



SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY

Office of Highway Safety and Justice Programs (OHSJP)

State Fiscal Year (SFY) 2021-2022

School Resource Officers, Training, and Equipment Program

Project Management Course



Information covered in this presentation

- General Information
 - SCDPS Contacts
 - Grant Award Information
 - Important Dates
 - Expenses-Allowable and Unallowable
- Programmatic Requirements
 - Special Conditions
 - Personnel Assignment Letter (PAL)
 - Quarterly Reports
 - Training
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 - Revisions/Extensions
- Financial Requirements
 - Grants Accounting Contacts
 - Terms and Conditions
 - Purchase Approvals
 - Procurement
 - Requests for Payment/Quarterly Fiscal Reports
 - Property Control Form

SRO Programmatic Staff Contacts

School Resource Officer Program

Post Office Box 1993

Blythewood, SC 29016

Fax # 803-896-8714

SROprogram@scdps.gov



Primary Programmatic
Point of Contact



Secondary Programmatic
Point of Contact



Trevon Fordham

SRO Program Coordinator

TrevonFordham@scdps.gov

803-896-8709



Mike Tucker

SRO Program Manager

MichaelTucker@scdps.gov

803-896-9958

Joi Brunson

Grants Administration Manager

JoiBrunson@scdps.gov

803-896-8705

Kayla Boston

Administrative Assistant

KaylaBoston@scdps.gov

803.896.8707

SFY 2021-2022 SRO Program Awards

- 49 Awards (82 SROs)
- Award Date: 01/01/2022
- Grant Period: 01/01/2022 – 6/30/2022
- Continuations on an annual basis
- Supplanting Considerations
- 100% State funded, no matching
- All grants are reimbursable



South Carolina Department of Public Safety

Office of Highway Safety and Justice Programs

December 23, 2021

[Agency Head Prefix] [Agency Head First Name] [Agency Head Last Name]
[Law Enforcement Agency]
[Street Address]
[City], South Carolina [Zip Code]

RE: State School Resource Officer Program Award No. [Award #]
[Project Title]

Dear [Agency Head Prefix] [Agency Head Last Name]:

I am pleased to provide you with an award approved by this office in the amount of [Amount of Award] for the above-referenced grant project. To complete the contract for this award, it is necessary for you, as the Implementing Agency Head, to return the signed award within 30 days from the date of this award. The Office of Highway Safety and Justice Programs (OHSJP) is now offering awardees the option to use electronic or digital signatures to execute OHSJP award documents. Any of the electronic signature processes available in Adobe Acrobat Reader, or similar software, are generally acceptable (e.g., a signature image applied to the PDF, or a digital credential). See the attachment entitled "OHSJP Electronic and Digital Signature Tutorials for Adobe Acrobat Reader" if additional information is needed.

If an awardee chooses to provide a wet ink/original signature, this may be mailed in, or scanned and emailed to the OHSJP. Award documents may be sent electronically to the SRO Program at SROProgram@scdps.gov or via postal mail to the following address:

Ms. Kayla Boston, Administrative Assistant
Office of Highway Safety and Justice Programs
S.C. Department of Public Safety
Post Office Box 1993
Blythewood, South Carolina 29016

Copies of the Request for Payment/Quarterly Fiscal Report Forms are attached. The financial reports should be completed for each calendar quarter ending date and are due 30 days after the end of the quarter. The due dates and periods covered for reporting are indicated within the attached special conditions.

Please contact your assigned program coordinator if you have any questions regarding this award.

Sincerely,

Phil Riley
Director

Attachments

c: School District Superintendent
Official File

10311 Wilson Blvd. Blythewood, SC - US Mail: P.O. Box 1993 Blythewood, SC 29016

Award Conditions

- Submit a signed copy of the Award Document
- Submit certification pages (Project Director, Financial Officer, and Law Enforcement Agency Head)
- Submit evidence of completion for the Basic SRO Course
- Submit a current MOU (agreement between school district and law enforcement partner)
- Submit a copy of your agency's policies and procedures regarding travel
- Attend the Project Management Course (Project Director and Financial Officer completing RFP's)

SFY 2022-2023

Award Period: July 1, 2022 – June 30, 2023

- Our office is now accepting applications for SFY 2022-2023 until February 25, 2022. **Law Enforcement Agencies must submit an application in SCDPS Grants for continued funding of existing state-funded SROs**
- Click here for the SRO Program website: <https://scdps.sc.gov/ohsjp/school-resource-officer-program>
- Click here to submit applications in SCDPS Grants: <https://www.scdpsgrants.com/>

Allowable Expenses

- Personnel costs (base salary, employer contributions)
- Training (based on availability of funds)
- Mileage (current rate of \$0.585/mile as of January 1, 2022)
- Equipment (normal equipment associated with the role)
 - NOTE: Specific guidelines apply to vehicle purchases (outfitting, marking, lights/siren, etc.), as outlined in the Special Conditions



Unallowable Expenses

- Overtime (use compensatory time off or non-grant funds in lieu of)
- Uniformed equipment not issued to all patrol officers; unless specifically required by the SRO and justified in the budget narrative
- Non-standard vehicle equipment (lighting, graphics, tinting)
 - Exceptions for equipment purchased with non-grant funds are listed in the Special Conditions
- Equipment or training costs outside the award period





Programmatic Requirements

Special Conditions

SPECIAL CONDITIONS

IMPLEMENTING AGENCY: Abbeville County Sheriff's Department

SCHOOL DISTRICT: Abbeville County School District

AWARD NUMBER: SR-004-N0100-22

AWARD DATE: December 31, 2021

1. All information required by Special Conditions must be submitted to the Office of Highway Safety and Justice Programs (OHSJP) within 30 days of the award.

The OHSJP is now offering awardees the option to use electronic or digital signatures to execute OHSJP award documents. Any of the electronic signature processes available in Adobe Acrobat Reader, or similar software, are generally acceptable (e.g., a signature image applied to the PDF, or a digital credential). See the attachment entitled "OHSJP Electronic and Digital Signature Tutorials for Adobe Acrobat Reader" if additional information is needed.

Documents with signatures may be sent via email to the School Resource Officer (SRO) Program at SROprogram@scdps.gov, or mailed to the following address:

South Carolina Department of Public Safety
Office of Highway Safety and Justice Programs
Attn: Ms. Kayla Boston
P.O. Box 1993
Blythewood, SC 29016

Please contact Trevon Fordham, SRO Program Coordinator, at (803) 896-8709 or via email at TrevonFordham@scdps.gov for further clarification.

2. This award is contingent upon approval and availability of funds from the state funding source.
3. Please note that the budget pages have been changed to reflect the current approved award. Please reprint those pages for your files.
4. The award period is from January 1 – June 30, 2022. Application for continued funding is required on an annual basis. The SRO solicitation for FY2022-23 is tentatively scheduled to be released on or about January 18, 2022 and will be available at <https://scdps.sc.gov/ohsjp>. The deadline for the FY2022-23 application submission will be February 25, 2022 unless otherwise stated in the solicitation.
5. The Project Director and the individual who will be completing Request for Payment forms and financial transactions must attend and fully participate in a Project Management Course. Participants can choose between two dates that will be offered virtually.

10:00 a.m., Thursday, January 27, 2022
10:00 a.m., Wednesday, February 9, 2022

- Outlines the conditions of your award
- Lists information for programmatic and financial contacts
- Provides due dates for reporting (financial and programmatic)

Personnel Assignment Letter (PAL)

(YOUR AGENCY'S LETTERHEAD)

February 14, 2022

South Carolina Department of Public Safety
Office of Highway Safety and Justice Programs
Attn: Trevon Fordham, SRO Program Coordinator
P.O. Box 1993
Blythewood, SC 29016

SRO Program Award # - _____

RE: Personnel Assignment Letter: State-Funded SRO Position for (insert School District),
(insert School Name)

Dear Mr. Fordham:

EXAMPLE #1 – (INITIAL HIRE)

On January 16, 2022, John "Duke" Wayne was hired to the position of School Resource Officer for the above school. Mr. Wayne is a new hire.

EXAMPLE #2 – (INITIAL ASSIGNMENT)

On January 16, 2022, John "Duke" Wayne was assigned to the position of School Resource Officer for the above school. He was formerly in patrol.

EXAMPLE #3 – (PERSONNEL CHANGE DURING YEAR)-list prior history and add the following

On February 1, 2022, Mr. John "Duke" Wayne resigned the position of School Resource Officer. His position was filled by, Annie Oakley, on February 10, 2022.

EXAMPLE #4 – (CONTINUATION)-list prior history and add the following

Mr. John "Duke" Wayne filled the School Resource Officer position on November 1, 2020, and continues to serve in this position.

Sincerely,

(Signature of Project Director)

Captain Flo N. Waters
(Typed Name of Project Director)

(Signature of Head of Agency)

Sheriff Roy Rogers
(Typed Name of Head of Agency)

Cc: School District Superintendent

- Required for both new and continuation projects that include grant-funded personnel
- Must be completed once grant-funded positions have been filled, and resubmitted each time grant-funded persons change
 - The Head of the Agency AND the Project Director must sign on your agency's letterhead
- Submit signed PAL to TrevonFordham@scdps.gov and copy SROProgram@scdps.gov

Quarterly Reporting

- Submitted online at <https://appengine.egov.com/apps/sc/dps/sroreport>
- Provide information for each SRO employed by the agency, regardless of funding source
- Agencies employing more than ten (10) SROs may submit a spreadsheet to SROProgram@scdps.gov in lieu of using the online report (*must contain the same information*)
- Additional reporting requirements may apply at the discretion of OHSJP staff

Quarterly Reporting-Online Due Dates

Due no later than 30 days after the quarter ends

QUARTER ENDS	REPORT DUE DATE
MARCH 31	MAY 1, 2022
JUNE 30	AUGUST 1, 2022

**NOTE: Failure to submit reports on time may
delay reimbursement**

IMPORTANT PROJECT DATES 2022 NEW SRO, TRAINING, AND EQUIPMENT AWARD STATE SCHOOL RESOURCE OFFICER (SRO) PROGRAM

2022

JANUARY 1	Award period begins
JANUARY 18	FY22-23 SRO Program Solicitation Virtual Workshop
*JANUARY 27	Virtual Project Management Course (first of two available sessions)
**JANUARY 31	Special Conditions and signed Award Documents are due
*FEBRUARY 9	Virtual Project Management Course (second of two available sessions)
**FEBRUARY 25	FY22-23 SRO Program Application deadline
MARCH 31	Notify OHSJP of any new SRO positions that remain unfilled along with status of efforts to fill the positions
**MAY 1	SRO Quarterly Online Report Due (Jan – Mar) Request for Payment/Quarterly Fiscal Report Due (Jan – Mar)
MAY 20	Deadline to notify OHSJP of any equipment that is not anticipated to be received prior to end of award period (June 30, 2022)
JUNE 30	Award period ends
**AUGUST 1	SRO Quarterly Online Report Due (Apr – Jun) Final Request for Payment/Quarterly Fiscal Report Due (Apr – Jun) Property Control Form deadline

*RSVP to Kayla Boston at KaylaBoston@scdps.gov by January 21 for invitation and link.

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

Training Approval Request Form



Office of Highway Safety and Justice Programs Training Approval Request

Grant Number:		Name of Course:	
Project Title:		Date(s) of Course:	
Agency Name:		Course Location:	
		Course Provider:	

** As a reminder, requests for training not involving grant funds (such as classes at the Criminal Justice Academy) do not need prior approval. All training attendances should be noted on Progress Reports and any certificates received from training classes should be submitted. It is the responsibility of the subgrantee and not the State Administrative Agency to ensure that there are adequate funds in the grant to attend the training event. This approval is for programmatic purposes only.

COST OF COURSE

Category	Amount (\$)	Notes
Registration		
Travel		
Meals/Per Diem		
Lodging		
Total		

NAME OF PERSON(S) ATTENDING

Name	Position Title	Date Employed by Grant

Project Director _____ Date _____

*Note: 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.

FOR STATE USE ONLY

Request Status: ☐ Approved ☐ Denied

Program Coordinator _____ Date _____

- Allowable for grant-funded personnel
- Must receive written approval for training. Please email TrevonFordham@scdps.gov and copy SROProgram@scdps.gov the signed request form along with the course agenda and/or description that includes the cost of registration or any other fees **BEFORE** the training event.
- Attach the training agenda (if available at time of request)
- Travel costs include the following per person (if applicable):
 - Includes registration, lodging, meals, and mileage
 - Can **NOT** exceed GSA per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>)
 - See Special Conditions for allowable expenses
 - Contact Trevon Fordham with questions

Grant Monitoring

- Monitoring occurs to ensure grant funds are utilized properly
- Monitoring will occur at least once during the grant period
- Designated personnel must be present (Project Director, others at specified by OHSJP)
- Grant File must be available for review
- Equipment will be inspected after equipment is received
- Technical assistance is provided and questions are answered

Revisions/Extensions

- **May 20, 2022 deadline** (see Important Grant Dates document)
- MUST contact Trevon Fordham to discuss prior to submission
- Submit revision requests in SCDPS Grants for review
 - Include justification for revision
 - Ensure the total award amount does not change
 - Make sure you move enough funds to cover all costs (shipping, tax, etc.)
 - Total project cost MUST remain the same

SCDPS Grants

Revisions

Always consult with your Program Coordinator prior to creating a revision.

From the Grant Application Manager screen, select the appropriate grant program from the Grant drop down box

South Carolina Department of Public Safety
SCDPS GRANTS

Test Dexter County | Brunson, Jol | 2017 Test Highway

Resources | User Profile | Admin Menu | Home | Logout

GRANT APPLICATION MANAGER

Keywords:

Grant:

Status: ☐ Denied ☐ Build ☐ Submitted ☐ Revision Request ☐ Under Review ☐ Released ☒ All

You have 2 applications for the 2017 Test Highway grant. The deadline is 11/19/2018


GRANT APPLICATIONS

Grant	Application	Application Number	Grant Number	Status	Grantor	Match	Total	
2017 Test Highway	Dexter County Traffic Enforcement Unit	AH17140		Released	\$222,154.00	\$0.00	\$222,154.00	[revise]
2017 Test Highway		T17141		Build	\$0.00	\$0.00	\$0.00	[edit]

Locate the awarded/released grant application for which you would like to request a revision. You may either click on the Application name in blue, or click on “revise” in blue to open up the application.

SCDPS Grants

Revisions

South Carolina Department of Public Safety
SCDPS GRANTS

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GRANT APPLICATION

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Revision History

ReviseStart a new revision

ACTIONS

PrintExport the application as a PDF for saving/printing


CancelCancel and return to the Grant Application Manager

Click the Revisions tab at the bottom left corner of the screen.



SCDPS Grants

Revisions



South Carolina Department of Public Safety

SCDPS GRANTS

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Revision History

ReviseStart a new revision

Click the Revise button to start a new revision.

ACTIONS

PrintExport the application as a PDF for saving/printing

CancelCancel and return to the Grant Application Manager



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Revision History

Version 1.1 Revision Request:

[Save & Continue](#)

Explain in detail the justification for revision and summarize what is being requested:

[Submit Revision](#)

Save and Submit revisions for approval

[Revert](#)

Cancel revisions and revert to previous version

[Cancel](#)

Cancel unsaved changes and return to Grant Application Manager

Make sure to save as you work through the revision.

Click on the tab which contains the information you would like to revise.

ACTIONS

[Print](#)


Export the application as a PDF for saving/printing

[Cancel](#)

Cancel and return to the Grant Application Manager

SCDPS Grants

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**SCDPS GRANTS**

Garrick Test Subgrantee | Garrick, Test | 2017 Test H

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CATEGORIES

PERSONNEL - SALARIES:

Position TitleAnnual Salary/Rate% of Time On ProjectGRANTORTOTAL

PT Regular Project Activity Hours (1,560-2,496 hours)43000100\$43,000\$43,000

TOTAL SALARIES:\$43,000\$43,000

PERSONNEL - FRINGE BENEFITS, EMPLOYER PORTION:
(Itemize - i.e. FICA, Work, Comp, Retirement, etc.)

DescriptionRateX BaseGRANTORTOTAL

Social Security & Medicare (FICA)1638\$638\$638

Retirement17850\$7,850\$7,850

Workers Compensation Insurance12362\$2,362\$2,362

Unemployment Insurance16526\$6,526\$6,526

Dental1176\$176\$176

Pre-Retirement Death Benefit1880\$880\$880

Other (List other fringes in budget narrative)

TOTAL FRINGE BENEFITS:\$18,432\$18,432

TOTAL PERSONNEL:\$61,432\$61,432

CONTRACTUAL SERVICES:
(Describe services to be performed)

DescriptionCostQuantityGRANTORTOTAL

\$0\$0


TOTAL CONTRACTUAL SERVICES:\$0\$0

Click the trash can icon to the right of a line item to delete that line item.

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

SCDPS Grants

Revisions

**South Carolina Department of Public Safety**
SCDPS GRANTS

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BUDGET DESCRIPTION: List items under each Budget Category Heading. Explain exactly how each item listed in your budget necessity of these items, as they relate to the operation of the program, be established. Please provide descriptions only. No

PT Project Activity Hours within the range of 1,560-2,496 regular hours per year and allowable fringe benefits, to be adjusted proportionally to activity hours worked and Annual/Sick/Holiday hours earned while performing regular project

DataMaster DMT
SFST
Speed Measurement Device Operator
Traffic Collision Investigation-At Scene-Phase I
Traffic Collision Investigation-Technical-Phase II
Traffic Collision Investigation-Reconstruction-Phase III

Travel: Mileage reimbursement (up to current IRS mileage rate) for travel associated with project activities, including the aforementioned approved trainings.

Other: Office Supplies-thermal paper.

If making changes to the Budget tab, please ensure that you reflect those changes in the Budget Narrative tab also.

ACTIONS

PrintExport the application as a PDF for saving/printing

CancelCancel and return to the Grant Application Manager

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ACTIONS

- [Print](#) Export the application as a PDF for saving/printing
- [Cancel](#) Cancel and return to the Grant Application Manager

Revision History**Version 1.1 Revision Request:**[Save & Continue](#)[Continue](#)

Explain in detail the justification for revision and summarize what is being requested:

[Submit Revision](#)

Save and Submit revisions for approval

[Revert](#)

Cancel revisions and revert to previous version

[Cancel](#)

Cancel unsaved changes and return to Grant Application Manager

Again, make sure to save as you work through the revision.

Do not forget to provide a detailed summary of the requested changes and a justification for the request.

SCDPS Grants

Revisions



South Carolina Department of Public Safety

SCDPS GRANTS

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* GRANT APPLICATION

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Revision History

Version 1.1 Revision Request:

Save & Continue

Save changes and continue

Explain in detail the justification for revision and summarize what is being requested:

TEST REVISION

Submit Revision

Save and Submit revisions for approval

Revert

Cancel revisions and revert to previous

Cancel

Cancel unsaved changes and return to

Message from webpage



Are you sure you want to submit this revision?

OK

Cancel

When all changes have been entered and saved, and the justification box has been completed, click the green Submit Revision button. A pop-up box will appear to confirm, click OK.

ACTIONS

Print


Export the application as a PDF for saving/printing

Cancel

Cancel and return to the Grant Application Manager

SCDPS Grants

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Revision History

Version 1.1 Revision Request Submitted

Version 1.1
[View Errata \(1 to 1.1\)](#)
Agency Notes:
TEST REVISION

Version 1
[View Errata \(0 to 1\)](#) [View Application](#)

Errata sheets will be available to document the changes which occurred on each revision.

Please notify your Program Coordinator that you have submitted a Revision Request.

ACTIONS

Print	Export the application as a PDF for saving/printing
Cancel	Cancel and return to the Grant Application Manager

SCDPS Grants-Revisions

Modification Request

The OHSJP may require additional information to process a revision request. In this case, the user will receive an auto-generated email notification that their revision has been sent back for a modification. An example is below. The reason for the modification request is in the body of the email. Use this information to inform your changes to the revision.

From: Grant_applications@scdpsgrants.com [mailto:Grant_applications@scdpsgrants.com]
Sent: Friday, September 20, 2019 3:41 PM
To: Brunson, Joi P.
Subject: [External] Grant Application Revision - Modification Request

*****NOTICE*** EXTERNAL EMAIL. Please do not click on a link or open any attachments unless you are confident it is from a trusted source.**

The following grant application revision has been sent back to you for modification.

Reason: TEST-Please submit justification for request.

Subgrantee: Garrick Test Subgrantee

Grant: 2017 Test Highway

Project: Dexter County Traffic Enforcement Unit

South Carolina DPS Grants

SCDPS Grants-Revisions Approval

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

From: Grant_applications@scdpsgrants.com [mailto:Grant_applications@scdpsgrants.com]

Sent: Friday, September 20, 2019 2:49 PM

To: Garrick, Shawnee M.

Subject: [External] Grant Application Released

*****NOTICE*** EXTERNAL EMAIL. Please do not click on a link or open any attachments unless you are confident it is from a trusted source.**

The following grant application has been released.

Subgrantee: **Garrick Test Subgrantee**

Grant: **2017 Test Highway**

Project: **Dexter County Traffic Enforcement Unit**

South Carolina DPS Grants

SCDPS Grants-Revisions Rejected

When a revision is disapproved, the user will receive an auto-generated email notification that their application has been “Rejected”. An example is below. In this case, the application will revert back to its most recently approved version.

From: Grant_applications@scdpsgrants.com [mailto:Grant_applications@scdpsgrants.com]
Sent: Friday, September 20, 2019 3:31 PM
To: Brunson, Joi P.
Subject: [External] Grant Application Revision Rejected

*****NOTICE*** EXTERNAL EMAIL. Please do not click on a link or open any attachments unless you are confident it is from a trusted source.**

The following grant application revision has been rejected.

Reason: Disapproval Test-Joi

Subgrantee: Garrick Test Subgrantee

Grant: 2017 Test Highway

Project: Dexter County Traffic Enforcement Unit

South Carolina DPS Grants

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OfficerCertification by Official
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Revisions

Revision History[Revise](#)

Start a new revision

Version 3[View Errata \(2 to 3\)](#)**Agency Notes:**

Test justification for third test.

Approvals: Joi Brunson 9/20/19 Aloysius Anderson 9/20/19 **Version 2.2**[View Errata \(2 to 2.2\)](#) [View Application](#)**Agency Notes:**

Test revision request #3

State Notes:

TEST-Please submit justification for request.

Version 2.1 (Disapproved)[View Errata \(2 to 2.1\)](#) [View Application](#)**Agency Notes:**

Revision Test #2

State Notes:

Disapproval Test-Joi

Approvals: Joi Brunson 9/20/19 **Version 2**[View Errata \(1 to 2\)](#) [View Application](#)**Agency Notes:**

TEST REVISION

Approvals: Joi Brunson 9/20/19 Aloysius Anderson 9/20/19 **Version 1**[View Errata \(0 to 1\)](#) [View Application](#)

Each version of the grant application is tracked/saved in the Revisions tab and available for download as a PDF for saving/printing.



SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY

OFFICE OF FINANCIAL SERVICES



Financial Requirements and Procedures



Accounting Grants Staff Contacts

- Nicole Cannon, Senior Accountant
 - EmeikaCannon@scdps.gov 803-896-8426
- Guerline Pierre, Financial Technician
 - Guerlinepierre@scdps.gov 803-896-8414
- Robyn Conyers, Grants Accounting Manager
 - RobynConyers@scdps.gov 803-896-9355

Terms & Conditions

Awardees are responsible for all Terms and Conditions of the grant, so please read before submitting. Please submit all inquiries to EmeikaCannon@scdps.gov.

- Audit Requirements
- Non-Supplanting Agreement
- Contract Approval Requirements
- **Sole Source**
- Obligation of Grant Funds
- Utilization and Payment
- Recording & Documentation
- Financial Responsibility
- Program Income
- **Retention of Records**
- **Property Control – Use and Disposition**

Purchase Approval

- Approval to purchase is required for all purchases regardless of the amount by submitting a quote, estimate, or shopping cart to EmeikaCannon@scdps.gov
- Email Example:
 - We're requesting approval to purchase the below items:
 - From Santee Automotive (quote is attached) -
 - 2022 Dodge Durango in the amount of \$34,587

SANTÉE AUTOMOTIVE		SHERIFF'S OFFICE- SRO (5) DODGE DURANGO V-8 AWD (5) ADDITION WITH SPOTLIGHT GRANT 01/06/22		
2601 PAXVILLE HIGHWAY				
MANNING, SC 29102				
SCOTT WATFORD-803.386.9651-FAX 803.678.4297				
scott@tmcscorp.com				
5	2022 DODGE DURANGO PURSUIT V-8 AWD			
	Contract #: 4400027153			
	Standard Equipment Included:			
	3.3L V-6 Engine	8 Speed Automatic Transmission		
	Seating- Front: Cloth Bucket, Rear Vinyl	Black Vinyl Floor Covering		
	Law Enforcement Dome Lamp	Push Button Start		
	Parkview Rear Backup Camera	U Connect Bluetooth		
	Power Windows, Mirrors, and Door Locks-Keyless Entry	Full Size Spare Tire		
	Air Conditioning	AM/FM Stereo		
	Intermittent Wipers	Cruise Control w/Resume		
	Power 8 Way Driver Seat	Power Steering		
	Driver's Side Spotlight			
5	EXTERIOR: BLACK			
5	INTERIOR: BLACK			
			EACH	TOTAL
5	SC STATE CONTRACT PRICE:		\$30,862	\$154,310
5	Upgrade to a V8 Engine		\$3,085	\$15,425
5	Delivery to 657 Keith Drive		\$140	\$700
5		SUBTOTAL	\$34,087	\$170,435
5		IMF	\$500	\$2,500
5		TOTAL	\$34,587	\$172,935
	NOTE			
	DUE TO COVID THERE IS A SHORTAGE OF CHIPS, LIMITED INVENTORY AND PROLONGED CUSTOM ORDERS-			
	THEREFORE WE WILL PURCHASE VEHICLES THAT BECOME AVAILABLE WITHIN BUDGET.			

Procurement

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

[Home > Statewide Term Contracts](#)

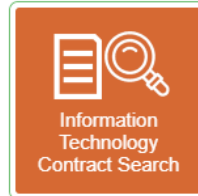
Statewide Term Contracts

[SCEIS Contract Search](#)

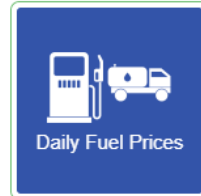
[Purchasing Card \(P-Card\)](#)



Goods & Services
Contract Search



Information
Technology
Contract Search



Daily Fuel Prices

What is a statewide "term" contract?

A statewide "term" contract is a contract for the indefinite delivery of an indefinite quantity of specific supplies or services to be furnished as needed and upon request during a fixed period.

- These contracts can be established only by one of the state's chief procurement officers.
- Use of "term" contracts is mandatory for all "governmental bodies," as that term is defined in the Procurement Code.

For additional tips, see the attached FAQ.

[▶ FAQ](#)

Who can use our statewide contracts?

Generally, any of the following entities can purchase through statewide contracts awarded by Procurement Services. Any special limitations will be addressed in the applicable contract.

- State government, including any department, commission, council, board, bureau, committee, institution, college, university, technical school, agency, government corporation, or other establishment of state government.
- Political Subdivisions, including all counties, municipalities, school districts, public service or special purpose districts, and any units thereof which expend public funds for a procurement.

How can I get approval?

The General Assembly defines which entities are eligible to participate, not Procurement Services. However, we may be able to assist you in determining whether your entity meets the applicable statutory definitions. Determining whether your entity is a county, municipality, or school district is usually straight forward. Determining whether your entity is a public service or special purpose district can be more complicated. If you do not know, you can submit a letter of request. The following attachments provide additional guidance and instructions.

[▶ Requesting Guidance](#)

[▶ FAQ - Eligibility](#)

**Contact Nicole
Cannon for approval
before proceeding
with any purchases.**



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.
- 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.

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

Three written quotes

- Written requests for written quotes from a minimum of three qualified vendors must be made for purchases 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.
- If 3 quotes cannot be obtained, must solicit in SCBO (No Bid responses are not acceptable)

PROCUREMENT

Advertised Small Purchases \$25,000.01 to \$50,000:

- Written solicitation of written quotes, bids, or proposals must be made for a purchase, other than for commercially available off the shelf products, above \$25,000 but not in excess of \$100,000.
- 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.
- The award must be made to the lowest responsive and responsible source or, when a request for proposal process is used, the highest ranking offer.

PROCUREMENT

Procurement File Retention

- The Procurement file must contain, at a minimum, copies of all quotes or proposals received, copies of written solicitations or written requests for quotations, copies of all written communications and e-mails related to the purchase, and a copy of the purchase order if a purchase order was used.
- The procurement file must be retained for three years after the date of the last payment is made or longer if the grant specifies a longer retention schedule.

Procurement:

State Contract

Rob Malpass, Procurement Manager
Phone: (803) 737-5769
Email: remalpass@mmo.sc.gov

Materials Management Office
1201 Main Street, Suite 600
Columbia, South Carolina 29201

Section: V
Page: 6
Date: 11/1/2016

LE-5: Sedan, Full Size, Rear Wheel Drive, Pursuit Package, Flex Fuel

Contract Number: 4400014505

Contractor: Love Chevrolet Company

Initial Contract Term: 11/1/2016 - 10/31/2017

Address: 100 Parkridge Dr
29212

Contract Rollover Dates: TBD - TBD

Vendor #: 7000044959

Order Cut Off Date: TBD

Contact: Donna Casey

Model: Caprice PPV - 1EW19

Email: governmentsales@loveauto.com

Commodity Code: 07105

Telephone: 803-794-9004

Delivery Days ARO: 190

Fax: 803-926-7467

**Contact Nicole
Cannon
Accounting for
approval before
proceeding with
any purchases.**

SCBO

Instructions:

- Go to <https://scbo.sc.gov/>
- Click on SCBO
- Click on [Create A SCBO Advertisement](#)

Request for Payment/Quarterly Fiscal Report

REPORTING PERIOD	DUE DATE
January 1 – March 31	May 1, 2021
April 1 – June 30	Aug. 1, 2021 Final Report

- Request for payments will be made on a reimbursable basis.
- If an agency has a financial hardship that justifies payment in advance, a written justification of need for an advance payment may be submitted to Nicole Cannon at EmeikaCannon@scdps.gov consideration.
- Note: the first page of the Request for Payment is the Quarterly Fiscal Report, also a summary.
- **RFP's may also be submitted on a monthly basis.**

Request for Payment – PAGE 1

Summary of all Activity

Instructions PAGE 1

- SECTION 1 -- GENERAL INFORMATION: Self-Explanatory
- SECTION 2 -- SALARY/FRINGE REIMBURSEMENT REQUEST

SALARY/FRINGE PAYMENT THIS QTR

- Enter the total monthly or quarterly salary and fringe amount for each SRO on the this line.

TOTAL SALARY/FRINGE EXPENDITURES TO DATE

- Enter the cumulative amount of salary and fringe paid for each School Resource Officer by quarter.

- SECTION 3 -- EQUIPMENT, OTHER, AND TRAVEL REIMBURSEMENT REQUEST

SALARY/FRINGE PAYMENT THIS QTR

- Enter the total expenditures for equipment, other, and travel on this line.

TOTAL SALARY/FRINGE EXPENDITURES TO DATE

- Enter the cumulative amount for equipment, other, and travel by quarter.

- SECTION 4 -- TOTAL REIMBURSABLE COSTS – Enter the total costs for each budget line in Section 3.
- SECTION 5 -- CERTIFICATION: Self-Explanatory

Request for Payment – PAGE 2

Summary of Personnel Activity

Instructions PAGE 2

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

- Add the name of each SRO
- Add Job Title
- Add number of regular and overtime hours worked
- Add Base Salary for period
- Add Fringe Benefits for period
- Summarize the total salary and fringe for period

DOCUMENTATION REQUIREMENTS: Submit copies of timesheets and detailed payroll reports generated by your agency’s accounting system for the period.

- Salary documentation should show the salary, fringe, and employer contributions for each SRO on the award.
 - Employer Contributions: Worker’s Compensation, Health Insurance, FICA, and Retirement

Request for Payment – PAGE 3

Equipment and Other

Instructions PAGE 3

I. Equipment(itemize) – Enter the amount of each item purchased in the approved budget in the corresponding columns.

Example:

AWARD NO.:		RFP BUDGET DETAILS		Page 3	
CATEGORIES			AMOUNT	TOTAL	
<u>USE WHOLE DOLLARS ONLY</u>					
I. EQUIPMENT (Itemize - DO NOT use brand name)					
ITEM(S) MUST BE IN APPROVED AWARD BUDGET					
<u>ITEM</u>	<u>QUANTITY</u>				
Dodge Durango	1		35,000.00	✓	35,000.00
Mobile Radio	1		6,500.00	✓	6,500.00
Portable Radio	1		5,500.00	✓	5,500.00
Taser	1		1,500.00	✓	1,500.00
Radar	1		2,500.00	✓	2,500.00
TOTAL EQUIPMENT:			51,000.00	✓	51,000.00

- Includes any individual item \$1,000 or over
- Vehicle “packages” include accessories
- Computer “packages” include printer/acc. (**Exception: Software**)
- **DOCUMENTATION REQUIREMENTS:** Submit a copy of the *paid* receipt or invoice reflecting a description of the item(s) purchased, the quantity and the cost.
- **Obtain quotes to get realistic & updated costs for various items.**

Request for Payment – PAGE 3 Cont.

Equipment and Other

Instructions PAGE 3

II. Other(itemize) - Enter the amount of each item purchased in the approved budget in the corresponding columns

Example:

II. OTHER: (Itemize)				
ITEM(S) MUST BE IN APPROVED AWARD BUDGET				
				-
Rifle	1	500.00		500.00
Primary Handgun	1	500.00		500.00
Registration Fees	500	500.00		250,000.00
Uniforms and Accessories	1	1,200.00		1,200.00
Duty Belt	1	450.00		450.00
Body Armor	1	800.00		800.00
Body Camera	1	900.00		900.00
TOTAL OTHER:		4,850.00		254,350.00

DOCUMENTATION REQUIREMENTS: Submit a copy of the paid receipt, invoice, order summary for items purchased from the internet reflecting a description of the item(s) purchased, date, and the quantity and cost.

◆ **NO MISCELLANEOUS ALLOWED**

Request for Payment – PAGE 4

Travel Support Document

Travel

Reimbursement for travel expenses is restricted to only those individuals included in the currently approved award budget. The rate for mileage and meals must be consistent with what is in the approved award budget and the agency's policies and regulations.

This overview is not a substitute for reading and understanding the full travel reimbursement policies on the CG's Travel website.

- The TRAVEL Support Document (Page 4 of the RFP Form) – is an tool for the School Resource Officer to keep track of travel his/her expenses. It must be submitted with signature of the SRO and Project Director.
- DPS and the State Comptroller General's Office have the authority to deny any travel reimbursement requests that do not follow the State and DPS travel reimbursement policies.
- Awardees must follow the same travel rules that state employees follow when on official, approved travel status for DPS-related business.
- Similar documentation and receipts that state employees provide must be submitted in order to be reimbursed.

Request for Payment – PAGE 4

Travel Support Document

Travel - Lodging

- Must adhere to the Federal GSA for lodging. Verify lodging rates on the GSA website at <http://www.gsa.gov> at the time of grant budget preparation.
- Note rates vary by location. If your location is not listed, **the current default rate is \$96 per person, per night.**
- Lodging accommodation will be reimbursed for official award activity such as training and conferences.
- Awardee must be at least 50 miles from their assigned location.

Note: Some hotels may say they have a “government” or “special” rate, but it may be higher than the official GSA rate. Please make it known that you are traveling on State business and are not a Federal employee when making reservations. Hotels are NOT required to match the GSA rate. The traveler will be responsible for any amount over the published GSA rate.

DOCUMENTATION REQUIREMENTS:

A hotel folio must be submitted as back up documentation in order to be reimbursed. It must include the following:

- Hotel Name and Address
- Name of room occupant(s)
- Dates of stay
- Amount charged for nightly rate by day
- Taxes and fees applicable by day
- Total Amount Charged
- Zero Balance

Gracious International Inns				
111 East 1st, Houston, TX. 77030				
(713) 660-9379				
Guest Name: Auditor, Ima		Folio Number	Page 1	
LBJ State Off. Bldg., 111 E. 17th		Suite Number	K1-7077	
Austin, Tx. 78774		Suite Type	1123	
Tx. Comptroller		No. of Guests	STQT	
		Rate	1	
		Account Number	80.00	
			JAM	
Arrive 10-Feb-03		Time 5:26	Depart 12-Feb-03	Time 7:23 AM
Date	Description	Charges	Credits	
10-Feb-03R11123	Room Charge - Studio 1-4	80.00		
10-Feb-03T21123	State Occupancy Tax	4.80		
10-Feb-03T31123	City Tax	5.60		
10-Feb-03T41123	County Tax	3.20		
11-Feb-03R11123	Room Charge - Studio 1-4	80.00		
11-Feb-03T21123	State Occupancy Tax	4.80		
11-Feb-03T31123	City Tax	5.60		
11-Feb-03T41123	County Tax	3.20		
12-Feb-03MC 7:23	Paid-Mastercard XXXXXXXXXXXXXXX790		187.20	
Checked Out		0.00		

Request for Payment – PAGE 4

Travel Support Document

Travel – Per Diem/Meals

Submit a copy of the agency's internal travel approval reflecting the amount of funds disbursed to the person. The form must be signed by the employee's supervisor or grant official. If the person is paid for actual expenditures for each meal, a copy of each receipt is required, and the grant cannot be charged at a "per diem" rate.

For meal reimbursement awardee must be at least 10 miles away from their headquarters and residence and the trip arrival and departures must meet the rules listed below:

DAILY	In-State	Out-of-State	Departure	Arrival
Breakfast	\$ 8.00	\$ 10.00	prior to 6:30 am	prior to 1:30 pm*
Lunch	\$10.00	\$ 15.00	prior to 11:00 am	prior to 8:30 pm
Dinner	\$17.00	\$ 25.00	prior to 5:15 pm	after 8:30 pm
Maximum	\$35.00	\$50.00	prior to 6:30 am	after 8:30 pm

- The time limitation for breakfast will not apply for overnight trips with early morning returns
- Receipts are not required per state requirements but may be required for local requirements
- The federal rates for meals and incidents rates do not apply to awardees being reimbursed with DPS Awards.
- One-day trip meals are NOT reimbursable in most cases. One-Day trip with no over-night stay, meals are not reimbursable unless the awardee is at least 10 miles from headquarters AND residence AND meet other requirements.
- Dinner is reimbursable if the Awardee leaves HQ before 5:15pm and returns after 10:00pm. Meals already paid for as part of a registration fee are not reimbursable.

Request for Payment – PAGE 4

Travel Support Document

Travel – Per Diem/Meals

- 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.

Travel – Airfare

- Airfare requests for reimbursement must show the following:
 - Airfare rate/charges paid receipt
 - Airline baggage fees paid receipt
 - Flight itinerary
- No federal or state funds may be used to purchase first class airline tickets. An Awardee while traveling on business of the award is required to use the most economical mode of transportation.

Request for Payment – PAGE 4

Travel Support Document

Travel – Meals

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- No federal or state funds may be used to purchase first class airline tickets. An Awardee while traveling on business of the award is required to use the most economical mode of transportation.

Travel – Other Transportation

- A receipt may be required depending on the source of transportation.

Request for Payment – PAGE 4

Travel Support Document

Travel – Registration Fee

Registration fees requests for reimbursement must include a paid receipt with the following detail:

- Event Name
- Dates and times
- Amount Paid
- An agenda showing if meals are included or not

Request for Payment – PAGE 5

Monthly Mileage Log

The Monthly Mileage log(Page 5 of the RFP Form) – is an optional tool for the School Resource Officer to keep track of travel his/her mileage. It must be submitted with signature of the SRO.

- All requests for mileage reimbursement must include the following documentation:
 - Employee Name
 - Employee headquarters (work address)
 - Date(s) of travel
 - Destination (address)
 - Purpose of Trip
 - Miles Traveled
 - Mileage Reimbursement rate (must not exceed SC State employee reimbursement rate)
 - Total Reimbursement requested

TRAVEL – Mileage Rate

1/1/2022 – 12/31/2022:

Regular miles: \$0.585 per mile

Property Control Form

SOUTH CAROLINA												PAGE	1	OF	1
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 weapons (lethal or not) must be listed with Serial Numbers regardless of unit cost.															
AWARD NUMBER		SR-001-N1200-22													
AWARDEE NAME AND ADDRESS		Richland County Sheriff's Department													
PROJECT DIRECTOR NAME		Lt. Muller													
SCHOOL DISTRICT NAME		Richland County													
NAME OF COUNTY OR CITY		Richland County - Columbia													
EQUIPMENT INFORMATION															
Item Description: Dodge Durango															
Serial NO./ID NO.: 1B4HR28N61F61874										Asset No.: 120					
Date of Purchase: 8/1/2021					Invoice No.: 1520					Vendor Name: Santee Automotive					
Total Cost: \$34,587					Purchased by: Chief Brown										
Assigned to: SRO John Williams															
Equipment location: Bryson Elementary School															
Equipment Purpose: To Peform SRO duties															

Each item of equipment acquired under the award must be reported on this form if the cost of the equipment is \$1,000 or more and has a useful life of one year or more. This form must be included with the final Request for Payment for the grant or request for reimbursement. The final Request for Payment will not be processed without this form.