27 School Resource), Document Name (SR-007-C0100-27), and Organization (Office of Highway Safety and Justice Programs). The main form area has a blue header and an 'Instructions' section. Below the instructions, there are input fields for 'Document Identifier' (with a search prompt), 'Parent Document' (a dropdown menu showing 'SR-007-C0100-27'), and 'Available Documents' (a dropdown menu with 'Procurement Request' selected). A red circle highlights the 'Training Request - SRO' option in the 'Available Documents' list. A red arrow points from the text 'Under Available Documents use the dropdown and choose TRAINING REQUEST – SRO' to this option. Another red arrow points from the text 'Click CREATE' to the 'Create' button at the bottom right of the form, which is also circled in red.

The screenshot shows a pop-up box titled 'Training Request - SRO'. It contains the following information: 'Provided By: Office of Highway Safety and Justice Programs', 'Provided To: Office of Highway Safety and Justice Programs - GRANTEE', 'Training Request Availability: 6/1/2026 12:00:00 AM -', and 'Due Date:'. At the bottom right, there are two buttons: 'Proceed' (highlighted with a red circle and a red arrow from the text 'then click PROCEED') and 'Cancel'.

6. This box will appear
Make sure it says in Document Status
section TRAINING REQUEST IN
PROCESS

Instructions:

- View document details.

Template Training Request - SRO	Instance Training Request - SRO	Process Training Request
Document Name TR-SRO-2027-Office of -9	Document Status Training Request in Process	Period Date 7/1/2026 12:00:00 AM 7/30/2026 11:59:00 PM
Organization Office of Highway Safety and Justice Programs - GRANTEE	Your Role Agency Administrator	

7. Scroll to the top of the blue
section on the Left of the page
to TRAINING REQUEST

TR-SRO-2027-Office of -9

Forms

Training Request

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Doc

Instruc

- Click the
- Click the

Pe

Person

Adamson,

8. Action #7 will take you to this landing page

9. Complete the appropriate information regarding the course.

10. Input the SRO Name, use the drop-down list to choose the appropriate school per SRO. Use the + to add additional SROs

The screenshot shows a web application titled "Training Request" for "TR-SRO-2027-Office of -9". A sidebar on the left contains a "Forms" section with "Training Request" selected, and a "Tools" section with options like "Landing Page", "Add/Edit People", "Status History", "Attachment Repository", and "Modification Summary". The main content area has a header with instructions: "All required fields are marked with an *", "Use the SAVE button to save information and calculate data on each page", and "Save at least every 30 minutes to avoid losing data." Below this is a reminder about training credit transcripts. The "Agency Name" is set to "Office of Highway Safety and Justice Programs - G".

The "Course Information" section contains the following fields, with a red circle highlighting the "Name of Course", "Virtual Course?", "Course City", "Course State", "Course Provider", "Course Begin", and "Course End" fields:

- Name of Course: SC Annual Training *
- Virtual Course?: No *
- Course City: Myrtle Beach *
- Course State: South Carolina *
- Course Provider: SCASRO *
- Course Begin: 06/22/2026 *
- Course End: 06/26/2026 *

The "Names of State-Funded School Resource Officers A" section contains a table with two columns: "SRO Full Name" and "Assigned School". The first row shows "John D. Doe" and "Atlantic Collegiate Academy". A red arrow points to a "+" button next to the "Assigned School" dropdown, which is used to add additional SROs.

11. Enter the Registration, Per Diem, and Lodging amount for **ONE (1) SRO only.**
12. Enter the Hotel rate per night
13. The Cost Per SRO and # of SF SROs will automatically populate to the number of SROs that are listed in Action #10.

The screenshot shows a web form titled "Cost Estimates Per Individual State-Funded (SF) SRO". It contains a table with three columns: "Category", "Estimated Amount", and "Notes/Instructions".

Category	Estimated Amount	Notes/Instructions
Registration	\$ 450	
Meals	\$ 250	Per State of SC Meal Reimbursement Guidelines
Lodging	\$ 2,000	Hotel Rate: \$ 200 GSA Rate: \$
Cost Per SRO	\$2,700.00	Exclude taxes and surcharges in Hotel Rate box but include in estimate
# of SF SROs	2	This number is automatically populated from the list above
Total Cost	\$5,400.00	

Red arrows point from the instructions to the "Registration", "Meals", and "Lodging" rows. Red circles highlight the "Cost Per SRO" value of \$2,700.00 and the "Hotel Rate" value of 200. A red arrow also points from the instruction for the "# of SF SROs" row to its value of 2.

14. To populate the correct GSA rate, click the link. This will take you to the USGA page.

15. Click on the appropriate state on the map

16. This gives you the correct GSA rate per time of year and location that the training will take place. This is the amount that is to be entered into Action #14.

Actions

lines

GSA Rate:

box but include in estimate

m the list above

U.S. General Services Administration

Travel > Plan a trip > Per diem rates

State: City:

OR

ZIP:

Find rates

Search by state

For fiscal year:

#15

Daily lodging rates (excluding taxes) | October 2025 - September 2026

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Filter results...

Primary destination	County	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
Charleston	Charleston / Berkeley / Dorchester	\$244	\$218	\$218	\$218	\$218	\$288	\$288	\$288	\$244	\$244	\$244	\$244
Columbia	Richland / Lexington	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115
Hilton Head	Beaufort	\$163	\$118	\$118	\$118	\$118	\$193	\$193	\$193	\$215	\$215	\$215	\$163
Myrtle Beach	Horry	\$110	\$110	\$110	\$110	\$110	\$110	\$132	\$132	\$182	\$182	\$182	\$110

17. Drag and drop the course agenda here

18. If the lodging exceeds the GSA rate, complete the form that is located in the hyperlink and upload it to the 'Drag Files Here' section.

19. **CLICK SAVE**

This form must be accompanied by an attached agenda or course description that includes the cost of registration or any other fees, from the Course Provider, in order to be processed

Agenda/Course Description:

Browse

Drag Files Here *

If applicable, provide below detailed itemized justification for exceeding lodging expenses conforming to those allowed by the applicable U. S. General Services Administration rate.

[Approval for Exceeding Travel Expense Limits](#)

Browse

Drag Files Here

APPROVAL FOR EXCEEDING TRAVEL EXPENSE LIMITS*

Provide below detailed itemized justification for exceeding lodging expenses conforming to those allowed by the applicable U. S. General Services Administration rate:

Full Name and Title of Traveling Employee(s)/Official(s): See attached Training Approval Request Form

Dates of Travel: Beginning: _____ Ending: _____

Justification:

The GSA lodging rate for the training conference is \$_____ per night excluding taxes and surcharges. The requested hotel lodging rate is \$_____ per night excluding taxes and surcharges which is consistent with the training conference lodging rate of the host hotel and hotels in the surrounding area. Additional optional justification:

Due to the high seasonal demand and limited options, approval for exceeding travel expense limits for lodging is respectfully requested.

Request Approval to Exceed Standard Travel Expense Limits:

Signature of Local Agency Project Director

Signature of Local Agency Head

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

SCDPS OFFICIAL USE ONLY: Approval to Exceed Standard Travel Expense Limits:

Authorized Signature of OHSIP SRO Program

Authorized Signature of Grants Accounting

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

* Travel Costs:

Travel costs for lodging must not exceed the federal rate established by the General Services Administration. These rates vary by location and season and are updated annually at www.gsa.gov. Attendees will only be reimbursed up to the maximum allowable rate for lodging, excluding taxes and surcharges. For training conferences that are approved by the SRO Program, if hotel rates in the area exceed the GSA established rates then the agency may submit the "Approval for Exceeding Travel Expense Limits" form to the SCDPS prior to travel for consideration. Approval to exceed the GSA rate must also be in accordance with the individual agency's policies and procedures and must first be reimbursed by the agency prior to submission to the OHSIP for reimbursement.

20. In the bottom area of the page check the box for PROJECT DIRECTOR CERTIFICATION

21. **CLICK SAVE** - this will populate your name and date

22. Scroll down to STATUS OPTIONS and click TRAINING REQUEST SUBMITTED

23. Your request for training has been properly submitted.

The screenshot displays a web application interface. On the left, a sidebar contains a list of items, including 'Repository', 'Summary', and 'Certification'. The main content area is titled 'Certification'. It features a checkbox labeled '* Project Director Certification' which is checked. Below this, there are input fields for 'Name' and 'Date'. A dropdown menu titled 'Status Options' is open, showing 'Training Request Cancelled' and 'Training Request Submitted' (which is highlighted). Below the dropdown is a section for 'Related Documents'. At the bottom, a confirmation dialog box is shown, asking 'Are you sure that you want to change the status from Training Request in Process to Training Request Submitted?'. It includes a text area for 'Please enter any notes in regards to this status change' and 'Cancel' and 'OK' buttons.



Award Monitoring

SRO Program Award Monitoring

- SRO Program Coordinators are Class 1 LE Officers and will be in uniform during school visits
- Each school with a state-funded SRO is subject to an annual unannounced site monitoring visit by your SRO Program Coordinator
- Visits will be during normal school hours attempting to avoid peak activity hours

It is helpful if your state-funded SROs are advised in advance of their state-funding status and the annual unannounced visits. The SRO's can then make their school administration aware.



SRO Program Award Monitoring

- SRO Program Coordinator will check in with the School's Main Office
 - Checks on MOU status
 - Ascertains if SRO is present during normal school hours
 - Documents any School Administration comments
- If SRO is present
 - Documents name and agency of the SRO

AWARD – FUNDED PERSONNEL

Name	Law Enforcement Agency
1. Does the most recently submitted Personnel Assignment Letter (PAL) support the above assignment? ☐ Yes ☐ No If No, explain:	
2. Is the assigned officer a commissioned law enforcement officer (check one): ☐ Class 1 ☐ Advanced Class 3 ☐ Neither, explain:	
3. Completion of a recognized SRO Basic Course (check one): ☐ SCCJA ☐ NASRO ☐ Neither, explain:	
4. Has documentation of completion of a recognized SRO Basic Course been provided to the SRO Program? ☐ Yes ☐ No If No, provide future attendance date:	
5. Did the school district or school administration review the Memorandum of Understanding (MOU) with the assigned officer prior to the start of the school year pursuant to 43-210 SC Code of Regulations? ☐ Yes ☐ No If No, explain:	

STATE-FUNDED TRAINING DURING AWARD PERIOD

Course Name	Date	Location
Was a training request form submitted and approved prior to each state-funded training event? ☐ Yes ☐ No If No, explain:		

SRO Program Award Monitoring

- If SRO is present (continued)
 - Documents whether latest PAL on file supports SRO on duty
 - Reviews SRO's Law Enforcement certification status
 - Reviews SRO's completion of SRO Basic Course status
 - Reviews state-funded equipment and sensitive items subject to property control
- Best practice is that all state-funded equipment awarded to a school remains at that school. If not, a Better Than or Equal To certification is optional on some items per contacting the Program Coordinator.
- **Vehicles and associated equipment cannot be transferred to another school without written approval from SRO Program Manager**

SRO Program Award Monitoring

- Documents any relevant comments from the SRO
- Documents a school summary with any relevant comments from the SRO Program Coordinator
- When site visits for each school that the agency has a state-funded position at are completed, an agency site monitoring visit will be scheduled

SRO COMMENTS

SCHOOL SUMMARY/PROGRAM COORDINATOR COMMENTS

X Program Coordinator	X Program Manager
---	---

THIS CONCLUDES THE SUPPLEMENTAL SCHOOL SITE MONITORING REPORT FOR

School Name	Law Enforcement Agency	Monitor Date
-------------	------------------------	--------------

SRO Program Award Monitoring

- **LE Agency Monitoring Visit**
 - Your SRO Program Coordinator will contact the Agency's Project Director to schedule a visit date at the location of the award files
 - Scheduled date will be at least 14 days in the future
 - SRO Program Coordinator will send a confirmation email with the time, date, location, and any adverse preliminary findings of school visits



South Carolina Department of Public Safety Office of Highway Safety and Justice Programs SRO Program Site Monitoring Report (LE Agency)

(Rev. 10-23)

GENERAL

Award No.:		Time and Date Monitored:	
Program Coordinator:		Person(s) Interviewed:	

IMPLEMENTING AGENCY

Name:			
Physical Address:			
Project Title:			
Project Director:			
Phone #/Email:			

STATE – FUNDED SCHOOLS AND ASSIGNED SROS

Name of School (attach report for each)	School District	Check if PAL is up to date
		☐ Name/Tab for new row

AWARD FILE

1. Is the LE Agency maintaining a physical award file? ☐ Yes ☐ No If no, explain or provide corrective action taken:
2. Is the Award File kept in an organized manner? ☐ Yes ☐ No If no, explain or provide corrective action taken:
3. Are previous year Award File(s) available for review? ☐ Yes ☐ No If no, explain or provide corrective action taken:

SRO Program Award Monitoring

- During the agency visit
 - Award file will be reviewed
 - Any inventory discrepancies related to items subject to property control will be addressed
 - Project implementation and performance will be reviewed
 - Any findings and/or recommendations will be addressed

EQUIPMENT AND SENSITIVE ITEMS (LIST ON INDIVIDUAL SCHOOL SITE MONITORING REPORTS)

1. Can the LE Agency provide copies of invoices of Equipment and Sensitive Items purchased with award funds since the last site monitoring visit? If yes, attach copies to this report.
☐ Yes ☐ No If no, explain or provide corrective action taken:
2. Has the agency submitted a Property Control Form for each item? If yes, attach copies to this report.
☐ Yes ☐ No If no, explain or provide corrective action taken:
3. Is all Equipment and Sensitive Items purchased with the current year award funds accounted for?
☐ Yes ☐ No If no, explain or provide corrective action taken:
4. Has any Equipment or Sensitive Items purchased in prior award years been removed from service, disposed of, or otherwise not in the possession of a state-funded SRO?
☐ Yes ☐ No If yes, list and explain justification:
5. Does the LE Agency have a process in place to track subsequent transfers of state-funded Equipment or Sensitive Items?
☐ Yes ☐ No Comments:

PROJECT IMPLEMENTATION

1. Have all special conditions of the grant award been met?
☐ Yes ☐ No If No, list each special condition number and description.
2. Are there any state-funded SRO position vacancies? ☐ Yes ☐ No If yes, quantity:
If yes, how have any been vacant for over 90 days? ☐ Yes ☐ No If yes, quantity:
If vacancy over 90 days old exists, explain efforts taken to fill:
3. Briefly summarize the progress and present status of the project. If the project was not implemented within 90 days, state why.

RECOMMENDATIONS

SRO Program Award Monitoring

- After the agency visit
 - Correspondence documenting the visit or a Final Findings Report will be forwarded to the agency
 - If a Corrective Action Plan (CAP) is required, it will be due 30 days after the Final Findings Report is issued

PROJECT SUMMARY

- ☐ Satisfactory
- ☐ Unsatisfactory
- ☐ Suggest re-monitoring (provide brief explanation)

X

Program Coordinator

X

Program Manager

AGENCY RECEIPT AND ACKNOWLEDGEMENT

Low Enforcement Agency

Project Director Name

I acknowledge receipt of this SRO Program Site Monitoring Report along with its attachments and recommendations.

X

Project Director

Project Director Comments, if any (attach sheet if more room needed):

Date:

SRO Program Award Monitoring

- Findings Report
 - If there are any substantial possible award non-compliance issues observed, the SRO Program Coordinator will issue a Preliminary Findings Report prior to the agency visit
- After the agency visit, any identified revisions needed will be made and a Final Findings Report will be issued with any instructions required for a CAP



South Carolina Department of Public Safety Office of Highway Safety and Justice Programs SRO Program Site Monitoring Findings Report

GENERAL

Findings Report Type:	☐ Programmatic	☐ Financial	☐ Programmatic and Financial
Findings Report Status:	☐ PRELIMINARY ☐ FINAL	Date of this Status Report:	
Award No.:		Agency Visit Time/Date:	
Project Title:			
Law Enforcement Agency:			
Street Address:			
City, State, and Zip Code:			

SECTION 1: FINDINGS

In reference to the attached school Site Monitoring Report(s), the following Findings were made with a synopsis provided of the relevant portion of the related Terms and Conditions, Special Conditions, or Solicitation requirements.

SECTION 2: RECOMMENDATIONS

SECTION 3: CORRECTIVE ACTION PLAN

A FINAL Findings Report will be forwarded to the law enforcement agency after reviewing the Preliminary Findings Report with the agency and a Corrective Action Plan (CAP) must be submitted to the OHSJP within 30 days of the FINAL Findings Report date if the Final report contains any findings or recommendations. Pursuant to the Monitoring Findings above, the awardee must create a CAP that describes how the agency intends to correct and ensure future compliance with the program requirements related to each of the above Findings, if any. Additionally, the CAP must indicate the agency's response to any recommendations listed in SECTION 2 of the Findings Report. The CAP must be on agency letterhead, signed by the Project Director, Financial Officer, and the Law Enforcement Agency Head.

SRO Program Award Monitoring

- If a Corrective Action Plan (CAP) is required
 - The agency will forward a CAP to their SRO Program Coordinator within 30 days of the issuance of a Final Findings Report
- The CAP
 - Must address each finding and recommendation
 - Be signed by the Law Enforcement Agency Head, Financial Officer, and Project Director

[YOUR AGENCY LETTERHEAD]

July 26, 2023

[Your Program Coordinator], Program Coordinator
School Resource Officer Program
SC Department of Public Safety
10311 Wilson Blvd.
Blythewood, SC 29016

Re: Award SR-121-N9999-24 Final Findings Report dated 07/21/2023
Corrective Action Plan (CAP)

Dear [Your Program Coordinator],

The following is a formal response and Corrective Action Plan (CAP) regarding the above Final Findings Report.

Finding (1) Failure to provide accurate SRO assignment information for a state-funded SRO position.
Response: In the future, the Nottingham County Sheriff's Office will ensure that accurate state-funded SRO assignment information will be included with any SRO Program application or Personal Assignment Letter. In regards to assignments to the state-funded SRO position at the Sherwood Forest Elementary School, we are providing the following chronological historical accounting of assignments and vacancies. Any conflicting information previously submitted can be disregarded.

Sherwood Forest Elementary School Assignments (July 1, 2021 to Present)		
FROM	TO	NAME
July 1, 2021	March 01, 2022	John Little
March 02, 2022	December 18, 2022	Vacant
December 19, 2022	June 1, 2023	Tucker Friar
June 2, 2023	Present	Vacant

If there are any questions or additional information required with the actions listed in this Corrective Action Plan, please feel free to contact us.

Philip Mark, Sheriff
Nottingham County Sheriff's Office
Law Enforcement Head

Robin Hood, Chief Inspector
Nottingham County Sheriff's Office
Project Director

John Prince, CFO
Nottingham County
Project Financial Officer

(Rev. 9-23)

[illegible]

*Check if correct Property Record Control Form is on file. Physically Inspected by = Name of SRO Program Coordinator who inspected the item.

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SRO Program Related Laws

SRO Program Related Laws

Proviso 63.8, SC Appropriations Act

- Eligible Public and Charter Schools can be awarded a state-funded full-time certified SRO
- School districts prioritized based on Index of Taxpaying Ability (ITA)
- LE Agency reimbursed directly
 - Salary, Fringe, Training, and Equipment
- School District required to do a quarterly SRO Report
- **Governor vetoed Paragraph (B) that was added in the 2025-26 Appropriations Act**

63.8. (DPS: School Safety Program) (A) Funds appropriated for the School Safety Program and School Resource Officers in this act shall be utilized by the department for the purpose of hiring certified law enforcement officers to serve as a school resource officer for school districts, including the South Carolina Public Charter School District and schools authorized by an institution of higher learning, that otherwise would lack the adequate resources to hire their own school resource officers. In making determinations of eligibility, the department shall use the most recent index of taxpaying ability as the districts indicator of ability to pay with districts of the lowest index of taxpaying ability receiving priority consideration. Districts, in collaboration with a local law enforcement agency of its choosing, must apply for funding through the department. In making awards the department shall provide funding directly to the local law enforcement agency, or private companies, as authorized, to pay for the cost of the law enforcement officer that shall serve as a full time school resource officer. Unexpended funds may be carried forward and expended for salaries, equipment, and training. School district superintendents shall provide to the department at the end of each quarter the number of full and part-time school resource officers that currently serve schools in their respective districts, regardless of the fund sources supporting those officers.

~~(B) Only school districts in Tier IV counties may be authorized by the department to use private companies to hire certified Class I law enforcement officers to serve as school resource officers.~~

(C) The Department of Education shall transfer any fund balance to the Department of Public Safety by August 15.

SRO Program Related Laws

§5-7-12, SC Code of Laws

- SROs have statewide jurisdiction in connection with a school activity or school-sponsored event
- Covered by workers' compensation same as in sworn jurisdiction
- School Resource Officer defined and includes
 - Completion of NASRO or SCCJA SRO Basic Course

SECTION 5-7-12. School resource officers; procedures for certain arrests; jurisdiction; employment rights.

(A) The governing body of a municipality or county may upon the request of another governing body or of another political subdivision of the State, including school districts, designate certain officers to be assigned to the duty of a school resource officer and to work within the school systems of the municipality or county. The person assigned as a school resource officer shall have statewide jurisdiction to arrest persons committing crimes in connection with a school activity or school-sponsored event. In all circumstances in which a school resource officer arrests a student for a misdemeanor offense, the officer may issue a courtesy summons to appear to a student involved in the particular incident in connection with a school activity or school-sponsored event. Notwithstanding another provision of law, a student arrested for a misdemeanor offense by a school resource officer must have a bond hearing in magistrates court within twenty-four hours of his arrest. When acting pursuant to this section and outside of the sworn municipality or county of the school resource officer, the officer shall enjoy all authority, rights, privileges, and immunities, including coverage under the workers' compensation laws that he would have enjoyed if operating in his sworn jurisdiction.

(B) For purposes of this section, a "school resource officer" is defined as a person who is a sworn law enforcement officer pursuant to the requirements of any jurisdiction of this State, who has completed the basic course of instruction for School Resource Officers as provided or recognized by the National Association of School Resource Officers or the South Carolina Criminal Justice Academy, and who is assigned to one or more school districts within this State to have as a primary duty the responsibility to act as a law enforcement officer, advisor, and teacher for that school district.

SRO Program Related Laws 43-210, SC Code of Regulations

Regulation 43-210 has the following Sections:

<https://www.scstatehouse.gov/coderegs/Chapter%2043.pdf>

- I. Expectations for SROs in SC Public Schools
- II. SRO Defined (Refers to 5-7-12)
- III. Role of the SRO
- IV. Procedures
- V. Memorandum of Understanding





Preparing for the SRO Program SFY 27-28 Solicitation

Preparing for the SRO Program SFY 27-28 Solicitation

- An Open Solicitation is in effect until the SFY 27-28 SRO Program Solicitation is released in Jan/Feb 2027
- SFY 27-28 SRO Program Application Workshop will be virtual and occur near the time of the solicitation release. Watch for notice and use **copy forward function**
- SFY 27-28 SRO Program Application will have a Feb/Mar 2027 deadline approximately 45 days after the solicitation opens
- Some things to think about
 - Do you have a public or charter school in your jurisdiction without funding for an SRO or opening in Fall of 2027

Preparing for the SRO Program SFY 27-28 Solicitation

- Between now and January, do your homework for the 27-28 application
 - Compensation – Annual Salary/Fringe
 - What is the average annual salary of your locally-funded SROs OR;
 - If no locally funded SROS, what is the average annual salary of your non-supervisory patrol officers
 - What is the actual annual salary of each existing state-funded SRO
 - Are there any pending step increases between July 1, 2027 and June 30, 2028 for your existing state-funded SROs
 - Are there any across the board salary increases anticipated between July 1, 2027 and June 30, 2028
 - Do you anticipate any increase in fringe benefit (insurance, etc.) costs between July 1 2027 and June 30, 2028
 - Will you have any equipment needing replacement during SFY 27-28



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- [How to Add a User to an Existing Application](#)
- [How to Edit a User's Role on an Existing Application](#)

Revisions:

- [How to Update Award Contact Information BEFORE Submitting Certifying Signatures](#)
- [How to Update Award Contact information AFTER Submitting Certifying Signatures](#)
- [How to Initiate and Request Other Award Revisions or an Extension](#)

Financial Processes:

- [How to Request Procurement Authorization](#)
- How to Submit a Request for Payment (coming soon)

Reports and Other Notifications or Requests:

- [How to Submit a Training Request \(SRO Program\)](#)
- [How to Update State-Funded SRO Assignments](#)



Questions?