

<b>AGENCY NAME:</b>	Department of Administration		
<b>AGENCY CODE:</b>	D500	<b>SECTION:</b>	93

DDC

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**Fiscal Year 2016-2017  
Accountability Report**

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**SUBMISSION FORM**

<b>AGENCY MISSION</b>	The South Carolina Department of Administration serves the citizens of South Carolina and agency partners by leading innovative efforts to provide secure, cost-effective, responsive, and standardized services.
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<b>AGENCY VISION</b>	The South Carolina Department of Administration leads as a model of excellence and as a trusted partner in the administration of government services to the citizens of South Carolina.
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Please select yes or no if the agency has any major or minor (internal or external) recommendations that would allow the agency to operate more effectively and efficiently.

<b>RESTRUCTURING RECOMMENDATIONS:</b>	<b>Yes</b>	<b>No</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please identify your agency's preferred contacts for this year's accountability report.

	<i>Name</i>	<i>Phone</i>	<i>Email</i>
<b>PRIMARY CONTACT:</b>	Marcia S. Adams	(803) 734-9260	Marcia.Adams@admin.sc.gov
<b>SECONDARY CONTACT:</b>	Sally F. Foster	(803) 734-1810	Sally.Foster@admin.sc.gov

I have reviewed and approved the enclosed FY 2016-2017 Accountability Report, which is complete and accurate to the extent of my knowledge.

<b>AGENCY DIRECTOR (SIGN AND DATE):</b>	<i>Marcia S. Adams</i> <i>9/15/2017</i>	
<b>(TYPE OR PRINT NAME):</b>	Marcia S. Adams	

<b>BOARD/CMSN. CHAIR (SIGN AND DATE):</b>		
<b>(TYPE OR PRINT NAME):</b>		

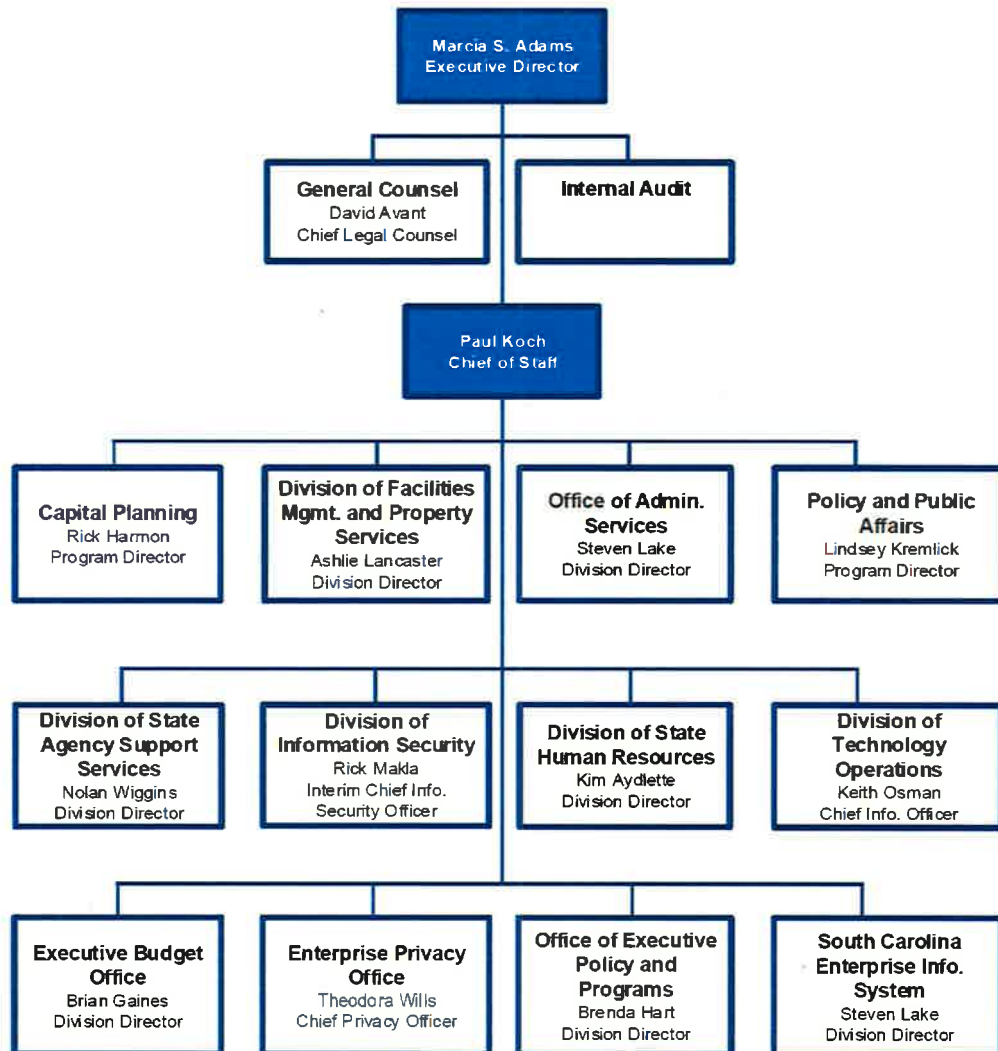
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## AGENCY'S DISCUSSION AND ANALYSIS

### ORGANIZATION

Pursuant to Act 121 of the South Carolina Restructuring Act of 2014, the South Carolina Department of Administration (Admin) was established July 1, 2015. The act transferred the Division of Technology, Division of General Services, Division of State Human Resources and South Carolina Enterprise Information System (SCEIS), all of which were former components of the South Carolina Budget and Control Board (BCB), to Admin. In addition, the Office of Executive Policy and Programs (OEPP) and the Executive Budget Office (EBO) were also transferred and incorporated into the cabinet agency. The governor appointed and the Senate confirmed Marcia S. Adams to serve as Admin's executive director.

**South Carolina Department of Administration's Organizational Chart**



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## MISSION

Admin serves the citizens of South Carolina and agency partners by leading innovative efforts to provide secure, cost-effective, responsive, and standardized services.

## VISION

Admin leads as a model of excellence and as a trusted partner in the administration of government services to the citizens of South Carolina.

## VALUES

- Leadership
- Teamwork
- Employee Well-Being
- Partnership
- Accountability
- Innovation
- Trust
- Commitment to the Mission
- Communication
- Partnership
- Exceptional Service

## 2016–2017 STRATEGIC GOALS

In order to accomplish Admin’s long-term strategies, leadership identified five short-term strategic goals to continuously improve products, services and delivery methods to better meet the needs of all stakeholders. These goals include:

- 1) Lead as a model of excellence and as a trusted partner in the administration of government services.
- 2) Continuously improve products, services, and delivery methods to meet stakeholders’ and citizens’ needs.
- 3) Create an environment that encourages commitment to excellence by Admin employees.
- 4) Provide statewide resource management, analysis and training.
- 5) Through the Office of Executive Policy and Programs (OEPP) provide services that focus on client well-being.

## 2016–2017 ACCOMPLISHMENTS AND MILESTONES

### Collaboration with Other Agencies

Part of Admin’s mission is to serve other state agencies by leading innovative efforts to provide secure, cost-effective, responsive, and standardized services so that those agencies can better serve South Carolinians.

In alignment with that mission, Admin conducted its first Agency Leadership Meetings (ALM) for agency directors. Admin utilized these meetings to help agency directors understand Admin’s available services, to further the spirit of communication and collaboration, and to encourage agency networking. Seventy agency directors, chiefs of staff or other agency leaders attended the December 2016 meetings and 49 agency directors or chiefs of staff attended the June 2017 meetings. In May 2017, Admin distributed the first agency head newsletter to agency directors or chiefs of staff before the June 2017 ALMs. The newsletter set a framework for the June meetings, while providing valuable information about the state’s effort to standardize services. Both the ALMs and agency head newsletter were well received and appreciated. Other agencies expressed an interest in hosting sessions at upcoming meetings.

Bringing the leaders of agencies together is important for Admin to accomplish its various initiatives. During fiscal year 2016–2017, Admin leveraged many areas of expertise, while other agencies contributed a willingness to do what is best for the state and the people it serves. By leading in this spirit of collaboration, which has helped refine the state’s focus on better stewardship of resources entrusted to state agencies, Admin achieved much success. On behalf of the state, Admin:

- Brokered shared services contracts, such as renegotiating K-12 internet and wide area network contracts, which produced approximately \$14.25 million in annual savings.

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- Implemented space standards for new commercially-leased office space for state agencies, saving more than \$1.4 million over the terms of leases and reducing the overall amount of state-leased office space by more than 23,323 square feet.
- Deployed the state fleet master lease program reducing vehicle maintenance costs by \$2 million annually.
- Sold 17 state surplus properties bringing \$4.8 million of revenue to the owning agencies.

The rest of this accountability report highlights several additional ways Admin’s various divisions partner with other agencies to achieve cost savings and efficiencies that ultimately benefit citizens.

**Information Security, Privacy, and the Statewide Strategic Information Technology Plan**

In the spirit of agency collaboration, the Division of Technology Operations (DTO) assisted both the South Carolina State Treasurer’s Office (STO) and South Carolina Department of Probation, Parole, and Pardon Services (PPP) in selecting a consultancy firm to provide CIO level services for each agency. Additionally, DTO established agency migration framework and planning templates by installing and configuring the South Carolina Department of Social Services (DSS) Child Support computer environment. DTO also procured and implemented an IT Service Management tool to manage core IT processes — Service Request and Incident Management. DTO began implementation of the Statewide Strategic IT plan by collaborating with the following agencies to make significant progress toward migrating them to statewide IT shared services:

- South Carolina Department of Health and Environmental Control (DHEC) — Began migration late spring 2017
- PPP — Began migration planning late winter 2017
- South Carolina Commission on Indigent Defense — Initiated migration for anticipated completion August 2017
- South Carolina Commission for the Blind — Began migration planning early summer 2017 with anticipated completion September 2017

DTO continued to identify cost savings through process improvements, contract negotiations and common state agency initiatives this year. Examples include:

- Saving the South Carolina Department of Motor Vehicles (DMV) \$136,000 in software expenses by allowing the agency to utilize Admin’s enterprise software license.
- Saving the South Carolina State Housing, Finance, and Development Authority \$35,000 in desktop procurement.
- Realizing an 81 percent cost savings over the current contract for the K-12 Internet Contract — saving \$11 million per year and \$59 million over the life of the new contract.
- Realizing an 18.75 percent cost reduction over the current contract for the K-12 Wide-Area Network contract — saving \$3.25 million per year and \$16 million over the life of the contract.

DTO also developed an RFP to evaluate outsourcing the state mainframe environment and prioritized statewide applications for the statewide disaster recovery solution.

IT Shared Services further developed the IT Shared Services Program Management Office (PMO). PMO improved the information technology (IT) planning functions by hiring a third-party vendor to make recommendations for IT planning. PMO established a standardized process for statewide, strategic IT planning and portfolio practices, and reengineered the IT planning function to better understand and leverage IT spending. PMO also initiated the implementation of the recommendations by conducting eight IT Planning Summits that included IT, security, privacy, human resources, finance, and procurement directors from all agencies to provide information on updates to IT planning, and piloted the use of Skype for meetings to allow attendees to participate from their workplace.

PMO continued to evolve the IT Shared Services Governance Groups as well. As outlined in the Statewide Strategic Information Technology Plan, one of the key initiated activities is the development of governance groups for IT Shared

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Services. In fostering an environment of transparency, working collaboratively, and ensuring agencies have a voice in key upcoming decisions, governance practices have been implemented. The Executive Oversight Group, the Agency Work Group, the Technology Work Group, and the Security and Architecture Review Board meet on a quarterly basis to further the plan and governance practices.

The Agency Relationship Management (ARM) team was also established. The ARM develops and maintains strategic relationships with current and potential partner state agencies, the IT shared services program, Admin’s IT-related divisions and other appropriate stakeholders (e.g., state agency IT organizations, IT shared service providers). The ARM also assists with the process of aligning state agency business requirements with IT shared services solutions to meet state agency requirements and strategic direction, while representing and advocating for state agency requirements and priorities to the IT shared services program.

Additionally, PMO established a program portfolio tracking system for IT Shared Services. PMO utilizes the program portfolio framework and tool to capture the key projects/programs and work with the project manager. PMO uses the tool to enter the key scope, resources and timeline related parameters for projects. Should a project get off track, it is easily escalated to executive management for review and action.

PMO also participated in quarterly monitoring, analysis and enhancement of general ledger accounts (GLAs) codes for IT benchmarking. The project team evaluated the current usage of the old and new IT GLA codes from newly developed reports. Since some agencies were continuing to utilize the old IT GLA codes, it was determined, in partnership with the Comptroller General's office, to retire the old IT GLA codes to allow for more accurate reporting of IT spending. The ARM met with agencies that had \$1 million or more posted to the old IT GLA code to train them on the new IT GLA codes, as well providing guidance on making corrections to the past fiscal year spend. Training, reporting updates and audits of these findings will continue into the next fiscal year.

This year, our IT Communications developed and launched the new IT Shared Services Newsletter to communicate shared services-related accomplishments with agencies, staff, stakeholders, leadership and other key target audiences.

The Division of Information Security (DIS) hosted a SANS training session for 100 of the state’s information security personnel. The training helped increase the state’s awareness of hacker techniques and strategies, which increases the capability to respond to future attempts. In addition to the SANS training, DIS published incident responses guidelines and procedures for all state agencies. To allow greater insight into the risk to the state’s information systems, DIS deployed a compliance process and eGRC tool to collect agency information and compliance status. Currently, Admin is piloting the process and tool with eight agencies. DIS assisted the South Carolina Law Enforcement Division (SLED) and the state with its Critical Infrastructure Cyber Security initiatives. Admin will continue to play an essential role in supporting the state’s protection of its critical infrastructure.

The Enterprise Privacy Office (EPO) awarded a statewide contract enabling agencies’ and state entities access to vendors providing privacy services, such as privacy risk assessments, incident response, program development, data classification and training. EPO also conducted 22 workshops for more than 200 privacy liaisons representing 56 entities or state agencies such as the South Carolina Department of Transportation, DHEC, South Carolina Department of Revenue, South Carolina Department of Education, South Carolina Department of Disabilities and Special Needs, DMV, Office of the South Carolina Attorney General, South Carolina Department of Employment and Workforce, South Carolina Office on Aging, DSS, South Carolina Public Employee Benefit Authority, State Fiscal Accountability Authority, and higher education institutions. The EPO also sponsored its annual Data Privacy Day Seminar to build privacy awareness. More than 82 registrants participated representing various entities and 44 state agencies. The EPO also issued 28 privacy professional certification vouchers to state employees representing 16 agencies.

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**State Human Resources**

Admin continued to focus on statewide recruitment and retention of employees to help job seekers understand the importance of serving citizens through state jobs and the benefits of building a career in state government.

The Division of State Human Resources (DSHR) graduated its first cohort of the Associate Public Managers (APM) program in April of 2017. This was the first year DSHR offered APM as a cohort to allow networking. Each participant was also assigned a mentor from another agency. Additionally, DSHR and the South Carolina Enterprise Information System (SCEIS) worked together to transition Clemson and Lander Universities and several other higher education institutions into SCEIS. Additional higher education agencies are expected to move to SCEIS in the new fiscal year.

**Facilities Management and Property Services and the Division of State Agencies Support Services — Formerly General Services**

This year, to help Admin better accomplish its mission, the agency created two new divisions which consist of units historically housed in the Division of General Services. These two new divisions are the Division of Facilities Management and Property Services (DFMPS) and the Division of State Agencies Support Services (DSASS). DFMPS includes Facilities Management and Real Property Services. Moving these two offices under one division allows for greater efficiency in accomplishing the state’s goal to right size its real estate portfolio and allow Admin to direct even greater attention to the maintenance of state buildings. Interagency Mail Services, State Fleet Management, and the Surplus Property Office are now housed under DSASS. Locating these areas in DSASS will allow each to make further advancements in innovation. The opportunity to provide a more streamlined focus for both divisions will benefit the state for many years.

DFMPS Real Property Services (RPS) worked with customer agencies to facilitate necessary governmental approvals of 22 easements and 18 property conveyances. RPS also brokered, either in-house or through CBRE, the sale of 17 surplus properties totaling \$4,784,008.84. Through the use of space standards for a target density of 210 square feet per person, RPS reduced commercially leased occupied space by 4,653 square feet during FY17 for a savings of \$300,884, for a total reduction of 23,323 square feet and a savings of \$1,388,683 since implementing the standards over the lease terms. With the help of SCEIS and the Comptroller General’s Office, DFMPS established a Real Estate General Ledger Chart of Accounts (GLAs) and internal orders for all state-owned facilities to track maintenance and operations expenditures for benchmarking purposes. These GLAs are specifically designed to capture IT and real estate expenditures and will help Admin and all agencies achieve uniform and comprehensive management of the state’s IT and real estate portfolios. DFMPS also worked with SCEIS to complete a requirements study to either purchase or develop a comprehensive, computerized real estate maintenance management system. Based on this effort, the SAP Real Estate module was purchased and is slated for implementation in FY18.

DSASS developed and implemented a new lease fleet program utilizing STO’s master lease financing program. This allowed State Fleet Management (SFM) to begin replacing vehicles on established replacement criteria rather than limited, available funding. This new lease fleet program will be phased in over five years. State Fleet projects that the program will reduce fleet maintenance costs by \$400,000 each year and \$2 million after it is fully implemented. It will also reduce fuel consumption by 44,900 gallons each year as older models are replaced with more efficient models. A new statewide fleet driver safety program has also been established and SFM has assumed responsibility from the South Carolina Insurance Reserve Fund for providing training to state employees designated as routine drivers.

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**Port Royal**

In April of 2016, the State Ports Authority property at Port Royal, South Carolina (“Property at Port Royal”) was transferred to Admin’s Division of General Services for sale at public auction as required by Section 54-3-700 of the S.C. Code of Laws. Pursuant to Section 54-3-700(C)(2)(a) and Part 1B, §93.26 of Act 97 of 2017, Admin listed the Property at Port Royal for sale at public auction. Following the close of the public auction at the end of March 2017, a contract was entered into with the highest bidder for the sale of the Property at Port Royal. Closing on the sale is scheduled to occur during FY18.

**The South Carolina Enterprise Information System**

The South Carolina Enterprise Information System (SCEIS) continued to improve communication with users and stakeholders and streamline efficiencies for many of the system’s functions this year.

SCEIS purchased and installed the SuccessFactors Learning Management System (LMS), a delivery system for agency-related training. SCEIS trained cabinet and non-cabinet agencies on how to use the LMS and assisted those agencies wishing to begin using the LMS as their training system. The first statewide training course, “Code of Conduct,” was made available to agencies in the LMS. Moving forward, SCEIS will continue to support these agencies and assist others as they begin utilizing the LMS.

**Executive Budget Office and Capital Planning**

The Executive Budget Office (EBO) updated budget guidelines this year to include Agency Accountability Reports, trained agencies on the new guidelines and submission format, and integrated Agency Accountability Reports into the budget development process and the Executive Budget book.

In December 2016, the Capital Budget Office (CBO) published and presented to the Joint Bond Review Committee and State Fiscal Accountability Authority the reformatted Comprehensive Permanent Improvement Plan (CPIP), representing agencies’ and institutions’ assessments of capital needs for the next five years. Building on this process, the CBO adopted new standards for canvassing agencies and institutions both in terms of timing and format. Timing has been closely coordinated with approval of the appropriation act, and will be integrated with operating budget requests in 2017. The data collection process has been enhanced to reduce administrative burden while also improving the collection of data integral to an informed decision support process. These refinements are the early tenets of and form the basis for a longer term statewide capital planning strategy.

**Administrative Services**

The Office of Administrative Services worked toward implementing an administrative shared services model by providing budget, finance, human resources, and procurement support to several agencies including the South Carolina Confederate Relic Room and Military Museum, the Governor’s Office — Executive Control of the State, the South Carolina Governor’s Mansion and Grounds, the Lieutenant Governor’s Office, the South Carolina Workers’ Compensation Commission, and John de la Howe School. Continued centralization of these functions allows customer agencies to save money and focus on accomplishing their respective missions.

**Policy and Public Affairs**

To ensure Admin’s policies, procedures and forms are established, reviewed and updated in a consistent manner, the agency created a Policy Committee and implemented a quarterly meeting cycle for the creation or review of policies. Policy analysts were selected from each Admin Division and trained on the policy process. All of Admin’s 35 existing policies were converted to a new, updated user-friendly format.

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**Office of Executive Policy and Programs**

The Office of Executive Policy and Programs (OEPP) provides a wide variety of essential services such as assistance to abused and neglected children, children with emotional and behavioral issues, victims of crime, people with disabilities, veterans, and small and minority-owned businesses.

The General Assembly concurred with Admin’s recommendation that some components of OEPP, based on their missions, be placed with agencies with more similar missions and functions and moved several programs within this division based on statutory changes. As a result, the “South Carolina Crime Victim Services Act,” Act 96 of the 2017 Legislative Session, created the South Carolina Crime Victim Services (SCCVS) Division within the Office of the South Carolina Attorney General. The act transferred the State Office of Victim Assistance (SOVA) and the Crime Victims Ombudsman (CVO) over to this newly created division. Additionally, Act 52 of the 2017 Legislative Session provided that Protection and Advocacy for People with Disabilities, Inc. shall administer the Client Assistance Program (CAP). Protection and Advocacy for People with Disabilities, Inc.’s mission, values, and services align appropriately with CAP’s purpose and will result in an improvement of those services. The effective date of the CAP designation is Monday, Sept. 18, 2017. Additional OEPP accomplishments include:

- The Foster Care Review Board (FCRB) coordinated and facilitated 427 local Review Board meetings for 4,175 children and processed and distributed 6,891 Advisory Recommendations (with 12,551 Areas of Concern identified) to family court, DSS and the Guardian ad Litem program. Local review board volunteers contributed 11,847 hours of volunteer service through attendance at review board meetings and participation in community service benefiting children and families in the foster care system. The FCRB also coordinated and facilitated eight regional training sessions and one annual training session for volunteers and staff. Additionally, FCRB coordinated and facilitated four New Board Member and Staff Orientation sessions for 17 local board members and seven staff. The South Carolina Heart Gallery photographed 105 children for child-specific specialized adoption recruitment, responded to 3,285 inquiries from families inquiring about public adoption, facilitated the matching of 53 children with waiting families, completed intake for 342 new South Carolina families interested in public adoption, and completed 61 home studies for DSS approval and acceptance. As of June 30, 2017, the FCRB and Heart Gallery were fully staffed.
- The Guardian ad Litem (GAL) program trained more than 100 staff members. Additionally, 382 new volunteers were trained and over 34,275 hours of continuing education were provided to 2,183 volunteers. During the fiscal year, GAL volunteers donated a total of 200,442 hours serving abused and neglected children.

**Looking Ahead**

Moving forward through the new fiscal year, collaboration remains Admin’s top priority to produce cost-savings, efficiencies and secure services. Admin will continue building out IT shared services available to state agencies and brokering contracts for shared services in other areas to help the state realize tremendous cost-savings. Some of those efforts include:

- Setting standards for desktops and laptops across state agencies to consolidate contracts. This will produce an estimated savings of \$10 million.
- Consolidating janitorial contracts across state agencies to produce an estimated savings of \$1 million.

As Admin continues to utilize collaboration to accomplish its mission, two challenges remain: limited resources and the ability and time it takes the state to make and adapt to changes.

**RESTRUCTURING RECOMMENDATIONS**

In this year’s budget, Admin is requesting a new proviso which would set standards for data entry compliance. This proviso directs Admin to develop and issue written SCEIS data entry standards and guidelines for uniform compliance by



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all state agencies. This new proviso will ensure reliable input for statewide human resources, real estate, and agency specific data.

As briefly touched upon in the OEPP section above, Admin continues to recommend changes in organizational placement of the OEPP programs so the agency can focus on its mission to provide cost-effective, responsive services and innovative solutions to enable government to meet the needs of citizens. The missions of the OEPP programs focus more on advocacy, direct service and grant management for a wide variety of essential services including: assistance to abused and neglected children, children with emotional and behavioral issues, people with disabilities, veterans, small and minority-owned businesses, and those in need of help with home utility expenses.

Based on careful study and review of each OEPP program and consideration of input from affected constituencies, Admin, in its December 2015 OEPP Organizational Placement Report (available upon request), recommended that the components of OEPP, based on their missions, would potentially be better served when aligned with agencies and organizations that share similar missions and functions. It is important to note that conforming statutory changes may be necessary to effectuate these recommended changes in organizational placement.

Admin is recommending that the components of OEPP would be more appropriately placed with the following organizations:

<b>Children's Services</b>	<b>Recommendation</b>
Children's Affairs/Children's Case Resolution System	S.C. Department of Health and Human Services
Children's Trust Fund	
Continuum of Care	
Foster Care Review Board	
Guardian ad Litem	
<b>Constituent Services</b>	<b>Recommendation</b>
Commission on Women	S.C. Department of Administration
Developmental Disabilities Council	S.C. Department of Health and Human Services
Office of Economic Opportunity	S.C. Department of Commerce
Ombudsman	S.C. Department of Administration
Small and Minority Business Contracting and Certification	State Fiscal Accountability Authority (State Procurement Office)
Veterans' Affairs	Office of the Adjutant General

### **RISK ASSESSMENT AND MITIGATION STRATEGIES**

Many of Admin's statewide initiatives (Statewide Strategic Information Technology Plan, Statewide Real Estate Plan, lease and maintenance agreements, etc.) require the participation and compliance of state agencies. Admin has collaborated with agencies for decision-making on statewide initiatives. For example, Admin (as mentioned previously in this report) has developed governance groups for IT shared services initiatives. This collaboration on the front end increases agency participation and prevents potential negative impacts before they arise. Legislation has also helped mitigate the risk of non-compliance; however, increased participation and compliance is vital to accomplishing these statewide initiatives.

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Strategic Planning Template

Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
G	1				Lead as a model of excellence and as a trusted partner in the administration of government services.
S		1.1			Lead the effort in identifying and implementing cost savings, efficiencies and benchmarking costs to make better spending decisions.
O			1.1.1	Government and Citizens	Implement phase 2 of the OEPP reorganization report recommendations regarding appropriate placement of OEPP programs by June 30, 2018.
O			1.1.2	Maintaining Safety, Integrity and Security	Develop a comprehensive records management program for all divisions of Admin by June 30, 2018.
O			1.1.3	Government and Citizens	By January 31, 2018, collaborate with SFAA Procurement Services to identify feasible fleet options for continued statewide compliance with the alternative fuel vehicle mandates for state
O			1.1.4	Government and Citizens	By June 30, 2018, accomplish phase 1 of the Commercial Vendor Repair Program (CVRP) to include financial analysis of program performance and rate evaluation.
O			1.1.5	Public Infrastructure and Economic Development	Oversee the sale of the Port of Port Royal based on the timelines and process defined in statute and bids received.
O			1.1.6	Government and Citizens	Issue solicitation and award contract for consolidated janitorial services (service brokered) by December 30, 2017.
O			1.1.7	Government and Citizens	Identify, solicit, and award one consolidated M&O contract by June 1, 2018.
O			1.1.8	Government and Citizens	Implement Qualified Energy Conservation Bonds plan (20% energy use reduction) through an Energy Performance Contract by December 30, 2017.
O			1.1.9	Government and Citizens	By June 30, 2018, develop email, desktop, and hyperconverge standards to gain efficiencies.
O			1.1.10	Government and Citizens	Procure mainframe hosting solution to lower the state's investment in legacy technology while maintaining high levels of customer service by June 30, 2018.
S		1.2			Foster trust with other agencies and stakeholders to collaborate on statewide services to achieve efficiencies.
O			1.2.1	Government and Citizens	Deliver a newsletter to state agency directors semiannually.
O			1.2.2	Government and Citizens	Utilize feedback from prior Admin Agency Head Leadership Meetings (AHLM) to enhance 2018 biannual AHLMs.

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Strategic Planning Template

Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
O			1.2.3	Government and Citizens	Educate legislators and their staff on at least three pertinent Admin initiatives by June 1, 2018.
O			1.2.4	Government and Citizens	Conduct governance meetings at least quarterly with agencies and partners across the state focused on IT Shared Services.
O			1.2.5	Government and Citizens	Develop a shared services model for providing a consolidated accounts payable function to all state agencies by June 30, 2018.
O			1.2.6	Government and Citizens	Support the State Treasurer's Office in the transition and retirement of legacy treasury functionalities into the SCEIS/SAP environments. SCEIS will meet quarterly with STO and Admin
O			1.2.7	Government and Citizens	Implement new Interagency Mail Services rate structure by October 1, 2017, followed by the finalized implementation of route restructuring and compensatory time reduction plan.
O			1.2.8	Maintaining Safety, Integrity and Security	Disaster Recovery Project-Statewide Initiative will provide disaster recovery hosting and disaster recovery planning processes, tools, and facilities by June 30, 2018.
O			1.2.9	Government and Citizens	Develop IT service level agreements to include market competitive service level metrics that define the level of service an agency can expect from Admin by December 2017.
O			1.2.10	Government and Citizens	Propose statutory changes or proviso to implement real estate executive order statewide by September 15, 2017.
O			1.2.11	Government and Citizens	Continue development and implementation of a transparency hub through June 30, 2018.
S		1.3		<b>Improve communications concerning Admin's services and processes.</b>	
O			1.3.1	Government and Citizens	Establish and populate Admin's static intranet site by Dec. 12, 2017.
O			1.3.2	Government and Citizens	Establish electronic policy attestation by June 30, 2018.
O			1.3.3	Government and Citizens	Conduct communications strategy sessions with at least three Admin divisions to identify and develop key messaging for major initiatives.
O			1.3.4	Government and Citizens	Develop a process for contact list hosting and updates for the agency by June 30, 2018.
O			1.3.5	Government and Citizens	Increase employee readership of agency newsletter by 75 readers by June 30, 2018.
O			1.3.6	Government and Citizens	Convert and publish all Admin forms to established format by Dec. 12, 2017.

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Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
O			1.3.7	Government and Citizens	The ARM and Communications team will work with DTO to develop a communications plan to publish and promote the service catalog by the end of Q1.
O			1.3.8	Government and Citizens	ARM to establish quarterly meetings with DTO, DIS, and EPO to understand communication objectives and include those objectives in agency meetings.
O			1.3.9	Government and Citizens	Continue to publish and improve the quarterly IT Shared Services Newsletter. (i.e. "Service Spotlight").
O			1.3.10	Government and Citizens	Develop an IT Shared Services Program Management website with updates on pertinent initiatives by June 30, 2018.
O			1.3.11	Government and Citizens	Assist in collecting information on a monthly basis to better prepare for national, digital surveys, and recognition programs involving IT, Security, and Privacy.
O			1.3.12	Education, Training, and Human Development	DSASS will continue program education and outreach to at least 15 state agencies, higher education institutions, counties, municipalities, school districts, or special purpose districts concerning communications materials and ongoing website updates for state fleet management, surplus property, and interagency mail services.
O			1.3.13	Education, Training, and Human Development	Utilize results from survey of state surplus agencies to develop the use of social media and marketing options for surplus property programs by December 31, 2017.
O			1.3.14	Government and Citizens	Develop and implement formal InfoSec meeting cycle (Individual agency and group), by February 1, 2018.
<b>G</b>	<b>2</b>				<b>Continuously improve products, services, and delivery methods to meet stakeholders' and citizens' needs.</b>
<b>S</b>		<b>2.1</b>			<b>Partner with agencies to continuously identify their needs, solicit feedback, and make improvements to products or services.</b>
O			2.1.1	Government and Citizens	Standardize and conduct an executive survey for distribution to agency directors by June 30, 2018, as well as standardize and conduct two division specific surveys for agency customers.
O			2.1.2	Government and Citizens	By March 2018, establish an ARM Board, whereby the ARM along with DTO and its customers meet regularly to discuss services – enhancements, evolving technologies, and improvement initiatives.
O			2.1.3	Government and Citizens	Formalize ARM feedback in a monthly customer feedback document to DTO.

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Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
O			2.1.4	Government and Citizens	Work with DOR, DHHS, and DSS to complete phase 1 requirements gathering on all projects to move vendor/customer payments into SCEIS and retire legacy payment systems by June 30, 2018.
O			2.1.5	Government and Citizens	Create a statewide recruitment toolkit by June 30, 2018.
O			2.1.6	Government and Citizens	Provide a model internship program to agencies by June 30, 2018.
O			2.1.7	Education, Training, and Human Development	Conduct HR Advisory meetings with agency HR community quarterly.
O			2.1.8	Education, Training, and Human Development	Conduct regular meetings of an interagency recruitment workgroup on a monthly basis.
O			2.1.9	Government and Citizens	Chair the HEEAPA council to meet every other month.
O			2.1.10	Government and Citizens	Achieve a target property acquisition value of \$10 million for agencies participating in the 1033 Program.
O			2.1.11	Government and Citizens	Create and publish a list of available conference rooms in state buildings to allow for space sharing, greater utilization, and cost savings by January 30, 2018.
O			2.1.12	Government and Citizens	By December 29, 2017, contact smaller agencies and explore the feasibility of smaller agencies pooling resources to use the ISPS for privacy services.
<b>S</b>		<b>2.2</b>			<b>Develop and promote customer-focused service delivery models and applications.</b>
O			2.2.1	Government and Citizens	Improve utilization of the IQ application within Admin by June 30, 2018.
O			2.2.2	Government and Citizens	Replace DTO's existing billing system (CWOFF) with SAP modules capable of supporting core functions such as rate setting, revenue projections, expenditure tracking and customer billing by June 30, 2018.
O			2.2.3	Government and Citizens	Develop a service delivery model for providing administrative services to other state agencies by June 30, 2018.
O			2.2.4	Government and Citizens	Implement performance management module by June 30, 2018.
O			2.2.5	Government and Citizens	Procure e-recruiting and onboarding system by April 1, 2018.
O			2.2.6	Government and Citizens	DSASS will conduct a requirements study of surplus property's in-house system by May 2018 and replace surplus property's in-house system by May 2019.
O			2.2.7	Government and Citizens	Study and implement handheld device solution for Interagency Mail (including upload daily route data, record collected mail weight data, and download route data for billings) by June 30, 2018.

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Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
O			2.2.8	Government and Citizens	By June 30, 2018, implement FleetWave Upgrade.
O			2.2.9	Government and Citizens	Implement the SAP Real Estate Module by June 30, 2018.
O			2.2.10	Government and Citizens	Implement real property disaster recovery plan by October 1, 2017.
O			2.2.11	Government and Citizens	Develop a transparent rate model for statewide building services by June 30, 2018.
O			2.2.12	Government and Citizens	Complete phase 2 of standardizing rental rates paid by state agencies in Admin controlled facilities by June 1, 2018.
O			2.2.13	Maintaining Safety, Integrity and Security	Identify and establish rate structures, develop a process to amend and validate rates, and publish rates by June 30, 2018.
O			2.2.14	Maintaining Safety, Integrity and Security	Migrate the Commission on Indigent Defense (compute and storage, network, and desktop support services) by August 2017.
O			2.2.15	Maintaining Safety, Integrity and Security	Migrate Commission for the Blind to Shared Services (compute and storage, network, and desktop support services) by October of 2017.
O			2.2.16	Maintaining Safety, Integrity and Security	Migrate Commission for Higher Education to Shared Services (compute and storage, network, and desktop support services) by January 2018.
O			2.2.17	Maintaining Safety, Integrity and Security	Migrate Department of Probation, Parole, & Pardon Services to Shared Services (compute & storage and network services) by December 2017.
O			2.2.18	Maintaining Safety, Integrity and Security	Complete phase 4 (migration preparation) of the SC DHEC to Shared Services migration by December 2017. Begin implementation of phase 5 (migration planning, data replication, and cut-
O			2.2.19	Maintaining Safety, Integrity and Security	Begin migrating plan for the Department of Social Services to Shared Services (compute and storage services) by June 2018.
S		2.3			<b>Improve the security and privacy of state systems.</b>
O			2.3.1	Government and Citizens	Develop a standard agency approach to website development for all divisions by April 1, 2018.
O			2.3.2	Maintaining Safety, Integrity and Security	Enhance the security and operations of SCEIS by June 30, 2018.
O			2.3.3	Government and Citizens	Ensure Payment Card Industry (PCI) compliance for Admin by September 1, 2017. Assist
O			2.3.4	Maintaining Safety, Integrity and Security	100% of human resources delegation audits will incorporate both security and privacy consultations.

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Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
O			2.3.5	Maintaining Safety, Integrity and Security	Partner with the Bureau of Protective Services to complete upgrade the security and camera systems at the Capitol Complex and Governor's Mansion Complex to enhance public and employee safety by June 30, 2018.
O			2.3.6	Maintaining Safety, Integrity and Security	Develop and Implement Vulnerability Management Program to cover 25% of agencies.
O			2.3.7	Maintaining Safety, Integrity and Security	Expand InfoSec Monitoring Program to cover Level-2 for 25% of agencies.
O			2.3.8	Maintaining Safety, Integrity and Security	Identify the solution to pilot FireEye mail and network protections, by June 1, 2018.
O			2.3.9	Maintaining Safety, Integrity and Security	Develop and Pilot Statewide Privileged Access Management solution, by June 1, 2018.
O			2.3.10	Maintaining Safety, Integrity and Security	Procure Cyberliability Insurance for Admin by March 31, 2018.
O			2.3.11	Maintaining Safety, Integrity and Security	Support SLED with phase 1 of the Critical Infrastructure Program, by January 1, 2018.
O			2.3.12	Government and Citizens	Develop statewide assessment program and pilot to two agencies using ISPS.
O			2.3.13	Government and Citizens	Study, analyze, and implement specific core ITIL Service Support processes (change management, service asset management, and configuration management) by June 30, 2018.
O			2.3.14	Government and Citizens	By September 29, 2017, deploy automated Privacy Impact Assessment tool to Admin Divisions.
O			2.3.15	Maintaining Safety, Integrity and Security	By February 28, 2018, complete privacy assist visits and create mitigation plans for all Admin Divisions.
O			2.3.16	Maintaining Safety, Integrity and Security	By June 30, 2018, identify five agencies to onboard into the automated Privacy Impact Assessment tool.
<b>G</b>	<b>3</b>				<b>Create an environment that encourages commitment to excellence by Admin employees.</b>
<b>S</b>		<b>3.1</b>			<b>Recruit and retain quality employees.</b>
O			3.1.1	Government and Citizens	Partner with the USC Marketing Department to develop a recruitment marketing plan for new employees by December 1, 2017.

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Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
O			3.1.2	Education, Training, and Human Development	Admin HR will participate in at least five career/job fairs during FY 2018.
O			3.1.3	Education, Training, and Human Development	Admin HR will partner with Training Concepts to provide a Career Skills Program for transitioning service members who have a background and/or have earned certifications in IT by June 30, 2018.
O			3.1.4	Education, Training, and Human Development	Retain employees by offering training/certification opportunities to enhance their knowledge, skills and abilities. Partner with state technical schools, colleges, universities and Training Concepts to build a recruiting campaign by June 30, 2018.
O			3.1.5	Government and Citizens	Create a performance based pay plan to retain employees by June 30, 2018.
O			3.1.6	Education, Training, and Human Development	Work with SC Cyber to develop an InfoSec intern program for Admin by October 1, 2017.
<b>S</b>		<b>3.2</b>		<b>Commit to the development of Admin's employees.</b>	
O			3.2.1	Education, Training, and Human Development	Develop and deliver a writing workshop for Admin employees to enhance effectiveness of communications to internal and external audiences/stakeholders by June 30, 2018.
O			3.2.2	Education, Training, and Human Development	Develop and deliver two training sessions on the new FOIA law by Feb. 28, 2018.
O			3.2.3	Education, Training, and Human Development	Recruit and hire a training coordinator by June 30, 2018, to monitor and develop agency-wide training initiatives.
O			3.2.4	Education, Training, and Human Development	Develop a comprehensive New Employee Orientation program by February 1, 2018.
O			3.2.5	Education, Training, and Human Development	OEPP will enhance entry level, mid level, and staff management skills by providing a series of three management trainings.
<b>S</b>		<b>3.3</b>		<b>Focus on employee well-being.</b>	
O			3.3.1	Healthy and Safe Families	Admin HR will coordinate and host an annual employee Health & Wellness Fair.
O			3.3.2	Healthy and Safe Families	Admin HR will coordinate and sponsor annual flu shots, mammograms, and overall health assessments for employees.
<b>S</b>		<b>3.4</b>		<b>Communicate expectations and hold ourselves accountable for results.</b>	



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Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
O			3.4.1	Government and Citizens	Develop a method of electronically capturing employee's suggestions and incorporating improvements from these suggestions as appropriate by April 1, 2018.
O			3.4.2	Education, Training, and Human Development	Develop a comprehensive exit interview process to obtain information from employees leaving the agency that may lead to improvement opportunities and enhanced retention of employees by March 1, 2018.
<b>G</b>	<b>4</b>				<b>Provide statewide resource management, analysis, and training.</b>
<b>S</b>		<b>4.1</b>			<b>Standardize and optimize data collection processes.</b>
O			4.1.1	Maintaining Safety, Integrity and Security	Deploy new method for IT data collection (IT plans, procurements over \$50k, project oversight) by June 1, 2018.
O			4.1.2	Maintaining Safety, Integrity and Security	Develop reports and analysis from IT data collection submissions by December 31, 2017. Identify and recommend at least three cost-saving/agency partnership opportunities.
O			4.1.3	Government and Citizens	Participate in quarterly monitoring, analysis, and enhancement of GLA codes for real estate and IT benchmarking by June 30, 2018. Develop auditing, exception, and remediation procedures by December 2017.
O			4.1.4	Government and Citizens	Partner with institutions of higher education to retire the HRIS system and to transition HR data into SCEIS. Successfully move three additional institutions to SCEIS by June 30, 2018.
O			4.1.5	Government and Citizens	Complete the project plan for the performance management module June 30, 2018.
O			4.1.6	Government and Citizens	Procure and implement the e-recruiting and onboarding system by April 1, 2018.
O			4.1.7	Government and Citizens	Create standards for what human resources data should be entered into SCEIS by June 30, 2018.
O			4.1.8	Maintaining Safety, Integrity and Security	Identify and develop metrics to demonstrate the effectiveness of the InfoSec investments and opportunity to improve decision making by June 1, 2018.
O			4.1.9	Maintaining Safety, Integrity and Security	Utilize Archer to create dashboards to analyze data collection and continue to support the pilot deployment of Archer compliance to eight agencies by June 30, 2018.
O			4.1.10	Government and Citizens	Implement new budget system by June 30, 2018.
<b>S</b>		<b>4.2</b>			<b>Lead the effort to establish statewide policy, standards, and procedures.</b>

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Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
O			4.2.1	Government and Citizens	SCEIS and Capital Budgeting will develop and implement phase 1 of the comprehensive standards for the use of the SCEIS fixed assets module for all state agencies by June 30, 2018.
O			4.2.2	Government and Citizens	Create statewide HR standards of best practice beginning with performance management by June 30, 2018.
O			4.2.3	Government and Citizens	Review, revise, and adopt new State Fleet directives and policies by June 30, 2018.
O			4.2.4	Government and Citizens	Revise and publish Real Property Procedures Manual by December 30, 2017.
O			4.2.5	Government and Citizens	Create a new system for flags and events by June 30, 2018.
O			4.2.6	Maintaining Safety, Integrity and Security	Align and plan adoption of the State's security program to utilize an industry framework (similar to Federal Cybersecurity Framework; Cobit; etc.) by May 1, 2018.
O			4.2.7	Maintaining Safety, Integrity and Security	Develop and publish ten InfoSec template procedures for agencies by June 1, 2018.
O			4.2.8	maintaining Safety, Integrity and Security	Deploy statewide configuration standards by June 1, 2018.
O			4.2.9	Maintaining Safety, Integrity and Security	Security and Architecture Review Board will at least meet quarterly to develop standards.
O			4.2.10	Government and Citizens	Revise and publish the Permanent Improvement Project Manual by September 15, 2017.
O			4.2.11	Government and Citizens	Study SCEIS workflows to promote data integrity, transaction authorization, and improve current business processes by March 31, 2018.
O			4.2.12	Government and Citizens	Integrate statewide accountability goals and performance measurement into budget development processes by August 31, 2017.
S		4.3			<b>Provide comprehensive analyses and guidance to assist decision-makers.</b>
O			4.3.1	Government and Citizens	Define and develop a method for IT project oversight for initiatives identified by the legislature by December 31, 2017.
O			4.3.2	Government and Citizens	Continue to identify and make recommendations for additional program functions for PMO by September 30, 2017.

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Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
O			4.3.3	Government and Citizens	Develop and publish three financial dashboards for agencies' use by November 1, 2017.
O			4.3.4	Government and Citizens	Enhance three existing HR dashboards for agencies' use by March 1, 2018.
O			4.3.5	Government and Citizens	Enhance financial information security and budgetary analytical and monitoring capabilities through the development of enterprise reports and dashboards by June 30, 2018.
S		4.4			<b>Provide statewide training.</b>
O			4.4.1	Education, Training, and Human Development	Establish statewide PIO group for media and communications training with cabinet agencies and meet biannually.
O			4.4.2	Education, Training, and Human Development	Provide biannual LMS200 training to help agencies better utilize the LMS system to deliver training opportunities to their employees.
O			4.4.3	Education, Training, and Human Development	Expand Admin's leadership programs to include executive level leadership by June 30, 2018.
O			4.4.4	Education, Training, and Human Development	Create an orientation for new agency heads by June 30, 2018.
O			4.4.5	Education, Training, and Human Development	Create and roll out three additional statewide human resources online trainings by June 30, 2018.
O			4.4.6	Education, Training, and Human Development	Increase statewide fleet safety training initiative by 20 percent by providing and tracking training on statewide basis for all state vehicle drivers.
O			4.4.7	Education, Training, and Human Development	Create and implement an internal training program for agencies utilizing the State Surplus Property Program by June 30, 2018, and introduce, review and train at least one agency per month on the State Agency Use Manual.
O			4.4.8	Education, Training, and Human Development	In conjunction with SC Cyber, conduct security conference by December 1, 2017.
O			4.4.9	Education, Training, and Human Development	In alignment with the information security professional development program, identify and distribute 50 vouchers to agencies' InfoSec staff by June 30, 2018.
O			4.4.10	Education, Training, and Human Development	By February 5, 2018, develop a data classification training video available to all agencies via MySCLearning.

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Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
O			4.4.11	Education, Training, and Human Development	By June 30, 2018, in collaboration with DIS, identify strategy to improve effectiveness of data protection awareness employee training model.
O			4.4.12	Education, Training, and Human Development	Identify agency best practices for budgeting development by June 30, 2018.
<b>G</b>	<b>5</b>			<b>Through OEPP, provide services that focus on client well-being.</b>	
<b>S</b>		<b>5.1</b>		<b>Improve constituent service relationships.</b>	
O			5.1.1	Education, Training, and Human Development	Develop and deliver four regional and one annual topical training(s) for review board volunteers and staff to improve the quality of case reviews. [FCRB]
O			5.1.2	Government and Citizens	Meet with all cabinet agency liaisons for constituent services by April 30, 2018, to develop and foster better relationships. [State Ombudsman]
O			5.1.3	Healthy and Safe Families	Ensure 87% of COC parents interviewed will feel satisfied with the services they receive overall. [COC]
O			5.1.4	Healthy and Safe Families	Ensure 97% of COC parents will feel respected by COC staff. [COC]
O			5.1.5	Government and Citizens	Work with the Department of Social Services to ensure contracts for funding are finalized in a timely manner and optimize funding opportunities by June 30, 2018. [FCRB, GAL]
O			5.1.6	Government and Citizens	Work with the Department of Social Services to explore and coordinate electronic record sharing to develop common processes, improve communication, and increase the timeliness of receipt of information by June 30, 2018. [FCRB]
<b>S</b>		<b>5.2</b>		<b>Provide timely, responsive services and improved outcomes.</b>	
O			5.2.1	Government and Citizens	Ensure that 90% of completed Free Tuition applications for veterans are processed within ten business days. [VA]
O			5.2.2	Government and Citizens	Ensure that 90% of all completed pre-certification applications for interment at the cemetery are processed within ten business days. [VA]
O			5.2.3	Government and Citizens	Ensure that 90% of all completed immediate need requests for interment at the cemetery are processed within three days of date of notification to date of burial. [VA]

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Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
O			5.2.4	Healthy and Safe Families	Monitor and report progress quarterly and annually in achieving permanent plans for children in foster care through an external system of accountability and advocacy by June 30, 2018. [FCRB]
O			5.2.5	Healthy and Safe Families	SC Heart Gallery will hold a minimum of eight photo shoots and a minimum of 75 public venues for specialized child-specific adoption recruitment. [FCRB]
O			5.2.6	Healthy and Safe Families	The average CAFAS score of total youth will show a decrease from baseline to recent score by 35%. [COC]
O			5.2.7	Government and Citizens	Enter and assign board and commission nominations within 24 hours of receipt. [State Ombudsman]
O			5.2.8	Healthy and Safe Families	Improve the quality of child advocacy by increasing the number of new volunteers recruited to 382 for FY 17-18. [GAL]
O			5.2.9	Healthy and Safe Families	Improve child advocacy by increasing the number of continuing education hours completed by volunteers to 11,406 hours during FY 17-18. [GAL]
O			5.2.10	Government and Citizens	Develop process for the receipt and follow-up of constituents contacts to ensure appropriate response is delivered. [State Ombudsman]
O			5.2.11	Government and Citizens	By June 30, 2018, develop plan to document the implementation of the electronic South Carolina "War Roster" for the Division of Veterans' Affairs. [VA]
O			5.2.12	Government and Citizens	Enhance functionality of current certification database by performing a system review to determine pertinence and accuracy of current stored information, identify redundant data and records for deletion, establish standardized formatting and intake procedures for accurate queries and formatting by June 30, 2018. [SMBBC]
O			5.2.13	Government and Citizens	Redesign and have quarterly maintenance of the SMBBC website to provide easier navigation and "impact" reporting for M/WBE vendors and procurement officials of state agencies by June 30, 2018. [SMBBC]
S		5.3		<b>Enhance advocacy, engagement, and leadership.</b>	
O			5.3.1	Education, Training, and Human Development	Provide support, leadership, and funding to IMPACT SC, a statewide self-advocacy organization, to complete an 8-week leadership training within the state. [DDC]

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Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
O			5.3.2	education, Training, and Human Development	Participate in stakeholders' quarterly meetings for statewide youth self-advocacy organization. [DDC]
O			5.3.3	Public Infrastructure and Economic Development	The Office of Economic Opportunity will provide support, training, and technical assistance to subgrantees through at least three conferences. [OEO]
O			5.3.4	Public Infrastructure and Economic Development	The Office of Economic Opportunity will provide training and technical assistance to deficient subgrantees as required within 90 days of the completion of their annual monitoring reports. [OEO]

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Performance Measurement Template

Item	Performance Measure	Last Value	Current Target Value	Current Value	Future Target Value	Time Applicable	Data Source and Availability	Calculation Method	Associated Objective(s)	Meaningful Use of Measure
1	Define reporting requirements with SCEIS team.	Apr-17	Complete	Complete	N/A	July 1 - June 30	PMO and FMPS		1.1.1	Monitoring, analyzing, and enhancing GLA codes for real estate and IT benchmarking.
2	Hire data analytics contractor.	Apr-17	Complete	Complete	N/A	July 1 - June 30	PMO and FMPS		1.1.1	Monitoring, analyzing, and enhancing GLA codes for real estate and IT benchmarking.
3	Develop reports for the Agency Relationship Management Team to meet with agencies to share agency utilization of GLA codes.	Jun-17	In process	In process	FY 2018	July 1 - June 30	PMO and FMPS		1.1.1	Monitoring, analyzing, and enhancing GLA codes for real estate and IT benchmarking.
4	Provide agency refresher training.	Jun-17	In process	In process	FY 2018	July 1 - June 30	PMO and FMPS		1.1.1	Monitoring, analyzing, and enhancing GLA codes for real estate and IT benchmarking.
5	Establish all recommended Real Estate GLAs	Jun-17	Complete	Complete	N/A	July 1 - June 30	FMPS		1.1.1	Monitoring, analyzing, and enhancing GLA codes for real estate and IT benchmarking.
6	Establish Internal Orders for all properties	Jun-17	Complete	Complete	N/A	July 1 - June 30	FMPS		1.1.1	Monitoring, analyzing, and enhancing GLA codes for real estate and IT benchmarking.
7	Provide technical assistance to agencies in using the new GLAs and IO's	Jun-17	In process	In process	FY 2018	July 1 - June 30	FMPS		1.1.1	Monitoring, analyzing, and enhancing GLA codes for real estate and IT benchmarking.
8	Review agency use of Real Estate GLAs	Jun-17	In process	In process	FY 2018	July 1 - June 30	FMPS		1.1.1	Monitoring, analyzing, and enhancing GLA codes for real estate and IT benchmarking.
9	Send heads up notice to agencies that they will be getting a report and will be required to JE any expenditures not appropriately booked (note if they have not been using the Real Estate GLAs).	May-17	In process	In process	FY 2018	July 1 - June 30	FMPS		1.1.1	Monitoring, analyzing, and enhancing GLA codes for real estate and IT benchmarking.
10	Develop report with John Taylor showing suspect expenditures booked to old GLs.	Jun-17	Complete	Complete	N/A	July 1 - June 30	FMPS		1.1.1	Monitoring, analyzing, and enhancing GLA codes for real estate and IT benchmarking.
11	Provide reports to agencies asking them to either JE the expenditures or provide an explanation as to why they should be booked as is.	Jun-17	In process	In process	FY 2018	July 1 - June 30	FMPS		1.1.1	Monitoring, analyzing, and enhancing GLA codes for real estate and IT benchmarking.
12	Publish updated crosswalk document and FAQs.	Jun-17	Complete	Complete	N/A	July 1 - June 30	FMPS		1.1.1	Monitoring, analyzing, and enhancing GLA codes for real estate and IT benchmarking.
13	Determine which old GLAs should be blocked.	Jun-17	Complete	Complete	N/A	July 1 - June 30	FMPS		1.1.1	Monitoring, analyzing, and enhancing GLA codes for real estate and IT benchmarking.
14	Notify agencies of which codes will be blocked effective 7/1/17.	Jun-17	Complete	Complete	N/A	July 1 - June 30	FMPS		1.1.1	Monitoring, analyzing, and enhancing GLA codes for real estate and IT benchmarking.
15	Receive densification report from Boudreaux	Oct-16	Complete	Complete	N/A	July 1 - June 30	FMPS and CP		1.1.2	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
16	Evaluate ROI and path forward	Nov-16	Complete	Complete	N/A	July 1 - June 30	FMPS and CP		1.1.2	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
17	Create revised plan with financing scenarios for deferred maintenance/recapitalization costs	Jan-17	Complete	Complete	N/A	July 1 - June 30	FMPS and CP		1.1.2	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
18	Engage an energy consultant to finalize QECB plan for a performance contract solicitation.	Jun-17	Complete	Complete	N/A	July 1 - June 30	FMPS and CP		1.1.2	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
19	Receive consultant plan.	Jun-17	In process	In process	Aug-17	July 1 - June 30	FMPS and CP		1.1.2	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives

20	Issue Solicitation.	Jun-17	In process	In process	Oct-17	July 1 - June 30	FMPS and CP		1.1.2	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
21	Obtain and publish appraisal	Nov-16	Complete	Complete	N/A	July 1 - June 30	FMPS and OED		1.1.3	Overseeing the sale of Port of Port Royal based on the timelines delineated in statute
22	Develop and finalize Offering Memorandum and CBRE Marketing Plan	Dec-16	Complete	Complete	N/A	July 1 - June 30	FMPS and OED		1.1.3	Overseeing the sale of Port of Port Royal based on the timelines delineated in statute
23	Post property for sale at public auction	Jan-17	Complete	Complete	N/A	July 1 - June 30	FMPS and OED		1.1.3	Overseeing the sale of Port of Port Royal based on the timelines delineated in statute
24	Award winning bid	Apr-17	Complete	Complete	N/A	July 1 - June 30	FMPS and OED		1.1.3	Overseeing the sale of Port of Port Royal based on the timelines delineated in statute
25	Earnest money hardens	May-17	Complete	Complete	N/A	July 1 - June 30	FMPS and OED		1.1.3	Overseeing the sale of Port of Port Royal based on the timelines delineated in statute
26	Due Diligence period ends	Jun-17	In process	In process	FY 2018	July 1 - June 30	FMPS and OED		1.1.3	Overseeing the sale of Port of Port Royal based on the timelines delineated in statute
27	Closing	Jun-17	In process	In process	FY 2018	July 1 - June 30	FMPS and OED		1.1.3	Overseeing the sale of Port of Port Royal based on the timelines delineated in statute
28	Analyze data from IT collection efforts to determine potential cost savings.	Sep-16	Complete	Complete	N/A	July 1 - June 30	PMO		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
29	Share cost saving ideas with IT Shared Services governance groups.	Mar-16	Complete	Complete	N/A	July 1 - June 30	PMO		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
30	Task the Security and Architecture Review Board to develop requirements to standardize at least one technology.	Jun-17	In process	In process	FY 2018	July 1 - June 30	PMO		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
31	Standardize and implement at least one technology.	Jun-17	In process	In process	FY 2018	July 1 - June 30	PMO		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
32	Decrease lease space cost and collocate specific OEPP offices	Jun-17	Complete	Complete	N/A	July 1 - June 30	OEPP		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
33	Review existing division accounts, services, and invoices for potential consolidation and/or cost savings.	Jun-17	Complete	Complete	N/A	July 1 - June 30	DSASS		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
34	Implement the use of mobile devices and GPS fleet tracking system to improve Interagency Mail Services (IMS) route design and reduce courier overtime costs.	Dec-16	Complete	Complete	N/A	July 1 - June 30	DSASS		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
35	Surplus Property will survey other surplus property agencies to determine the level of use of social media to market property for sale and evaluate methods for screening surplus federal property for re-use.	Jun-17	Complete	Complete	N/A	July 1 - June 30	DSASS		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
36	Implement a master lease financing plan to fund fleet replacements and additions to improve the overall operating condition and fuel efficiency of the state's fleet.	Jun-17	Complete	Complete	N/A	July 1 - June 30	DSASS		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
37	Report semi-annually on savings from implementation of space standards	Dec-16	Complete	Complete	N/A	July 1 - June 30	FMPS		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
38	Report on estimated savings from consolidated custodial services	Apr-17	Complete	Complete	N/A	July 1 - June 30	FMPS		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives



39	Revise and publish Real Property Procedures Manual	Jun-17	In process	In process	FY 2018	July 1 - June 30	FMPS		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
40	Revise JBRC Manual/Questionnaire to include capital planning and real estate strategic plan goals and parameters	Jun-17	In process	In process	FY 2018	July 1 - June 30	FMPS and CP		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
41	Establish and award ISPS for Lot 5 for statewide contract	Jun-17	Complete	Complete	N/A	July 1 - June 30	DIS		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
42	Establish and award ISPS for other lots for statewide contract	Jun-17	In process	In process	FY 2018	July 1 - June 30	DIS		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
43	Evaluate cost savings resulting from agency communications and shared services consolidation.	Jun-17	In process	In process	FY 2018	July 1 - June 30	DTO		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
44	Evaluate mainframe outsourcing potential	Mar-17	In process	In process	FY 2018	July 1 - June 30	DTO		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
45	Identify cost savings opportunity.	Oct-16	Complete	Complete	N/A	July 1 - June 30	EPO		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
46	Schedule and plan opportunity.	Feb-17	Complete	Complete	N/A	July 1 - June 30	EPO		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
47	Complete initiative.	May-17	Complete	Complete	N/A	July 1 - June 30	EPO		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
48	Reduce the number of office printers	Dec-16	Complete	Complete	N/A	July 1 - June 30	EBO		1.1.4	Identifying cost savings through process improvements, contract negotiations, and common state agency initiatives
49	Identify programs to move	N/A	Complete	Complete	N/A	July 1 - June 30	OED		1.2.1	Appropriately placing OEPP programs based on realignment report recommendations
50	Procure sponsors and draft /drop legislation	N/A	In process	In process	Q1 FY 2018	July 1 - June 30	OED		1.2.1	Appropriately placing OEPP programs based on realignment report recommendations
51	File and drop legislation to move Children's Services programs	N/A	In process	In process	Q1 FY 2018	July 1 - June 30	OED		1.2.1	Appropriately placing OEPP programs based on realignment report recommendations
52	Identify through M&O surveys and consultant priority areas for contract consolidation	Sep-16	Complete	Complete	N/A	July 1 - June 30	FMPS		1.2.2	Consolidating maintenance and operations contracts for custodial services for facilities maintained by Admin
53	Distribute scope work sheet to agencies for first RFP	Oct-16	Complete	Complete	N/A	July 1 - June 30	FMPS		1.2.2	Consolidating maintenance and operations contracts for custodial services for facilities maintained by Admin
54	Issue RFP	Jun-17	In process	In process	FY 2018	July 1 - June 30	FMPS		1.2.2	Consolidating maintenance and operations contracts for custodial services for facilities maintained by Admin
55	Distribute scope work sheet to agencies for second RFP	Jun-17	In process	In process	FY 2018	July 1 - June 30	FMPS		1.2.2	Consolidating maintenance and operations contracts for custodial services for facilities maintained by Admin
56	Issue RFP	Jun-17	In process	In process	FY 2018	July 1 - June 30	FMPS		1.2.2	Consolidating maintenance and operations contracts for custodial services for facilities maintained by Admin
57	# of agency servers migrated -- Shared Services Consolidation	Jun-17	In process	In process	FY 2018	July 1 - June 30	DTO	Statewide Strategic Information Technology Plan	1.2.3	Statewide Strategic Information Technology Plan implementation
58	# of agency servers migrated - DHEC	Jun-17	In process	In process	FY 2018	July 1 - June 30	DTO	Statewide Strategic Information Technology Plan	1.2.3	Statewide Strategic Information Technology Plan implementation
59	# of agency servers migrated - Indigent Defense	N/A	Complete	Complete	N/A	July 1 - June 30	DTO	Statewide Strategic Information Technology Plan	1.2.3	Statewide Strategic Information Technology Plan implementation

60	# of agency servers migrated - Commission for the Blind	Jun-17	In process	In process	Sep-17	July 1 - June 30	DTO	Statewide Strategic Information Technology Plan	1.2.3	Statewide Strategic Information Technology Plan implementation
61	Number of agency servers migrated - Probation, Pardon, and Parole Services	Jun-17	In process	In process	FY 2018	July 1 - June 30	DTO	Statewide Strategic Information Technology Plan	1.2.3	Statewide Strategic Information Technology Plan implementation
62	Number of agency servers migrated - DSS CFS Project	Jun-17	In process	In process	FY 2018	July 1 - June 30	DTO	Statewide Strategic Information Technology Plan	1.2.3	Statewide Strategic Information Technology Plan implementation
63	Amount of agency data center floor space eliminated	Jun-17	In process	In process	FY 2018	July 1 - June 30	DTO	Consolidating agency data centers to DTO shared services	1.2.3	Statewide Strategic Information Technology Plan implementation
64	Determine utilization of data from IT plans for the prioritization of agencies migrating to the data center.	Mar-17	Complete	Complete	N/A	July 1 - June 30	PMO		1.2.4	Prioritization of services and transitions to IT shared services
65	Score agencies and present to executive leadership.	May-17	Complete	Complete	N/A	July 1 - June 30	PMO		1.2.4	Prioritization of services and transitions to IT shared services
66	Present prioritization approach to governance groups.	Jun-17	In process	In process	Q1 FY 2018	July 1 - June 30	PMO		1.2.4	Prioritization of services and transitions to IT shared services
67	Complete the Rate Study by June 30, 2017.	Jun-17	In process	In process	Q2 FY 2018	July 1 - June 30	DTO		1.2.5	IT Service Portfolio/Catalog of service offerings
68	Publish the IT Service Portfolio/Catalog of service offerings.	Jun-17	In process	In process	FY 2018	July 1 - June 30	DTO		1.2.5	IT Service Portfolio/Catalog of service offerings
69	Complete the Rate Study by June 1, 2017.	Jun-17	In process	In process	Q2 FY 2018	July 1 - June 30	DTO		1.2.6	Developing and implementing the transparent rate model for statewide IT service
70	Publish the IT Service Portfolio/Catalog of service offerings with rate transparency.	Jun-17	In process	In process	FY 2018	July 1 - June 30	DTO		1.2.6	Developing and implementing the transparent rate model for statewide IT service
71	Analyze state fleet management revenue and current lease fleet rate structure to develop new lease fleet rate model for lease fleet vehicles.	Dec-16	Complete	Complete	N/A	July 1 - June 30	DSASS		1.2.7	Furthering statewide building and leased fleet services transparent rate model development
72	Implement new lease fleet base rate structure.	Jun-17	Complete	Complete	N/A	July 1 - June 30	DSASS		1.2.7	Furthering statewide building and leased fleet services transparent rate model development
73	Ensure all areas of Admin are paying correct rental rate for RSF.	Dec-16	Complete	Complete	N/A	July 1 - June 30	FMPS		1.2.7	Furthering statewide building and leased fleet services transparent rate model development
74	Finalize spreadsheet of rental adjustments for all other agency tenants.	Jun-17	Complete	Complete	N/A	July 1 - June 30	FMPS		1.2.7	Furthering statewide building and leased fleet services transparent rate model development
75	Inform stakeholders of pending increases.	Jun-17	In process	In process	FY 2018	July 1 - June 30	FMPS		1.2.7	Furthering statewide building and leased fleet services transparent rate model development
76	Issue notice of rate and SF corrections to agencies for budgeting for FY19.	Jun-17	In process	In process	FY 2018	July 1 - June 30	FMPS		1.2.7	Furthering statewide building and leased fleet services transparent rate model development
77	Develop model of correct rental rate.	Jun-17	In process	In process	FY 2018	July 1 - June 30	FMPS		1.2.7	Furthering statewide building and leased fleet services transparent rate model development
78	Develop training curricula for FY 2017-18 AAR.	Jun-17	In process	In process	FY 2018	July 1 - June 30	EBO		1.2.8	Accountability Report statewide performance metrics development
79	Schedule and communicate training.	Jun-17	In process	In process	FY 2018	July 1 - June 30	EBO		1.2.8	Accountability Report statewide performance metrics development
80	Conduct statewide training.	Jun-17	In process	In process	FY 2018	July 1 - June 30	EBO		1.2.8	Accountability Report statewide performance metrics development
81	Identify statewide performance metrics.	Mar-17	Complete	Complete	N/A	July 1 - June 30	EBO		1.2.9	Development of the transparency hub
82	Develop business requirements with Enterprise Information Management team.	Mar-17	Complete	Complete	N/A	July 1 - June 30	EBO		1.2.9	Development of the transparency hub
83	Implement phase one of transparency hub.	Jun-17	In process	In process	FY 2018	July 1 - June 30	EBO		1.2.9	Development of the transparency hub
84	Complete construction of a training facility at the State Fleet Building.	Dec-16	Complete	Complete	N/A	July 1 - June 30	DSASS		1.2.10	Development of the statewide fleet safety program

85	Work with the Insurance Reserve Fund (IRF) to transfer responsibility for providing fleet safety driver training to State Fleet.	Dec-16	Complete	Complete	N/A	July 1 - June 30	DSASS		1.2.10	Development of the statewide fleet safety program
86	Begin compiling a statewide database of certified agency driver safety trainers and course schedules.	Jun-17	Complete	Complete	N/A	July 1 - June 30	DSASS		1.2.10	Development of the statewide fleet safety program
87	Conduct an analysis of existing lease fleet condition and agency requests for additional vehicles to determine replacement requirements. Meet with individual agencies to discuss needs and build out vehicle replacement plan.	Oct-16	Complete	Complete	N/A	July 1 - June 30	DSASS		2.1.1	Furthering State Fleet Management's mission to provide agencies with reliable vehicles to complete their missions and reduce fleet maintenance costs via a new transparent rate model for leased fleet services
88	Develop framework for new master lease structure, present to executive management for input and approval, and communicate new program to customer agencies.	Dec-16	Complete	Complete	N/A	July 1 - June 30	DSASS		2.1.1	Furthering State Fleet Management's mission to provide agencies with reliable vehicles to complete their missions and reduce fleet maintenance costs via a new transparent rate model for leased fleet services
89	Place orders for vehicles, issue PO's, finalize master loan financing.	Dec-16	Complete	Complete	N/A	July 1 - June 30	DSASS		2.1.1	Furthering State Fleet Management's mission to provide agencies with reliable vehicles to complete their missions and reduce fleet maintenance costs via a new transparent rate model for leased fleet services
90	Take delivery of vehicles, deliver to agencies, finalize new agency lease agreements.	Jun-17	Complete	Complete	N/A	July 1 - June 30	DSASS		2.1.1	Furthering State Fleet Management's mission to provide agencies with reliable vehicles to complete their missions and reduce fleet maintenance costs via a new transparent rate model for leased fleet services
91	Meet with SFAA/MMO to provide parameters for state contract for real estate business relocation services.	Aug-16	Complete	Complete	N/A	July 1 - June 30	FMPS		2.1.2	Implementing the real property disaster recovery plan
92	Draft needs survey and provide to SFAA.	May-17	In process	In process	FY 2018	July 1 - June 30	FMPS		2.1.2	Implementing the real property disaster recovery plan
93	SFAA to issue IVB/RFP for state contract	Jun-17	In process	In process	FY 2018	July 1 - June 30	FMPS		2.1.2	Implementing the real property disaster recovery plan
94	State contract established and communicated to agencies.	Jun-17	In process	In process	Sep-17	July 1 - June 30	FMPS		2.1.2	Implementing the real property disaster recovery plan
95	Provide OpenDNS to additional agencies.	Dec-16	Complete	Complete	N/A	July 1 - June 30	DIS		2.1.3	Increasing the number of agencies taking advantage of DIS funded strategic security technologies
96	Provide 2FA to additional agencies	Jun-17	Complete	Complete	N/A	July 1 - June 30	DIS		2.1.3	Increasing the number of agencies taking advantage of DIS funded strategic security technologies
97	Provide WDE to additional agencies	Jun-17	Complete	Complete	N/A	July 1 - June 30	DIS		2.1.3	Increasing the number of agencies taking advantage of DIS funded strategic security technologies
98	Conduct first Agency Leadership Meeting	N/A	Complete	Complete	N/A	July 1 - June 30	OED		2.1.5	Educating agency directors on the resources Admin provides the state and facilitating networking
99	Conduct Agency Leadership Meeting debrief	N/A	Complete	Complete	N/A	July 1 - June 30	OED		2.1.5	Educating agency directors on the resources Admin provides the state and facilitating networking
100	Secure spring 2017 meeting location and dates.	N/A	Complete	Complete	N/A	July 1 - June 30	OED		2.1.5	Educating agency directors on the resources Admin provides the state and facilitating networking

101	Create and send save-the-date invites to agency directors.	N/A	Complete	Complete	N/A	July 1 - June 30	OED		2.1.5	Educating agency directors on the resources Admin provides the state and facilitating networking
102	Plan and execute spring 2017 Agency Leadership Meeting.	N/A	Complete	Complete	N/A	July 1 - June 30	OED		2.1.5	Educating agency directors on the resources Admin provides the state and facilitating networking
103	Evaluate Mainframe outsourcing.	Apr-17	In process	In process	FY 2018	July 1 - June 30	DTO		2.1.6	Evaluating the outsourcing of infrastructure and operations
104	Define high level concept of operations and level of effort.	Oct-16	Complete	Complete	N/A	July 1 - June 30	EPO		2.2.1	Next steps toward a centralized, automated Privacy Impact Assessment tool
105	Issue change order for tool development.	Dec-16	Complete	Complete	N/A	July 1 - June 30	EPO		2.2.1	Next steps toward a centralized, automated Privacy Impact Assessment tool
106	Design and build	Apr-17	Complete	Complete	N/A	July 1 - June 30	EPO		2.2.1	Next steps toward a centralized, automated Privacy Impact Assessment tool
107	Test and finalize training documentation.	Jun-17	Complete	Complete	N/A	July 1 - June 30	EPO		2.2.1	Next steps toward a centralized, automated Privacy Impact Assessment tool
108	Establish and award ISPS for Lot 5 for statewide contract	Jun-17	Complete	Complete	N/A	July 1 - June 30	DIS and EPD		2.2.2	Completing a major security and privacy services solicitation
109	Establish and award ISPS for other lots for statewide contract	Jun-17	In process	In process	FY 2018	July 1 - June 30	DIS and EPD		2.2.2	Completing a major security and privacy services solicitation
110	Establishing an organizational change management approach and plan for the IT Shared Services initiative	N/A	Delayed due to resource constraints	Delayed due to resource constraints	FY 2018	July 1 - June 30	PMO		2.2.3	Establishing an organizational change management approach and plan for the IT Shared Services initiative and developing and maturing IT service management process practices
111	Develop a change management process for DTO.	Jun-17	Complete	Complete	N/A	July 1 - June 30	DTO and PMO		2.2.3	Establishing an organizational change management approach and plan for the IT Shared Services initiative and developing and maturing IT service management process practices
112	Implementation of Change Management modules of new ITSM tool and roll out the process within DTO.	Jun-17	In process	In process	FY 2018	July 1 - June 30	DTO and PMO		2.2.3	Establishing an organizational change management approach and plan for the IT Shared Services initiative and developing and maturing IT service management process practices
113	Produce timeline of service migration to IT Shared Services.	Jun-17	In process	In process	Q1 FY 2018	July 1 - June 30	DTO and PMO		2.2.3	Establishing an organizational change management approach and plan for the IT Shared Services initiative and developing and maturing IT service management process practices
114	Produce swim lane chart with timeline of agency to service migration to IT Shared Services.	Jun-17	In process	In process	FY 2018	July 1 - June 30	DTO and PMO		2.2.3	Establishing an organizational change management approach and plan for the IT Shared Services initiative and developing and maturing IT service management process practices
115	Formalize and standardize reporting of customer incidents, changes and requests.	Apr-17	Complete	Complete	N/A	July 1 - June 30	DTO		2.2.4	ITSM tool implementation
116	Implementation of new ITSM tool.	Jun-17	Complete	Complete	N/A	July 1 - June 30	DTO		2.2.4	ITSM tool implementation
117	Define reporting requirements with SCEIS team.	Apr-17	Complete	Complete	N/A	July 1 - June 30	PMO		2.2.5	Utilizing data analytics for better data-driven decision-making
118	Hire data analytics contractor.	Apr-17	Complete	Complete	N/A	July 1 - June 30	PMO		2.2.5	Utilizing data analytics for better data-driven decision-making
119	Develop reports for new GL codes and submitted data	Jun-17	In process	In process	FY 2018	July 1 - June 30	PMO		2.2.5	Utilizing data analytics for better data-driven decision-making
120	Engage third party to assess statewide opportunities	Jun-17	In process	In process	FY 2018	July 1 - June 30	PMO		2.2.5	Utilizing data analytics for better data-driven decision-making

121	Establish survey development team and meet.	N/A	In process	In process	Q1 FY 2018	July 1 - June 30	OED		2.2.6	Finalizing an executive survey for annual distribution to agency directors and division specific surveys for state agency customers
122	Develop and send executive survey for executive approval.	N/A	Next Step	N/A	FY 2018	July 1 - June 30	OED		2.2.6	Finalizing an executive survey for annual distribution to agency directors and division specific surveys for state agency customers
123	Send executive survey to agency heads.	N/A	Next Step	N/A	FY 2018	July 1 - June 30	OED		2.2.6	Finalizing an executive survey for annual distribution to agency directors and division specific surveys for state agency customers
124	Review survey results and share with executive leadership. Develop action steps for issues identified in survey.	N/A	Next Step	N/A	FY 2018	July 1 - June 30	OED		2.2.6	Finalizing an executive survey for annual distribution to agency directors and division specific surveys for state agency customers
125	Meet with agencies requesting support from OAS to understand needs.	N/A	Complete	Complete	N/A	July 1 - June 30	OAS/SCEIS		2.2.7	Continuing the agency promise to assist other agencies upon request
126	Develop MOUs to outline services and responsibilities.	N/A	Complete	Complete	N/A	July 1 - June 30	OAS/SCEIS		2.2.7	Continuing the agency promise to assist other agencies upon request
127	Agency Relationship Management team meets regularly with agencies to determine need for assistance.	N/A	Complete	Complete	N/A	July 1 - June 30	PMO		2.2.7	Continuing the agency promise to assist other agencies upon request
128	On-site consultative services	Jun-17	In process	In process	FY 2018	July 1 - June 30	DSHR		2.2.7	Continuing the agency promise to assist other agencies upon request
129	Customized training	Jun-17	In process	In process	FY 2018	July 1 - June 30	DSHR		2.2.7	Continuing the agency promise to assist other agencies upon request
130	The Continuum of Care staff to partner with the Federation of Families (FedFam) to provide parental support in each regional office.	Jun-17	Complete	Complete	N/A	July 1 - June 30	OEPP		2.2.7	Continuing the agency promise to assist other agencies upon request
131	FedFam plans to provide Flex funds for COC parents	Jun-17	In process	In process	FY 2018	July 1 - June 30	OEPP		2.2.7	Continuing the agency promise to assist other agencies upon request
132	Develop Phoenix program for youth that will be accepted DHHS Waiver.	Jun-17	In process	In process	Aug-17	July 1 - June 30	OEPP		2.2.7	Continuing the agency promise to assist other agencies upon request
133	Create listing of division staff available to assist other agencies if requested. Listing will include potential job functions.	Jun-17	In process	In process	FY 2018	July 1 - June 30	DSASS		2.2.7	Continuing the agency promise to assist other agencies upon request
134	Provide access to state agencies to CBRE consulting services.	Feb-16	Complete	Complete	N/A	July 1 - June 30	FMPS		2.2.7	Continuing the agency promise to assist other agencies upon request
135	Establish a statewide A&E IDC for space programming services.	Jun-17	Complete	Complete	N/A	July 1 - June 30	FMPS		2.2.7	Continuing the agency promise to assist other agencies upon request
136	Identify DIS staff that will support statewide SWAT team.	N/A	Complete	Complete	N/A	July 1 - June 30	DIS		2.2.7	Continuing the agency promise to assist other agencies upon request
137	Update identified personnel to essential.	N/A	Complete	Complete	N/A	July 1 - June 30	DIS		2.2.7	Continuing the agency promise to assist other agencies upon request
138	Agencies assisted and services rendered.	Jun-17	Complete	Complete	N/A	July 1 - June 30	DTO		2.2.7	Continuing the agency promise to assist other agencies upon request
139	Designate a Deputy Chief Privacy Officer as primary contact for each agency.	Oct-16	Complete	Complete	N/A	July 1 - June 30	EPO		2.2.7	Continuing the agency promise to assist other agencies upon request
140	Identify appropriate EBO staff.	Jun-17	Complete	Complete	N/A	July 1 - June 30	EBO		2.2.7	Continuing the agency promise to assist other agencies upon request
141	Communicate staff to OED.	Jun-17	In process	In process	FY 2018	July 1 - June 30	EBO		2.2.7	Continuing the agency promise to assist other agencies upon request
142	Begin phase one of development of the electronic South Carolina "War Roster" for the Division of Veterans' Affairs.	Aug-16	Complete	Complete	N/A	July 1 - June 30	OEPP		2.2.9	Developing a comprehensive, electronic South Carolina "War Roster"

143	Begin phase one of updating and expanding the electronic database for the State Office of Victim Assistance (SOVA)	Jun-17	N/A : Program moved	N/A : Program moved	N/A : Program moved	July 1 - June 30	OEPP		2.2.10	Expanding the electronic database for the State Office of Victim Assistance (SOVA)
144	Achieve targeted wraparound care certification for Continuum of Care (COC) supervisors.	Jun-17	In process	In process	FY 2018	July 1 - June 30	OEPP		2.2.11	Increasing Wraparound Care certification among specific OEPP employees
145	Award statewide contract to vendors to perform executive searches in partnership with MMO.	Oct-16	Complete	Complete	N/A	July 1 - June 30	DSHR		3.1.1	Awarding statewide contracts to vendors to perform executive searches
146	Recruit and retain quality Guardian Ad Litem (GAL) volunteers to reduce the staff caseload.	Jun-17	In process	In process	FY 2018	July 1 - June 30	OEPP		3.1.3	Reducing the staff caseload below 400 to meet CASA standards
147	Admin HR to work with DIS and EPO to identify required training.	N/A	Complete	Complete	N/A	July 1 - June 30	OAS/SCEIS		3.2.1	Enhancing new employee orientation by incorporating in security and human resources training
148	Once identified, develop materials and delivery methods for NEO.	N/A	Complete	Complete	N/A	July 1 - June 30	OAS/SCEIS		3.2.1	Enhancing new employee orientation by incorporating in security and human resources training
149	Integrate InfoSec and privacy consultation into annual delegation audits.	Jun-17	In process	In process	Jul-17	July 1 - June 30	DSHR, DIS, and EPO		3.2.2	Coordinating the delivery of state security and privacy certifications
150	Assist the CISO and CPO with offering training and development.	Jun-17	Next Step	N/A	FY 2018	July 1 - June 30	DSHR, DIS, and EPO		3.2.2	Coordinating the delivery of state security and privacy certifications
151	Implement and graduate the first cohort group of APM participants by April 2017.	Apr-17	Complete	Complete	N/A	July 1 - June 30	DSHR		3.2.3	Building the Emerging Leaders Program
152	Identify the first cohort of participants in the Emerging Leaders Program by June 30, 2018.	Jun-17	Next Step	N/A	Jun-18	July 1 - June 30	DSHR		3.2.3	Building the Emerging Leaders Program
153	Create an executive leadership cohort beyond CPM.	Jun-17	Next Step	N/A	Jun-19	July 1 - June 30	DSHR		3.2.3	Building the Emerging Leaders Program
154	Create an agency head orientation.	Jun-17	Next Step	N/A	Dec-18	July 1 - June 30	DSHR		3.2.3	Building the Emerging Leaders Program
155	Anti-harassment training	May-17	Complete	Complete	N/A	July 1 - June 30	DSHR		3.2.5	Building out amount of quality material available on the LMS
156	Introduction to state government	May-17	Complete	Complete	N/A	July 1 - June 30	DSHR		3.2.5	Building out amount of quality material available on the LMS
157	State Grievance Committee training	Jun-17	Complete	Complete	N/A	July 1 - June 30	DSHR		3.2.5	Building out amount of quality material available on the LMS
158	Host SANs SEC504 class for 100 students	Dec-16	Complete	Complete	N/A	July 1 - June 30	DIS		3.2.6	Providing computer security incident response training
159	Report on certification completion.	Jun-17	Complete	Complete	N/A	July 1 - June 30	DIS		3.2.6	Providing computer security incident response training
160	Identify employees affected by law changes.	N/A	Complete	Complete	N/A	July 1 - June 30	OAS and DSHR		3.3.1	Assisting management in the implementation of changes to FLSA and monitor compliance of such changes
161	Work with DSHR and managers to determine how to address each employee's position.	N/A	Complete	Complete	N/A	July 1 - June 30	OAS and DSHR		3.3.1	Assisting management in the implementation of changes to FLSA and monitor compliance of such changes
162	Make necessary changes to employees' FLSA status and communicate with affected employees.	N/A	Complete	Complete	N/A	July 1 - June 30	OAS and DSHR		3.3.1	Assisting management in the implementation of changes to FLSA and monitor compliance of such changes
163	Assist management in the implementation of changes to FLSA and monitor compliance on an ongoing basis.	Dec-16	Complete	Complete	N/A	July 1 - June 30	OAS and DSHR		3.3.1	Assisting management in the implementation of changes to FLSA and monitor compliance of such changes
164	Communicate methods of capturing employees' suggestions to Admin employees.	N/A	Next Step	N/A	FY 2018	July 1 - June 30	OED and OAS		3.3.2	Improving Admin based on employee feedback and suggestions

165	Execute extension of NeoGov contract.	Apr-17	Complete	Complete	N/A	July 1 - June 30	SCEIS and DSHR		3.3.3	Continuing with the development and implementation of both succession planning and onboarding modules
166	Develop RFP for succession planning and on-boarding solutions.	Jun-17	Under review	Under review	Sep-17	July 1 - June 30	SCEIS and DSHR		3.3.3	Continuing with the development and implementation of both succession planning and onboarding modules
167	RFP issued by September 31, 2017	May-17	In process	In process	Sep-17	July 1 - June 30	SCEIS and DSHR		3.3.3	Continuing with the development and implementation of both succession planning and onboarding modules
168	Contract awarded by December 30, 2017	May-17	In process	In process	Dec-17	July 1 - June 30	SCEIS and DSHR		3.3.3	Continuing with the development and implementation of both succession planning and onboarding modules
169	Implementation by March 31, 2018	May-17	In process	In process	Q3 FY 2018	July 1 - June 30	SCEIS and DSHR		3.3.3	Continuing with the development and implementation of both succession planning and onboarding modules
170	Continue conducting quarterly Employee Advisory Council meetings to gather employee feedback.	Jun-17	In process	In process	Aug-18	July 1 - June 30	DSHR		3.3.4	Gathering additional employee feedback from Employee Advisory Council meetings
171	Inventory and communicate statewide best practices for promoting employee recognition.	Apr-17	Complete	Complete	N/A	July 1 - June 30	DSHR		3.3.5	Continuing to promote employee recognition and health
172	Issue smart phones and email addresses to all FM team members.	Jun-17	Complete	Complete	N/A	July 1 - June 30	FMPS		3.4.1	Continuing to improve response times and optimize staffing
173	Teams use mobile email in field to become comfortable with them and to streamline communications for work tasks	Jun-17	Complete	Complete	N/A	July 1 - June 30	FMPS		3.4.1	Continuing to improve response times and optimize staffing
174	Teams access and use mobile work order management software following implementation of SAP Real Estate Module	Jun-17	In process	In process	FY 2018	July 1 - June 30	FMPS		3.4.1	Continuing to improve response times and optimize staffing
175	Executive Oversight Group meets to make decisions.	Mar-17	Complete	Complete	N/A	July 1 - June 30	PMO		3.4.2	Continuing governance meetings and promoting interactions with partners IT Shared Service across the state
176	Agency Work Group regularly meets to make decisions	Feb-17	Complete	Complete	N/A	July 1 - June 30	PMO		3.4.2	Continuing governance meetings and promoting interactions with partners IT Shared Service across the state
177	Technology Work Group regularly meets to make decisions.	Dec-16	Complete	Complete	N/A	July 1 - June 30	PMO		3.4.2	Continuing governance meetings and promoting interactions with partners IT Shared Service across the state
178	Charter Security Architecture Review Board	Mar-17	Complete	Complete	N/A	July 1 - June 30	PMO		3.4.2	Continuing governance meetings and promoting interactions with partners IT Shared Service across the state
179	Develop new lease fleet rate and billing structure for master loan and non-loan classes of vehicles.	Jan-17	Complete	Complete	N/A	July 1 - June 30	DSASS		3.4.3	Establishing rate and billing models and processes
180	Develop new lease fleet agreement document and communicate with customer agencies.	Apr-17	Complete	Complete	N/A	July 1 - June 30	DSASS		3.4.3	Establishing rate and billing models and processes
181	Implement new billing structure and rates.	Jun-17	Complete	Complete	N/A	July 1 - June 30	DSASS		3.4.3	Establishing rate and billing models and processes
182	Develop and implement new EPMS policy.	Apr-17	Complete	Complete	N/A	July 1 - June 30	SCEIS and DSHR		3.4.4	Monitoring the use of the new EPMS system and increasing supervisory training on the EPMS system
183	Develop and implement new EPMS forms.	N/A	Complete	Complete	N/A	July 1 - June 30	SCEIS and DSHR		3.4.4	Monitoring the use of the new EPMS system and increasing supervisory training on the EPMS system

184	Monitor timely completion of new EPMS forms by supervisors.	5/31/2017	Complete	Complete	N/A	July 1 - June 30	SCEIS and DSHR		3.4.4	Monitoring the use of the new EPMS system and increasing supervisory training on the EPMS system
185	Develop and implement new DVS policy.	Apr-17	Complete	Complete	N/A	July 1 - June 30	OAS		4.1.1	Implementing the new Domestic Violence Screening Policy
186	Incorporate policy into new employee orientation training.	N/A	Complete	Complete	N/A	July 1 - June 30	OAS		4.1.1	Implementing the new Domestic Violence Screening Policy
187	Implement procedures to ensure timely action in the event of a report.	90	Procedures being formatting for publishing	Procedures being formatting for publishing	100	July 1 - June 30	OAS		4.1.1	Implementing the new Domestic Violence Screening Policy
188	Engage the Agency Relationship Management regularly for agency input.	N/A	Complete	Complete	N/A	July 1 - June 30	PMO		4.1.2	Continuing to refine and implement regular cadence for IT Shared Services communications
189	Form a committee to recommend articles.	N/A	Complete	Complete	N/A	July 1 - June 30	PMO		4.1.2	Continuing to refine and implement regular cadence for IT Shared Services communications
190	Publish newsletter quarterly.	N/A	Complete	Complete	N/A	July 1 - June 30	PMO		4.1.2	Continuing to refine and implement regular cadence for IT Shared Services communications
191	Define agency communication approval process.	Sep-16	Complete	Complete	N/A	July 1 - June 30	OED		4.1.3	Completing agency-wide implementation of an established, approval process for communications
192	Submit process to chief of staff for approval.	Sep-16	Complete	Complete	N/A	July 1 - June 30	OED		4.1.3	Completing agency-wide implementation of an established, approval process for communications
193	Share approved communication process.	Nov-16	Complete	Complete	N/A	July 1 - June 30	OED		4.1.3	Completing agency-wide implementation of an established, approval process for communications
194	Second- and Third-quarter planned communications collected.	Mar-17	Complete	Complete	N/A	July 1 - June 30	OED		4.1.3	Completing agency-wide implementation of an established, approval process for communications
195	Conduct process explainer sessions with division directors and OEPP offices.	Jun-17	Complete	Complete	N/A	July 1 - June 30	OED		4.1.3	Completing agency-wide implementation of an established, approval process for communications
196	Establish agency policy committee.	Dec-16	Complete	Complete	N/A	July 1 - June 30	OED		4.1.4	Standardizing agency policies and forms
197	Conduct first policy committee meeting.	Dec-16	Complete	Complete	N/A	July 1 - June 30	OED		4.1.4	Standardizing agency policies and forms
198	Compile current policies from all Admin divisions.	Aug-16	Complete	Complete	N/A	July 1 - June 30	OED		4.1.4	Standardizing agency policies and forms
199	Convert current Admin policies to new format.	May-17	Complete	Complete	N/A	July 1 - June 30	OED		4.1.4	Standardizing agency policies and forms
200	Conduct first policy analysts meeting.	Jun-17	Complete	Complete	N/A	July 1 - June 30	OED		4.1.4	Standardizing agency policies and forms
201	Established Admin's intranet-defining requirements, establishing a plan and seeking approval of plan.	Q2 FY 17	Complete	Complete	N/A	July 1 - June 30	OED		4.1.5	Establishing an Admin specific intranet
202	Meet with DTO and DIS to discuss intranet requirements, identifying a secure platform and any technology concerns.	Q2 FY 17	Complete	Complete	N/A	July 1 - June 30	OED		4.1.5	Establishing an Admin specific intranet
203	Conduct update meeting with DIS, EPO and DTO to identify which SharePoint version is approved for use and identify action steps for execution of phase one of establishing an agency intranet.	Apr-17	Complete	Complete	N/A	July 1 - June 30	OED		4.1.5	Establishing an Admin specific intranet



204	Begin executing phase one of establishing Admin's intranet—developing a scope of work/project plan for an intranet with static content and conduct a thorough review of intranet requirements with DTO, EPO and DIS.	Jun-17	Complete	Complete	N/A	July 1 - June 30	OED		4.1.5	Establishing an Admin specific intranet
205	Create newsletter layout in Constant Contact and seek approval for layout.	Apr-17	Complete	Complete	N/A	July 1 - June 30	OED		4.1.6	Implementing an external newsletter on Admin activity for distribution to agencies and stakeholders
206	Generate content/story ideas and present to executive director for final approval.	Apr-17	Complete	Complete	N/A	July 1 - June 30	OED		4.1.6	Implementing an external newsletter on Admin activity for distribution to agencies and stakeholders
207	Receive and edit article submissions and populate newsletter template. (Newsletter should include a push for learning more about the topics in the article during the agency Leadership Meetings in June.)	Jun-17	Complete	Complete	N/A	July 1 - June 30	OED		4.1.6	Implementing an external newsletter on Admin activity for distribution to agencies and stakeholders
208	Secure final approval for newsletter and send newsletter to agency heads.	Jun-17	Complete	Complete	N/A	July 1 - June 30	OED		4.1.6	Implementing an external newsletter on Admin activity for distribution to agencies and stakeholders
209	Resume work on and complete internal and external communication plan.	May-17	Complete	Complete	N/A	July 1 - June 30	OED		4.1.7	Finalizing internal and external communications plans
210	Present final plan to executive leadership for final approval.	May-17	In process	In process	Q1 FY 2018	July 1 - June 30	OED		4.1.7	Finalizing internal and external communications plans
211	Communicate plan and any requirements to appropriate staff.	May-17	In process	In process	Q1 FY 2018	July 1 - June 30	OED		4.1.7	Finalizing internal and external communications plans
212	Complete requirements documentation.	May-17	Complete	Complete	N/A	July 1 - June 30	SCEIS and FMPS		4.2.1	Completing the Requirements Study and selecting a statewide Real Estate and Maintenance Management System
213	Based on requirements, conduct SAP system analysis document.	May-17	Complete	Complete	N/A	July 1 - June 30	SCEIS and FMPS		4.2.1	Completing the Requirements Study and selecting a statewide Real Estate and Maintenance Management System
214	Based on Requirements and System Analysis, make decision on whether or not to use SAP R/E module.	May-17	Complete	Complete	N/A	July 1 - June 30	SCEIS and FMPS		4.2.1	Completing the Requirements Study and selecting a statewide Real Estate and Maintenance Management System
215	Complete requirements study.	Apr-17	Complete	Complete	N/A	July 1 - June 30	FMPS		4.2.1	Completing the Requirements Study and selecting a statewide Real Estate and Maintenance Management System
216	Compare requirements to SAP.	May-17	Complete	Complete	N/A	July 1 - June 30	FMPS		4.2.1	Completing the Requirements Study and selecting a statewide Real Estate and Maintenance Management System
217	Purchase SAP modules or issue RFP.	Jun-17	Complete	Complete	N/A	July 1 - June 30	FMPS		4.2.1	Completing the Requirements Study and selecting a statewide Real Estate and Maintenance Management System
218	Implement new system.	Jun-17	In process	In process	FY 2018	July 1 - June 30	FMPS		4.2.1	Completing the Requirements Study and selecting a statewide Real Estate and Maintenance Management System
219	Define requirements in a separate document or incorporate into requirement documents related to CP initiative 5.2.6	N/A	Complete	Complete	N/A	July 1 - June 30	SCEIS		4.2.2	Developing a reasonable approach to eliminate the SPIRS dependency on STARS
220	Implement LMS software.	N/A	Complete	Complete	N/A	July 1 - June 30	SCEIS		4.2.3	Implementing a statewide Learning Management System
221	Implement training in LMS for Admin and DHHS initially.	N/A	Complete	Complete	N/A	July 1 - June 30	SCEIS		4.2.3	Implementing a statewide Learning Management System
222	Add five additional agencies to LMS training.	N/A	Complete	Complete	N/A	July 1 - June 30	SCEIS	Implement a statewide Learning Management System	4.2.3	Adding five agencies to the Statewide Enterprise Learning Management System

223	Meet with agencies that are heavy users of the grants module to determine needs and/or difficulties with the current configuration of the module.	N/A	In process	In process	Q2 FY 2018	July 1 - June 30	SCEIS		4.2.4	Continuing to enhance the Grants Module
224	Based on these meetings, develop a plan to address these issues based on criticality and required configure work (emphasis placed on minimal customization outside of standard SAP functionality.)	N/A	In process	In process	Q2 FY 2018	July 1 - June 30	SCEIS		4.2.4	Continuing to enhance the Grants Module
225	Develop project plan for GRC, HP Quality Center and Archiving implementations.	N/A	Complete	Complete	N/A	July 1 - June 30	SCEIS		4.3.1	Implementing SCEIS security recommendations
226	Configure GRC tool to meet requirements of state.	N/A	Complete	Complete	N/A	July 1 - June 30	SCEIS		4.3.1	Implementing SCEIS security recommendations
227	Train agencies on use of tool and remediation of any Segregation of Duties issues identified by the GRC tool.	N/A	Complete	Complete	N/A	July 1 - June 30	SCEIS		4.3.1	Implementing SCEIS security recommendations
228	Submit A1 to Capital Budgeting for approval.	Jan-17	Complete	Complete	N/A	July 1 - June 30	FMPS, CP, SCEIS		4.3.2	Upgrading the security and camera systems at the Capitol Complex and Governor's Mansion Complex
229	Engage A&E for design completion.	Apr-17	In process	In process	FY 2018	July 1 - June 30	FMPS, CP, SCEIS		4.3.2	Upgrading the security and camera systems at the Capitol Complex and Governor's Mansion Complex
230	Hire contractor through state contract.	Jun-17	In process	In process	Jul-17	July 1 - June 30	FMPS, CP, SCEIS		4.3.2	Upgrading the security and camera systems at the Capitol Complex and Governor's Mansion Complex
231	Installation Complete	Jun-17	In process	In process	FY 2018	July 1 - June 30	FMPS, CP, SCEIS		4.3.2	Upgrading the security and camera systems at the Capitol Complex and Governor's Mansion Complex
232	Finalize RFP.	Mar-17	Complete	Complete	N/A	July 1 - June 30	EPO		4.3.3	Developing and deploying MySCLearning data classification training module for agencies statewide
233	Issue RFP.	Mar-17	Complete	Complete	N/A	July 1 - June 30	EPO		4.3.3	Developing and deploying MySCLearning data classification training module for agencies statewide
234	Award contract.	May-17	Complete	Complete	N/A	July 1 - June 30	EPO		4.3.3	Developing and deploying MySCLearning data classification training module for agencies statewide
235	Identify opportunity.	Oct-16	Complete	Complete	N/A	July 1 - June 30	EPO		4.3.4	Showcasing privacy program best practices and success stories from agency privacy liaisons
236	Schedule and plan opportunity.	Jan-17	Complete	Complete	N/A	July 1 - June 30	EPO		4.3.4	Showcasing privacy program best practices and success stories from agency privacy liaisons
237	Complete initiative.	Jan-17	Complete	Complete	N/A	July 1 - June 30	EPO		4.3.4	Showcasing privacy program best practices and success stories from agency privacy liaisons
238	Determine strategy for assist visits.	Nov-16	Complete	Complete	N/A	July 1 - June 30	EPO		4.3.5	Conducting Admin division assist visits to assess privacy posture and set baseline and mitigation plans
239	Develop and finalize templates.	Jan-17	Complete	Complete	N/A	July 1 - June 30	EPO		4.3.5	Conducting Admin division assist visits to assess privacy posture and set baseline and mitigation plans
240	Begin Division assist visits.	Jan-17	Complete	Complete	N/A	July 1 - June 30	EPO		4.3.5	Conducting Admin division assist visits to assess privacy posture and set baseline and mitigation plans
241	Complete at least 50% of division assist visits.	Jun-17	In process	In process	FY 2018	July 1 - June 30	EPO	Division assist visits	4.3.5	Conducting Admin division assist visits to assess privacy posture and set baseline and mitigation plans

242	Deploy new guidelines and processes for agencies to evaluate and incorporate into localized policies.	Oct-16	Complete	Complete	N/A	July 1 - June 30	DIS		4.3.6	Implementing updated incident response guidelines, tools, techniques, and procedures for state agencies
243	Deploy new requirements and processes for Admin to use.	Oct-16	Complete	Complete	N/A	July 1 - June 30	DIS		4.3.6	Implementing updated incident response guidelines, tools, techniques, and procedures for state agencies
244	Train SOC staff to use new processes.	Nov-17	Complete	Complete	N/A	July 1 - June 30	DIS		4.3.6	Implementing updated incident response guidelines, tools, techniques, and procedures for state agencies
245	Increase the number of agencies at Level 2 or higher monitoring.	Jun-17	In process	In process	FY 2018	July 1 - June 30	DIS	Improve the security and privacy of state systems and assist agencies in improving their security and privacy postures	4.3.7	Increasing the number of agencies functioning at a level 2 or higher monitoring level
246	Participate in SC CIC program development.	Nov-16	Complete	Complete	N/A	July 1 - June 30	DIS		4.3.8	Completing the Governor's Critical Infrastructure Key Resources Cyber Protection Plan
247	Support SLED in plan development.	Jun-16	Complete	Complete	N/A	July 1 - June 30	DIS		4.3.8	Completing the Governor's Critical Infrastructure Key Resources Cyber Protection Plan
248	Fund plan development with SLED and external firm.	Apr-17	Complete	Complete	N/A	July 1 - June 30	DIS		4.3.8	Completing the Governor's Critical Infrastructure Key Resources Cyber Protection Plan
249	Present options to principals.	Nov-16	Complete	Complete	N/A	July 1 - June 30	DIS		4.3.9	Presenting the K-12 Technology Initiative Committee (TIC) options for developing and implementing a more effective information security program
250	Validate the existing plan and proposed plans status.	Nov-16	Complete	Complete	N/A	July 1 - June 30	DIS		4.3.9	Presenting the K-12 Technology Initiative Committee (TIC) options for developing and implementing a more effective information security program
251	Develop Procedure Template.	Dec-17	Complete	Complete	N/A	July 1 - June 30	DIS		4.3.10	Maturing Admin's information security practices and building upon agency-wide compliance efforts
252	Business Process/Procedure Mapping	Dec-17	Complete	Complete	N/A	July 1 - June 30	DIS		4.3.10	Maturing Admin's information security practices and building upon agency-wide compliance efforts
253	Document Procedures.	Jun-17	Complete	Complete	N/A	July 1 - June 30	DIS		4.3.10	Maturing Admin's information security practices and building upon agency-wide compliance efforts
254	Division Director procedure review/validation and approval	Jun-17	Complete	Complete	N/A	July 1 - June 30	DIS		4.3.10	Maturing Admin's information security practices and building upon agency-wide compliance efforts
255	Prioritize statewide applications for the statewide disaster recovery solution.	May-17	Complete	Complete	N/A	July 1 - June 30	DTO		4.3.11	Developing and implementing statewide disaster recovery ability for critical agency applications
256	Procure solution/vendor to implement the statewide DR solution.	Jun-17	In process	In process	Aug-17	July 1 - June 30	DTO		4.3.11	Developing and implementing statewide disaster recovery ability for critical agency applications
257	Transition two agency applications to the statewide DR solution by the end of the fiscal year.	Jun-17	In process	In process	FY 2018	July 1 - June 30	DTO		4.3.11	Developing and implementing statewide disaster recovery ability for critical agency applications
258	Support 14 agencies during gap analysis, plan of action and policy implementation.	Jun-17	Complete	Complete	N/A	July 1 - June 30	DIS	Based on support given for agency security enhancements	4.3.12	Continuing state agency security enhancements to meet federal, state, and industry compliance requirements
259	Develop a formal process of manually measuring agency compliance with statewide security and privacy requirements.	Oct-16	Complete	Complete	N/A	July 1 - June 30	DIS		4.3.13	Developing a formal system of manually measuring agency compliance with statewide security and privacy requirements

260	Pilot with Department of Administration.	Apr-17	Complete	Complete	N/A	July 1 - June 30	DIS		4.3.14	Enhancing the measurement of agency compliance through the implementation of a governance, risk, and compliance systems
261	Onboard seven more agencies.	Jun-17	Complete	Complete	N/A	July 1 - June 30	DIS	Improve the security and privacy of state systems and enhance security and privacy of Admin's services and products and assist agencies in improving their security and privacy postures.	4.3.14	Enhancing the measurement of agency compliance through the implementation of a governance, risk, and compliance systems
262	Develop project plans for each implementation.	N/A	Complete	Complete	N/A	July 1 - June 30	SCEIS		5.1.1	Enhancing the functionality of SCEIS
263	Partner with DTO where functionality is used by both divisions.	N/A	Complete	Complete	N/A	July 1 - June 30	SCEIS		5.1.1	Enhancing the functionality of SCEIS
264	Document services provided to other agencies.	N/A	In process	In process	Jun-18	July 1 - June 30	OAS		5.1.2	Developing a service delivery model for administrative services to use to support other agencies
265	Develop methodology and model for capturing expenditures and UOM data for services.	N/A	In process	In process	FY 18	July 1 - June 30	OAS		5.1.2	Developing a service delivery model for administrative services to use to support other agencies
266	Submit recommended proviso changes to better align IT plan submissions with annual budget submissions.	Oct-16	Complete	Complete	N/A	July 1 - June 30	PMO		5.1.3	Integrating information technology (IT) planning, establishing a standardized process for statewide, strategic IT planning and portfolio practices, and reengineering IT planning function to better understand and leverage IT spending to reduce IT costs across agencies
267	Kick-off IT planning assessment.	Oct-16	Complete	Complete	N/A	July 1 - June 30	PMO		5.1.3	Integrating information technology (IT) planning, establishing a standardized process for statewide, strategic IT planning and portfolio practices, and reengineering IT planning function to better understand and leverage IT spending to reduce IT costs across agencies
268	Complete IT planning assessment.	Jan-17	Complete	Complete	N/A	July 1 - June 30	PMO		5.1.3	Integrating information technology (IT) planning, establishing a standardized process for statewide, strategic IT planning and portfolio practices, and reengineering IT planning function to better understand and leverage IT spending to reduce IT costs across agencies
269	Conduct IT planning summit	May-17	Complete	Complete	N/A	July 1 - June 30	PMO		5.1.3	Integrating information technology (IT) planning, establishing a standardized process for statewide, strategic IT planning and portfolio practices, and reengineering IT planning function to better understand and leverage IT spending to reduce IT costs across agencies
270	Distribute IT plan guidelines.	Jun-17	Complete	Complete	N/A	July 1 - June 30	PMO		5.1.3	Integrating information technology (IT) planning, establishing a standardized process for statewide, strategic IT planning and portfolio practices, and reengineering IT planning function to better understand and leverage IT spending to reduce IT costs across agencies

271	Develop reports to review once data is submitted by agencies.	Jun-17	Complete	Complete	N/A	July 1 - June 30	PMO	5.1.3	Integrating information technology (IT) planning, establishing a standardized process for statewide, strategic IT planning and portfolio practices, and reengineering IT planning function to better understand and leverage IT spending to reduce IT costs across agencies
272	Replace and upgrade identity management tools with quest.	Jun-17	Complete	Complete	N/A	July 1 - June 30	DTO/SCEIS	5.1.4	Upgrading and replacing identity management tools
273	Replace and upgrade on-base scanning tool.	Jun-17	In process	In process	FY 2018	July 1 - June 30	DTO/SCEIS	5.1.5	Upgrading and replacing on-base scanning tools
274	Develop system requirements for database.	N/A	Complete	Complete	N/A	July 1 - June 30	SCEIS	5.2.1	Enhancing reporting capabilities via development of database to merge SCEIS and non-SCEIS data
275	Working with DTO and DIS, determine how to achieve requirements.	N/A	Complete	Complete	N/A	July 1 - June 30	SCEIS	5.2.1	Enhancing reporting capabilities via development of database to merge SCEIS and non-SCEIS data
276	Develop and test database functionality.	Jun-17	Complete	Complete	N/A	July 1 - June 30	SCEIS	5.2.1	Enhancing reporting capabilities via development of database to merge SCEIS and non-SCEIS data
277	Develop Enterprise Dashboard for Budget versus Actual, Cash and Revenue.	N/A	Complete	Complete	N/A	July 1 - June 30	SCEIS	5.2.2	Enhancing dashboards
278	Make dashboards available to small group of agency users for testing.	N/A	Complete	Complete	N/A	July 1 - June 30	SCEIS	5.2.2	Enhancing dashboards
279	Deploy dashboards to all agencies.	N/A	Complete	Complete	N/A	July 1 - June 30	SCEIS	5.2.2	Enhancing dashboards
280	Establish specific GLAs for IT and RE expenditures.	Jun-17	Complete	Complete	N/A	July 1 - June 30	SCEIS and FMPS	5.2.3	Creating a standardized framework of capturing costs in SCEIS and participating in the monitoring, analysis, and enhancement of GLA codes for real estate and IT benchmarking processes
281	Train agencies on the appropriate application of new GLAs.	May-17	Complete	Complete	N/A	July 1 - June 30	SCEIS and FMPS	5.2.3	Creating a standardized framework of capturing costs in SCEIS and participating in the monitoring, analysis, and enhancement of GLA codes for real estate and IT benchmarking processes
282	Develop reports to monitor and analyze agencies' use of GLAs.	N/A	Complete	Complete	N/A	July 1 - June 30	SCEIS and FMPS	5.2.3	Creating a standardized framework of capturing costs in SCEIS and participating in the monitoring, analysis, and enhancement of GLA codes for real estate and IT benchmarking processes
283	Identify GFOA requirements.	Jul-16	Complete	Complete	N/A	July 1 - June 30	EBO	5.2.4	Integrating Accountability Reports into the budget development process
284	Compare GFOA requirements to current Executive Budget book.	Aug-16	Complete	Complete	N/A	July 1 - June 30	EBO	5.2.4	Integrating Accountability Reports into the budget development process
285	Integrate needed changes into Executive Budget book.	Dec-16	Complete	Complete	N/A	July 1 - June 30	EBO	5.2.4	Integrating Accountability Reports into the budget development process
286	Identify GFOA requirements.	Aug-16	Complete	Complete	N/A	July 1 - June 30	EBO	5.2.5	Applying for the GFOA Distinguished Budget Award
287	Compare GFOA requirements to current Executive Budget book.	Mar-17	N/A : Objective deleted	N/A : Objective deleted	N/A	July 1 - June 30	EBO	5.2.5	Applying for the GFOA Distinguished Budget Award
288	Integrate needed changes into Executive Budget book.	Mar-17	N/A : No longer seeking GFOA	N/A : No longer seeking GFOA	N/A	July 1 - June 30	EBO	5.2.5	Applying for the GFOA Distinguished Budget Award
289	Establish regular meeting schedule to begin requirements gathering.	N/A	Complete	Complete	N/A	July 1 - June 30	SCEIS and CP	5.2.6	Completing a business strategy for development of Admin's long-term capital plan

290	Document business needs related to capital planning.	N/A	Complete	Complete	N/A	July 1 - June 30	SCEIS and CP		5.2.6	Completing a business strategy for development of Admin's long-term capital plan
291	Document system requirements related to capital planning.	N/A	In process	In process	Aug-17	July 1 - June 30	SCEIS and CP		5.2.6	Completing a business strategy for development of Admin's long-term capital plan
292	Establish regular meeting schedule to begin requirements gathering.	N/A	Complete	Complete	N/A	July 1 - June 30	SCEIS, EBO, and CP		5.2.7	Developing requirements for a budget system within SCEIS or one that is able to interface with SCEIS
293	Document business processes related to operational budget development.	N/A	Complete	Complete	N/A	July 1 - June 30	SCEIS, EBO, and CP		5.2.7	Developing requirements for a budget system within SCEIS or one that is able to interface with SCEIS
294	Document system requirements related to business processes.	N/A	In process	In process	Aug-17	July 1 - June 30	SCEIS, EBO, and CP		5.2.7	Developing requirements for a budget system within SCEIS or one that is able to interface with SCEIS
295	Process documentation and business plan development.	Jun-17	In process	In process	FY 2018	July 1 - June 30	SCEIS, EBO, and CP		5.2.7	Developing requirements for a budget system within SCEIS or one that is able to interface with SCEIS
296	System requirements, specification and selection	Jun-17	In process	In process	FY 2018	July 1 - June 30	SCEIS, EBO, and CP		5.2.7	Developing requirements for a budget system within SCEIS or one that is able to interface with SCEIS
297	System development, integration, testing, internal training	Jun-17	In process	In process	FY 2018	July 1 - June 30	SCEIS, EBO, and CP		5.2.7	Developing requirements for a budget system within SCEIS or one that is able to interface with SCEIS
298	Live	Jun-17	In process	In process	Jul-18	July 1 - June 30	SCEIS, EBO, and CP		5.2.7	Developing requirements for a budget system within SCEIS or one that is able to interface with SCEIS
299	Agency Training	Jun-17	In process	In process	FY 2018	July 1 - June 30	SCEIS, EBO, and CP		5.2.7	Developing requirements for a budget system within SCEIS or one that is able to interface with SCEIS
300	Process documentation and business plan development.	Jun-17	In process	In process	FY 2018	July 1 - June 30	EBO		5.2.7	Developing requirements for a budget system within SCEIS or one that is able to interface with SCEIS
301	System requirements, specification and selection	Jun-17	In process	In process	FY 2018	July 1 - June 30	EBO		5.2.7	Developing requirements for a budget system within SCEIS or one that is able to interface with SCEIS
302	System development, integration, testing, and internal training	Jun-17	In process	In process	FY 2018	July 1 - June 30	EBO		5.2.7	Developing requirements for a budget system within SCEIS or one that is able to interface with SCEIS
303	Go live!	Jun-17	In process	In process	Jul-18	July 1 - June 30	EBO		5.2.7	Developing requirements for a budget system within SCEIS or one that is able to interface with SCEIS
304	Agency/end user training	Jun-17	In process	In process	Sep-18	July 1 - June 30	EBO		5.2.7	Developing requirements for a budget system within SCEIS or one that is able to interface with SCEIS

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Program Template

Program/Title	Purpose	FY 2016-17 Expenditures (Actual)				FY 2017-18 Expenditures (Projected)				Associated Objective(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
I. Administration	Administration provides centralized human resources, financial accounting and reporting, budget support, legal services, and communications.	\$ 934,383	\$ 2,462,444	\$ -	\$ 3,396,827	\$ 943,018	\$ 2,748,213	\$ -	\$ 3,691,231	
II.A. Executive Budget Office	Statewide Budget Development, Analysis and Reports, Grants Services, Capital Budgeting, and Performance Assessment & Accountability.	\$ 1,217,633	\$ -	\$ -	\$ 1,217,633	\$ 1,580,549	\$ -	\$ -	\$ 1,580,549	
II.B. Human Resources Division	HRD serves as the Human Resources Office for state government.	\$ 2,331,947	\$ 70	\$ -	\$ 2,332,017	\$ 2,067,368	\$ 639,107	\$ -	\$ 2,706,475	
II.C.1 Div of Gen Services - Business Ops	Provides oversight and administrative support to General Services Division's programs.	\$ -	\$ 830,672	\$ -	\$ 830,672	\$ -	\$ 1,008,299	\$ -	\$ 1,008,299	
II.C.2. Div of Gen Serv - Facilities Management	Facilities Management maintains and operates 88 state public buildings owned by the SC Budget and Control Board and other Agencies.	\$ 1,503,781	\$ 19,285,477	\$ -	\$ 20,789,258	\$ 1,503,781	\$ 21,500,983	\$ -	\$ 23,004,764	
II.C.3. Div of Gen Serv - Surplus Property	The Surplus Property office is responsible for disposing of surplus property and equipment for the State and Federal Governments.	\$ -	\$ 1,419,814	\$ -	\$ 1,419,814	\$ -	\$ 1,498,171	\$ -	\$ 1,498,171	
II.C.4. Div of Gen Serv - Intra State Mail	Intra State Mail provides overnight mail delivery services to governmental entities statewide.	\$ -	\$ 880,126	\$ -	\$ 880,126	\$ -	\$ 1,095,652	\$ -	\$ 1,095,652	
II.C.5. Div of Gen Serv - Parking	Parking Services manages parking facilities for State government.	\$ -	\$ 281,658	\$ -	\$ 281,658	\$ -	\$ 316,088	\$ -	\$ 316,088	
II.C.6. Div of Gen Serv - State Fleet Management	State Fleet coordinates purchases, maintenance and rental of state vehicles.	\$ -	\$ 20,167,669	\$ -	\$ 20,167,669	\$ -	\$ 23,712,420	\$ -	\$ 23,712,420	
II.C.7. Div of Gen Serv - St Bldg & Property Services	Provides real estate services to state government.	\$ -	\$ 1,083,416	\$ -	\$ 1,083,416	\$ -	\$ 832,181	\$ -	\$ 832,181	
II.D. SC Enterprise Information System	The South Carolina Enterprise Information System consolidates more than 70 state agencies onto a single, statewide enterprise system, built on SAP software, for finance, procurement and human resources/payroll.	\$ 16,810,467	\$ 386,185	\$ -	\$ 17,196,652	\$ 18,930,579	\$ 384,400	\$ -	\$ 19,314,979	

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		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
II.E. Division of Information Security	Division created in FY 2013-14 to support the implementation of statewide security policies and services. Includes expenditures to fund statewide security contract with Deloitte.	\$ 14,812,149	\$ 2,466,807	\$ -	\$ 17,278,956	\$ 17,753,860	\$ 1,665,056	\$ -	\$ 19,418,916	
II.F. Enterprise Privacy Office	Division established in FY 2013-14 to analyze and classify sensitive data used and stored in Agency systems according to the degree of protection required by State and Federal laws, regulations or standards.	\$ 341,141	\$ -	\$ -	\$ 341,141	\$ 324,121	\$ -	\$ -	\$ 324,121	
II.G. State Technology Operations	Provides oversight and administrative support to State IT Programs.	\$ 5,131,329	\$ 29,524,119	\$ 46,219	\$ 34,701,667	\$ 4,379,164	\$ 52,820,867	\$ -	\$ 57,200,031	
III.A. OEPP Support Services	Provides administration support for programs in the Office of Executive Policy & Program.	\$ 642,227	\$ -	\$ -	\$ 642,227	\$ 711,412	\$ -	\$ -	\$ 711,412	
III.B.1. Guardian Ad Litem	Recruit, train, and supervise volunteers who advocate for the best interests of abused and neglected children in Family Court Proceedings.	\$ 2,305,990	\$ 2,927,760	\$ (43)	\$ 5,233,707	\$ 2,827,399	\$ 3,005,208	\$ -	\$ 5,832,607	
III.B.2. Children's Affairs	Advocates for improved services for children and families in the public sector by providing Constituent Services and reviewing cases through the Children's Case Resolution System.	\$ 139,560	\$ -	\$ -	\$ 139,560	\$ 143,505	\$ -	\$ -	\$ 143,505	
III.B.3. Foster Care	Monitor the progress in achieving permanent placements for children in foster care.	\$ 226,494	\$ 755,538	\$ -	\$ 982,032	\$ 336,292	\$ 995,498	\$ -	\$ 1,331,790	
III.B.4. Continuum of Care	Serve children with the most severe and complex emotional or behavioral health challenges whose needs are not being adequately met by existing services or programs.	\$ 1,791,558	\$ 2,150,022	\$ -	\$ 3,941,580	\$ 1,463,647	\$ 2,926,366	\$ -	\$ 4,390,013	



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Program Template

Program/Title	Purpose	FY 2016-17 Expenditures (Actual)				FY 2017-18 Expenditures (Projected)				Associated Objective(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
III.C.1. Victim's Assistance	Assist eligible crime victims and their families in putting the pieces of their lives back together and to provide training regarding these services to victims, law enforcement, agencies, crime victims' advocates and the public.	\$ 119,497	\$ 9,688,703	\$ 1,542,366	\$ 11,350,566					\$ -
III.C.2.A. Veteran's Affairs	Be the advocate for the state's veterans in all matters that pertain to veterans.	\$ 601,021	\$ 1,000	\$ -	\$ 602,021	\$ 738,845	\$ 38,000			\$ 776,845
III.C.2.B. Veteran's Cemetery	Manage the South Carolina State Veterans' Cemetery in Anderson, SC.	\$ 340,613	\$ 31,612	\$ -	\$ 372,225	\$ 433,156	\$ 39,019			\$ 472,175
III.C.3. Ombudsman	Serve the constituents of South Carolina with prompt, courteous, and correct direction to resolve a conflict or complaint against state agencies.	\$ 258,528	\$ 174,205	\$ 123,179	\$ 555,912	\$ 284,585				\$ 284,585
III.C.4. Developmental Disabilities	Provide leadership in planning, funding, and implementing initiatives that lead to improved quality of life for people with developmental disabilities and their families through advocacy, capacity building, and systematic change.	\$ 31,370	\$ 3,110	\$ 1,396,206	\$ 1,430,686	\$ 62,438		\$ 1,485,839		\$ 1,548,277
III.C.5. Small & Minority Businesses	Promote the growth and development of small minority businesses as a part of the free enterprise system; thereby, enhancing economic growth and development in South Carolina.	\$ 87,459	\$ -	\$ -	\$ 87,459	\$ 136,776				\$ 136,776
III.C.6. Economic Opportunity	Administer federal funds to Community Action Agencies and other non-profit agencies to eliminate the causes of poverty, increase self-sufficiency of individuals and families, prevent homelessness and revitalize communities.	\$ -	\$ 436,428	\$ 51,366,866	\$ 51,803,294		\$ 500,000	\$ 53,297,002		\$ 53,797,002

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Program Template

Program/Title	Purpose	FY 2016-17 Expenditures (Actual)				FY 2017-18 Expenditures (Projected)				Associated Objective(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
IV. Employee Benefits	Employer's portion of FICA, State Retirement system premiums, Health and Dental Insurance premiums for subscribers and retirees, State Life Insurance and Long-term disability, and premiums for workers compensation and unemployment insurance.	\$ 5,041,682	\$ 8,880,548	\$ 459,402	\$ 14,381,632	\$ 5,582,925	\$ 9,390,800	\$ 514,000	\$ 15,487,725	
All Other Items	Includes expenditures for 800 Mhz radio user fees, funds transferred to ETV for legislative coverage and emergency communications, K-12 E-Rate program expenditures, and funds appropriated for Pendleton Street safety upgrades	\$ 3,418,674	\$ 36,302,159	\$	\$ 39,720,833	\$ 4,515,520	\$ 19,483,502	\$	\$ 23,999,022	

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Legal Standards Template

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Does this law specify who (customer) the agency must or may serve? (Y/N)	Does the law specify a deliverable (product or service) the agency must or may provide? (Y/N)
1	S.C. Code § 1-11-22	State	Statute	Organization of Staff	N	N
2	S.C. Code § 1-11-170	State	Statute	Authorization to maintain revolving funds to finance inventories and accounts receivable	N	N
3	S.C. Code § 1-11-185	State	Statute	Additional powers of the Department of Administration; permanent improvement projects	Y	Y
4	S.C. Code § 1-11-405	State	Statute	Aircraft purchase, lease or lease-purchase by state agency	Y	Y
5	S.C. Code § 1-11-475	State	Statute	Employee benefit appropriations; transfer of funds within agency to cover overruns	Y	Y
6	S.C. Code § 1-11-480	State	Statute	Hiring consultant or management firm to assist in administration of state employee	Y	Y
7	S.C. Code § 1-15-10	State	Statute	Commission (on Women) created	N	N
8	S.C. Code § 1-30-10	State	Statute	Departments of State Government	N	N
9	S.C. Code § 8-1-170	State	Statute	Group productivity incentive programs	N	N
10	S.C. Code § 8-11-20	State	Statute	Oath and bonds of certain state employees	Y	Y
11	S.C. Code § 8-11-35	State	Statute	Salary payment schedule; maximum salaries; dual compensation	Y	Y
12	S.C. Code § 8-11-90	State	Statute	Deductions for Federal taxes	N	N
13	S.C. Code § 8-14-10	State	Statute	Definitions (Unauthorized aliens and public employment)	N	N
14	S.C. Code § 8-14-80	State	Statute	Forms and regulations	Y	Y
15	S.C. Code § 8-27-20	State	Statute	No retaliation for filing report of wrongdoing	Y	Y
16	S.C. Code § 10-1-179	State	Statute	African-American History Monument Commission	N/A	N/A
17	S.C. Code § 10-3-30	State	Statute	Duties (Governor's Mansion)	Y	N
18	S.C. Code § 11-1-100	State	Statute	Starting date of projects funded with capital improvement bonds regulated	Y	Y
19	S.C. Code § 11-3-185	State	Statute	Warrant requisitions for expenditure of money appropriated by General Assembly	Y	Y
20	S.C. Code § 11-9-95	State	Statute	Transfer of agency funds to pay debts prior to closing books for fiscal year	Y	Y
21	S.C. Code § 11-25-430	State	Statute	Revolving fund for purchase of office supplies and other commodities	N	N
22	S.C. Code § 13-1-680	State	Statute	Approval of State Fiscal Accountability Authority as prerequisite to issuance of bonds	Y	Y
23	S.C. Code § 16-3-2090	State	Statute	Forfeiture	Y	Y
24	S.C. Code § 16-8-340	State	Statute	Community anti-gang matching grants program	N/A	N/A
25	S.C. Code § 23-6-50	State	Statute	Annual audit; carrying funds into next fiscal year; retention of revenue to meet department	N	N
26	S.C. Code § 24-1-250	State	Statute	Sale of timber and horticultural products; utilization of funds	Y	Y
27	S.C. Code § 24-1-290	State	Statute	Employment of inmates through prison industries program	Y	Y
28	S.C. Code § 24-3-20	State	Statute	Custody of convicted persons; designation of place of confinement	Y	Y
29	S.C. Code § 24-3-400	State	Statute	Prison Industries Account	Y	Y
30	S.C. Code § 24-21-480	State	Statute	Restitution Center program; distribution of offenders' salaries	Y	Y
31	S.C. Code § 24-22-20	State	Statute	Definitions (Classification System and Adult Criminal Offender Management Program)	N	N
32	S.C. Code § 24-22-160	State	Statute	Operating capacities of prison populations to be established; certification	N/A	N/A
33	S.C. Code § 38-79-470	State	Statute	Method of withdrawing funds (Patient Compensation Fund)	N	N
34	S.C. Code § 40-15-50	State	Statute	Bond and salary of Executive Director (Dentistry)	Y	Y
35	S.C. Code § 40-30-290	State	Statute	Costs and fines (Massage/Bodywork Practice Act)	Y	Y
36	S.C. Code § 40-51-160	State	Statute	Procedure for denying or revoking licenses (Podiatrists)	Y	Y
37	S.C. Code § 40-51-170	State	Statute	Disposition of funds; assessments, fees and licenses to equal appropriations	N	N
38	S.C. Code § 40-55-40	State	Statute	Powers and duties of board (Psychologists)	N	N

39	S.C. Code § 40-61-50	State	Statute	Remission of revenues; assessment of fees (Sanitarians)	N	N
40	S.C. Code § 41-31-820	State	Statute	Deposit and review of premiums collected from state agencies (unemployment)	Y	Y
41	S.C. Code § 41-33-470	State	Statute	Reports to State Fiscal Accountability Authority and the Department of Administration	N	N
42	S.C. Code § 44-7-3150	State	Statute	Consultation required (MUSC)	Y	N
43	S.C. Code § 44-20-30	State	Statute	Definitions (SC Intellectual Disability, Related Disabilities, Head Injuries...)	N	N
44	S.C. Code § 44-20-310	State	Statute	Sale of timber from forest lands; disposition of funds	Y	Y
45	S.C. Code § 44-20-1140	State	Statute	Improvements for residential regional center or community facility	Y	N
46	S.C. Code § 44-20-1150	State	Statute	Powers and duties concerning applications for improvements	Y	Y
47	S.C. Code § 44-20-1160	State	Statute	Use of monies derived from revenues	Y	N
48	S.C. Code § 44-20-1170	State	Statute	Special funds; disposition of revenues; withdrawal of funds	Y	Y
49	S.C. Code § 46-51-20	State	Statute	Single application form for all permitting agencies to be established	N/A	N/A
50	S.C. Code § 48-3-140	State	Statute	Approval required before issuance of bonds; application for and granting of approval	Y	Y
51	S.C. Code § 48-23-270	State	Statute	Use of revenue for scrub oak eradication, reforestation, timber stand improvement	Y	Y
52	S.C. Code § 48-23-290	State	Statute	Use of income from Sandhills State Forest and Carolina Sandhills National Wildlife	Y	Y
53	S.C. Code § 49-19-210	State	Statute	Persons by whom and for what purpose districts may be formed	Functionally obsolete	Functionally obsolete
54	S.C. Code § 49-19-220	State	Statute	Petition for formation (drainage district)	Functionally obsolete	Functionally obsolete
55	S.C. Code §§ 49-19-520 through 49-19-560	State	Statute	Electing supervisors (Drainage Districts)	Functionally obsolete	Functionally obsolete
56	S.C. Code § 49-19-630	State	Statute	Duties and powers of chief engineer (drainage district)	Functionally obsolete	Functionally obsolete
57	S.C. Code § 49-19-1440	State	Statute	General powers of board of supervisors (drainage districts construction of improvements)	N	N
58	S.C. Code § 49-29-90	State	Statute	Formal action by department required for designation... (scenic rivers)	Y	N
59	S.C. Code § 49-29-100	State	Statute	Acquisition of lands adjacent to scenic rivers; donations; requirements, etc.	Y	Y
60	S.C. Code § 49-29-110	State	Statute	Scenic Rivers Trust Fund	Y	Y
61	S.C. Code § 51-11-20	State	Statute	Restriction on use of trust fund (Recreation Point)	Y	Y
62	S.C. Code § 51-13-810	State	Statute	Authorization to borrow money (Patriots Point)	Y	Y
63	S.C. Code § 51-17-115	State	Statute	Establishment and administration of Heritage Land Trust Fund	Y	Y
64	S.C. Code § 51-22-30	State	Statute	Legacy Trust Fund	N	N
65	S.C. Code § 52-5-110	State	Statute	Bequest of property to State for equestrian center	N	N
66	S.C. Code § 54-3-155	State	Statute	Sale of Real Property, building, terminals, or other permanent structures	Y	Y
67	S.C. Code § 54-3-1310	State	Statute	Powers and duties (State Ports Authority)	Y	Y
68	S.C. Code § 56-3-840	State	Statute	Delinquent registration and license penalties (DMV headquarters)	Y	Y
69	S.C. Code § 59-19-80	State	Statute	Requirements as to purchases and teacher employment	Y	Y
70	S.C. Code § 59-53-151	State	Statute	Definitions (Facilities and improvements for tech colleges)	N	N
71	S.C. Code § 59-53-152	State	Statute	Board may construct or acquire plant improvements	Y	Y
72	S.C. Code § 59-53-153	State	Statute	Bond issues	Y	Y
73	S.C. Code § 59-53-490	State	Statute	Reports on development and use of enterprise campus (Trident Tech)	N	N
74	S.C. Code § 59-53-1786	State	Statute	Annual report (Midlands Tech)	N	N
75	S.C. Code § 59-53-2450	State	Statute	Annual report (tech college enterprise campus authority)	N	N
76	S.C. Code § 59-101-650	State	Statute	Eminent Domain	Y	Y
77	S.C. Code § 59-117-240	State	Statute	Issuance of bonds; limit (USC)	Y - Only if tied to a PIP	Y - Only if tied to a PIP
78	S.C. Code § 59-119-740	State	Statute	Issuance of bonds; limit (Clemson)	Y - Only if tied to a PIP	Y - Only if tied to a PIP
79	S.C. Code § 59-119-940	State	Statute	Borrowings; limitations on bonds (Clemson)	Y - Only if tied to a PIP	Y - Only if tied to a PIP
80	S.C. Code § 59-121-80	State	Statute	Burial of past presidents and their wives	Y	Y
81	S.C. Code § 59-121-340	State	Statute	Authorization to borrow funds and issue bonds (The Citadel)	Y - Only if tied to a PIP	Y - Only if tied to a PIP
82	S.C. Code § 59-122-40	State	Statute	Requirements for issuance of bonds (The Citadel Housing Revenue Bonds)	Y - Only if tied to a PIP	Y - Only if tied to a PIP
83	S.C. Code § 59-123-60	State	Statute	Organization and powers of board; designation as Medical University Hospital Authority	Y	Y

84	S.C. Code § 59-123-220	State	Statute	Trustees authorized to issue revenue bonds...(MUSC)	Y - Only if tied to a PIP	Y - Only if tied to a PIP
85	S.C. Code § 59-123-230	State	Statute	Bonds payable from net housing revenues (MUSC)	Y	Y
86	S.C. Code § 59-125-340	State	Statute	Authority to bond (Winthrop)	Y - Only if tied to a PIP	Y - Only if tied to a PIP
87	S.C. Code § 59-125-540	State	Statute	Authorization to borrow funds and issue bonds (Winthrop)	Y - Only if tied to a PIP	Y - Only if tied to a PIP
88	S.C. Code § 59-127-320	State	Statute	Authority of trustees to construct, operate and maintain improvements (SC State)	Y - Only if tied to a PIP	Y - Only if tied to a PIP
89	S.C. Code § 59-127-500	State	Statute	Power to issue facilities improvement bonds (SC State)	Y - Only if tied to a PIP	Y - Only if tied to a PIP
90	S.C. Code § 59-130-430	State	Statute	Authority to issue bonds (College of Chas)	Y - Only if tied to a PIP	Y - Only if tied to a PIP
91	S.C. Code § 59-131-20	State	Statute	Bond issue authorized upon approval (College of Chas)	Y - Only if tied to a PIP	Y - Only if tied to a PIP
92	S.C. Code § 59-133-240	State	Statute	Authority to borrow; bonding limit (Francis Marion)	Y - Only if tied to a PIP	Y - Only if tied to a PIP
93	S.C. Code § 59-147-30	State	Statute	Issuance of revenue bonds; purpose (Higher Ed)	Y - Only if tied to a PIP	Y - Only if tied to a PIP
94	S.C. Code § 59-150-230	State	Statute	Lottery prizes	Y	N
95	S.C. Code § 60-11-120	State	Statute	Disposition of certain duplicative archival material; use of funds realized; annual report	Y	N
96	S.C. Code § 61-10-270	State	Statute	Property forfeitures	N	N
97	S.C. Code § 63-19-420	State	Statute	Natural resource sales (DJJ)	Y	Y
98	2016-17 Approp. Act, Section 117.18	State	Proviso	GP: Business Expense Reimbursement	N	Y
99	2016-17 Approp. Act, Section 117.49	State	Proviso	GP: Agencies Affected by Restructuring	Y	Y
100	2016-17 Approp. Act, Section 117.118	State	Proviso	GP: Employee Compensation	Y	Y
101	S.C. Code § 57-11-235	State	Statute	Issuance of highway bonds	Y - Only if tied to a PIP	Y - Only if tied to a PIP
102	S.C. Code § 59-17-155	State	Statute	Automated external defibrillator program; state contract for purchase of defibrillators	Y - Should be SFAA	Y - Should be SFAA
103	S.C. Code § 59-67-780	State	Statute	Rules and regulations (insurance on school buses)	Y - Should be SFAA	Y - Should be SFAA
104	S.C. Code § 1-11-50	State	Statute	Certain funds of Revenue and Fiscal Affairs Office and the Executive Budget Office carried	N	N
105	S.C. Code § 1-11-497	State	Statute	Across-the-board reductions in expenses	N	N
106	S.C. Code § 1-30-125	State	Statute	Executive Budget Office	N	N
107	S.C. Code § 2-1-220	State	Statute	Legislative appropriations; exemption from approval requirements	N	N
108	S.C. Code § 2-41-50	State	Statute	Professional and clerical support services	Y	Y
109	S.C. Code § 2-47-56	State	Statute	Acceptance of gifts-in-kind for architectural and engineering services	Y	Y
110	S.C. Code § 2-65-15	State	Statute	Definitions for "The South Carolina Federal and Other Funds Oversight Act"	N	N
111	S.C. Code § 2-65-30	State	Statute	Receipt and expenditure of unanticipated funds; submission of proposals; committee reports	Y	Y
112	S.C. Code § 2-65-40	State	Statute	Expenditure of "other" funds; authorization; Committee reports	Y	Y
113	S.C. Code § 2-65-50	State	Statute	Estimates of research and student aid funds; reports by Board	Y	Y
114	S.C. Code § 2-65-60	State	Statute	Duties of Comptroller General	Y	Y
115	S.C. Code § 2-65-70	State	Statute	Recovery of indirect costs	Y	Y
116	S.C. Code § 2-65-80	State	Statute	Block grants	Y	Y
117	S.C. Code § 2-65-90	State	Statute	EBO to review and coordinate proposed federal financial assistance and direct federal	Y	Y
118	S.C. Code § 2-65-120	State	Statute	Cooperation of state agencies and institutions in implementing chapter	N	N
119	S.C. Code § 2-75-10	State	Statute	Research Centers of Excellence Review Board	N	N
120	S.C. Code § 2-79-30	State	Statute	Notice of likely agency deficit; deficit avoidance plan	Y	Y
121	S.C. Code § 2-79-40	State	Statute	Recognition of deficit	Y	N
122	S.C. Code § 2-79-50	State	Statute	Limitations on agency spending when deficit recognized	Y	Y
123	S.C. Code § 6-7-155	State	Statute	Disbursement of funds to regional councils of government	Y	Y
124	S.C. Code § 6-7-157	State	Statute	Spending plan prior to receipt of funds by regional council; annual audit	Y	N
125	S.C. Code § 6-27-20	State	Statute	Local Government Fund; fund exempt from mid-year cuts; exception	N	N
126	S.C. Code § 8-11-193	State	Statute	Employee furloughs	N	N
127	S.C. Code § 8-11-196	State	Statute	Hiring of employees to fill temporary grant positions	Y	Y
128	S.C. Code § 9-16-90	State	Statute	Quarterly and annual investment reports; contents	N	N
129	S.C. Code § 10-1-210	State	Statute	Pay telephone revenue	Y	Y

130	S.C. Code § 11-9-110		State	Statute	Organization to which contribution is appropriated to submit statement to Executive Budget	Y	Y
131	S.C. Code § 11-9-125		State	Statute	Order of expenditure of funds by state agencies; remittance of certain funds to state general	N	N
132	S.C. Code § 11-9-890		State	Statute	Delineation of fiscal year revenue estimates by quarters; reduction of general fund	Y	Y
133	S.C. Code § 11-11-10		State	Statute	Duties of Executive Budget Office and Revenue and Fiscal Affairs Office, and Department of	N	Y
134	S.C. Code § 11-11-15		State	Statute	Budget functions devolved on Governor; Budget Office to assist	Y	Y
135	S.C. Code § 11-11-350		State	Statute	Estimates of planned general fund expenditures	Y	Y
136	S.C. Code § 11-11-420		State	Statute	Limitation on permanent state positions; emergency suspension	Y	Y
137	S.C. Code § 11-53-10		State	Statute	Special accounts (SCEIS)	N	N
138	S.C. Code § 13-1-45		State	Statute	South Carolina Water and Wastewater Infrastructure Fund created	N	N
139	S.C. Code § 41-43-260		State	Statute	Annual audit and report	N	N
140	S.C. Code § 44-1-210		State	Statute	Disposition of moneys collected (DHEC)	N	N
141	S.C. Code § 44-6-80		State	Statute	Annual and interim reports (DHHS)	N	N
142	S.C. Code § 48-59-75		State	Statute	Restriction on transfer of deed recording fees to trust fund	N	N
143	S.C. Code § 59-1-400		State	Statute	Sick leave for public school employees	N	N
144	S.C. Code § 59-107-40		State	Statute	Application for funds for permanent improvements and other expenses	Y - Should be SFAA	Y - Should be SFAA
145	S.C. Code § 59-111-25		State	Statute	Scholarships exempted from mid-year budget reduction	N	N
146	S.C. Code § 59-122-20		State	Statute	Authority to acquire, maintain, or rehabilitate student and faculty housing	SFAA?	SFAA?
147	S.C. Code § 59-127-20/Act 121 of 2015		State	Statute	Board of trustees; election; terms (See Joint Resolution)	N/A	N/A
148	S.C. Code § 59-150-320		State	Statute	Financial integrity of the lottery; reports; audits; weekly records	N	N
149	S.C. Code § 13-19-80		State	Statute	Bond issue approval; proposal; disposition of proposal	Y - With SFAA	Y - With SFAA
150	S.C. Code § 13-21-90		State	Statute	Bond issue approval; proposal; disposition of proposal	Y - With SFAA	Y - With SFAA
151	2016-17 Approp. Act, Section 117.14		State	Proviso	GP: Personal Service Reconciliation, FTEs	Y	Y
152	2016-17 Approp. Act, Section 1.27		State	Proviso	SDE: Proviso Allocations	N	N
153	2016-17 Approp. Act, Section 118.8		State	Proviso	SR: Agency Deficit Notice	Y	Y
154	2016-17 Approp. Act, Section 1A.13		State	Proviso	SDE-EIA: Proviso Allocations	Y	Y
155	2016-17 Approp. Act, Section 117.1		State	Proviso	GP: Revenues, Deposits Credited to General Fund	Y	N
156	2016-17 Approp. Act, Section 117.9		State	Proviso	GP: Transfers of Appropriations	Y	N
157	2016-17 Approp. Act, Section 117.29		State	Proviso	GP: Base Budget Analysis	Y	Y
158	2016-17 Approp. Act, Section 117.49		State	Proviso	GP: Agencies Affected by Restructuring	Y	Y
159	2016-17 Approp. Act, Section 117.75		State	Proviso	GP: Mandatory Furlough	N	Y
160	2016-17 Approp. Act, Section 117.76		State	Proviso	GP: Reduction in Force	N	Y
161	2016-17 Approp. Act, Section 117.81		State	Proviso	GP: Deficit Monitoring	Y	Y
162	2016-17 Approp. Act, Section 117.86		State	Proviso	GP: Joint Children's Committee	Y	Y
163	2016-17 Approp. Act, Section 117.118		State	Proviso	GP: Employee Compensation	Y	Y
164	2016-17 Approp. Act, Section 3.1		State	Proviso	LEA: Audit	Y	Y
165	2016-17 Approp. Act, Section 3.6		State	Proviso	LEA: FY 2015-16 Lottery Funding	Y	Y
166	2016-17 Approp. Act, Section 25.1		State	Proviso	TEC: Training of New and Expanding Industry	Y	Y
167	2016-17 Approp. Act, Section 81.7		State	Proviso	LLR: Flexibility	Y	Y
168	2016-17 Approp. Act, Section 91.20		State	Proviso	LEG: Other Funds Oversight Committee	Y	Y
169	S.C. Code of Regulations R. 19-447.1000		State	Regulation	Leasing of Real Property	Y	Y
170	S.C. Code of Regulations R. 19-719.04		State	Regulation	Reduction in Force	Y	Y
171	S.C. Code Ann. § 1-11-10(A)(2)		State	Statute	Transfers State HRD to Department of Administration	N	N
172	S.C. Code Ann. §§ 8-11-210 through 11-300	8-	State	Statute	Title 8, Chapter 11, Article 3 Personnel Administration establishes the State Personnel Division under the Department of Administration	Y	Y
173	S.C. Code Ann. §§ 8-17-310 through 17-380	8-	State	Statute	Title 8, Chapter 17, Article 5 State Employee Grievance Procedure	Y	Y

174	S.C. Code of Regs. 19-700 through 19.720.04	State	Regulation	State Human Resources Regulations	Y	Y
175	S.C. Code Ann. §1-1-970	State	Statute	Personnel data required to be furnished quarterly	Y	Y
176	S.C. Code Ann. § 1-1-1410	State	Statute	Development and implementation of workplace domestic violence policy	Y	Y
177	S.C. Code Ann. § 8-11-40	State	Statute	Sick leave; leave where employee attacked; leave for sick family member	Y	Y
178	S.C. Code Ann. § 8-11-41	State	Statute	Sick leave	Y	Y
179	S.C. Code Ann. § 8-11-50	State	Statute	Compensatory time for working on legal holidays	Y	Y
180	S.C. Code Ann. § 8-11-98	State	Statute	Deductions for payment to credit union	N	Y
181	S.C. Code Ann. § 8-11-120	State	Statute	Posting notice of job vacancies	Y	Y
182	S.C. Code Ann. § 8-11-145	State	Statute	Use of sick or annual leave in conjunction with worker's compensation under certain	Y	Y
183	S.C. Code Ann. § 8-11-165	State	Statute	Salary and fringe benefits survey for agency heads	Y	Y
184	S.C. Code Ann. § 8-11-185	State	Statute	Reduction in workforce applicant pool	Y	Y
185	S.C. Code Ann. § 8-11-192	State	Statute	Mandatory state agency furlough programs; consultation and guidance services	Y	Y
186	S.C. Code Ann. § 8-11-650	State	Statute	Workweek upon which leave shall be based	Y	Y
187	S.C. Code Ann. § 8-11-670	State	Statute	Additional leave may be granted in case of emergency or extreme hardship	Y	Y
188	S.C. Code Ann. § 8-11-680	State	Statute	Application of article	Y	Y
189	S.C. Code Ann. § 8-11-700	State	Statute	Definitions (State Employee Leave Transfer)	N	N
190	S.C. Code Ann. § 8-11-720	State	Statute	Selection of leave recipients	N	Y
191	S.C. Code Ann. § 8-11-730	State	Statute	Transfer from annual or sick leave account to pool account	N	Y
192	S.C. Code Ann. § 8-11-760	State	Statute	Leave remaining after termination of personal emergency to be restored to pool account	N	Y
193	S.C. Code Ann. § 8-11-920	State	Statute	Definitions (State Employee Pay Plan)	N	N
194	S.C. Code Ann. § 8-11-930	State	Statute	Competitiveness report	Y	Y
195	S.C. Code Ann. § 8-11-950	State	Statute	Bonus payments	N	Y
196	S.C. Code Ann. § 8-11-960	State	Statute	Increases totaling more than agency maximums; audits	Y	Y
197	S.C. Code Ann. § 8-12-60	State	Statute	Regulations (regarding interchange of government employees)	Y	Y
198	S.C. Code Ann. § 11-53-30	State	Statute	State Office of Human Resources; modification of human resources policies to implement and	N	Y
199	S.C. Code Ann. § 13-1-620	State	Statute	Rights and powers of director (Division of Savannah Valley Development)	Y	Y
200	S.C. Code Ann. § 13-19-30	State	Statute	Rights and powers of board (Midlands Authority)	Y	Y
201	S.C. Code Ann. § 13-21-30	State	Statute	Rights and powers of board (Edisto Development Authority)	Y	Y
202	S.C. Code Ann. § 41-43-90	State	Statute	Corporate and other powers of the authority (SC Jobs Economic Development Authority)	Y	Y
203	S.C. Code Ann. § 43-1-70	State	Statute	Selection of other employees of State Department; compensation; bond	Y	Y
204	S.C. Code Ann. § 43-21-80	State	Statute	Appointment and compensation of personnel and consultants (Division and Advisory Council	N	N
205	S.C. Code Ann. § 59-53-20	State	Statute	Jurisdiction and authority of Board over state-supported technical institutions and programs	N	N
206	S.C. Code Ann. § 59-123-60	State	Statute	Organization and powers of board; designation as Medical University Hospital Authority	Y	Y
207	2016-17 Approp. Act, Section 50.8	State	Proviso	CMRC: Foreign Offices	Y	Y
208	2016-17 Approp. Act, Section 93.17	State	Proviso	DOA: Compensation - Reporting of Supplemental Salaries	Y	Y
209	2016-17 Approp. Act, Section 93.18	State	Proviso	DOA: Compensation Increase - Appropriated Funds Ratio	N	N
210	2016-17 Approp. Act, Section 93.26	State	Proviso	DOA: Holidays	Y	Y
211	2016-17 Approp. Act, Section 93.30	State	Proviso	DOA: Emerging Leaders Program	Y	Y
212	2016-17 Approp. Act, Section 117.13	State	Proviso	GP: Discrimination Policy	Y	Y
213	2016-17 Approp. Act, Section 117.15	State	Proviso	GP: Allowance for Residences and Compensation Restrictions	Y	Y
214	2016-17 Approp. Act, Section 117.48	State	Proviso	GP: Organizational Charts	Y	Y
215	2016-17 Approp. Act, Section 117.70	State	Proviso	GP: Reduction in Force Antidiscrimination	N	N
216	2016-17 Approp. Act, Section 117.71	State	Proviso	GP: Reduction in Force/Agency Head Furlough	Y	Y
217	2016-17 Approp. Act, Section 117.32	State	Proviso	GP: Voluntary Separation Incentive Program	Y	Y
218	2016-17 Approp. Act, Section 117.55	State	Proviso	GP: Employee Bonuses	Y	Y

219	2016-17 Approp. Act, Section 117.65	State	Proviso	GP: Healthcare Employee Recruitment and Retention	Y	Y
220	Executive Order 2016-04	State		Ordering Certain Cabinet Agencies to Implement Domestic Violence Screening Policy	Y	Y
221	Executive Order 2016-03	State		Ordering Certain Cabinet Agencies to Adopt HR Policy for Domestic Violence	Y	Y
222	Executive Order 2014-23	State		Code of Conduct	Y	Y
223	S.C. Code § 1-11-10(A)(16)	State	Statute	Transfer of Division of Technology and Division of Information Security to Dept of Admin	N	N
224	S.C. Code § 1-11-10(B)(1)	State	Statute	DT to submit statewide strategic information technology plan	Y	Y
225	S.C. Code § 1-11-430	State	Statute	Supply and use of telecommunication systems for state Government	Y	Y
226	S.C. Code § 1-11-770	State	Statute	South Carolina 211 Network	Y - BCB designated United Way	Y - BCB designated United Way
227	S.C. Code of Regs. 19-210 through 19-214	State	Regulation	South Carolina 211 Network Provider Certification Requirements	Y - BCB designated United Way	Y - BCB designated United Way
228	S.C. Code §§ 11-25-10 through 11-25-40	State	Statute	General powers (State printing)	Y	Y
229	S.C. Code § 23-47-65 (See proviso 102.7)	State	Statute	Public Safety Communications Center (DT member on SC 911 Advisory Committee) -	Y - Committee Member	Y
230	S.C. Code of Regs. 19-200 through 19-204	State	Regulation	Standards for Implementation, Operation and Funding of 911 Local Emergency Telephone Services Systems	Y	Y
231	S.C. Code § 23-1-230	State	Statute	First Responders Advisory Committee (State CIO on committee)	Y - Committee Member	Y
232	S.C. Code § 58-9-2600, et. seq.	State	Statute	Purpose of article (Government-owned Communications Service Providers)	N	N
233	S.C. Code § 59-150-60	State	Statute	Powers of the commission (Lottery requires telecom from DT)	Y	Y
234	S.C. Code § 59-150-390	State	Statute	Primary and secondary technology funding (Lottery technology funding)	Y	Y
235	S.C. Code § 10-1-206	State	Statute	Library pilot program for Internet filtering software	Y	Y
236	S.C. Code § 41-27-650	State	Statute	Department (DEW) must work in conjunction with Dept. of Commerce and Dept. of Admin. on	Y	Y
237	S.C. Code § 43-5-1275	State	Statute	Electronic Data Interchange Standards	Y	Y
238	S.C. Code § 26-6-190	State	Statute	Development of standards and procedures (UETA)	Y	Y
239	S.C. Code § 26-6-195	State	Statute	Service of process to email address by government agency	Y	Y
240	S.C. Code § 1-11-435	State	Statute	Protection of critical information technology infrastructure and data systems	Y	Y
241	S.C. Code § 30-2-310	State	Statute	Collection and maintenance and disposition of records containing social security numbers by	N	N
242	Executive Order 2012-10	State		Reviewing IT Security	Y	N
243	Executive Order 2016-07	State		Statewide Strategic Information Technology Plan	Y	Y
244	2016-17 Approp. Act, Section 117.79	State	Proviso	GP: Broadband Spectrum Lease	N	N
245	2016-17 Approp. Act, Section 93.22	State	Proviso	DOA: First Responder Interoperability	Y	Y
246	2016-17 Approp. Act, Section 93.25	State	Proviso	DOA: Cyber Security	Y	Y
247	2016-17 Approp. Act, Section 117.114	State	Proviso	GP: Information Technology and Information Security Plans	Y	Y
248	2016-17 Approp. Act, Section 117.27	State	Proviso	GP: School Technology Initiative (statewide info security program)	Y	N
249	2016-17 Approp. Act, Section 117.105	State	Proviso	GP: Technology and Remediation	N	Y
250	S.C. Code § 1-11-10(A)(16)	State	Statute	Transfers SCEIS to Department of Admin	N	N
251	S.C. Code § 1-11-10(B)(2)	State	Statute	Oversight concerning SCEIS	Y	Y
252	S.C. Code Ann. Section 11-53-10, et.seq.	State	Statute	South Carolina Enterprise Information System	Y	Y
253	2016-17 Approp. Act, Section 97.2	State	Proviso	CG: GAAP Implementation and Refinement (references SCEIS)	Y	Y
254	2016-17 Approp. Act, Section 98.2	State	Proviso	TREAS: STARS Approval	N	N
255	S.C. Code Ann. § 1-11-10(A)(1)	State	Statute	Transfer of General Services to Department of Administration	N	N
256	S.C. Code Ann. § 1-11-115			Use of proceeds of State real property	Y	Y
257	S.C. Code Ann. § 10-11-140	State	Statute	Permission to use State House grounds	N	N
258	S.C. Code Ann. § 10-11-330	State	Statute	Unauthorized entry into Capitol building; disorderly conduct, obstructing passage,	N	N
259	S.C. Code Ann. § 11-9-620	State	Statute	Handling of funds	N - SFAA	N - SFAA
260	S.C. Code Ann. § 11-9-665(A)	State	Statute	Purchase of real property as investments of certain reserve or sinking funds	N - SFAA	N - SFAA
261	S.C. Code § 59-19-93	State	Statute	Adoption of procurement code by school district; suspension of distribution of funds	Y - Should be SFAA	Y - Should be SFAA



262	S.C. Code Ann. § 1-11-335	State	Statute	Department of Administration may provide to and receive from other governmental entities	Y	N
263	S.C. Code Ann. § 27-19-340	State	Statute	Disposition of proceeds of escheats	Y	Y
264	S.C. Code Ann. § 44-2-150	State	Statute	Superb Advisory Committee; establishment; purposes; composition; terms, etc.	Y - Committee Member	Y
265	S.C. Code Ann. § 12-36-2120	State	Statute	Exemptions from sales tax	N	N
266	S.C. Code § 44-96-140	State	Statute	Recycling programs of state government	Y	Y
267	2016-17 Approp. Act, Section 66.1	State	Proviso	DPPP: Sale of Equipment	N	N
268	S.C. Code § 59-67-790	State	Statute	Pupil Injury Insurance Fund (insurance on school buses)	Y - Should be SFAA	Y - Should be SFAA
269	S.C. Code Ann. § 1-11-55	State	Statute	Leasing of real property for governmental bodies	Y	Y
270	S.C. Code Ann. § 1-11-56	State	Statute	Program to manage leasing; procedures	Y	Y
271	S.C. Code Ann. § 1-11-58	State	Statute	Annual inventory and report; review, sale of surplus property	Y	Y
272	S.C. Code Ann. § 1-11-65	State	Statute	Approval and recordation of real property transfers involving governmental bodies	Y	Y
273	S.C. Code Ann. § 1-11-67	State	Statute	Rental charges for occupancy of state-controlled office buildings; apportionment amount	Y	Y
274	S.C. Code Ann. § 1-11-70	State	Statute	Lands subject to Department's control	Y	N
275	S.C. Code Ann. § 1-11-80	State	Statute	Department authorized to grant easements for public utilities on vacant State lands	Y	Y
276	S.C. Code Ann. § 1-11-90	State	Statute	Department authorized to grant rights of ways over State marshlands	Y	Y
277	S.C. Code Ann. § 1-11-100	State	Statute	Execution of instruments conveying rights of ways or easements over marshlands or vacant	Y	Y
278	S.C. Code Ann. § 1-11-110	State	Statute	Authorization of Department to acquire real property by gift, purchase, and condemnation	N	N
279	S.C. Code Ann. § 1-11-160	State	Statute	Execution by General Services Division of certificates of exemption from taxation on behalf of	Y	Y
280	S.C. Code Ann. § 1-11-180	State	Statute	Additional powers of the Department of Administration; condition of state property	Y	Y - MOU to State Auditor
281	S.C. Code Ann. § 2-48-30	State	Statute	Local government entity to provide land for community correctional facility; construction	Y	Y
282	S.C. Code Ann. § 5-3-140	State	Statute	Alternate method when entire area proposed to be annexed owned by Federal or State	Y - SFAA	Y - SFAA
283	S.C. Code Ann. § 5-3-115	State	Statute	Annexation of property within a multicounty park	Y - SFAA	Y - SFAA
284	S.C. Code Ann. § 10-1-50	State	Statute	Agencies housed in state office buildings to pay rent; disposition of revenue derived	Y	Y
285	S.C. Code § 10-1-105	State	Statute	Buildings constructed with public funds to include windows which may be opened	N	Y
286	S.C. Code Ann. § 10-1-130	State	Statute	Grant of easements and rights of way	Y	Y
287	S.C. Code Ann. § 10-1-135	State	Statute	Encroachments on state-owned lands of natural significance	N	N
288	S.C. Code Ann. § 10-1-190	State	Statute	Department of Administration may apply net proceeds from trade of property to the	N	Y
289	S.C. Code Ann. § 11-9-630	State	Statute	Sale of property not in actual public use	Y - SFAA	Y - SFAA
290	S.C. Code Ann. § 12-62-70	State	Statute	Temporary use of underutilized state property by motion picture production company; use of	Y	Y
291	S.C. Code Ann. § 13-7-30	State	Statute	Powers and duties of State Fiscal Accountability Authority	Y - SFAA	Y - SFAA
292	S.C. Code Ann. § 25-11-30	State	Statute	Location of office (Division of Veterans' Affairs)	Y	Y
293	S.C. Code Ann. § 25-19-20	State	Statute	Commission attached to Department of Veterans' Affairs; location of commission	Y	Y
294	S.C. Code Ann. § 27-19-100	State	Statute	Land may be bid in or purchased by Department of Administration; disposition of such lands	Y	Y
295	S.C. Code Ann. § 27-19-310	State	Statute	Duties of escheator devolved upon Secretary of State as agent of Department of	Y	Y
296	S.C. Code Ann. § 27-19-360	State	Statute	Reports of Secretary of State and Department of Administration	N	N
297	S.C. Code Ann. § 44-20-255	State	Statute	Ownership of property confirmed in Department of Disabilities and Special Needs; retention of subsequent sales proceeds	Y - Outdated & superseded by proviso	Y
298	S.C. Code Ann. § 44-31-510	State	Statute	State Park Health Center transferred to Department of Health and Environmental Control; title	Y	Y
299	S.C. Code Ann. § 44-53-530	State	Statute	Forfeiture procedures; disposition of forfeited items; disposition of proceeds of sales	Y	Y
300	S.C. Code Ann. § 48-52-680(c)	State	Statute	Identification of "energy efficient" goods; energy conservation standards; building	Y	Y
301	S.C. Code Ann. § 54-3-119 (See also proviso 117.111)	State	Statute	Sale of property on Daniel Island and Thomas (St. Thomas) Island; rights of first refusal granted certain former landowners	Y - Contingent	Y - Contingent
302	S.C. Code Ann. § 54-3-700	State	Statute	Sale of property; conditions and requirements of sale (Port Royal)	Y	Y
303	S.C. Code Ann. § 54-7-640	State	Statute	Custodians of submerged archaeological historic property and artifacts, submerged	Y	Y
304	S.C. Code Ann. § 54-7-650	State	Statute	Licenses to conduct activities affecting submerged archeological historic properties or	Y	Y
305	S.C. Code Ann. § 54-7-815	State	Statute	Excavation or salvage of certain sunken warships unlawful	Y	Y

306	S.C. Code Ann. § 59-53-53	State	Statute	Borrowing by area commissions; special fees; disposing of excess real property	Y	Y
307	S.C. Code § 59-53-1784 (Midlands Tech)	State	Statute	Lease agreements for construction and use of Enterprise Campus facilities; procurement	Y	Y
308	S.C. Code Ann. § 59-53-290 (Tri County Tech)	State	Statute	Tri-County Technical College Area Commission ground lease agreements	Y	Y
309	S.C. Code Ann. § 59-53-630 (Denmark Tech)	State	Statute	Powers and funding of commission; ground lease agreements	Y	Y
310	S.C. Code Ann. § 59-53-2430 (Tech College Enterprise Authority)	State	Statute	Lease and lease purchase agreements; approval; compliance with Title 11, Chapter 35 and Section 1-11-65	Y	Y
311	S.C. Code Ann. § 59-53-740 (Florence-Darlington Tech)	State	Statute	Lease agreements for creation, operation or use of campus facilities; approval	Y	Y
312	S.C. Code Ann. § 59-117-65 (USC)	State	Statute	University of South Carolina Board of Trustees; authority to enter into ground lease	Y	Y
313	S.C. Code Ann. § 59-125-130 (Winthrop)	State	Statute	Winthrop University Board of Trustees; authority to enter into ground lease agreements	Y	Y
314	S.C. Code Ann. § 59-127-85 (SC State)	State	Statute	South Carolina State University Board of Trustees; authority to enter into ground lease	Y	Y
315	S.C. Code Ann. § 59-130-60 (College of Charleston)	State	Statute	College of Charleston Board of Trustees; authority to enter into ground lease agreements	Y	Y
316	S.C. Code Ann. § 59-133-60 (Francis Marion)	State	Statute	Student housing facilities; ground lease agreements with private entities	Y	Y
317	S.C. Code Ann. § 44-7-3110	State	Statute	Lease and sale of certain assets; terms and conditions	Y	Y
318	S.C. Code Ann. § 59-123-60 (MUSC)	State	Statute	Organization and powers of board; designation as Medical University Hospital Authority	Y	Y
319	S.C. Code Ann. § 59-101-180	State	Statute	Sale and disposal of real property	Y	Y
320	S.C. Code Ann. § 59-117-80 (USC)	State	Statute	Board authorized to lease or sell real property donated during fund campaign	Y	Y
321	S.C. Code Ann. § 59-130-30	State	Statute	Powers of board (College of Charleston)	Y	Y
322	S.C. Code Ann. § 59-133-30	State	Statute	Powers of board (Francis Marion)	Y	Y
323	S.C. Code Ann. § 59-135-30	State	Statute	Powers of board (Lander)	Y	Y
324	S.C. Code Ann. § 59-136-130	State	Statute	Board a body corporate and politic; powers of board (Coastal Carolina)	Y	Y
325	S.C. Code Ann. § 59-130-50	State	Statute	Authority to sell or lease donated real property (College of Charleston)	Y	Y
326	S.C. Code Ann. § 59-133-50	State	Statute	Authority to sell or lease donated real property (Francis Marion)	Y	Y
327	S.C. Code Ann. § 59-135-50	State	Statute	Authority to sell or lease donated real property (Lander)	Y	Y
328	S.C. Code Ann. § 59-136-150	State	Statute	Lease or sale of real property donated to university; proceeds (Coastal Carolina)	Y	Y
329	S.C. Code of Regs. 19-447.1000	State	Regulation	Leasing of Real Property	Y	Y
330	2016-17 Approp. Act, Section 93.23	State	Proviso	DOA: Sale of Surplus Real Property	Y	Y
331	2016-17 Approp. Act, Section 93.32	State	Proviso	DOA: Sale of Port Royal	Y	Y
332	2016-17 Approp. Act, Section 6.11	State	Proviso	SDB: Sale of Property	Y	Y
333	2016-17 Approp. Act, Section 29.6	State	Proviso	MUSM: Remittance to General Services	Y	N
334	2016-17 Approp. Act, Section 36.2	State	Proviso	DDSN: Sale of Excess Real Property	Y	N
335	2016-17 Approp. Act, Section 63.4	State	Proviso	DPS: Sale of Real Property	Y	Y
336	2016-17 Approp. Act, Section 67.7	State	Proviso	DJJ: Sale of Real Property	Y	Y
337	2016-17 Approp. Act, Section 93.23	State	Proviso	DOA: Sale of Surplus Real Property	N	Y
338	2016-17 Approp. Act, Section 117.108	State	Proviso	GP: State Ports Authority Property	Y - Contingent	Y - Contingent
339	2016-17 Approp. Act, Section 118.2	State	Proviso	SR: Titling of Real Property	Y	Y
340	Executive Order 2016-06	State		Ordering State Real Estate Plan	Y	Y
341	S.C. Code Ann. §§ 1-11-220 through 1-11-330; S.C. Code Ann. § 1-11-340	State	Statute	Program of Fleet Management; Fleet Management Program	Y	Y
342	S.C. Code Ann. § 1-11-141(C)	State	Statute	Insurance on state-owned vehicles by agencies; liability of employees for cost of accident	Y	Y
343	S.C. Code Ann. § 10-1-10	State	Statute	Care of State House and State House Grounds	Y	Y
344	S.C. Code Ann. § 10-1-20	State	Statute	Annual report as to care of State House and State House grounds	Y	Y

345	S.C. Code Ann. § 10-1-30	State	Statute	Use of areas of the State House	Y	Y
346	S.C. Code Ann. § 10-1-160	State	Statute	Display of certain flags	Y	Y
347	S.C. Code Ann. § 1-10-10	State	Statute	Flags to be authorized to be flown atop State House dome, in chambers of Senate and House	Y	Y
348	See also S.C. Code Ann. § 10-1-161 generally	State	Statute	State Capitol Building flags flown at half-staff	Y - Veterans Affairs	Y - Veterans Affairs
349	S.C. Code Ann. § 10-1-163	State	Statute	Location of portraits, flags, banners, monuments, statues, and plaques removed from State	Y	Y
350	S.C. Code Ann. § 10-1-170	State	Statute	Memorial in honor of South Carolina war dead, prisoners of war, servicemen missing in action,	Y	N - Complete
351	S.C. Code Ann. § 10-1-175	State	Statute	Law enforcement officer memorial	Y	N - Complete
352	S.C. Code Ann. § 10-1-200	State	Statute	Regulation of parking facilities owned or controlled by agencies of state government	Y	Y
353	S.C. Code Ann. § 10-11-10	State	Statute	Walking on roof of State House	N	Y
354	S.C. Code Ann. § 10-11-50	State	Statute	Manner of parking on certain state property	N	Y
355	S.C. Code Ann. § 10-11-110	State	Statute	Issuance and use of parking tickets	Y	Y
356	2016-17 Approp. Act, Section 93.15	State	Proviso	DOA: State House Operation and Maintenance Account	Y	Y
357	S.C. Code Ann. § 3-9-10	State	Statute	Authority and duties of Division of General Services of Department of Administration	Y	Y
358	S.C. Code Ann. § 3-9-20	State	Statute	Delegation of authority; bonds	N	Y
359	S.C. Code Ann. § 3-9-30	State	Statute	Fees and charges	N	Y
360	S.C. Code Ann. § 3-9-40	State	Statute	Kinds of acquisitions to which chapter is not applicable	N	N
361	S.C. Code of Regs. 19-410 et seq.	State	Regulation	Surplus Property	Y	Y
362	Title 11, Chapter 35, Article 15	State	Statute	Supply Management	Y	Y
363	S.C. Code of Regs. 19-445.2150	State	Regulation	Surplus Property Management	Y	Y
364	S.C. Code Ann. § 11-35-3820	State	Statute	Allocation of proceeds for sale or disposal of surplus supplies	Y	Y
365	S.C. Code Ann. § 11-35-3830	State	Statute	Trade-in sales	N	N
366	S.C. Code Ann. § 11-35-3850	State	Statute	Sale of unserviceable supplies	N	N
367	10 U.S.C. Section 2576a	Federal	Statute	Excess personal property; sale or donation for law enforcement	N	N
368	10 U.S.C. Section 280	Federal	Statute	Enhancement of cooperation with civilian law enforcement officials	N	N
369	Executive Order 13688	Federal		Federal Support for Local Law Enforcement Equipment Acquisition	N	N
370	Part 102.37, Subpart B (102-37.90 - 102.37-100)	Federal	Regulation	Donation of Surplus Personal Property; General Services Administration (GSA)	N	N
371	Part 102-37, Subpart D (102-37.130 - 102.37-370)	Federal	Regulation	Donation of Surplus Personal Property; State Agency for Surplus Property	N	Y
372	S.C. Code § 1-11-10(A)(17)	State	Statute	Transferring the Nuclear Advisory Council into Dept. of Admin.	N	N
373	S.C. Code Ann. § 13-7-810, et.seq.	State	Statute	Nuclear Advisory Council	Y	Y
374	2016-17 Approp. Act, Section 93.27	State	Proviso	DOA: Nuclear Advisory Council	N	N
375	S.C. Code § 1-11-10(A)	State	Statute	Transfer of OEPP Programs to Department of Administration	N	N
376	S.C. Code Ann. § 16-3-1110, et.seq.	State	Statute	Compensation of Victims of Crime	Y - AGO as of FY 18	Y - AGO as of FY 18
377	S.C. Code Ann. § 16-3-1410, et.seq.	State	Statute	Victim Assistance Program	Y - AGO as of FY 18	Y - AGO as of FY 18
378	S.C. Code Ann. § 16-3-1505, et.seq.	State	Statute	Victim and Witness Services	Y - AGO as of FY 18	Y - AGO as of FY 18
379	2016-17 Approp. Act, Section 93.4	State	Proviso	DOA: Victim/Witness Program Formula Distribution	Y - AGO as of FY 18	Y - AGO as of FY 18
380	2016-17 Approp. Act, Section 93.5	State	Proviso	DOA: Physical Abuse Examinations	Y - AGO as of FY 18	Y - AGO as of FY 18
381	2016-17 Approp. Act, Section 93.9	State	Proviso	DOA: Procuring Services	Y - AGO as of FY 18	Y - AGO as of FY 18
382	2016-17 Approp. Act, Section 93.35	State	Proviso	DOA: Office of Victim Assistance	Y - AGO as of FY 18	Y - AGO as of FY 18
383	2016-17 Approp. Act, Section 117.51	State	Proviso	GP: Assessment Audit/Crime Victim Funds	Y - AGO as of FY 18	Y - AGO as of FY 18
384	Executive Order 2015-16	State		Reestablishing the SC Developmental Disabilities Council	Y	Y
385	42 U.S.C.A. § 15025	Federal	Statute	State Councils on Developmental Disabilities and designated State agencies	Y	Y
386	2016-17 Approp. Act, Section 93.1	State	Proviso	DOA: Development Disabilities Case Coordination System	Y	Y
387	2016-17 Approp. Act, Section 93.19	State	Proviso	DOA: Local Provider Health Insurance	Y	Y

388	S.C. Code Ann. § 63-11-1110, et.seq.	State	Statute	Children's Case Resolution System	Y	Y
389	2016-17 Approp. Act, Section 93.2	State	Proviso	DOA: CCRS Evaluations and Placements	Y	Y
390	2016-17 Approp. Act, Section 93.3	State	Proviso	DOA: CCRS Significant Fiscal Impact	N	N
391	S.C. Code Ann. § 63-11-1310, et.seq.	State	Statute	Continuum of Care for Emotionally Disturbed Children	Y	Y
392	S.C. Code Ann. § 63-11-1510	State	Statute	System established (interagency system for caring for emotionally disturbed children	Y	Y
393	S.C. Code of Regulations § 31-10	State	Regulation	Office of the Governor - Continuum of Care for Emotionally Disturbed Children Division	Y	Y
394	2016-17 Approp. Act, Section 35.1	State	Proviso	DMH: Patient Fee Account	N	N
395	2016-17 Approp. Act, Section 93.8	State	Proviso	DOA: Continuum of Care Carry Forward	N	N
396	2016-17 Approp. Act, Section 102.4	State	Proviso	RFAO: SC Health and Human Services Data Warehouse	Y	Y
397	2016-17 Approp. Act, Section 117.17	State	Proviso	GP: Replacement of Personal Property	Y	Y
398	2016-17 Approp. Act, Section 117.24	State	Proviso	GP: TEFRA-Tax Equity and Fiscal Responsibility Act	Y	Y
399	2016-17 Approp. Act, Section 117.73	State	Proviso	GP: IMD Operations (Institution for Mental Diseases Transition Plan)	Y	Y
400	S.C. Code Ann. § 63-11-700, et.seq.	State	Statute	Foster Care Review Board	Y	Y
401	S.C. Code of Regulations § 24-1, et.seq.	State	Regulation	Office of the Governor - Division for Review of the Foster Care of Children	Y	Y
402	S.C. Code Ann. Section 63-7-10, et.seq.	State	Statute	Child Protection and Permanency	Y	Y
403	2016-17 Approp. Act, Section 93.6	State	Proviso	DOA: Foster Care - Private Foster Care Reviews	Y	Y
404	2016-17 Approp. Act, Section 102.4	State	Proviso	RFAO: SC Health and Human Services Data Warehouse	Y	Y
405	S.C. Code Ann. § 11-35-5010	State	Statute	Assistance to Minority Businesses	Y	N
406	S.C. Code Ann. § 11-35-5210, et.seq.	State	Statute	Assistance to Minority Businesses	Y	Y
407	S.C. Code of Regulations § 19-445.2160, et.seq.	State	Regulation	Assistance to Minority Businesses	Y	Y
408	S.C. Code Ann. § 63-11-500, et.seq.	State	Statute	Cass Elias McCarter Guardian Ad Litem Program	Y	Y
409	S.C. Code Ann. § 63-7-10, et.seq.	State	Statute	Child Protection and Permanency	Y	Y
410	42 U.S.C.A. § 5106	Federal	Statute	Grants to States...	Y	Y
411	2016-17 Approp. Act, Section 93.7	State	Proviso	DOA: Guardian Ad Litem Program	Y	Y
412	S.C. Code Ann. § 16-3-1610, et.seq.	State	Statute	Crime Victims' Ombudsman of the Office of the Governor	Y	Y
413	2016-17 Approp. Act, Section 93.11	State	Proviso	DOA: Crime Victims Ombudsman	Y - AGO as of FY 18	Y - AGO as of FY 18
414	S.C. Code Ann. § 25-11-10, et.seq.	State	Statute	Division of Veterans Affairs General Provisions	Y	Y
415	S.C. Code Ann. § 25-11-310, et.seq.	State	Statute	SC Military Family Relief Fund	Y	Y
416	S.C. Code Ann. § 25-11-510, et.seq.	State	Statute	SC Prisoner of War Medal	Y	Y
417	2016-17 Approp. Act, Section 11.9	State	Proviso	CHE: Tuition Age (appeal to Division of VA)	Y	Y
418	2016-17 Approp. Act, Section 93.10	State	Proviso	DOA: M.J. "Dolly" Cooper Veterans Cemetery Carry Forward	Y	Y
419	2016-17 Approp. Act, Section 93.12	State	Proviso	DOA: Veterans Affairs Budget Reduction Exemption	N	N
420	2016-17 Approp. Act, Section 93.14	State	Proviso	DOA: Carillon Tower	Y	Y
421	2016-17 Approp. Act, Section 113.1	State	Proviso	AS-TREAS: Veterans Affairs Aid to Counties (county VA offices)	N	N
422	2016-17 Approp. Act, Section 117.40	State	Proviso	GP: Department of Administration, OEPP, Veterans Affairs	Y	Y
423	S.C. Code Ann. § 43-45-10, et.seq.	State	Statute	Community Economic Opportunity Act of 1983	Y	Y
424	S.C. Code Ann. § 48-52-440	State	Statute	State Energy Office; distribution of federal funds; plans for use of funds	N - Office of Reg. Staff	N
425	42 U.S.C.A. §§ 9901-9926	Federal	Statute	Community Services Block Grant	Y	Y
426	42 U.S.C.A. §§ 8621-8630	Federal	Statute	Low-Income Home Energy Assistance	Y	Y
427	42 U.S.C.A. §§ 6861-6873	Federal	Statute	Weatherization Assistance for Low-Income Persons	Y	Y
428	10 C.F.R. § 440, et.seq.	Federal	Regulation	Weatherization Assistance for Low-Income Persons	Y	Y
429	10 C.F.R. § 600, et.seq.	Federal	Regulation	Financial Assistance Rules	N	Y
430	42 U.S.C. § 11371, et.seq.	Federal	Statute	Emergency Solutions Grant Program	Y	Y
431	24 C.F.R. § 576, et.seq.	Federal	Regulation	Emergency Solutions Grant Program	N	Y
432	2016-17 Approp. Act, Section 95.7	State	Proviso	LTG: Referring Agency	Y	Y

433	29 U.S.C.A. § 732	Federal	Statute	Client Assistance Program	Y	Y
434	34 C.F.R. § 370, <i>et seq.</i>	Federal	Statute	Client Assistance Program	Y - CAP to P&A in FY18	Y - CAP to P&A in FY 18
435	S.C. Code § 1-7-85	State	Statute	Reimbursement of costs in representing State...	Y - Admin or SFAA	Y - Admin or SFAA
436	S.C. Code § 1-7-160	State	Statute	Hiring of attorneys	Y - Admin or SFAA	Y - Admin or SFAA
437	S.C. Code § 1-7-170	State	Statute	Engaging attorney on fee basis	N	N
438	S.C. Code § 1-11-23	State	Statute	Filling vacancy in position of Director of Budget Division	N	N
439	S.C. Code § 1-11-420	State	Statute	Reports to State Budget and Control Board	Y - Admin or SFAA	Y - Admin or SFAA
440	S.C. Code § 1-11-470	State	Statute	Limitations on use of funds appropriated by General Assembly	Y - Admin or SFAA	Y - Admin or SFAA
441	S.C. Code § 1-25-70	State	Statute	Powers of project managing agency to contract; effect of such power	Obsolete	Obsolete
442	S.C. Code § 2-7-65	State	Statute	Agencies, departments and institutions to justify amount of requested appropriations	Y	Y
443	S.C. Code § 2-7-69	State	Statute	Inclusion of new positions in general appropriations act	Y	Y
444	S.C. Code § 2-7-75	State	Statute	Funds to be used in fiscal year for which they are appropriated...	Y - EBO or SFAA	Y - EBO or SFAA
445	S.C. Code § 2-13-240	State	Statute	Distribution of the Code of Laws of South Carolina, 1976	N	N
446	S.C. Code § 8-11-170	State	Statute	Agency head dually employed by another state agency	Y - Admin or SFAA	Y - Admin or SFAA
447	S.C. Code § 8-11-186	State	Statute	Reporting interim new full-time employment positions	N	N
448	S.C. Code Ann. § 8-11-195	State	Statute	State employee furlough policies	Y - Admin or SFAA	Y - Admin or SFAA
449	S.C. Code § 10-1-180	State	Statute	Expenditure of funds by state agency subject to approval and regulation of State Budget and	Y - Admin or SFAA	Y - Admin or SFAA
450	S.C. Code § 11-11-15	State	Statute	Budget functions devolved on Governor; Budget Office to assist	Y	Y
451	S.C. Code § 11-11-180	State	Statute	Declaration of operating deficit; meeting to address deficit; borrowing of surpluses authorized	Y - SFAA	Y - SFAA
452	S.C. Code § 11-11-320	State	Statute	Capital Reserve Fund	Y - With CG	Y - With CG
453	S.C. Code § 11-51-110	State	Statute	Resolution by State Budget and Control Board authorizing issuance	Y - SFAA	Y - SFAA
454	S.C. Code § 12-10-100	State	Statute	Criteria for determination and selection of qualifying businesses and for approval	N	N
455	S.C. Code § 13-1-1460	State	Statute	Approval of State Fiscal Accountability Authority as prerequisite to issuance of bonds	N	N
456	S.C. Code § 38-57-45	State	Statute	Use of state seal prohibited in advertising or promotion unless expressly authorized	Y - SFAA	Y - SFAA
457	S.C. Code § 50-5-2720	State	Statute	Audits (Compact Commission)	N - SFAA	N - SFAA
458	S.C. Code § 51-1-60	State	Statute	Powers and duties of department (PRT)	Y - Admin or SFAA	Y - Admin or SFAA
459	S.C. Code § 58-3-580	State	Statute	Organization of and allocation of staff to commission on Office of Regulatory Staff	Y - Admin or SFAA	Y - Admin or SFAA
460	S.C. Code § 59-7-50	State	Statute	Contributions; lease or sale of use of facilities, equipment...(ETV)	Y - Admin or SFAA	Y - Admin or SFAA
461	S.C. Code § 59-150-355	State	Statute	Education lottery appropriations and uses	Y	Y
462	S.C. Code § 63-19-360	State	Statute	Institutional services (DJJ)	Y	Y
463	S.C. Code Ann. § 8-1-190	State	Statute	Pilot programs to create innovation in state government	Y	Y
464	S.C. Code Ann. § 10-1-180	State	Statute	Expenditure of funds by state agency subject to approval and regulation by State Budget and	Y - Admin and SFAA	Y - Admin and SFAA

Agency Name: Department of Administration

Agency Code: D500 93

Customer Template

Divisions or Major Programs	Description	Service/Product Provided to Customers	Customer Segments	<i>Specify only for the following segments: (1) Industry: Name; (2) Professional Organization: Name; (3) Public: Demographics.</i>
Office of Executive Director (OED)	Media responses	Provide requested information for general media requests and media FOIA requests.	General Public	Various local, state and national media
Office of Executive Director (OED)	FOIA inquiries	Answer FOIA and general information requests.	General Public	Citizens
Office of Executive Director (OED)	State House Event Reservations	Coordinate reservation requests for use of State House grounds.	General Public	Citizens
Division of Information Security (DIS)	South Carolina Government Agencies	Information Security Program implementation, management and sustainment support.	Executive Branch/State Agencies	
Division of Information Security (DIS)	K-12 School Technology Initiative Committee charged with addressing technology infrastructure, connectivity and education in schools throughout SC.	Basic information security monitoring support.	School Districts	
Enterprise Privacy Office (EPO)	Compliance with privacy standards	Provide privacy awareness and compliance requirements	Executive Branch/State Agencies	
Enterprise Privacy Office (EPO)	Advice regarding privacy compliance and best practices	Provide privacy awareness and compliance guidance	Legislative Branch	
Enterprise Privacy Office (EPO)	Advice regarding privacy compliance and best practices	Provide privacy awareness and compliance guidance	Judicial Branch	
Enterprise Privacy Office (EPO)	Advice regarding privacy compliance and best practices	Provide privacy awareness and compliance guidance	Local Govts.	
Enterprise Privacy Office (EPO)	Advice regarding privacy compliance and best practices	Provide privacy awareness and compliance guidance	School Districts	
Enterprise Privacy Office (EPO)	General inquiries	Provide general privacy awareness information upon request, and responses to privacy concerns.	General Public	All South Carolinians
Division of Technology Operations (DTO)	Centrally-managed PC support	Standard desktop support	Executive Branch/State Agencies	Various State Agencies
Division of Technology Operations (DTO)	Centrally-managed PC support	Premium desktop support	Executive Branch/State Agencies	Various State Agencies
Division of Technology Operations (DTO)	Workplace email	Email only	Executive Branch/State Agencies	Various State Agencies
Division of Technology Operations (DTO)	Internet service	Internet	Executive Branch/State Agencies	Various State Agencies
Division of Technology Operations (DTO)	Statewide resource network connectivity	MetroNet	Executive Branch/State Agencies	Various State Agencies
Division of Technology Operations (DTO)	Router and Switch Support/Maintenance	LAN support	Executive Branch/State Agencies	Various State Agencies
Division of Technology Operations (DTO)	Hosted server environment	Server hosting	Executive Branch/State Agencies	Various State Agencies
Division of Technology Operations (DTO)	Hosted mainframe environment	Mainframe hosting	Executive Branch/State Agencies	Various State Agencies
Division of Technology Operations (DTO)	Hosted database environment	Database hosting	Executive Branch/State Agencies	Various State Agencies
Division of Technology Operations (DTO)	Hosted website environment	Web hosting	Executive Branch/State Agencies	Various State Agencies
Division of Technology Operations (DTO)	Secure storage for applications and users	Enterprise storage	Executive Branch/State Agencies	Various State Agencies
Division of Technology Operations (DTO)	Backup of application and user data	Data backup	Executive Branch/State Agencies	Various State Agencies
Division of Technology Operations (DTO)	Document imaging, workflows and storage	Enterprise Content Management	Executive Branch/State Agencies	Various State Agencies

Division of Technology Operations (DTO)	Encrypted network connection	Network Security (VPN)	Executive Branch/State Agencies	Various State Agencies
Division of Technology Operations (DTO)	Volume printing services	Enterprise printing	Executive Branch/State Agencies	Various State Agencies
Division of Technology Operations (DTO)	Workplace email	Email only	Local Govts.	Various Local Governments
Division of Technology Operations (DTO)	Internet service	Internet	Local Govts.	Various Local Governments
Division of Technology Operations (DTO)	Statewide resource network connectivity	MetroNet	Local Govts.	Various Local Governments
Division of Technology Operations (DTO)	Router and Switch Support/Maintenance	LAN support	Local Govts.	Various Local Governments
Division of Technology Operations (DTO)	Hosted mainframe environment	Mainframe hosting	Local Govts.	Various Local Governments
Division of Technology Operations (DTO)	Internet service	K-12 internet	School Districts	Various School Districts
Division of Technology Operations (DTO)	Router and Switch Support/Maintenance	LAN support	School Districts	Various School Districts
Division of Technology Operations (DTO)	Network connectivity	Dark fiber	School Districts	Various School Districts
Division of Technology Operations (DTO)	Communications Interoperability	Voice and data radio communications	Executive Branch/State Agencies	Various State Agencies
Division of Technology Operations (DTO)	Communications Interoperability	Voice and data radio communications	Local Govts.	Various Local Governments
Division of Technology Operations (DTO)	Communications Interoperability	Voice and data radio communications	Executive Branch/State Agencies	Various Federal Government agencies and branches including national defense assets
Executive Budget Office (EBO)	This division is responsible for the development of the Governor's budget and oversight of the annual state budget for South Carolina.	Assisting the development and publishing of the Governor's Budget, oversight of the annual state budget for all state agencies.	Executive Branch/State Agencies	
Executive Budget Office (EBO)	This division is responsible for the development of the Governor's budget and oversight of the annual state budget for South Carolina.	Monitoring the budget writing process throughout the legislative process and other relevant legislation.	Legislative Branch	
Executive Budget Office (EBO)	This division is responsible for the development of the Governor's budget and oversight of the annual state budget for South Carolina.	Monitoring the budget writing process throughout the legislative process and other relevant legislation.	Executive Branch/State Agencies	
Executive Budget Office (EBO)	This division is responsible for the development of the Governor's budget and oversight of the annual state budget for South Carolina.	Loading state budget to SCEIS, loading state revenues to SCEIS, executing year-end budget activities including agency pushdown documents in SCEIS and reviewing agency carryforwards.	Executive Branch/State Agencies	
Executive Budget Office (EBO)	This division is responsible for the development of the Governor's budget and oversight of the annual state budget for South Carolina.	Loading state budget to SCEIS, loading state revenues to SCEIS, executing year-end budget activities including agency pushdown documents in SCEIS and reviewing agency carryforwards.	Legislative Branch	
Executive Budget Office (EBO)	This division is responsible for the development of the Governor's budget and oversight of the annual state budget for South Carolina.	Monitoring agency budget deficit, calculating and distributing health and pay allocations, processing budget transfer requests, finalizing EIA and lottery distributions.	Executive Branch/State Agencies	

Executive Budget Office (EBO)	This division is responsible for the development of the Governor's budget and oversight of the annual state budget for South Carolina.	Monitoring agency budget deficit, calculating and distributing health and pay allocations, processing budget transfer requests, finalizing EIA and lottery distributions.	Legislative Branch	
Executive Budget Office (EBO)	This division is responsible for the development of the Governor's budget and oversight of the annual state budget for South Carolina.	Establishing budget requests guidelines, providing PBF access and training to agencies, reviewing agency budget requests, assisting in conducting agency budget hearings.	Executive Branch/State Agencies	
Executive Budget Office (EBO)	This division is responsible to provide technical assistance to state agencies to complete Annual Accountability Report requirements and implement state's performance improvement program.	Establishing new agency accountability report guidelines in partnership with the Governor's Office and House Legislative Oversight Committee.	Legislative Branch	
Executive Budget Office (EBO)	This division is responsible to provide technical assistance to state agencies to complete Annual Accountability Report requirements and implement state's performance improvement program.	Establishing new agency accountability report guidelines in partnership with the Governor's Office and House Legislative Oversight Committee.	Executive Branch/State Agencies	
Executive Budget Office (EBO)	This division is responsible to provide technical assistance to state agencies to complete Annual Accountability Report requirements and implement state's performance improvement program.	Providing technical assistance training to state agencies to complete agency accountability reports, reviewing agency accountability reports, providing ongoing consulting services to agencies to establish program performance measurement and improvement system.	Executive Branch/State Agencies	
Executive Budget Office (EBO)	This division is responsible for the state's permanent improvement project program.	Establishing Comprehensive Permanent Improvement Plan (CPIP) guidelines, reviewing and guiding projects through the approval process with JBRC and SFAA.	Executive Branch/State Agencies	
Executive Budget Office (EBO)	This division is responsible for the state's permanent improvement project program.	Establishing Comprehensive Permanent Improvement Plan (CPIP) guidelines, reviewing and guiding projects through the approval process with JBRC and SFAA.	Legislative Branch	
Executive Budget Office (EBO)	This division is responsible for the development of the Governor's budget and oversight of the annual state budget for South Carolina.	Completing national state budget process, systems and performance surveys.	Professional Organization	National Association of State Budget Officers (NASBO)
SC Enterprise Information Systems (SCEIS)	SCEIS serves as the central administrative system for state agencies for accounting, budgeting, human resources and procurement activities.	SCEIS implements, maintains and supports the state's system for all accounting, budgeting, human resources, procurement and ancillary functions of administration for all state agencies. Services are also provided to the state's colleges/universities and technical colleges.	Executive Branch/State Agencies	
SC Enterprise Information Systems (SCEIS)	SCEIS serves as the central administrative system for state agencies for accounting, budgeting, human resources and procurement activities.	SCEIS implements, maintains and supports the state's system for all accounting, budgeting, human resources, procurement and ancillary functions of administration for all state agencies.	Legislative Branch	



SC Enterprise Information Systems (SCEIS)	SCEIS serves as the central administrative system for state agencies for accounting, budgeting, human resources and procurement activities.	SCEIS implements, maintains and supports the state's system for all accounting, budgeting, human resources, procurement and ancillary functions of administration for all state agencies. Services are also provided to the state's colleges/universities and technical colleges.	Industry	Vendors who utilize the SCEIS system to register in order to be able to bid on goods/services provided to government entities.
Administrative Services	Administrative Services plans, directs and implements the administrative support for offices of the Dept. of Administration and other agencies as requested.	The Administrative Services division provides all administrative support functions to the employees of the Dept. of Administration. The division also provides administrative support to other agencies upon request by those agencies.	Executive Branch/State Agencies	
Administrative Services	Administrative Services plans, directs and implements the administrative support for offices of the Dept. of Administration and other agencies as requested.	The Administrative Services division provides all administrative support functions to the employees of the Dept. of Administration. The division also provides administrative support to other agencies upon request by those agencies.	Industry	Vendors
DSASS - Interagency Mail Services	Statewide Courier Service	Statewide, overnight delivery of mail, lab samples, parcels, etc. between public agencies	Executive Branch/State Agencies	State agencies and local subdivisions of state government.
Division of FMPS - Facilities Management	Facility Maintenance and Operations	Maintenance and operation of facilities occupied by various state agencies	Executive Branch/State Agencies	State agencies
Division of FMPS - Construction and Planning	Management of Capital Projects	Planning and management of capital and permanent improvement projects	Executive Branch/State Agencies	State agencies
DSASS - State Surplus Property	Disposal of State Surplus Property	Program to provide for the reuse and disposal of State owned property declared as surplus	Executive Branch/State Agencies	State agencies, local subdivisions of state government and the general public
DSASS - Federal Surplus Property	Disposal of Federal Surplus Property	Program to provide for the acquisition and reuse of surplus federal property by qualified public agencies	Executive Branch/State Agencies	State agencies and local subdivisions of state government.
DSASS - GSA Vehicle Program	Acquisition of surplus federal fleet vehicles	Low cost, low mileage federal surplus vehicles acquired for reutilization	Executive Branch/State Agencies	State agencies and local subdivisions of state government.
DSASS - 1033 Program	Defense Surplus Property	Management the acquisition and use of surplus Dept. of Defense property for use by qualified law enforcement agencies	Executive Branch/State Agencies	State and local law enforcement agencies
DSASS - SFM Lease Fleet	Long Term Fleet Leasing	Provide fleet vehicles to agencies on a long-term basis	Executive Branch/State Agencies	State agencies and local subdivisions of state government.
DSASS - SFM Commercial Vendor Repair Program	Fleet Maintenance and Repair Services	System of 1,100 private vendors across the state providing fleet repair and maintenance services at negotiated rates	Executive Branch/State Agencies	State agencies and local subdivisions of state government.
DSASS - SFM Short Term Fleet Rental	Short Term Fleet Rentals	Manage contracts with private vendors to meet short term and daily motor pool vehicle needs	Executive Branch/State Agencies	State agencies and local subdivisions of state government.
DSASS - SFM Fleet Safety	Statewide Fleet Safety Program	Manage program to provide fleet safety training, accident review and driver training education	Executive Branch/State Agencies	State agencies and local subdivisions of state government.
Division of FMPS - Parking Services	Parking Lot/Facilities Management	Management of parking facilities and surface lots for state offices in Columbia	Executive Branch/State Agencies	State agencies and local subdivisions of state government.
DSASS - SFM State Fuel System	Statewide Fuel System	Management of statewide fleet fueling system	Executive Branch/State Agencies	State agencies and local subdivisions of state government.
Division of FMPS - Real Property Services	Real Property Transactions	Easements, Annexations, Leases, Property Conveyances, Sanctuary Agreements, Licenses	Executive Branch/State Agencies	
Division of FMPS - Real Property Services	Real Property Transactions	Easements, Annexations, Leases, Property Conveyances, Licenses	Legislative Branch	
Division of FMPS - Real Property Services	Real Property Transactions	Easements, Annexations, Leases, Property Conveyances, Licenses	Judicial Branch	
Division of FMPS - Real Property Services	Real Property Transactions	Easements, Annexations, Leases, Property Conveyances, Licenses	Local Govts.	
Division of FMPS - Real Property Services	Real Property Transactions	Easements, Leases, Property Conveyances, Licenses	Industry	Commercial entities
Division of FMPS - Real Property Services	Real Property Transactions	Easements, Property Conveyances, Licenses	General Public	Individuals requesting an easement or right-of-way over state lands to access property or individuals purchasing state surplus real property.
Division of State Human Resources	Executive branch agencies	Consultation, training, alternative dispute resolution, and oversight	Executive Branch/State Agencies	
Division of State Human Resources	Governor	Consultation	Executive Branch/State Agencies	
Division of State Human Resources	General Assembly	Consultation and reporting	Legislative Branch	
Division of State Human Resources	State job applicants	Support using online application system	General Public	

Ombudsman	Assist constituents in referring them to the proper local/state/federal or non-profit that is best suited to assist them with their situation.	Constituent Services	General Public	South Carolinians or people with ties to South Carolina
Children's Affairs	Manage the Children's Case Resolution System (CSRS)	Children's services	Executive Branch/State Agencies	CSRS board selected by Governor and state agency heads
Children's Affairs	Manage the Children's Case Resolution System (CSRS)	Children's services	School Districts	Superintendents of school districts
Children's Affairs	Manage the Children's Case Resolution System (CSRS)	Children's services	General Public	Parents or Guardians
State Office of Victim Assistance (SOVA)	Process eligible crime victims' compensation claims for South Carolina	Provide financial and or psychological assistance to eligible crime victims	Executive Branch/State Agencies	
State Office of Victim Assistance (SOVA)	Process eligible crime victims' compensation claims for South Carolina	Provide financial and or psychological assistance to eligible crime victims	Judicial Branch	
State Office of Victim Assistance (SOVA)	Process eligible crime victims' compensation claims for South Carolina	Provide financial and or psychological assistance to eligible crime victims	Local Govts.	
State Office of Victim Assistance (SOVA)	Process eligible crime victims' compensation claims for South Carolina	Provide financial and or psychological assistance to eligible crime victims	School Districts	
State Office of Victim Assistance (SOVA)	Process eligible crime victims' compensation claims for South Carolina	Provide financial and or psychological assistance to eligible crime victims	General Public	Crime victims, claimants, family members, victim advocates and counselors
State Office of Victim Assistance (SOVA)	Process eligible crime victims' compensation claims for South Carolina	Provide financial and or psychological assistance to eligible crime victims	Professional Organization	Domestic violence shelters, rape crisis centers and other nationwide compensation programs
State Office of Victim Assistance (SOVA)	Process eligible crime victims' compensation claims for South Carolina	Provide financial and or psychological assistance to eligible crime victims	Professional Organization	Hospitals and doctor's offices
State Office of Victim Assistance (SOVA)	Process eligible crime victims' compensation claims for South Carolina	Provide financial and or psychological assistance to eligible crime victims	Professional Organization	Funeral homes
State Office of Victim Assistance (SOVA)	Process eligible crime victims' compensation claims for South Carolina	Provide financial and or psychological assistance to eligible crime victims	Executive Branch/State Agencies	Law enforcement
State Office of Victim Assistance (SOVA)	Process eligible crime victims' compensation claims for South Carolina	Provide financial and or psychological assistance to eligible crime victims	Professional Organization	Nationwide crime victims' compensation programs
Division of Veterans' Affairs	Assist with interments	Assist with burials and interments	General Public	S.C. veterans and their families
Division of Veterans' Affairs	Assist with internments	Assist with burials and internments	General Public	S.C. veterans and their families
Foster Care Review Board	Monitors the progress in achieving permanent placements for children in foster care	The Foster Care Review Board conducts periodic case review of children residing in foster care in South Carolina.	General Public	Children and families involved in South Carolina's foster care system
Foster Care Review Board	Monitors the progress in achieving permanent placements for children in foster care	The Foster Care Review Board provides support and coordination to local review board member volunteers, and the State Board of Directors.	General Public	Appointed local review board members in each county in South Carolina and state Board of Directors representing each congressional district in South Carolina

Foster Care Review Board	Monitors the progress in achieving permanent placements for children in foster care	The Foster Care Review Board provides the family court in every county in South Carolina a child-specific written recommendation following each case review of children in foster care.	Judicial Branch	
Foster Care Review Board	Monitors the progress in achieving permanent placements for children in foster care	The Foster Care Review Board provides the S.C. Department of Social Services and the S.C. Guardian ad Litem Program a child-specific written recommendation following each case review of children in foster care in South Carolina.	Executive Branch/State Agencies	
Foster Care Review Board (S.C. Heart Gallery)	Provides enhanced child-specific adoption recruitment services	The S.C. Heart Gallery maintains an interactive website for enhanced target adoption recruitment and provides family engagement services.	General Public	Legally free children in foster care in South Carolina, interested families approved to adopt, interested families not yet approved to adopt, and South Carolina families assigned for completion of adoptive home studies.
Continuum of Care (COC)	COC serves children with the most severe and complex emotional or behavioral health challenges whose needs are not being adequately met by existing services or programs.	Evidence based care coordination and Medicaid Targeted Case Management	General Public	South Carolina youth under 18 with severe emotional disturbance and/or behavioral health challenges
Office of Small and Minority Business Contracting and Certification	Business Diversity Council Meeting	SMBCC Presentation	General Public	Myrtle Beach Chamber of Commerce
Office of Small and Minority Business Contracting and Certification	Business Workshop	SMBCC Presentation	General Public	Berkley County
Office of Small and Minority Business Contracting and Certification	Workshop for Fly In attendees	SMBCC Presentation	Professional Organization	S.C. African American Heritage Commission
Office of Small and Minority Business Contracting and Certification	Educational workshop for Clemson Students	SMBCC Presentation	General Public	Clemson University students
Office of Small and Minority Business Contracting and Certification	Seminar for public on SMBCC	SMBCC Presentation	General Public	Atlantic Beach Town Hall
Office of Small and Minority Business Contracting and Certification	Seminar for high school students	SMBCC Presentation	School Districts	Lee Central High School
Office of Small and Minority Business Contracting and Certification	Educational workshop	SMBCC Presentation	Professional Organization	Young Entrepreneur workshop attendees
Office of Small and Minority Business Contracting and Certification	Workshop for Fly In attendees	SMBCC Presentation	General Public	Charleston Airport Fly In- Conducted SMBCC presentation for business owners wanting to do business with South Carolina airports and business owners
Office of Small and Minority Business Contracting and Certification	Annual Trade Fair for Small Business	Networking opportunity with Procurement	General Public	Business and procurement directors of state agencies
Office of Small and Minority Business Contracting and Certification	Workshop for high school students	SMBCC Presentation	School Districts	High school students
Office of Small and Minority Business Contracting and Certification	Workshop for Fly In attendees	SMBCC Presentation	General Public	Greenville-Spartanburg International Airport and business owners
Office of Small and Minority Business Contracting and Certification	Resource participation	Participated as a resource for businesses	General Public	Small and minority businesses
Office of Small and Minority Business Contracting and Certification	Workshop for Fly In attendees	SMBCC Presentation	General Public	Myrtle Beach International Airport and business owners
Office of Small and Minority Business Contracting and Certification	Economic Informational Summit	Provided attendees with SMBCC overview	General Public	Small and Minority business owners attending the African American Economic Summit
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Advertising Authorities
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Art of BI Software, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Carolina Diagnostic Solutions, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Chasan Inc. dba Signarama
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	CLE Assets, LLC

Office of Small and Minority Business Contracting and Certification	Provided <b>technical</b> assistance with MBE certification	Business Certification technical assistance	Industry	Direct Mailing Service, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Floor Co., Inc.
Office of Small and Minority Business Contracting and Certification	Provided <b>technical</b> assistance with MBE certification	Business Certification technical assistance	Industry	Formula Auto Door Company
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Southeastern Medical Supply
Office of Small and Minority Business Contracting and Certification	Provided <b>technical</b> assistance with MBE certification	Business Certification technical assistance	Industry	Hipbone, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Interlink Systems, DBA ACE Solutions
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Marquee Limo Co., LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Martine Cleaning
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Med Courier Service of Chas., LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Metcon, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Middleton Painting Next Generation
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Minute Man Movers, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Mooreland Property Management and Consulting
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	PHC Supportive Services
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	ProEtiCo, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Randle Janitorial and Lawn Service
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Romeo Davis Trucking
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	S & L Transports, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Shumpert & Son Paving
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Southern Roofing Services, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Spartanburg Meat Processing Co., Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Straight Line Landscape, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	The Fitts Company
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	The Green House Co. of SC, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	The J&W Group, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Bring the Freight Express, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Southeastern Tree Service
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Aggrandis Group, LLC

Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	G-1 Merchandise Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Corley Lawn and Construction Co.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Tech This Out, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Southern Commercial Dev., LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Arrowhawk Industries, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Makenzie Group DBA Hayes Approach
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Eastern Design Services, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	The Blackburn Group, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Departure Media, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Carwin Logistics, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Alpha Pack
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	American Elevator Co., Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Kitch & Cloud Building Services, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Frank's Electric Services, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Global Arts/Media Development
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Berry Builders
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Inspectors Fire and Safety, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Good Deeds Home Care
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Cheajar Locksmith Services, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Essential Vitals Plus
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Vivid Network Solutions, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Phoenix Moors Management
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Clean Metro Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	JCCS Services, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	A & W Travels, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Bionic Chemicals
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	180 Management Group, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	Jireh Services, LLC

Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Howard Engineering
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	A! Fencing Company, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Advance Fiber Optic Technology
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Alliance Groups International, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Cambridge Marketing Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Carolina Pines Realty, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	CB Smith Plumbing & Associates, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	CHAO & Associates, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Construction Dynamics, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Copy Pickup, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Godshall & Godshall Personnel Consult.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Grounds Management, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Image Resource, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Kershaw Builders, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Print Solutions, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	S.K.R., Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Set Solutions, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Arrowood & Arrowood, PC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Dobbins & Co., Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Hammer Construction, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	DESA, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Strategic Sales
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Florence Ogb. DBA FNO Const. & Assoc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Carolina Legal Associates
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Building Cleaning & Maintenance, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Brain's on Fire
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Shred with Us
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Huger Construction, Inc.

Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business technical assistance for MBE recertification	Industry	Custom Commercial Cleaning Corp.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	CTZ Trucking, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	ARVA, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Gonze Lee Twitty Jr.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Integrity Tax & Bookkeeping, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	LT Consulting
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	McLeod Butler Communications, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Mosley Group, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Neal's Construction, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Paper Trail Business Solutions, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Raymond Engineering
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Sharp Business Consulting Services, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	The Table is Spread Catering
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	TJC Painting Contractors, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Vesta Acquisition, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Walton Business Solutions
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Wrap & Roll Graphics, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Kelly Rebar Contractor, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	DMG Consulting, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Hemphill Engineering Group, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Legends
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Joyst Communications, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Gonzales Workman Rebar
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Clean World USA, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Axis Building Services, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Broadmoor Planning, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Vigier's Computer Services, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Ask Tech, LLC dba Tech SME

Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	G.L. Williams & Daughter Trucking, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	L3 Management Services, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Law Office of Leah B. Moody, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Myers Crossing, LLC dba M C Transport.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Earth Care Services, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	Cool Minus Creations, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance - Denied Certification	N/A	Industry	A+A International, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance - Denied Certification	N/A	Industry	Melvin Pete's Mobile Auto Truck Repair
Office of Small and Minority Business Contracting and Certification	Provided technical assistance - Denied Certification	N/A	Industry	MRS Airfield Lights & Supplies, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance - Denied Certification	N/A	Industry	Ricky's Clearing and Grading, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance - Denied Certification	N/A	Industry	Up-side Management Company
Office of Small and Minority Business Contracting and Certification	Provided technical assistance - Denied Certification	N/A	Industry	Seal Brothers Contracting, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance - Denied Certification	N/A	Industry	Carolina Recruitment, LLC
Office of Small and Minority Business Contracting and Certification	Provided technical assistance - Denied Certification	N/A	Industry	THG Construction, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance - Denied Certification	N/A	Industry	Southern Grace Hospitality Group
Office of Small and Minority Business Contracting and Certification	Provided technical assistance - Denied Certification	N/A	Industry	Seven Seas Technologies, Inc.
Office of Small and Minority Business Contracting and Certification	Provided technical assistance - Denied Certification	N/A	Industry	Absolute Technologies, LLC
Client Assistance Program (CAP)	The purpose of the SC Client Assistance Program (CAP) is to provide persons with mental and physical disabilities information and assistance in securing services leading to employment and/or independent living.	CAP provides alternative dispute resolution services provided through personal representation of the client, outreach to underserved population groups with disabilities throughout the state and information to constituents seeking services from within the community .	General Public	South Carolinians with disabilities ages 14 and older
Cass Elias McCarter <i>Guardian ad Litem</i> Program	Abused and neglected children in SC	Volunteer advocacy provided to abused and neglected children.	General Public	Children under the age of 18 who are victims of abuse and neglect, and are involved with the Department of Social Services and the Family Court system.
Cass Elias McCarter <i>Guardian ad Litem</i> Program	Guardian ad Litem Program volunteer advocates	Training, supervision and support provided to volunteer child advocates.	General Public	Adults over the age of 21 who have met the training and other requirements to be court appointed advocates for abused and neglected children.
Crime Victims' Ombudsman (CVO)	Crime Victim Constituents- Ensure constituents receive mandated services from the criminal justice/victim services system	Investigations, information, referrals to resources	General Public	450 constituents annually
Crime Victims' Ombudsman (CVO)	General Public- Provide information regarding victims rights and services	Speeches, presentations, awareness events	General Public	1,400 constituents annually



Office of Economic Opportunity (OEO)	Administer and distribute funds to CAAs for local initiatives in collaboration with all South Carolina's 46 counties. Purpose of CSBG is to provide financial assistance to CAAs to assist in alleviating causes and conditions of poverty in communities. Assistance provided to families based on income.	U.S. Department of Health and Human Services Community Services Block Grant (CSBG).	General Public	Community Action Agencies (CAAs) throughout the state
Office of Economic Opportunity (OEO)	Administer and distribute funds to CAAs to provide financial assistance to families to help with home energy costs. Eligibility is income-based.	U.S. Department of Health and Human Services Low Income Home Energy Assistance Program (LIHEAP).	General Public	Community Action Agencies (CAAs) throughout the state
Office of Economic Opportunity (OEO)	Administer and distribute funds to CAAs for local initiatives in collaboration with all South Carolina's 46 counties. Purpose of WAP is to increase the energy efficiency of dwellings occupied by low-income persons. Eligibility is income-based and also on need.	U.S. Department of Energy, Weatherization Assistance Program (WAP).	General Public	Community Action Agencies (CAAs) throughout the state
Office of Economic Opportunity (OEO)	Pass-through funding from HUD for Emergency Shelters, Homelessness Prevention, Rapid Rehousing, and Street Outreach	U.S. Department of Housing and Urban Development, Emergency Solutions Grant (ESG).	General Public	Non profit entities throughout the state
Office of Economic Opportunity (OEO)	Distribute project share funds to CAAs to provide assistance to families for home energy costs. Eligibility is income based.	Project Share funds from various cooperatives and utility companies within the state	General Public	Community Action Agencies throughout the state

Agency Name:

Department of Administration

Fiscal Year 2016-2017

Accountability Report

Agency Code:

D500

093

Partner Template

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Objective(s)
Gartner	Private Business Organization	Creation and implementation of Statewide Strategic IT Plan.	1.1.4, 1.2.3, 1.2.4, 1.2.5, 1.2.6, 2.1.6, 2.2.2, 2.2.3, 4.1.2, 5.1.3
Deloitte	Private Business Organization	Information Security and Privacy Program consulting.	1.1.4, 1.2.3, 1.2.4, 1.2.5, 1.2.6, 2.1.6, 2.2.2, 2.2.3, 4.1.2, 5.1.3
Coeur Business Group	Private Business Organization	Assists in the planning and execution of state agency IT migrations into Shared Services. Statewide Disaster Recovery Project.	1.2.3, 4.3.11
Excipio Consulting	Private Business Organization	Assists in the planning and execution of the Statewide Disaster Recovery Project	4.3.11
CenturyLink	Private Business Organization	Expansion of information security prevention, detection and response services.	1.1.4, 2.2.2, 2.2.7
AT&T	Private Business Organization	Provides additional protection for state networks.	1.1.4, 2.2.2
Spirit Telecommunications	Private Business Organization	Provides additional protection for state networks.	1.1.4, 2.2.2
SANS Institute	Private Business Organization	Provides information security training and certification for technical staff, as well as end-user awareness training.	1.1.4, 3.2.1, 4.3.3
Various Private Business Organizations	Private Business Organization	Provide people, process, or technology support for Information Security and Privacy Program objectives.	4.3.10
South Carolina Law Enforcement Division (SLED)	State Government	Support SLED's Homeland Security and critical infrastructure/key resource cyber protection efforts.	4.3.8
CBRE	Private Business Organization	Division of FMPS - Real Property Services - Creation and implementation of Statewide Strategic Real Estate Plan: Sale of state surplus property; representation of Department of Education and tenants at 2221 Devine Street in relocation; oversight of implementation of Statewide Strategic Real Estate Plan.	1.1.2, 1.1.4, 1.2.2
The Boudreaux Group	Private Business Organization	Division of FMPS - Real Property Services - Space Programming for Capitol Complex densification and relocation of Department of Education and	1.1.2, 1.1.4, 1.2.2
CGL - A Hunt Company	Private Business Organization	Division of FMPS - Real Property Services - Space Programming for Capitol Complex densification and relocation of Department of Education and tenants at 2221 Devine Street. Space programming for agency tenants in compliance with adopted space standards.	1.1.2, 1.1.4, 1.2.2, 1.2.7
Vesga Consulting	Private Business Organization	Division of FMPS - Real Property Services - Development of Real Estate Standard Chart of Accounts and identification of maintenance and operations contract consolidation opportunities. Standardize tracking of	1.1.2, 1.1.4, 1.2.2, 1.2.7

CardNo	Private Business Organization	Division of FMPS - Real Property Services - Facility Condition Assessments on State buildings: Quantifying deferred maintenance and recapitalization costs for state buildings.	1.1.2, 1.1.4, 1.2.2, 1.2.7
Gensler	Private Business Organization	Division of FMPS - Real Property Services - Space Utilization Audits: Space surveys and planned grid reports for leased and owned space.	1.1.2, 1.1.4, 1.2.2, 1.2.7
Johnson and King	Private Business Organization	Division of FMPS - Real Property Services - Capitol Complex densification: Structural engineering services.	1.1.2, 1.1.4, 1.2.2, 1.2.7
Belka Engineering	Private Business Organization	Division of FMPS - Real Property Services - Capitol Complex densification: Electrical engineering services.	1.1.2, 1.1.4, 1.2.2, 1.2.7
Swygert & Associates	Private Business Organization	Division of FMPS - Real Property Services - Capitol Complex densification: Mechanical engineering services.	1.1.2, 1.1.4, 1.2.2, 1.2.7
RB Todd Consulting	Private Business Organization	Division of FMPS - Real Property Services - Capitol Complex densification: Civil engineering services.	1.1.2, 1.1.4, 1.2.2, 1.2.7
Aiken Cost Consultants	Private Business Organization	Division of FMPS - Real Property Services - Capitol Complex densification: Cost consulting.	1.1.2, 1.1.4, 1.2.2, 1.2.7
S.C. Voluntary Organizations Active in Disasters	Non-Governmental Organization	Department of Administration - Support for ESF-18 Donated Goods and Volunteer Services during disasters.	1.1.4, 2.2.7
S.C. Department of Labor, Licensing, and Regulation	State Government	Department of Administration - Support for ESF-18 Donated Goods and Volunteer Services during disasters.	1.1.4, 2.2.7
S.C. Department of Revenue	State Government	Department of Administration - Support for ESF-18 Donated Goods and	1.1.4, 2.2.7
Enterprise	Private Business Organization	DSASS - Short-term vehicle lease for state agencies	1.1.4
Hertz	Private Business Organization	DSASS - Short-term vehicle lease for state agencies	1.1.4
U.S. Department of Defense - Defense Logistics Agency	Federal Government	DSASS - Surplus Property Office - 1033 Program	1.1.4
GovDeals	Private Business Organization	DSASS - Surplus Property Office - Online auction site	1.1.4
Ebay	Private Business Organization	DSASS - Surplus Property Office - Online auction site	1.1.4
General Services Administration	Federal Government	DSASS - Surplus Property Office - Federal Surplus Property	1.1.4
Mansfield Oil / Wright Express	Private Business Organization	DSASS - State Fleet Management - Statewide Fuel System	1.1.4, 2.2.7
Various Private Sector Vendors	Private Business Organization	Division of FMPS - Facilities Management	1.1.4, 2.2.7
Various auto repair shops across state	Private Business Organization	DSASS - Commercial vendor auto repair	1.1.4

S.C. Department of Labor, Licensing, and Regulation	State Government	Division of FMPS - Facilities Management - facilities inspections	1.1.4, 2.2.7
S.C. Department of Health and Environmental Control	State Government	Division of FMPS - Facilities Management - recycling program education	1.1.4, 2.2.7
S.C. Department of Corrections	State Government	Division of FMPS - Facilities Management - recycling collection/disposal	1.1.4, 2.2.7
Riverbanks Zoo	Local Government	Division of FMPS - Facilities Management - horticulture collaboration	1.1.4, 2.2.7
City of Columbia	Local Government	Division of FMPS - Facilities Management - parking services	1.1.4, 2.2.7
United Way	Non-Governmental Organization	South Carolina 211 service provider	1.1.4
Various State Agencies	State Government	Executive Oversight Group for statewide IT governance	1.1.4, 2.2.7, 3.4.2, 4.3.13
Various State Agencies	State Government	Agency Working Group for statewide IT governance	1.1.4, 2.2.7, 3.4.2, 4.3.13
Various State Agencies	State Government	Technology Working Group for statewide IT governance	1.1.4, 2.2.7, 3.4.2, 4.3.13
National Association of State Chief Information Officers (NASCIO)	Professional Association	Provides senior state IT executives with products and services to support their role within their states, stimulate exchange of information and promote adoption of IT best practices and innovations. Sponsors national	1.1.4, 2.2.7, 3.4.2, 4.3.13
Various State Agencies	State Government	Division of FMPS - Maintenance and physical support for data center facilities	1.1.4, 2.2.7
State Fiscal Accountability Affairs Procurement Services	State Government	Procurement services	1.1.4, 2.2.2, 2.2.7
Various Private Businesses	Private Business Organization	Cable and Wiring Vendor on IDT to provide cabling and wiring services to state agency customers.	1.1.4
Various Private Businesses	Private Business Organization	Network Services, VoIP, Contact Center and IVR Service Provider	1.1.4
Various Private Businesses	Private Business Organization	Network Services provider to customer agencies	1.1.4
Various Private Businesses	Private Business Organization	Network Services Vendor, Local Services Telephone Vendor	1.1.4
Various Private Businesses	Private Business Organization	Internet Services Vendor	1.1.4
Various Private Businesses	Private Business Organization	Local Services Telephone Vendor	1.1.4
Various Power Utility Businesses	Private Business Organization	Palmetto 800 Radio System	1.1.4, 2.2.7
Various Telecommunications Providers	Private Business Organization	Palmetto 800 Radio System	1.1.4, 2.2.7
800 Advisory Committee	Professional Association	Palmetto 800 Radio System	1.1.4, 2.2.7
FCC Region 37 800 and 700 mHz Committees	Federal Government	Palmetto 800 Radio System	1.1.4, 2.2.7
APCO	Professional Association	Palmetto 800 Radio System	1.1.4, 2.2.7

Motorola	Private Business Organization	Palmetto 800 Radio System	1.1.4, 2.2.7
Various Local Governments	Local Government	Palmetto 800 Radio System	1.1.4, 2.2.7
Various State Agencies	State Government	Palmetto 800 Radio System	1.1.4, 2.2.7
State Superintendent of Education	State Government	K-12 School Technology Initiative	4.3.9
Executive Director of State Library	State Government	K-12 School Technology Initiative	4.3.9
President of SCETV	State Government	K-12 School Technology Initiative	4.3.9
Executive Director of Education Oversight Committee	State Government	K-12 School Technology Initiative	4.3.9
President of AT&T South Carolina	Private Business Organization	K-12 School Technology Initiative	4.3.9
Representative of Independent Telephone Companies	Private Business Organization	K-12 School Technology Initiative	4.3.9
All State Agencies	State Government	Developing a method to incorporate information technology planning into the budget development process.	5.2.4
All State Agencies	State Government	Integrating budget development data and process into agency accountability reports.	5.2.4
All State Agencies	State Government	Developing and training on statewide performance metrics to be used in agencies' accountability reports.	1.2.8
All State Agencies	State Government	Develop an interactive website (transparency hub) to provide department and statewide data, reports, and general information for other agencies and stakeholders.	1.2.9
TBD Private Vendor	Private Business Organization	Develop an interactive website (transparency hub) to provide department and statewide data, reports and general information for other agencies and stakeholders.	1.2.9
South Carolina Enterprise Information Systems (SCEIS)	State Government	Develop an interactive website (transparency hub) to provide department and statewide data, reports and general information for other agencies and stakeholders.	1.2.9
Government Finance Officers Association (GFOA)	Professional Association	Assisting the Governor's Office to complete requirements, apply and receive the GFOA Distinguished Budget Award.	5.2.5
University of South Carolina	Higher Education Institute	Developing internal staff competencies to assist other agencies on performance measurement system.	2.2.7
Statewide Mediators Pool	State Government	Provide neutral third-party employment dispute resolution.	1.1.4
SCCADVASA	Non-Governmental Organization	Provide resources to prevent domestic and workplace violence.	4.1.1
National Compensation Association of State Governments	Non-Governmental Organization	National Compensation Association of State Governments (NCASG) annually conducts the National Compensation Survey, Benefits Survey and the Executive Survey and prepares reports for member states.	1.2.9

Higher Education Efficiency and Accountability Procedures Act	Higher Education Institute	Provide guidance for compensation and classification for universities and colleges.	1.1.4, 2.2.7
Agency Head Salary Commission	State Government	Provide administrative support.	1.1.4, 2.2.7
The Information Technology Professionals of South Carolina	Non-Governmental Organization	Enhance and develop IT management function.	5.1.3
Various State Agencies	State Government	eGovernment Oversight Committee	1.1.4, 2.2.7
South Carolina Municipal Association	Private Business Organization	eGovernment Oversight Committee	1.1.4, 2.2.7
South Carolina Association of Counties	Private Business Organization	eGovernment Oversight Committee	1.1.4, 2.2.7
South Carolina Banker's Association	Private Business Organization	eGovernment Oversight Committee	1.1.4, 2.2.7
Independent Insurance Agents and Brokers of South Carolina	Private Business Organization	eGovernment Oversight Committee	1.1.4, 2.2.7
South Carolina Bar Association	Professional Association	eGovernment Oversight Committee	1.1.4, 2.2.7
Various State Agencies	State Government	South Carolina Assistive Technology Advisory Committee	2.2.7
Various State Agencies	State Government	SCEIS Executive Oversight Committee	1.1.4, 2.2.7, 4.3.1, 5.1.1, 5.2.1
Various Local Governments	Local Government	S.C. Chapter of Government Management Information Sciences (SC.GMIS)	1.1.4, 2.2.7
Various State Agencies	State Government	S.C. Chapter of Government Management Information Sciences (SC.GMIS)	1.1.4, 2.2.7
South Carolina Information Network (SCINET) User Council	Local Government	Provide guidance on network related issues and meets on an as needed basis.	1.1.4, 2.2.7
United States Secret Services (USSS)	Federal Government	South Carolina Information Sharing and Analysis Center (SC-ISAC)	1.1.4, 2.2.7, 5.1.3
Various State Agencies	State Government	South Carolina Information Sharing and Analysis Center (SC-ISAC)	1.1.4, 2.2.7, 5.1.3
Department of Homeland Security	Federal Government	South Carolina Information Sharing and Analysis Center (SC-ISAC)	1.1.4, 2.2.7, 5.1.3
U.S. CERT	Federal Government	South Carolina Information Sharing and Analysis Center (SC-ISAC)	1.1.4, 2.2.7, 5.1.3
Multi-State ISAC	State Government	South Carolina Information Sharing and Analysis Center (SC-ISAC)	1.1.4, 2.2.7, 5.1.3
Various State Agencies	State Government	Provide administrative support and guidance as requested	1.1.4, 2.2.7, 5.1.3
Internal Revenue Service (IRS)	Federal Government	Collaborate with SCEIS, the statewide enterprise accounting system that standardizes the state's business processes.	1.1.4, 2.2.7
Various State Agencies	State Government	Collaborate with SCEIS, the statewide enterprise accounting system that standardizes the state's business processes.	1.1.4, 2.2.7, 4.3.1, 5.1.1, 5.2.1, 5.2.3
Various State Colleges and Universities	Higher Education Institute	Collaborate with SCEIS, the statewide enterprise accounting system that standardizes the state's business processes.	1.1.4, 2.2.7, 4.3.1, 5.2.1
Various State Technical Colleges	Private Business Organization	Collaborate with SCEIS, the statewide enterprise accounting system that standardizes the state's business processes.	1.1.4, 2.2.7, 4.3.1, 5.2.1
SAP	Private Business Organization	Collaborate with SCEIS, the statewide enterprise accounting system that standardizes the state's business processes.	1.1.4, 2.2.7, 4.2.2, 4.3.1, 5.1.1, 5.2.1, 5.2.3
SuccessFactors	Private Business Organization	Learning Management System and other HR support functionalities	1.1.4, 2.2.7, 3.2.5, 4.2.3, 4.3.3, 5.1.1

TAPFIN	Private Business Organization	Provides contract consultants to augment SAP expertise of SCEIS staff.	1.1.4, 2.2.7, 5.2.7
Various State Agencies	State Government	Collaborate with the Executive Budget Office (EBO) in the development of the Governor's budget and oversight of the annual state budget for South Carolina.	1.1.4, 2.2.7, 5.2.7
Various State Agencies	State Government	Collaborate with the Capital Planning and Budgeting Unit to oversee the execution of the state's permanent improvement projects program.	1.1.4, 2.2.7, 5.2.7
National Association of State Budget Officers (NASBO)	Professional Association	Guide states in analysis of budget options and formation of sound public policy.	1.1.4, 2.2.7, 5.2.7
Various Federal Agencies	Federal Government	Advocate for persons with disabilities in South Carolina who are seeking services via the Client Assistance Program (CAP).	1.1.4, 2.2.7
Various State Agencies	State Government	Advocate for persons with disabilities in South Carolina who are seeking services via the Client Assistance Program (CAP).	1.1.4, 2.2.7
S.C. Vocational Rehabilitation Department	State Government	Advocate for persons with disabilities in South Carolina who are seeking services via the Client Assistance Program (CAP).	1.1.4, 2.2.7
S.C. Commission for the Blind	State Government	Advocate for persons with disabilities in South Carolina who are seeking services via the Client Assistance Program (CAP).	1.1.4, 2.2.7
Independent Living Programs	Non-Governmental Organization	Advocate for persons with disabilities in South Carolina who are seeking services via the Client Assistance Program (CAP).	1.1.4, 2.2.7
Various State Agencies	State Government	South Carolina Continuum of Care	2.2.11
Various Medicaid Contracted Care Organizations	Private Business Organization	South Carolina Continuum of Care	2.2.11
Various Continuum of Care Qualified Providers	Private Business Organization	South Carolina Continuum of Care	2.2.11
University of Maryland	Higher Education Institute	South Carolina Continuum of Care	2.2.11
Various Family Organizations	Private Business Organization	South Carolina Continuum of Care	2.2.11
Various Federal Agencies	Federal Government	South Carolina Continuum of Care	2.2.11
Various State Agencies	State Government	Ensure that victims of crime are served justly, equitably and fairly by the South Carolina Criminal Justice System and its victim service organization via the Office of the Crime Victims' Ombudsman (CVO). Collaborate with the Crime Victims' Ombudsman to provide effective services to crime victims according to South Carolina law.	2.2.7
Various State Solicitors' Offices	Local Government	Ensure that victims of crime are served justly, equitably and fairly by the South Carolina Criminal Justice System and its victim service organization via the Office of the Crime Victims' Ombudsman (CVO). Collaborate with the Crime Victims' Ombudsman to provide effective services to crime victims according to South Carolina law.	2.2.7

Various Law Enforcement Agencies	Local Government	Ensure that victims of crime are served justly, equitably and fairly by the South Carolina Criminal Justice System and its victim service organization via the Office of the Crime Victims' Ombudsman (CVO). Collaborate with the Crime Victims' Ombudsman to provide effective services to crime victims according to South Carolina law.	2.2.7
South Carolina Victim Assistance Network (SCVAN)	Private Business Organization	Ensure that victims of crime are served justly, equitably and fairly by the South Carolina Criminal Justice System and its victim service organization via the Office of the Crime Victims' Ombudsman (CVO). Collaborate with the Crime Victims' Ombudsman to provide effective services to crime victims according to South Carolina law.	2.2.7
Various Non-Profit Organizations	Private Business Organization	Ensure that victims of crime are served justly, equitably and fairly by the South Carolina Criminal Justice System and its victim service organization via the Office of the Crime Victims' Ombudsman (CVO). Collaborate with the Crime Victims' Ombudsman to provide effective services to crime victims according to South Carolina law.	2.2.7
Various Judges	Local Government	Ensure that victims of crime are served justly, equitably and fairly by the South Carolina Criminal Justice System and its victim service organization via the Office of the Crime Victims' Ombudsman (CVO). Collaborate with the Crime Victims' Ombudsman to provide effective services to crime victims according to South Carolina law.	2.2.7
Various Detention Centers and Jails	Local Government	Ensure that victims of crime are served justly, equitably and fairly by the South Carolina Criminal Justice System and its victim service organization via the Office of the Crime Victims' Ombudsman (CVO). Collaborate with the Crime Victims' Ombudsman to provide effective services to crime victims according to South Carolina law.	2.2.7
Various State Agencies	State Government	South Carolina Developmental Disabilities Council	1.1.4, 2.2.7
Various Local Governments	Local Government	South Carolina Developmental Disabilities Council	1.1.4, 2.2.7
Various Federal Agencies	Federal Government	South Carolina Developmental Disabilities Council	1.1.4, 2.2.7
Various Individuals and their families with disabilities	Individual	South Carolina Developmental Disabilities Council	2.2.7
South Carolina Developmental Disabilities Council	Professional Association	South Carolina Developmental Disabilities Council	1.1.4, 2.2.7
Community Action Agencies and Emergency Shelters	Non-Governmental Organization	Office of Economic Opportunity (OEO), which administers and distributes funds for local initiatives in collaboration with all of South Carolina's 46 counties.	1.1.4, 2.2.7
Various federal agencies including DHHS and HUD	Federal Government	Office of Economic Opportunity (OEO), which administers and distributes funds for local initiatives in collaboration with all of South Carolina's 46 counties.	1.1.4, 2.2.7



Various Utility Companies and Cooperatives within South Carolina	Private Business Organization	Office of Economic Opportunity (OEO), which administers and distributes funds for local initiatives in collaboration with all of South Carolina's 46 counties.	1.1.4, 2.2.7
Various Local Governments	Local Government	Guardian ad Litem (GAL) Program	3.1.3
Various State Agencies	State Government	Guardian ad Litem (GAL) Program	3.1.3
Various State Agencies	State Government	Training Resource for Guardian ad Litem (GAL) volunteers and staff.	3.1.1
S.C. Department of Social Services	State Government	Title IV-E Funding for training of Guardian ad Litem volunteers and staff.	3.1.1
Various South Carolina Based Children's Welfare Programs and Organizations	Non-Governmental Organization	Guardian ad Litem (GAL) Program	3.1.3
S.C. Department of Social Services	State Government	IV-E Funding for training of Guardian ad Litem (GAL) volunteers and staff	3.1.3
Various State Agencies	Higher Education Institute	Training Resource for Guardian ad Litem (GAL) volunteers and staff	3.1.3
Various Local Governments	Local Government	Office of the Ombudsman	2.2.7
Various State Agencies	State Government	Office of the Ombudsman	2.2.7
Various Federal Agencies	Federal Government	Office of the Ombudsman	2.2.7
Various State Agencies	State Government	Small and Minority Business Contracting and Certification (SMBCC)	2.2.7
Various Federal Agencies	Federal Government	Small and Minority Business Contracting and Certification (SMBCC)	2.2.7
Various, minority owned South Carolina businesses	Private Business Organization	Small and Minority Business Contracting and Certification (SMBCC)	2.2.7
Various Local Governments	Local Government	State Office of Victim Assistance (SOVA)	2.2.7
Various State Agencies	State Government	State Office of Victim Assistance (SOVA)	2.2.7
Various Federal Agencies	Federal Government	State Office of Victim Assistance (SOVA)	2.2.7
Various Judicial Circuit Solicitor Offices	Local Government	State Office of Victim Assistance (SOVA)	2.2.7
Various medical, legal, insurance, counseling and funeral providers	Individual	State Office of Victim Assistance (SOVA)	2.2.7
National Children's Advocacy Center (NCAC)	Private Business Organization	State Office of Victim Assistance (SOVA)	2.2.7
American Prosecutor's Research Institute (APRI)	Private Business Organization	State Office of Victim Assistance (SOVA)	2.2.7
American Professional Society on the Abuse of Children (APSAC)	Private Business Organization	State Office of Victim Assistance (SOVA)	2.2.7
Various local law enforcement	Local Government	State Office of Victim Assistance (SOVA)	2.2.7
National Crime Victims' Compensation Association Board	Individual	State Office of Victim Assistance (SOVA)	2.2.7
Local Child Advocacy Centers	Private Business Organization	State Office of Victim Assistance (SOVA)	2.2.7

Various local law enforcement agencies	Local Government	State Office of Victim Assistance (SOVA)	2.2.7
Various nationwide Crime Victims' Compensation Boards	Individual	State Office of Victim Assistance (SOVA)	2.2.7
U.S. Department of Veterans Affairs (VA)	Federal Government	Division of Veterans' Affairs	2.2.7
U.S. Department of Labor	Federal Government	Division of Veterans' Affairs	2.2.7
U.S. Department of Defense Employer Support of the Guard and Reserves (ESGR)	Federal Government	Division of Veterans' Affairs	2.2.7
Various South Carolina State Veterans Nursing Homes	State Government	Division of Veterans' Affairs	2.2.7
Various State Agencies	State Government	Division of Veterans' Affairs	2.2.7
County Veterans Affairs Offices	Local Government	Division of Veterans' Affairs	2.2.7
Veterans Service Organizations	Professional Association	Division of Veterans' Affairs	2.2.7
National Association of State Personnel Executives (NASPE)	Non-Governmental Organization	Partner in sharing training across states.	1.1.4, 2.2.7
Various State Agencies	State Government	DSHR partners with state agencies concerning consultation and oversight, professional development and alternative dispute resolution.	1.1.4, 2.2.7
Executive Branch/State Agencies	State Government	Children's Affairs	2.2.7
Various School Districts	Local Government	Children's Affairs	2.2.7
Various State Agencies	State Government	The Foster Care Review Board (FCRB) monitors the progress in achieving permanent placements for children in foster care.	2.2.7
Various Federal Agencies	Federal Government	The Foster Care Review Board (FCRB) monitors the progress in achieving permanent placements for children in foster care.	2.2.7
Various South Carolina based Foster Care Organizations	Non-Governmental Organization	The Foster Care Review Board (FCRB) monitors the progress in achieving permanent placements for children in foster care.	2.2.7
Various National Foster Care Organizations	Non-Governmental Organization	The Foster Care Review Board (FCRB) monitors the progress in achieving permanent placements for children in foster care.	2.2.7
S.C. Heart Gallery Foundation	Non-Governmental Organization	The Heart Gallery Foundation in South Carolina supports the operation of the S.C. Heart Gallery Program by providing child profile videos for	1.1.4, 2.2.7
Professional Photographers	Individual	The S.C. Heart Gallery partners with community professional photographers who donate their services and provide photographs for child-specific adoption recruitment.	1.1.4, 2.2.7
Various South Carolina based businesses and faith based organizations	Non-Governmental Organization	The S.C. Heart Gallery partners with various organizations to provide adoption recruitment through public photograph exhibits.	1.1.4, 2.2.7
Various South Carolina and national Adoption Organizations	Non-Governmental Organization	The S.C. Heart Gallery partners with various Adoption organizations to facilitate adoption recruitment activities.	1.1.4, 2.2.7

Agency Name: Department of Administration

Fiscal Year 2016-2017  
Accountability Report

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Report Template

Item	Report Name	Name of Entity Requesting the Report	Type of Entity	Reporting Frequency	Submission Date (MM/DD/YYYY)	Summary of Information Requested in the Report	Method to Access the Report
1	K-12 Technology Panel	General Assembly	State	Annually	5/30/17	Directs the K-12 Technology panel to issue a report on the efforts to improve connectivity and bandwidth to schools and libraries throughout the state.	K-12 Technology Committee
2	First Responder Interoperability (800MHZ)	General Assembly	State	Annually	09/28/2016	Directs the Department to prepare an annual report of the integration status of the statewide Palmetto 800 MHz system. Report submitted to the House Ways and Means Committee and the Senate Finance Committee Chairs.	House Ways and Means and Senate Finance
3	Discrimination Policy	General Assembly	State	Annually	10/31/2016	Directs each agency to report employment and filled vacancy data by race and sex to the Human Affairs Commission.	State Human Affairs Commission
4	Personal Service Reconciliation	General Assembly	State	Annually	02/01/2017	Directs the Executive Budget Office to report the FTE employee count and unfunded position status. Report submitted to the House Ways and Means Committee and the Senate Finance Committee Chairs.	House Ways and Means and Senate Finance
5	Base Budget Analysis	General Assembly	State	Annually	09/15/2016	Directs each agency to prepare an annual accountability report and submit to the Executive Budget Office.	Executive Budget Office
6	Voluntary Separation Incentive Program	General Assembly	State	Annually	08/01/2016	Directs each agency to prepare a report of its use of the state's Voluntary Separation Incentive program and submit to the Human Resources Division. Directs HRD to provide the report to the House Ways and Means Committee and the Senate Finance Committee upon request.	House Ways and Means and Senate Finance
7	Debt Collection Reports	General Assembly	State	Annually	02/28/17	Directs each agency to provide the House Ways and Means Committee Chair, Senate Finance Committee Chair, and Inspector General a report detailing the amount of its outstanding debt and all methods it has used to collect that debt.	Inspector General, House Ways and Means, and Senate Finance
8	Organizational Charts	General Assembly	State	Annually	09/01/2016	Directs each agency to provide the Human Resources Division an updated organizational chart annually or within 30 days after a change that affects an employee's grievance rights.	Department of Administration's Human Resources Division
9	Fees and Fines Report	General Assembly	State	Annually	08/31/16	Directs each agency to publish a report of all aggregate amounts of fines and fees charged and collected by the agency during the prior fiscal year. Reports should be posted on the agency's website and submitted to the House Ways and Means Committee and the Senate Finance Committee Chairs.	Agency's website

10	Bank Account Transparency and Accountability	General Assembly	State	Annually	8/28/2017	Requires state agencies, excluding higher education institutions, that have composite reservoir bank accounts or any other accounts containing public funds which are not included in the Comptroller General's STARS system or the SCEIS system to prepare a report for each account disclosing every transaction and submit to the State Fiscal Accountability Authority.	State Fiscal Accountability Authority
11	IT and INFOSEC Plans	General Assembly	State	Annually	10/01/2016	Directs all state agencies to submit an information technology and an information security plan to the Department's Division of Technology.	Department of Administration's Division of Technology
12	Year-End Expenditures	General Assembly	State	Annually	07/14/17	Directs all state agencies to submit all current fiscal year input documents and all electronic workflow for accounts payable transactions to the Comptroller General's Office.	Comptroller General's Office
13	South Carolina Enterprise Information System (SCEIS) Status Report	General Assembly	State	Annually	01/31/2017	In cooperation with the Comptroller General and the State CIO, the South Carolina Enterprise Information System Oversight Committee is required to report by January thirty-first 31 of the fiscal year to the Governor, the Chairman of the Senate Finance Committee, and the Chairman of the House Ways and Means Committee the status of the system's implementation and ongoing operations.	Governor, House Ways and Means Committee Chair, and Senate Finance Committee Chair
14	Classification and Compensation System Study Project Report	General Assembly	State	Proviso mandate	01/14/2016	Proviso 93.33 in the 2015-2016 General Appropriation Act mandated that the South Carolina Department of Administration procure a qualified contractor to conduct an in-depth study of the state's classification and compensation system.	House Ways and Means Committee Chair, Speaker of the House, and Senate Finance Committee Chair
15	Federal Grant Cash Status Reporting	Federal Govt	State	Quarterly	07/15/17	Quarterly cash status reports	Grants.Gov
16	Schedule of Federal Financial Awards	Federal Govt	State	Annually	No date listed	Schedule of Cash, Receipts, Expenditures, etc.	State Auditor' Office
17	Procurement: Sole Source and Emergency Procurements	State Procurement Services	State	Quarterly	No date listed	Procurement by type	Procurement Services
18	Small and Minority Business Expenditures	Small and Minority Business Expenditures	State	Quarterly	9/30/16	Expenditures made to Minority Businesses by type.	Small and Minority Business Office
19	Reporting Packages	Fiscal Year-End Reporting Packages	State	Annually	Various	Comprehensive Annual Financial Report (CAFR) related information	Comptroller's Office
20	Service Delivery	General Assembly	State	Annually	No date listed	Directs OEPP to evaluate the delivery of services offered by the Continuum of Care and make recommendations for improvements.	Admin
21	Comprehensive Permanent Improvement Plan (CPIP)	General Assembly	State	Annually	06/17	Complete and submit CPIP to Joint Bond Review Committee and State Fiscal Accountability Authority	Joint Bond Review Committee and State Fiscal Accountability Authority
22	State House Operation and Maintenance Account	General Assembly	State	Annually	11/01/16	Directs the Department to prepare a report of the funds appropriated and used to operate and maintain the State House. Report submitted to the State House Committee.	State House Committee

23	Motor Vehicle Management Review	General Assembly	State	Annually	No date listed	Directs the Department to report annually to the General Assembly concerning the performance of each state agency in achieving the objectives enumerated in the Motor Vehicle Management Act and include in the report a summary of the program's efforts in aiding and assisting the various state agencies in developing and maintaining their management practices in accordance with the comprehensive statewide Fleet Management Program. This report also shall contain recommended changes in the law and regulations necessary to achieve these objectives.	General Assembly
24	Federal General Services Administration (GSA) 3040 Report	U.S. General Services Administration	Federal	Quarterly	No date listed	Surplus Property Office submits report showing amount of property donated to the state, amount of property donated to sub-recipients, and amount of property sold by GSA that was allocated to our state.	GSA
25	Federal Sub-recipient Monitoring Report	U.S. General Services Administration	Federal	Annually	No date listed	Surplus Property Office submits report to the federal government of any eligible donees that received enough federal property to meet the threshold requiring an OMB A-133 audit (Single Audit).	GSA
26	EPAAct Report	U.S. Dept. of Energy	Federal	Annually	12/31/2016	Annual Survey of Alternative Fueled Vehicles purchased during the model year of September 1 through August 31. In compliance with the Energy Policy Act of 1992, 75 percent of Light Duty Vehicles must be classified as an Alternative Fuel Vehicle (AFV) that facilitate the reduction of petroleum use or earn credits through Petroleum use reduction such as using biodiesel fuel.	Submitted to U.S. Dept. of Energy via online form
27	Energy Information Administration EIA - 886 Survey	U.S. Dept. of Energy / U.S. Energy Information Administration	Federal	Annually	7/2016	Annual Survey of Alternative Fueled Vehicles, collects information on the number and type of alternative fueled vehicles (AFVs) and other advanced technology vehicles (e.g., hybrid and fuel cell vehicles) that vehicle suppliers made available in 2015 and plan to make available in 2016; the number, type and location of AFVs in use in 2015; the amount and distribution of each type of alternative fuel consumed in 2015; the number of miles traveled by AFVs in 2015; and retirement of AFVs. The data collected are used to satisfy public requests for information on AFVs and to provide Congress with a measure of the extent to which the objectives of the Energy Policy Act of 1992 are being achieved. A summary of the data will appear in the Annual Energy Review and the EIA website.	Submitted to U.S. Dept. of Energy via online form

28	Energy Conservation Report	State Energy Office	State	Annually	08/22/16	Annual Energy Conservation Report submitted to the State Energy Office detailing efforts undertaken over the prior year to reduce energy consumption and progress made in meeting conservation goals.	Submitted to the S.C. Energy Office
29	Emissions Inventory Report	S.C. Department of Health and Environmental Control	State		No date listed	Emissions Inventory Report for the Hayne Laboratory Building and Energy Facility Building as required by S.C. Reg. 61-62.1 Section III. The 1990 Federal Clean Air Act required any facility which has the potential to emit certain levels of air pollution to submit semi-annual reports after being permitted.	S.C. Department of Health and Environmental Control
30	Continuum of Care Annual Cost Report	S.C. Department of Health and Human Services	State	Annually	1/4/2017	Information about Targeted Case Management	S.C. Department of Health and Human Services
31	Consolidated Annual Performance Evaluation Report	S.C. Dept. of Commerce	State	Annually	6/13/2017	ESG Grant	IDIS System
32	IS Report	National Association for State Community Service Programs	Federal	Annually	3/15/2017	CSBG Grant	NASCSP Database, OEO file - copy
33	LIHEAP Grantee Survey	U.S. Department of Health and Human Services	Federal	Annually	01/13/17	LIHEAP Grant	U.S. Department of Health and Human Services OLDC Database/OEO File Copy
34	LIHEAP Household Report	U.S. Department of Health and Human Services	Federal	Annually	08/30/16	LIHEAP Grant	U.S. Department of Health and Human Services OLDC Database/OEO File Copy
35	Annual Historic Preservation Report	U.S. Department of Energy	Federal	Annually	08/31/16	WAP Identifies the number of activities exempt from further historic preservation review	U.S. Department of Energy Performance and Accountability for Grants in Energy website
36	Quarterly Performance Reports	U.S. Department of Energy	Federal	Quarterly	7/29/2016, 10/31/2016, 1/30/2017, 4/27/2017	WAP Grant, dwellings Weatherized, people served	U.S. Department of Energy
37	Annual Training, Technical Assistance, Monitoring and Leveraging Report	U.S. Department of Energy	Federal	Annually	4/21/2017	WAP Grant, Summary of trainings, monitoring visits	U.S. Department of Energy
38	Federal Financial Report LIHEAP	U.S. Department of Health and Human Services	Federal	Annually	12/30/2016	Annual Financial data to include cash disbursements, obligations	OLDC (Online data collection)
39	Federal Financial Report CSBG	U.S. Department of Health and Human Services	Federal	Annually	12/29/2016	Financial data to include cash receipts, disbursement, unliquidated obligations, cash on hand, year-end balances	OLDC (Online data collection)
40	Quarterly Federal Financial Report Weatherization	U.S. Department of Energy	Federal	Quarterly	7/29/2016, 10/31/2016, 1/31/2017, 4/27/2017	Cash disbursements, cash receipts, cash on hand, obligations, IDC, unliquidated obligations, budget	IDOE website
41	Carryover and Re-allotment Report	U.S. Department of Health and Human Services	Federal	Annually	7/27/2016	Total award allocation for LIHEAP program only and projected carry forward balance for upcoming year	OLDC (Online data collection)
42	S.C. Developmental Disabilities Council Program Performance Report	AIDD	Federal	Annually	01/01/2016	Prior federal FY information on programs and grants identified in state plan	Supplied upon request
43	Small and Minority Business Contracting and Certification Annual Utilization Plan	Governor's Office	State	Annually	08/16	Bids awarded to small and minority businesses to include dollar amount	Supplied upon request

44	Foster Care Review Board 2015-2016 Activities and Recommendations	FCRB Board Members, State FCRB Director	State	Annually	09/01/2017	FCRB 2015-2016 Activities and Recommendations	Supplied upon request
45	S.C. Crime Victims Ombudsman Annual Report	Various State Law Enforcement Agencies	State	Annually	07/17	Summary of conducted training and case management	Supplied on request
46	Rehabilitation Services Administration (RSA) -227 Annual Client Assistance Program Report	RSA	Federal	Annually	12/31/2016	RSA uses this report to meet specific data collection requirements of Section 112 of the Rehabilitation Act of 1973, as amended, and its implementing federal regulations at 34 CFR Part 370. The CAPs must report annually.	rsa.ed.gov website
47	RSA-692 Grant Reallotment Form	RSA	Federal	Annually	08/31/2016	The Rehabilitation Act of 1973, as amended, authorizes the commissioner to reallocate to other grant recipients that portion of a recipient's annual grant that cannot be used. To maximize the use of appropriated funds under the formula grant programs. RSA must receive, no later than the given date annually, normally around August 15, information from each formula grant recipient as to whether or not it is relinquishing grant funds, is requesting additional grant funds, or whether it will not seek to change its current grant award.	rsa.ed.gov website
48	SF-425 Federal Financial Report	RSA	Federal	Annually	03/17	The Office of Management and Budget (OMB) requires that grantees use the SF-425 to report financial data for grant awards	rsa.ed.gov website
49	SOVA Third Party Victim Service Providers Report	General Assembly	State	Annually	9/26/16	Pursuant to Proviso 93.29 of the FY 2016-17 Appropriations Act, the State Office of Victim Assistance (SOVA) is required to report on the performance of third-party providers and the use of funds authorized pursuant to this provision in the prior fiscal year.	Governor, House Ways and Means, and Senate Finance
50	ED-80-0013 Certification Regarding Lobbying	U.S. Department of Education, Office of Special Education and Rehabilitative Services RSA, ATTN: Jim Doyle	Federal	Annually	08/31/2016	Applicants must sign this form to comply with the certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education decides to award the grant, cooperative agreement, loan or loan guarantee.	rsa.ed.gov website

Agency Name: Department of Administration

Fiscal Year 2016-2017  
Accountability Report

Agency Code: D500 Section: 093

External Review Template

Item	Name of Entity Conducted External Review	Type of Entity	External Review Timeline (MM/DD/YYYY to MM/DD/YYYY)	Method to Access the External Review Report
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Admin does not have any to report at this time.



Agency Name: Department of Administration

FOR REFERENCE Fiscal Year 2016-17  
Accountability Report

Agency Code: D500

Section: 93

Strategic Planning Template

Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
G	1				Lead as a model of excellence and as a trusted partner in the administration of government services.
S		1.1			Lead the effort in identifying and implementing cost savings, efficiencies and benchmarking costs to make better spending decisions.
O			1.1.1	Government and Citizens	Participate in quarterly monitoring, analysis and enhancement of GLA codes for real estate and IT benchmarking.
O			1.1.2	Public Infrastructure and Economic Development	Finalize densification plan for the Capital Complex by Oct. 1, 2016.
O			1.1.3	Government and Citizens	Oversee the sale of the Port of Port Royal based on the timelines defines in statute and bids received.
O			1.1.4	Government and Citizens	Identify cost savings through process improvements, contract negotiations and common state agency initiatives by June 30, 2017.
S		1.2			Continue to develop trust with other agencies and stakeholders to collaborate on statewide services to achieve efficiencies.
O			1.2.1	Government and Citizens	Implement Phase I of the study report recommendations regarding appropriate placement of OEPP programs by June 30, 2017.
O			1.2.2	Public Infrastructure and Economic Development	General Services will solicit and award two RFPS for consolidated maintenance and operations contracts for custodial services for facilities maintained by Admin by June 30, 2017.
O			1.2.3	Government and Citizens	Begin to implement Statewide Strategic Information Technology Plan by consolidating agency data centers to DTO shared services by June 30, 2017.
O			1.2.4	Government and Citizens	Develop the approach for prioritization of services and subsequent transitions to IT shared services by June 30, 2017.
O			1.2.5	Government and Citizens	Define, maintain and refresh the IT Service Portfolio/Catalog of service offerings by June 30, 2017.
O			1.2.6	Government and Citizens	DTO will develop and implement a transparent rate model for statewide IT services by June 30, 2017.

O			1.2.7	Government and Citizens	<i>Develop a transparent rate model for statewide building and leased fleet services by June 30, 2017.</i>
O			1.2.8	Government and Citizens	<i>Develop and train on statewide performance metrics to be used in agencies' accountability reports by June 30, 2017.</i>
O			1.2.9	Government and Citizens	<i>By June 30, 2017, develop an interactive website (transparency hub) to provide department and statewide data, reports, and general information for other agencies and stakeholders.</i>
O			1.2.10	Government and Citizens	<i>Develop and implement a new statewide fleet safety program.</i>
<b>G</b>	<b>2</b>				<b>Continuously improve products, services and delivery methods to meet stakeholders' and citizens</b>
<b>S</b>		<b>2.1</b>			<b>Partner with agencies to continuously identify their needs, solicit feedback, and make improvements to existing products or services and add or delete products and services as</b>
O			2.1.1	Government and Citizens	<i>Develop and implement a new transparent rate model for leased fleet services by June 30, 2017, for State Fleet Management to provide agencies with reliable vehicles to complete their</i>
O			2.1.2	Maintaining Safety, Integrity and Security	<i>Create Phase 1 of a real property disaster recovery plan by June 30, 2017.</i>
O			2.1.3	Maintaining Safety, Integrity and Security	<i>Increase the number of agencies taking advantage of DIS funded strategic security technologies by at least 10%.</i>
O			2.1.4	Maintaining Safety, Integrity and Security	<i>Continue to enhance the level of protection provided by existing strategic security technologies through partnerships and collaboration with an additional 10 state agencies or</i>
O			2.1.5	Government and Citizens	<i>Hold semiannual meetings with all agency directors and Admin division directors to discuss updates and intake feedback.</i>
O			2.1.6	Government and Citizens	<i>Evaluate outsourcing mainframe services (infrastructure and operations).</i>
<b>S</b>		<b>2.2</b>			<b>Develop and promote customer-centric service delivery models.</b>
O			2.2.1	Government and Citizens	<i>By June 30, 2017, research, develop cost estimate and solicit funding for a centralized, automated Privacy Impact Assessment tool.</i>
O			2.2.2	Maintaining Safety, Integrity and Security	<i>By June 30, 2017, complete a major security and privacy services solicitation, available to any South Carolina governmental entity, that will enable rapid procurement of needed services</i>
O			2.2.3	Maintaining Safety, Integrity and Security	<i>Establish an organizational change management approach and plan for the IT Shared Services initiative and develop and mature IT service management process practices by June 30,</i>
O			2.2.4	Government and Citizens	<i>Establish, manage and refine ongoing data analytics for data-driven decision-making by June 30, 2017.</i>

O			2.2.5	Government and Citizens	Each division will identify staff and contractors to assist other agencies upon request by June 30, 2017.
O			2.2.6	Government and Citizens	Adopt two service models to use feedback for continuous improvement.
O			2.2.7	Government and Citizens	Begin Phase 1 of development of the electronic South Carolina "War Roster" for the Division of Veterans' Affairs by June 30, 2017.
O			2.2.8	Government and Citizens	Begin Phase 1 of updating and expanding the electronic database for the State Office of Victim Assistance (SOVA) by June 30, 2017.
O			2.2.9	Education, Training, and Human Development	Ensure at least 50% of Continuum of Care (COC) supervisors achieve certification in Wraparound care.
G	3				<b>Create an environment that encourages commitment to excellence by public servants.</b>
S		3.1			<b>Recruit quality public servants.</b>
O			3.1.1	Government and Citizens	Award statewide contract to vendors to perform executive searches in partnership with MMO by Oct. 1, 2016.
O			3.1.2	Education, Training, and Human Development	By Dec. 31, 2016, put in place a statewide contract for executive search services.
O			3.1.3	Government and Citizens	Recruit and retain quality Guardian Ad Litem (GAL) volunteers to reduce the staff caseload below 400.
S		3.2			<b>Commit to a comprehensive development program for the state's public servants.</b>
O			3.2.1	Government and Citizens	Enhance new employee orientation to incorporate required security and HR training by June 30, 2017.
O			3.2.2	Government and Citizens	Assist the CISO and CPO with coordination of state security and privacy certifications by Dec. 1, 2016.
O			3.2.3	Government and Citizens	Identify the first cohort of participants in the Emerging Leaders Program by June 30, 2017.
O			3.2.4	Government and Citizens	Implement and graduate the first cohort group of APM participants by April 2017.
O			3.2.5	Government and Citizens	Add three to five additional online courses to the LMS.
O			3.2.6	Government and Citizens	Provide computer security incident response training to 100 state employees.
O			3.2.7	Education, Training, and Human Development	Provide staff development for the Executive Budget Office.
S		3.3			<b>Focus on public servant well-being, to include the agency's employees as well as employees statewide.</b>
O			3.3.1	Government and Citizens	Assist management in the implementation of changes to FLSA and monitor compliance on an ongoing basis by December 1, 2016.

O			3.3.2	Government and Citizens	<i>Develop a method of capturing employees' suggestions and incorporating improvements from these suggestions as appropriate by June 30, 2017.</i>
O			3.3.3	Government and Citizens	<i>Continue development and implementation of Phase 1 of succession planning and Onboarding modules by June 30, 2017.</i>
O			3.3.4	Government and Citizens	<i>Continue conducting quarterly Employee Advisory Council meetings to gather employee feedback.</i>
O			3.3.5	Government and Citizens	<i>Inventory and communicate statewide best practices for promoting employee recognition and health by June 30, 2017.</i>
S		<b>3.4</b>			<b>Collaborate on performance management to hold ourselves accountable.</b>
O			3.4.1	Government and Citizens	<i>Facilities Management will implement the use of mobile devices with two of its maintenance teams by June 30, 2017, to receive and manage work orders and project tasks in the</i>
O			3.4.2	Government and Citizens	<i>Conduct quarterly governance meetings and interactions with partners across the state focused on IT Shared Services.</i>
O			3.4.3	Government and Citizens	<i>Establish rate and billing models and processes for the following: - State Fleet Management for leased fleet services by April 1, 2017.</i>
O			3.4.4	Education, Training, and Human Development	<i>Monitor the use of the new EPMS system and formally train 50 percent of the state's supervisors on EPMS system processes by June 30, 2017.</i>
G	4				<b>Evaluate, improve and automate processes to promote responsive and cost-effective services.</b>
S		<b>4.1</b>			<b>Improve internal and external communications concerning Admin's services and processes.</b>
O			4.1.1	Government and Citizens	<i>Continue implementation of the new Domestic Violence Screening Policy as necessary through June 30, 2017.</i>
O			4.1.2	Government and Citizens	<i>Continue to refine and implement regular cadence for IT Shared Services communications quarterly.</i>
O			4.1.3	Government and Citizens	<i>Establish communication approval process and complete agency-wide implementation by June 30, 2017.</i>
O			4.1.4	Government and Citizens	<i>Form agency policy committee to standardize agency policies and forms by June 30, 2017.</i>
O			4.1.5	Government and Citizens	<i>Establish and populate Admin's intranet by June 30, 2017.</i>
O			4.1.6	Government and Citizens	<i>Develop and implement an external newsletter on Admin activity for distribution to agencies and stakeholders for semiannual distribution.</i>
O			4.1.7	Government and Citizens	<i>Complete and implement internal and external communications plans by June 30, 2017.</i>