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
  - Monitoring
  - 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

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Resource Officer Program</strong></td>
<td>Trevon Fordham</td>
<td><a href="mailto:TrevonFordham@scdps.gov">TrevonFordham@scdps.gov</a></td>
<td>803-896-8709</td>
</tr>
<tr>
<td></td>
<td>SRO Program Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mike Tucker</td>
<td><a href="mailto:MichaelTucker@scdps.gov">MichaelTucker@scdps.gov</a></td>
<td>803-896-9958</td>
</tr>
<tr>
<td></td>
<td>SRO Program Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Joi Brunson</td>
<td><a href="mailto:JoiBrunson@scdps.gov">JoiBrunson@scdps.gov</a></td>
<td>803-896-8705</td>
</tr>
<tr>
<td></td>
<td>Grants Administration Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kayla Boston</td>
<td><a href="mailto:KaylaBoston@scdps.gov">KaylaBoston@scdps.gov</a></td>
<td>803.896.8707</td>
</tr>
<tr>
<td></td>
<td>Administrative Assistant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
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

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 encouragers 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: Mr. Kevin Brown
P.O. Box 993
Blythewood, SC 29016

Please contact Trevor Fordham, SRO Program Coordinator, at (803) 898-8709 or via email at Trevor.Fordham@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.gov/ocsj. The deadline for the FY2022-23 application submission will be February 23, 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)

• 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

<table>
<thead>
<tr>
<th>QUARTER ENDS</th>
<th>REPORT DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARCH 31</td>
<td>MAY 1, 2022</td>
</tr>
<tr>
<td>JUNE 30</td>
<td>AUGUST 1, 2022</td>
</tr>
</tbody>
</table>

NOTE: Failure to submit reports on time may delay reimbursement
Training Approval Request Form

- Allowable for grant-funded personnel

- Must receive written approval for training. Please email TrevonFordham@scdps.gov and copy SROPProgram@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

- 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.

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.
Click the Revisions tab at the bottom left corner of the screen.
Click the Revise button to start a new revision.
Make sure to save as you work through the revision.

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

If making changes to the Budget tab, please ensure that you reflect those changes in the Budget Narrative tab also.
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.
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.
You may click the top blue View Errata button for a quick snapshot view of changed tabs.

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.
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
Sent: Friday, September 20, 2019 2:49 PM
To: Garrick, Shawnee N.
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
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
Each version of the grant application is tracked/saved in the Revisions tab and available for download as a PDF for saving/printing.
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 inquires 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
Procurement

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

Statewide Term Contracts

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 straightforward. 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 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

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

<table>
<thead>
<tr>
<th>LE-5: Sedan, Full Size, Rear Wheel Drive, Pursuit Package, Flex Fuel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number: 4400014505</td>
</tr>
<tr>
<td>Initial Contract Term: 11/1/2016 - 10/31/2017</td>
</tr>
<tr>
<td>Contract Rollover Dates: TBD - TBD</td>
</tr>
<tr>
<td>Order Cut Off Date: TBD</td>
</tr>
<tr>
<td>Model: Caprice PPV - IEW19</td>
</tr>
<tr>
<td>Commodity Code: 07105</td>
</tr>
<tr>
<td>Delivery Days ARO: 190</td>
</tr>
</tbody>
</table>
Instructions:

• Go to https://scbo.sc.gov/
• Click on SCBO
• Click on Create A SCBO Advertisement
Request for Payment/Quarterly Fiscal Report

<table>
<thead>
<tr>
<th>REPORTING PERIOD</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 – March 31</td>
<td>May 1, 2021</td>
</tr>
<tr>
<td>April 1 – June 30</td>
<td>Aug. 1, 2021</td>
</tr>
</tbody>
</table>

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

Example:

<table>
<thead>
<tr>
<th>ITEM(S) MUST BE IN APPROVED AWARD BUDGET</th>
<th>AMOUNT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dode Durango</td>
<td>35,000.00</td>
<td>35,000.00</td>
</tr>
<tr>
<td>Mobile Radio</td>
<td>6,500.00</td>
<td>6,500.00</td>
</tr>
<tr>
<td>Portable Radio</td>
<td>5,500.00</td>
<td>5,500.00</td>
</tr>
<tr>
<td>Taser</td>
<td>1,500.00</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Radar</td>
<td>2,500.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td><strong>TOTAL EQUIPMENT:</strong></td>
<td><strong>51,000.00</strong></td>
<td><strong>51,000.00</strong></td>
</tr>
</tbody>
</table>

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

Example:

<table>
<thead>
<tr>
<th>ITEM(S) MUST BE IN APPROVED AWARD BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rifle 1 500.00 500.00</td>
</tr>
<tr>
<td>Primary Handgun 1 500.00 500.00</td>
</tr>
<tr>
<td>Registration Fees 500 500.00 250,000.00</td>
</tr>
<tr>
<td>Uniforms and Accessories 1 1,200.00 1,200.00</td>
</tr>
<tr>
<td>Duty Belt 1 450.00 450.00</td>
</tr>
<tr>
<td>Body Armor 1 800.00 800.00</td>
</tr>
<tr>
<td>Body Camera 1 900.00 900.00</td>
</tr>
<tr>
<td>TOTAL OTHER: 4,850.00 254,350.00</td>
</tr>
</tbody>
</table>

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
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.
Travel Support Document

Travel - Lodging


• 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) 669-9279

<table>
<thead>
<tr>
<th>Date</th>
<th>Room Charge: Studio 1-4</th>
<th>City Tax</th>
<th>County Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-Feb-09</td>
<td>$99.99</td>
<td>4.99</td>
<td>3.55</td>
<td>$118.43</td>
</tr>
<tr>
<td>19-Feb-09</td>
<td>$99.99</td>
<td>4.99</td>
<td>3.55</td>
<td>$118.43</td>
</tr>
<tr>
<td>20-Feb-09</td>
<td>$99.99</td>
<td>4.99</td>
<td>3.55</td>
<td>$118.43</td>
</tr>
</tbody>
</table>

Checked Out
0.99
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:

<table>
<thead>
<tr>
<th>Daily</th>
<th>In-State</th>
<th>Out-of-State</th>
<th>Departure</th>
<th>Arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$ 8.00</td>
<td>$ 10.00</td>
<td>prior to 6:30 am</td>
<td>prior to 1:30 pm*</td>
</tr>
<tr>
<td>Lunch</td>
<td>$10.00</td>
<td>$ 15.00</td>
<td>prior to 11:00 am</td>
<td>prior to 8:30 pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>$17.00</td>
<td>$ 25.00</td>
<td>prior to 5:15 pm</td>
<td>after 8:30 pm</td>
</tr>
<tr>
<td>Maximum</td>
<td>$35.00</td>
<td>$50.00</td>
<td>prior to 6:30 am</td>
<td>after 8:30 pm</td>
</tr>
</tbody>
</table>

- 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.
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.
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Travel – Other Transportation

• A receipt maybe required depending on the source of transportation.
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
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

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.

<table>
<thead>
<tr>
<th>AWARD NUMBER</th>
<th>SR-001-N1200-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awardee Name and Address</td>
<td>Richland County Sheriff's Department</td>
</tr>
<tr>
<td>Project Director Name</td>
<td>Lt. Muller</td>
</tr>
<tr>
<td>School District Name</td>
<td>Richland County</td>
</tr>
<tr>
<td>Name of County or City</td>
<td>Richland County - Columbia</td>
</tr>
</tbody>
</table>

**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
- **Assigned to**: SRO John Williams
- **Equipment Location**: Bryson Elementary School
- **Equipment Purpose**: To perform 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.