



THE SOUTH CAROLINA
DEPARTMENT *of* ADMINISTRATION



**FY 2019-2020
Ways & Means Budget
Subcommittee**

Staff Members Attending:

<u>Name</u>	<u>Title</u>	<u>Email</u>	<u>Phone</u>
Marcia Adams	Executive Director	Marcia.Adams@admin.sc.gov	734-5198
Paul Koch	Chief of Staff	Paul.Koch@admin.sc.gov	734-1262
Lindsey Kremlick	Director, Division of Program Management	Lindsey.Kremlick@admin.sc.gov	896-0695
Sally Foster	Governmental Affairs Director	Sally.Foster@admin.sc.gov	737-1810
Steven Lake	Director, Office of Administrative Services	Steven.Lake@admin.sc.gov	737-3928
Jason Epting	Budget Director, Office of Administrative Services	Jason.Epting@admin.sc.gov	737-3061

South Carolina Department of Administration (Admin) Overview — Jan. 2, 2019

Executive Director: Marcia S. Adams

Mission: Lead to identify efficiencies. Innovate to increase effectiveness. Collaborate to provide services to enhance security and trust.

Agency Divisions: Admin consists of 11 divisions.

Office of Technology and Information Services (OTIS) — OTIS oversees the effort to enhance the state's security posture through people, processes and technology. OTIS also works to further implement a shared services approach to providing IT-related services to state agencies, to achieve efficiencies, cost-effectiveness and greater security.

Division of Program Management (DPM) — DPM facilitates program management of the statewide IT shared services program management office, and oversees Admin's internal and external communications, legislative affairs, training, projects and policy efforts.

Division of Facilities Management and Property Services (DFMPS)— DFMPS provides centralized real estate services for state agencies, including the sale of the state's surplus properties. DFMPS also oversees building maintenance for the 53 state buildings Admin operates.

Division of State Agencies Support Services (DSASS)— DSASS provides agencies State Fleet Management and surplus property services to state agencies.

Division of State Human Resources (DSHR) — DSHR supports state agencies concerning human resources issues through consultation and oversight, professional development and alternative dispute resolution.

Executive Budget Office (EBO) — The EBO is responsible for the development of the Governor's Budget and oversight of the annual state budget for South Carolina.

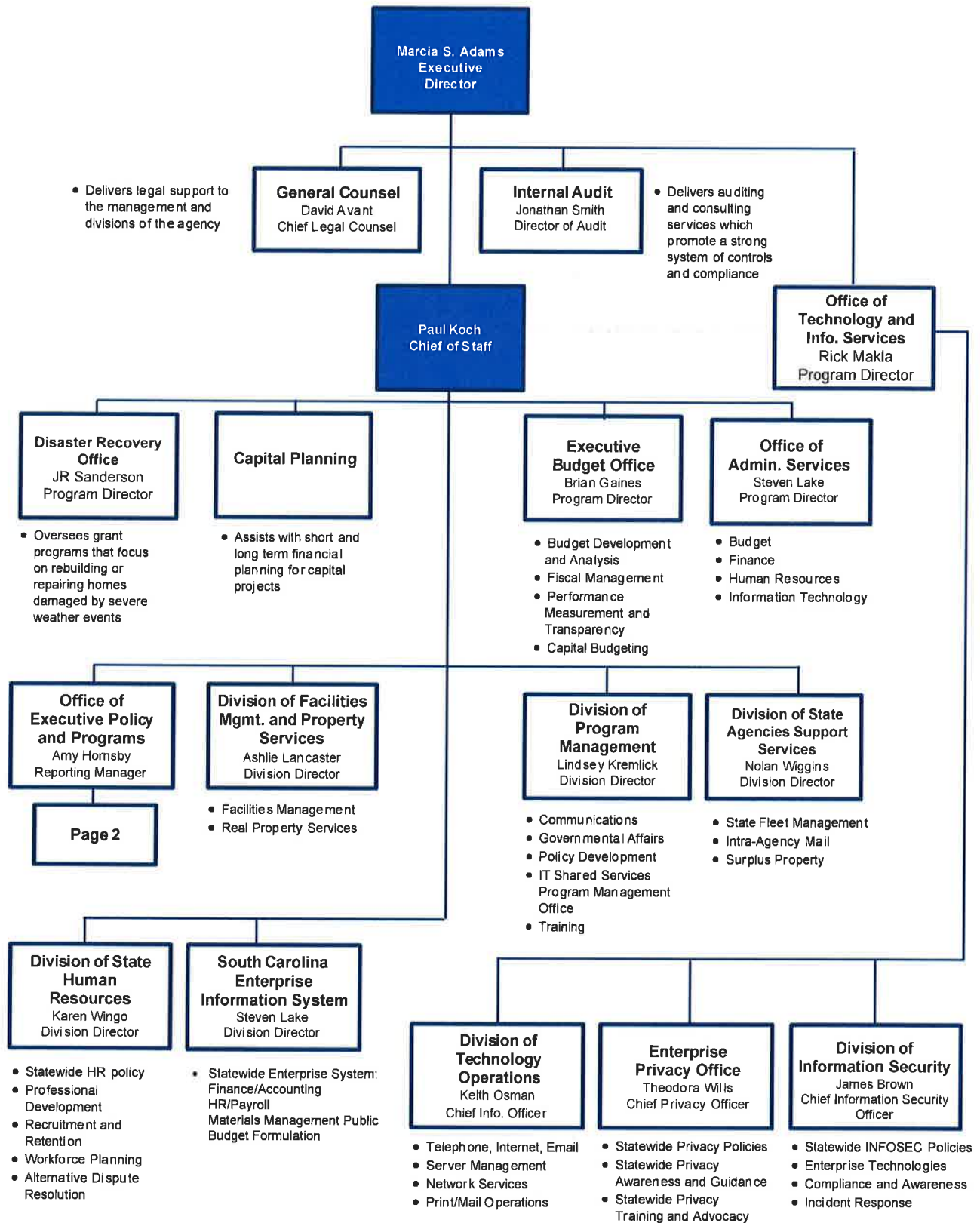
Capital Planning — Capital Planning is the organizational unit with oversight responsibility for the state's permanent improvements program.

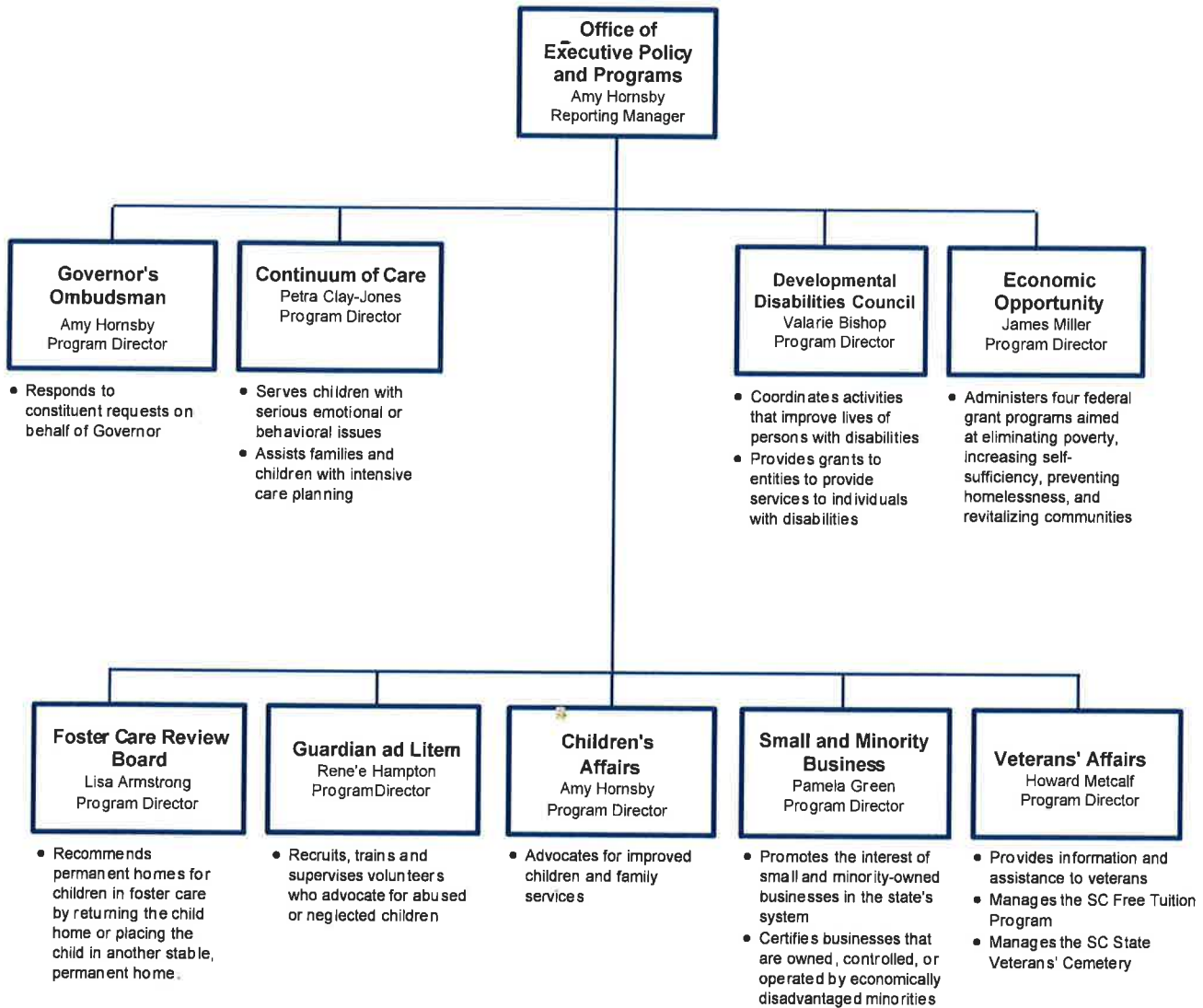
South Carolina Enterprise Information System (SCEIS) — SCEIS is the statewide enterprise accounting system that standardizes the state's business processes.

Office of Administrative Services (OAS) — OAS provides centralized budget, finance, human resources and information technology services to Admin's divisions and some other state agencies.

Office of Executive Policy and Programs (OEPP) — OEPP administers several statutorily assigned programs to assist abused and neglected children, children with emotional and behavioral issues, people with disabilities, veterans, and small and minority-owned businesses.

Disaster Recovery Office (DRO) — Executive Order 2018-59 recently transferred DRO to Admin. DRO oversees Housing and Urban Development grant programs that repair or rebuild homes damaged by a federally-declared severe weather disaster.





FY 19-20 Budget Priorities Summary

South Carolina Department of Administration

Budget Priorities																			
Priority No.	Priority Type (non-recurring/other)	Priority Title	Priority Description	Funding					FTEs										
				Non - Recurring	Recurring	Other	Federal	Total	State	Other	Federal	Total							
1	Recurring	Low Income Home Energy Assistance Program (LIHEAP) Grant Authorization	The LIHEAP grant award to the state of South Carolina increased by nearly \$10M in the current federal year. The increased authorization will be used to pass through the additional funds to the Community Action Agencies within South Carolina.				4,000,000	4,000,000											
2	Non-recurring	Supreme Court Waterproof Walls and Windows	This project is to waterproof the windows and walls of the Supreme Court building. There are multiple leaking areas that if not repaired will cause potential structural damage to the building.	1,615,000				1,615,000											
3	Non-recurring	Columbia Mills Roof Replacement	This project is to replace the roof at Columbia Mills. The roof is a built-up roof membrane with an aggregate surface. It is past its useful life and has significant leaking. The warranty expired in 2001. Replacing the roof was identified through a facilities condition assessment.	3,100,000				3,100,000											
4	Non-recurring	Columbia Mills Window Replacement	This project is to replace the windows at Columbia Mills. The windows have significant leaks allowing water to enter the building when it rains and insects to enter on a daily basis. Due to their historic nature, the windows must be replaced with a like type. We have attempted to seal the windows with no success.	4,200,000				4,200,000											

Budget Priorities				Funding				FTEs				
Priority No.	Priority type (non-recurring /other)	Priority Title	Priority Description	Non - Recurring	Recurring	Other	Federal	Total	State	Other	Federal	Total
5	Non-recurring	Columbia Mills Atrium Roof/Window Repair	This project is to repair/replace as needed the windows, frames, wet seal and other components of the roof/window structure over the Atrium as well as address leaks and deficiencies at the vertical curtain wall. This area has major leaks during rains and creates unsafe conditions for those in this area. The intrusion of water also is causing deterioration to the structural elements of the facility. This project was also identified in the real property consulting project.	840,000				840,000				

Constitutional Subcommittee Proviso Request Summary FY 2019/20

Proviso # in FY 18-19 Act	Renumbered FY 19-20 Proviso #	Proviso Title	Short Summary	Agency Recommended Action (keep, change, delete, add)
91.23	91.23	Leg: Technology Panel	<p>Directs the K-12 Technology Initiative partnership to submit a report by June 1, 2019 outlining the state's efforts in providing connectivity and internet bandwidth, minimizing and detecting internet security threats as well as other educational technology related activities to schools and libraries.</p> <p>Admin is requesting a technical amendment to update the fiscal year reference to June 1, of the current fiscal year.</p>	Change
93.28	93.21	DOA: OCAB Head Start Program	Requires OEPP to transfer \$30K to OCAB Community Action Agency Inc., Head Start Program in order to match a grant award for the purchase of a 36-passenger bus to transport Head Start students. Funds disbursed October 8, 2018.	Delete
93.3	93.22	DOA: Cherry Grove Deferred Maintenance	Requires Admin to transfer remaining funds from the Cherry Grove Building Roof Repair pursuant to Act 286 of 2014 (Orig Amount =\$150,000) to the Dept of Education to be used by the Dept of Education for deferred maintenance and capital improvements. Project was completed and remaining funds (\$17,454.96) were transferred to the Dept of Education September 12, 2018.	Delete

Accountability Report Highlights

Admin's 2017—2018 strategic goals:

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

Accountability Report Highlights

Collaboration with agencies:

- Reduced service costs for four key IT shared services.
- Helped six agencies begin migrating or fully migrate to the State Data Center to reduce spending and enhance security.
- Established and implemented the statewide Information Security and Privacy Services (ISPS) contract.
- Partnered with five agencies to establish the Statewide Recruitment Initiative project including the development of state recruitment brand and website.
- Provided consolidated administrative services to five agencies.

Accountability Report Highlights

The Statewide Strategic Information Technology Plan, Technology Operations, Information Security and Privacy

Admin:

- Reviewed 350 IT plans totaling \$77 million.
- Provided the Governor's Office and the General Assembly recommendations for agencies' IT budget requests totaling \$84 million in recurring and \$55 million in non-recurring funds.
- In working with Gartner, Admin implemented multi-year shared services cost reductions for the following services:

<u>Service Name</u>	<u>Previous Rate</u>	<u>Year 1</u>	<u>Unit</u>	<u>Reduction</u>
DTO Storage	\$0.50	\$0.45	GB	10%
DTO Archive Storage	\$0.09	\$0.09	GB	82%
DTO Server Management	\$482	\$360	Per Server	25%
DTO Virtual Servers	\$180	\$145	Per Virtual Server	19%

*All rates took effect Jan. 1, 2018.

- These rate decreases will result in an overall estimated total savings of \$800,000 during the next year.
- These rate decreases demonstrate that moving to a shared services model and statewide approach, both the state and individual agencies benefit tremendously.

Accountability Report Highlights

The Statewide Strategic Information Technology Plan, Technology Operations, Information Security and Privacy (Continued)

- Through collaboration and shared service offerings, the following six agencies began migrating or were fully migrated to the State Data Center:
 - Commission on Indigent Defense (CID)
 - Commission for the Blind (COB)
 - Commission for Higher Education (CHE)
 - Department of Probation, Parole and Pardon Services (PPP)
 - Department of Health and Environmental Control (DHEC)
 - Department of Social Services (DSS)
- On July 3, 2018, both the Disaster Recovery solution and software management tool RFPs were awarded.

Accountability Report Highlights

The Statewide Strategic Information Technology Plan, Technology Operations, Information Security and Privacy (Continued)

- IT Planning supports the review of planned purchases over \$50,000 to ensure IT purchases align with the Statewide IT Strategic Plan and developed standards. The Agency Relationship Management Team coordinates with agencies to provide feedback and guidance for requested purchases. The review of these purchases allows DTO to aggregate demand and get the best value for common IT purchases. The chart below summarizes the initial cost of all submitted IT planned spend and the amount of cost savings that resulted from the IT planning process.

Figure 1 - Summary of Cost Savings Resulting from the IT Planning Process

Initial Request (Total)	DTO's Quote (Total)	Cost Savings (Total)
\$ 3,770,174.18	\$ 3,082,827.57	\$ 687,346.61

Accountability Report Highlights

The Statewide Strategic Information Technology Plan, Technology Operations, Information Security and Privacy (Continued)

- The strategic-focused governance groups the Executive Oversight Group, Agency Work Group, Technology Work Group, and the Security and Architecture Review Board (SARB)—met quarterly to:
 - Review processes;
 - Advise on key areas;
 - And, set the agenda to advance efforts to transform the way information technology is acquired, consumed and managed by state agencies.
- The SARB recommended and the Executive Governance Group adopted endpoint computing standards in October 2017.
 - This standard has already produced \$390,000 in savings for agencies purchasing end user computers after October 2017.
- Final adoption of the hyperconverged standard is expected in early FY19.
- The SARB began the initial development of an email and cloud standard that is also expected to be released in FY19..

Accountability Report Highlights

The Statewide Strategic Information Technology Plan, Technology Operations, Information Security and Privacy (Continued)

- DIS used an Information Security and Privacy Services (ISPS) contracted services engagement to develop a statewide Vulnerability Management Program to cover 25 percent of agencies, including current DTO managed customers and two pilot agencies.
- DIS piloted a privileged password auditing process with SCEIS.
- DIS implemented an internship program.
- Seven agencies implemented the privacy assessment impact tool: DHEC, PPP, S.C. Attorney Generals' Office, S.C. Department of Public Safety (DPS), S.C. Department of Corrections (DOC), S.C. Department of Disabilities and Special Needs (DDSN), and the S.C. Public Employee Benefit Authority (PEBA).

Accountability Report Highlights

The Statewide Strategic Information Technology Plan, Technology Operations, Information Security and Privacy (Continued)

- Dashboards were created in Archer, the state's privacy impact assessment tool, to depict the information collected from agencies to include the Information security privacy survey. This will serve as a base to begin tracking trends.
- DIS utilized Archer to complete the FY18 InfoSec survey. Seventy-four state agencies completed the survey based on the NIST Cybersecurity Framework. The Archer tool will be utilized to complete all annual Information Security Plan data collections.
- The Comptroller General's Office (CG), DDSN, S.C. Department of Juvenile Justice (DJJ), S.C. Department of Insurance (DOI), PEBA, State Revenue and Fiscal Affairs Office (RFA), DOC, S.C. Department of Transportation (DOT), and the S.C. State Treasurer's Office (STO) were identified as pilot agencies.
 - Data has been collected from each agency and has been formatted for ingest to Archer.

Accountability Report Highlights

The Statewide Strategic Information Technology Plan, Technology Operations, Information Security and Privacy (Continued)

- Admin is working with agency governance groups to adopt a statewide information security industry framework and is pursuing statewide configuration standards to be implemented at every state agency.
 - Both standards will provide all agencies with a required minimum level of information security and privacy.
- Admin worked to develop a strategy to improve the effectiveness of the data protection awareness employee training model to include continued quality training delivery.
 - Frequent and targeted training is a key factor in reducing the insider risks associated with information protection.

Accountability Report Highlights

The Statewide Strategic Information Technology Plan, Technology Operations, Information Security and Privacy (Continued)

- In alignment with the Information Security Professional Development program, approximately 70 vouchers were provided to InfoSec staff from multiple agencies. The effort produced an 87 percent course completion rate.
- Admin and SC Cyber conducted the annual Cyber Symposium Oct. 31–Nov. 1, 2017, at the Columbia Conference Center.
 - Panel discussions helped organizations learn to use the Information Security and Privacy Services contract to augment security efforts with approved vendor services.
 - Approximately 40 state agencies and 20 institutions of higher education, representatives from city and county municipalities, and school districts attended.

Accountability Report Highlights

Administrative Services

- Admin continued to develop shared services for all agencies' administrative functions to include accounts payable.
 - Admin currently provides A/P services to the Confederate Relic Room and Military Museum (CRRMM), S.C. Aeronautics Commission, S.C. Educational Television (ETV), S.C. Conservation Bank, and CHE.
 - Admin will continue to expand this shared services model to other agencies in FY19.
- Admin HR focused on the timely filling of critical agency positions and created a career path for trade specialists to help retain employees.
- Admin HR partnered with several technical colleges, including Central Carolina, York Tech, Midlands Tech and Florence-Darlington Tech, and provided them with job postings so that they could be made available to students and posted on the technical colleges' websites.
- Admin HR coordinated and sponsored annual flu shots, mammograms, and overall health assessments and screenings for Admin employees. Flu shots were provided twice in November, and mammograms and health screenings were conducted offered in February.

Accountability Report Highlights

South Carolina Enterprise Information System (SCEIS)

- To enhance security within SCEIS, Admin underwent an extensive evaluation of all critical SCEIS operating systems.
 - This evaluation was performed by Deloitte and Touche with the assistance of SCEIS and OTIS staff.
- Admin also worked with Deloitte to conduct an overall operational assessment of SCEIS, focusing on strategy, governance, organizational structure, testing, documentation and service delivery.
 - As a result, Admin is realigning business processes, strengthening technical and functional skill sets, and improving customer delivery practices and models.
 - Both the security and operational enhancements are ongoing, with continuous monitoring and adjusting of tools and/or processes as warranted.
- Following the recommendation in the Statewide Strategic Real Estate Plan to upgrade tools, technologies, and processes through a robust computerized maintenance management system, Admin completed the steps to go live with the Plant Maintenance and Flexible Real Estate modules in SCEIS during FY19.

Accountability Report Highlights

South Carolina Enterprise Information System (SCEIS) (Continued)

- SCEIS, DTO, and Admin Services' finance staff are working together to complete the implementation of the DTO billing process in SCEIS and retire the current CWOFF system.
- Admin is working with colleges and universities to migrate all human resources reporting to SCEIS and retire the HRIS system.
- SCEIS developed HR reports and/or dashboards for Admin, S.C. Department of Health and Human Services (DHHS), DOC, DPS and the Legislative Audit Council (LAC) during the past year.
- Admin implemented the Performance Management and Succession Planning modules of SuccessFactors, which are currently in use for DHEC.
- SCEIS continued to work with the State Treasurer's (STO) Office to retire legacy systems and processes and move functionality into SCEIS.
 - Efforts were completed to successfully migrate the investment systems into SCEIS.
 - Currently, SCEIS is assisting the STO with the migration of their check cutting processes to Wells Fargo Bank, the implementation of an investment management process and other ancillary projects.

Accountability Report Highlights

Facilities Management and Property Services (FMPS)

- Following an appraisal, public auction, and the necessary due diligence and negotiation period with the highest bidder (gross amount of \$9,005,000.00), the Port of Port Royal closed in September 2017.
- The Statewide Real Estate Plan Implementation proviso to implement the real estate executive order statewide is included in the 2018-19 Appropriations Bill in Part 1B, Section 117, X900 General Provisions as proviso 117.146.
- This proviso:
 - Establishes a comprehensive central real property and office facility management process to plan for the needs of state government agencies.
 - Seeks to achieve maximum efficiency and economy in the use of state-owned, state-leased, and commercial leased facilities, and directs all state agencies to work with Admin on all contracts, maintenance, facilities, and operations plans.

Accountability Report Highlights

Facilities Management and Property Services (FMPS) (Continued)

- Admin began the process of consolidating operations and maintenance costs for state buildings through a multi-agency contract for janitorial services.
 - Admin worked closely with the S.C. Departments of Employment and Workforce, DMV, Public Safety, Juvenile Justice, Commerce, and the State Law Enforcement Division.
- FMPS, the S.C Comptroller General's Office, SCEIS, DTO, and Admin Services finance staff continued to fine tune the IT and Real Estate GLA process.
 - Admin refreshed reports for agencies to evaluate expenditures that appear to be miscoded. Agencies are being asked to make correcting entries were needed.
- To enhance safety, and in conjunction with the Bureau of Protective Services, Admin implemented campus wide security system upgrades at the Capital Complex and the Governor's Mansion.
- Admin created a real property disaster recovery plan at the end of 2017.
 - In the event of a disaster, the plan provides for the re-staging of office space based on the vital needs of each department within the impacted agency.
 - The plan includes 21 temporary locations that can accommodate and meet the IT requirements of a varying number of personnel. The plan will be communicated to agencies during the first quarter of FY19.

Accountability Report Highlights

Executive Budget Office and Capital Planning

- The Executive Budget Office (EBO):
 - Updated budget guidelines to include Agency Accountability Reports.
 - Trained agencies on the new guidelines and submission format.
 - Integrated Agency Accountability Reports into the budget development process and the Executive Budget book.
- The permanent improvement project manual was revised and reviewed by the Joint Bond Review Committee (JRBC) staff and others. The revised manual will be published on Admin's website in FY19.

Accountability Report Highlights

Division of State Agencies Support Services (DSASS)

- DSASS conducted outreach efforts to public agencies across the state to introduce available programs and increase participation levels by entities not fully utilizing offered services.
- Staff members conducted one-on-one meetings, attended and presented at association and trade meetings and conferences, and provided information for public agency publications. Those efforts resulted in:
 - The addition of 24 new participants to its state and federal surplus property programs, 16 agencies to the GSA Fleet Program, and 12 new law enforcement agencies to the 1033 Program.
 - The addition of two new agencies to the Lease Fleet Program, 10 new customer agencies with 331 vehicles to the Commercial Vendor Repair Program, and 21 agencies with 1,305 vehicles to the Fuel Card Program.
 - Interagency Mail Services adding courier service to 10 new agency locations.

Accountability Report Highlights

Division of State Human Resources (DSHR)

- DSHR focused on workforce development, agency relations and resources, and human resource collaboration this year by creating a model internship program toolkit.
 - This toolkit was created to assist agencies with establishing a viable internship program to help identify possible future employees.
 - The toolkit will be deployed during the first quarter of FY19.
- A contract was awarded to Government Jobs.com, Inc (NeoGov) for an e-recruiting and onboarding system. The e-recruiting system launched in August 2018.
- DSHR completed and published the grievance committee online training.
- DSHR developed an agenda for New Agency Head Orientation.
 - The orientation includes an overview of state government, an introduction to state human resources, the state budget process and shared services opportunities.
 - The agency head orientation will be rolled out in the third quarter of FY19 upon the creation of materials.
- DSHR created standards for what human resources data should be entered in to SCEIS.

Accountability Report Highlights

Division of State Human Resources (DSHR) (Continued)

- Admin Communications and DSHR partnered with a senior marketing class from the University of South Carolina for the development of a statewide recruitment toolkit, marketing strategy and brand.
- The research and insights students provided served as the starting point for the creation of multi-agency effort to rebrand state government recruitment.
- An Admin-led branding and messaging group worked to develop a statewide recruitment brand and careers website, which were unveiled late summer 2018.
- Seven videos, highlighting state government employment opportunities were created to feature on the new career website.

Accountability Report Highlights

Office of Executive Policy and Programs (OEPP)

- As a result of Act 160 of 2018, the following programs currently housed at Admin will transition to the new South Carolina Department of Children's Advocacy in July of 2019:
 - Cass Elias McCarter Guardian ad Litem Program
 - Division for Review of the Foster Care of Children
 - The Continuum of Care for Emotionally Disturbed Children.

FY 19-20 Budget Priorities Summary

South Carolina Department of Administration

Budget Priorities				Funding					FTEs			
Priority No.	Priority Type (non-recurring/recurring /other)	Priority Title	Priority Description	Non - Recurring	Recurring	Other	Federal	Total	State	Other	Federal	Total
1	Recurring	Low Income Home Energy Assistance Program (LIHEAP) Grant Authorization	The LIHEAP grant award to the state of South Carolina increased by nearly \$10M in the current federal year. The increased authorization will be used to pass through the additional funds to the Community Action Agencies within South Carolina.				4,000,000	4,000,000				-
2	Non-recurring	Supreme Court Waterproof Walls and Windows	This project is to waterproof the windows and walls of the Supreme Court building. There are multiple leaking areas that if not repaired will cause potential structural damage to the building.	1,615,000				1,615,000				-
3	Non-recurring	Columbia Mills Roof Replacement	This project is to replace the roof at Columbia Mills. The roof is a built-up roof membrane with an aggregate surface. It is past its useful life and has significant leaking. The warranty expired in 2001. Replacing the roof was identified through a facilities condition assessment.	3,100,000				3,100,000				-
4	Non-recurring	Columbia Mills Window Replacement	This project is to replace the windows at Columbia Mills. The windows have significant leaks allowing water to enter the building when it rains and insects to enter on a daily basis. Due to their historic nature, the windows must be replaced with a like type. We have attempted to seal the windows with no success.	4,200,000				4,200,000				-

Budget Priorities				Funding					FTEs			
Priority No.	Priority Type (non-recurring/recurring /other)	Priority Title	Priority Description	Non - Recurring	Recurring	Other	Federal	Total	State	Other	Federal	Total
5	Non-recurring	Columbia Mills Atrium Roof/Window Repair	This project is to repair/replace as needed the windows, frames, wet seal and other components of the roof/window structure over the Atrium as well as address leaks and deficiencies at the vertical curtain wall. This area has major leaks during rains and creates unsafe conditions for those in this area. The intrusion of water also is causing deterioration to the structural elements of the facility. This project was also identified in the real property consulting project.	840,000				840,000				-
								-				-
								-				-
								-				-
								-				-

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93



Fiscal Year 2019-20 Agency Budget Plan

FORM A - BUDGET PLAN SUMMARY

OPERATING REQUESTS <i>(FORM B1)</i>	<p>For FY 2019-20, my agency is (mark "X"):</p> <p><input type="checkbox"/> Requesting General Fund Appropriations.</p> <p><input checked="" type="checkbox"/> Requesting Federal/Other Authorization.</p> <p><input type="checkbox"/> Not requesting any changes.</p>
NON-RECURRING REQUESTS <i>(FORM B2)</i>	<p>For FY 2019-20, my agency is (mark "X"):</p> <p><input type="checkbox"/> Requesting Non-Recurring Appropriations.</p> <p><input type="checkbox"/> Requesting Non-Recurring Federal/Other Authorization.</p> <p><input checked="" type="checkbox"/> Not requesting any changes.</p>
CAPITAL REQUESTS <i>(FORM C)</i>	<p>For FY 2019-20, my agency is (mark "X"):</p> <p><input checked="" type="checkbox"/> Requesting funding for Capital Projects.</p> <p><input type="checkbox"/> Not requesting any changes.</p>
PROVISOS <i>(FORM D)</i>	<p>For FY 2019-20, my agency is (mark "X"):</p> <p><input type="checkbox"/> Requesting a new proviso and/or substantive changes to existing provisos.</p> <p><input checked="" type="checkbox"/> Only requesting technical proviso changes (such as date references).</p> <p><input type="checkbox"/> Not requesting any proviso changes.</p>

Please identify your agency's preferred contacts for this year's budget process.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PRIMARY CONTACT:	Jason Epting	737-3061	Jason.Epting@admin.sc.gov
SECONDARY CONTACT:	Thomas Kaminer	737-0526	Thomas.Kaminer@admin.sc.gov

I have reviewed and approved the enclosed FY 2019-20 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

	<u>Agency Director</u>	<u>Board or Commission Chair</u>
SIGN/DATE:	<i>Marcia S. Adams 9/21/18</i>	
TYPE/PRINT NAME:	Marcia S. Adams	

This form must be signed by the agency head – not a delegate.

Fiscal Year 2019-20 Budget Request Executive Summary

Agency Code: D500
 Agency Name: Department of Administration
 Section: 93

BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B1 - Recurring	Low Income Energy Assistance Grant Authorization Increase		4,000,000			4,000,000					0.00
2	C - Capital	Supreme Court Waterproof Walls and Windows	1,615,000				1,615,000					0.00
3	C - Capital	Columbia Mills Roof Replacement	3,100,000				3,100,000					0.00
4	C - Capital	Columbia Mills Window Replacement	4,200,000				4,200,000					0.00
5	C - Capital	Columbia Mills Atrium Roof/Window Repair	840,000				840,000					0.00
6							0					0.00
7							0					0.00
8							0					0.00
9							0					0.00
10							0					0.00
11							0					0.00
12							0					0.00
13							0					0.00
14							0					0.00
15							0					0.00
16							0					0.00
17							0					0.00
18							0					0.00
19							0					0.00
20							0					0.00
21							0					0.00
22							0					0.00
23							0					0.00
24							0					0.00
25							0					0.00
26							0					0.00
27							0					0.00
28							0					0.00
29							0					0.00
30							0					0.00
TOTAL BUDGET REQUESTS			9,755,000	4,000,000	0	0	13,755,000	0.00	0.00	0.00	0.00	0.00

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	1
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Low Income Home Energy Assistance Program Grant
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Provide a brief, descriptive title for this request.

AMOUNT	General: Federal: 4,000,000 Other: Total:
---------------	--

What is the net change in requested appropriations for FY 2019-20? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	0
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Please provide the total number of new positions needed for this request.

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:
	<input checked="" type="checkbox"/> Change in cost of providing current services to existing program audience
	<input checked="" type="checkbox"/> Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/> Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/> Non-mandated program change in service levels or areas
	<input type="checkbox"/> Proposed establishment of a new program or initiative
	<input type="checkbox"/> Loss of federal or other external financial support for existing program
	<input type="checkbox"/> Exhaustion of fund balances previously used to support program
	<input type="checkbox"/> IT Technology/Security related
	<input type="checkbox"/> Consulted DTO during development
<input type="checkbox"/> Related to a Non-Recurring request – If so, Priority # _____	

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark "X" for primary applicable Statewide Enterprise Strategic Objective:
	<input type="checkbox"/> Education, Training, and Human Development
	<input type="checkbox"/> Healthy and Safe Families
	<input type="checkbox"/> Maintaining Safety, Integrity, and Security
	<input type="checkbox"/> Public Infrastructure and Economic Development
<input checked="" type="checkbox"/> Government and Citizens	

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

ACCOUNTABILITY OF FUNDS	<p>Strategy 3.4: Continuously improve service delivery methods</p>
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What specific strategy, as outlined in the FY 2018-19 Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF FUNDS	<p>These funds will be awarded to Community Action Agencies based on the poverty levels in the counties that each agency serves. The Sub-grantee then uses the funds to assist the citizens of the state of South Carolina who meet the income poverty guidelines for the funds pay for energy or to assist in weatherizing their home.</p>
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What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST	<p>For the current federal year, the LIHEAP grant award to the state of South Carolina increased by almost 10 million dollars. The proposed funding for the next federal budget keeps the LIHEAP funding at the same level as the prior year, and some experts believe that the funding may increase beyond levels awarded.</p> <p>The additional federal awards will be passed through to the Community Action Agencies within South Carolina who serve as the sub-grantee for 3 of the 4 federal grant funds that OEO administers.</p>
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Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

FORM C – CAPITAL REQUEST

AGENCY PRIORITY	2
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Supreme Court Waterproof Walls and Windows
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Provide a brief, descriptive title for this request.

AMOUNT	\$1,615,000
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How much is requested for this project in FY 2019-20? This amount should correspond to the total for all funding sources on the Executive Summary.

CPIP PRIORITY	10 of 13 in FY20 - If appropriated state funding is not provided, this project will be postponed until funding can be secured.
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Identify the project's CPIP plan year and priority number, along with the first year in which the project was included in the agency's CPIP. If not included in the agency's CPIP, please provide an explanation. If the project involves a request for appropriated state funding, briefly describe the agency's contingency plan in the event that state funding is not made available in the amount requested.

OTHER APPROVALS	JBRC and SFAA approval will both be necessary.
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What approvals have already been obtained? Are there additional approvals that must be secured in order for the project to succeed? (Institutional board, JBRC, SFAA, etc.)

LONG-TERM PLANNING AND SUSTAINABILITY	<p>No funds have been invested in this project, and apart from this request, no other funds of any type will be requested for this project. It is anticipated that the project will result in a decrease in both energy and maintenance costs for the facility but those savings cannot be quantified at this time. The expected useful life of the capital improvement is 15-20 years.</p> <p>Through the use of facility condition assessments (FCAs) conducted on our buildings by an independent engineering firm, the Department of Administration has created a long-term plan for addressing deferred maintenance and asset recapitalizations. The FCAs identified over \$101M in deferred maintenance and projected capital costs over the next five years. Admin funds the maintenance and operations of our facilities through a lease rate charged to agency tenants, which has not increased since 1998. Any monies remaining after funding our day-to-day operations are allocated to our depreciation reserve account for capital projects. Over the past few years, we have worked to increase operational efficiencies to maximize those funds through the implementation of best practices such as contract consolidation in order to maximize funds available in our depreciation reserve account. We have been working to dispose of functionally obsolete properties with high annual M&O costs, which has provided a small infusion of capital for this current fiscal year. This has allowed us to allocate approximately \$4.2 million</p>
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AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

this fiscal year from depreciation reserve for capital projects and approximately \$4M annually moving forward. However, this is still not enough. While we have prioritized projects to fund through depreciation reserve, in order to adequately address our building needs, we require additional annual capital of approximately \$10M and, as such, are requesting appropriated state funding for those projects that cannot be addressed through existing resources.

What other funds have already been invested in this project (source/type, amount, timeframe)? Will other capital and/or operating funds for this project be requested in the future? If so, how much, and in which fiscal years? Has a source for those funds been identified/secured? What is the agency's expectation with regard to additional annual costs or savings associated with this capital improvement? What source of funds will be impacted by those costs or savings? What is the expected useful life of the capital improvement?

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

SUMMARY

This project is to waterproof the windows and walls of the Supreme Court building. There are multiple leaking areas that if not repaired will cause potential structural damage to the building. No other alternatives have been considered.

Provide a summary of the project and explain why it is necessary. Please refer to the budget guidelines for appropriate questions and thoroughly answer all related items.

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

FORM C – CAPITAL REQUEST

AGENCY PRIORITY	<p>3</p> <p><i>Provide the Agency Priority Ranking from the Executive Summary.</i></p>
TITLE	<p>Columbia Mills Roof Replacement</p> <p><i>Provide a brief, descriptive title for this request.</i></p>
AMOUNT	<p>\$3,100,000</p> <p><i>How much is requested for this project in FY 2019-20? This amount should correspond to the total for all funding sources on the Executive Summary.</i></p>
CPIP PRIORITY	<p>11 of 13 in FY20 - If appropriated state funding is not provided, this project will be postponed until funding can be secured.</p> <p><i>Identify the project's CPIP plan year and priority number, along with the first year in which the project was included in the agency's CPIP. If not included in the agency's CPIP, please provide an explanation. If the project involves a request for appropriated state funding, briefly describe the agency's contingency plan in the event that state funding is not made available in the amount requested.</i></p>
OTHER APPROVALS	<p>JBRC and SFAA approval will both be necessary.</p> <p><i>What approvals have already been obtained? Are there additional approvals that must be secured in order for the project to succeed? (Institutional board, JBRC, SFAA, etc.)</i></p>
LONG-TERM PLANNING AND SUSTAINABILITY	<p>No funds have been invested in this project, and apart from this request, no other funds of any type will be requested for this project. It is anticipated that the project will result in a decrease in both energy and maintenance costs for the facility but those savings cannot be quantified at this time. The expected useful life of the capital improvement is 15-20 years.</p> <p>Through the use of facility condition assessments (FCAs) conducted on our buildings by an independent engineering firm, the Department of Administration has created a long-term plan for addressing deferred maintenance and asset recapitalizations. The FCAs identified over \$101M in deferred maintenance and projected capital costs over the next five years. Admin funds the maintenance and operations of our facilities through a lease rate charged to agency tenants, which has not increased since 1998. Any monies remaining after funding our day-to-day operations are allocated to our depreciation reserve account for capital projects. Over the past few years, we have worked to increase operational efficiencies to maximize those funds through the implementation of best practices such as contract consolidation in order to maximize funds available in our depreciation reserve account. We have been working to dispose of functionally obsolete properties with high annual M&O costs, which has provided a small infusion of capital for this current fiscal year. This has allowed us to allocate approximately \$4.2 million this fiscal year from depreciation reserve for capital projects and approximately \$4M</p>

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

annually moving forward. However, this is still not enough. While we have prioritized projects to fund through depreciation reserve, in order to adequately address our building needs, we require additional annual capital of approximately \$10M and, as such, are requesting appropriated state funding for those projects that cannot be addressed through existing resources.

What other funds have already been invested in this project (source/type, amount, timeframe)? Will other capital and/or operating funds for this project be requested in the future? If so, how much, and in which fiscal years? Has a source for those funds been identified/secured? What is the agency's expectation with regard to additional annual costs or savings associated with this capital improvement? What source of funds will be impacted by those costs or savings? What is the expected useful life of the capital improvement?

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

SUMMARY

This project is to replace the roof at Columbia Mills. The roof is a built-up roof membrane with an aggregate surface. It is past its useful life and has significant leaking. The warranty expired in 2001. Replacing the roof was identified through a facilities condition assessment. No other alternatives have been considered.

Provide a summary of the project and explain why it is necessary. Please refer to the budget guidelines for appropriate questions and thoroughly answer all related items.

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

FORM C – CAPITAL REQUEST

AGENCY PRIORITY	4 <i>Provide the Agency Priority Ranking from the Executive Summary.</i>
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TITLE	Columbia Mills Window Replacement <i>Provide a brief, descriptive title for this request.</i>
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AMOUNT	\$4,200,000 <i>How much is requested for this project in FY 2019-20? This amount should correspond to the total for all funding sources on the Executive Summary.</i>
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CPIP PRIORITY	12 of 13 in FY20 - If appropriated state funding is not provided, this project will be postponed until funding can be secured. <i>Identify the project's CPIP plan year and priority number, along with the first year in which the project was included in the agency's CPIP. If not included in the agency's CPIP, please provide an explanation. If the project involves a request for appropriated state funding, briefly describe the agency's contingency plan in the event that state funding is not made available in the amount requested.</i>
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OTHER APPROVALS	JBRC and SFAA approval will both be necessary. <i>What approvals have already been obtained? Are there additional approvals that must be secured in order for the project to succeed? (Institutional board, JBRC, SFAA, etc.)</i>
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LONG-TERM PLANNING AND SUSTAINABILITY	No funds have been invested in this project, and apart from this request, no other funds of any type will be requested for this project. It is anticipated that the project will result in a decrease in both energy and maintenance costs for the facility but those savings cannot be quantified at this time. The expected useful life of the capital improvement is 15-20 years. Through the use of facility condition assessments (FCAs) conducted on our buildings by an independent engineering firm, the Department of Administration has created a long-term plan for addressing deferred maintenance and asset recapitalizations. The FCAs identified over \$101M in deferred maintenance and projected capital costs over the next five years. Admin funds the maintenance and operations of our facilities through a lease rate charged to agency tenants, which has not increased since 1998. Any monies remaining after funding our day-to-day operations are allocated to our depreciation reserve account for capital projects. Over the past few years, we have worked to increase operational efficiencies to maximize those funds through the implementation of best practices such as contract consolidation in order to maximize funds available in our depreciation reserve account. We have been working to dispose of functionally obsolete properties with high annual M&O costs, which has provided a small infusion of capital for this current fiscal year. This has allowed us to allocate approximately \$4.2 million this fiscal year from depreciation reserve for capital projects and approximately \$4M
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AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

annually moving forward. However, this is still not enough. While we have prioritized projects to fund through depreciation reserve, in order to adequately address our building needs, we require additional annual capital of approximately \$10M and, as such, are requesting appropriated state funding for those projects that cannot be addressed through existing resources.

What other funds have already been invested in this project (source/type, amount, timeframe)? Will other capital and/or operating funds for this project be requested in the future? If so, how much, and in which fiscal years? Has a source for those funds been identified/secured? What is the agency's expectation with regard to additional annual costs or savings associated with this capital improvement? What source of funds will be impacted by those costs or savings? What is the expected useful life of the capital improvement?

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

SUMMARY

This project is to replace the windows at Columbia Mills. The windows have significant leaks allowing water to enter the building when it rains and insects to enter on a daily basis. Due to their historic nature, the windows must be replaced with a like type. We have attempted to seal the windows with no success. No other alternatives have been considered.

Provide a summary of the project and explain why it is necessary. Please refer to the budget guidelines for appropriate questions and thoroughly answer all related items.

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

FORM C – CAPITAL REQUEST

AGENCY PRIORITY	5 <i>Provide the Agency Priority Ranking from the Executive Summary.</i>
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TITLE	Columbia Mills Atrium Roof/Window Repair <i>Provide a brief, descriptive title for this request.</i>
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AMOUNT	\$840,000 <i>How much is requested for this project in FY 2019-20? This amount should correspond to the total for all funding sources on the Executive Summary.</i>
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CPIP PRIORITY	13 of 13 in FY20 - If appropriated state funding is not provided, this project will be postponed until funding can be secured. <i>Identify the project's CPIP plan year and priority number, along with the first year in which the project was included in the agency's CPIP. If not included in the agency's CPIP, please provide an explanation. If the project involves a request for appropriated state funding, briefly describe the agency's contingency plan in the event that state funding is not made available in the amount requested.</i>
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OTHER APPROVALS	JBRC and SFAA approval will both be necessary. <i>What approvals have already been obtained? Are there additional approvals that must be secured in order for the project to succeed? (Institutional board, JBRC, SFAA, etc.)</i>
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LONG-TERM PLANNING AND SUSTAINABILITY	No funds have been invested in this project, and apart from this request, no other funds of any type will be requested for this project. It is anticipated that the project will result in a decrease in both energy and maintenance costs for the facility but those savings cannot be quantified at this time. The expected useful life of the capital improvement is 15-20 years. Through the use of facility condition assessments (FCAs) conducted on our buildings by an independent engineering firm, the Department of Administration has created a long-term plan for addressing deferred maintenance and asset recapitalizations. The FCAs identified over \$101M in deferred maintenance and projected capital costs over the next five years. Admin funds the maintenance and operations of our facilities through a lease rate charged to agency tenants, which has not increased since 1998. Any monies remaining after funding our day-to-day operations are allocated to our depreciation reserve account for capital projects. Over the past few years, we have worked to increase operational efficiencies to maximize those funds through the implementation of best practices such as contract consolidation in order to maximize funds available in our depreciation reserve account. We have been working to dispose of functionally obsolete properties with high annual M&O costs, which has provided a small infusion of capital for this current fiscal year. This has allowed us to allocate approximately \$4.2 million this fiscal year from depreciation reserve for capital projects and approximately \$4M
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AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

annually moving forward. However, this is still not enough. While we have prioritized projects to fund through depreciation reserve, in order to adequately address our building needs, we require additional annual capital of approximately \$10M and, as such, are requesting appropriated state funding for those projects that cannot be addressed through existing resources.

What other funds have already been invested in this project (source/type, amount, timeframe)? Will other capital and/or operating funds for this project be requested in the future? If so, how much, and in which fiscal years? Has a source for those funds been identified/secured? What is the agency's expectation with regard to additional annual costs or savings associated with this capital improvement? What source of funds will be impacted by those costs or savings? What is the expected useful life of the capital improvement?

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

SUMMARY

This project is to repair/replace as needed the windows, frames, wet seal and other components of the roof/window structure over the Atrium as well as address leaks and deficiencies at the vertical curtain wall. This area has major leaks during rains and creates unsafe conditions for those in this area. The intrusion of water also is causing deterioration to the structural elements of the facility. This project was also identified in the real property consulting project. No other alternatives have been considered.

Provide a summary of the project and explain why it is necessary. Please refer to the budget guidelines for appropriate questions and thoroughly answer all related items.

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

FORM D – PROVISIO REVISION REQUEST

NUMBER	91.23
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Cite the proviso according to the renumbered list for FY 2019-20 (or mark "NEW").

TITLE	LEG: TECHNOLOGY PANEL
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Provide the title from the FY 2018-19 Appropriations Act or suggest a short title for any new request.

BUDGET PROGRAM	Section 93 - II.G. Special Items: School Technology
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Identify the associated budget program(s) by name and budget section.

RELATED BUDGET REQUEST	N/A
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Is this request associated with a budget request you have submitted for FY 2019-20? If so, cite it here.

REQUESTED ACTION	Amend
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Choose from: Add, Delete, Amend, or Codify.

OTHER AGENCIES AFFECTED	N/A
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Which other agencies would be affected by the recommended action? How?

SUMMARY & EXPLANATION	<p>Directs the K-12 Technology Initiative partnership to submit a report by June 1, 2019 outlining the state's efforts in providing connectivity and internet bandwidth, minimizing and detecting internet security threats as well as other educational technology related activities to schools and libraries. The request is a technical amendment to update the fiscal year reference.</p>
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Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

FISCAL IMPACT	None
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Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.

PROPOSED PROVISIO TEXT	<p>91.23. (LEG: Technology Panel) Of the funds appropriated in the Department of Education's program VIII.D. for Technology the K-12 Technology Initiative partnership shall provide a report to the House Education and Public Works Committee, the House Ways and Means Committee, the Senate Education Committee and the Senate Finance Committee, describing the state's efforts to facilitate the cost effective provision of connectivity and internet bandwidth to schools and libraries on a statewide basis, regardless of location, activities to assist schools and libraries in minimizing and detecting internet security threats, the development and utilization of technological and online resources to support student development and achievement, the development and utilization of curriculum and professional training to support the use of instructional technology in schools and libraries, and other educational technology related activities engaged in by the partnership. Further, the report must detail information on the expenditure of the K-12 Technology funds by each district as well as a list of the districts requesting flexibility in the use of those funds. The report shall be submitted no later than June 1, 2019 <u>2020</u>.</p>
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Paste FY 2018-19 text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

FORM D – PROVISIO REVISION REQUEST

NUMBER **93.21**

Cite the proviso according to the renumbered list for FY 2019-20 (or mark "NEW").

TITLE **DOA: OCAB HEAD START PROGRAM**

Provide the title from the FY 2018-19 Appropriations Act or suggest a short title for any new request.

BUDGET PROGRAM **N/A**

Identify the associated budget program(s) by name and budget section.

RELATED BUDGET REQUEST **N/A**

Is this request associated with a budget request you have submitted for FY 2019-20? If so, cite it here.

REQUESTED ACTION **Delete**

Choose from: Add, Delete, Amend, or Codify.

OTHER AGENCIES AFFECTED **N/A**

Which other agencies would be affected by the recommended action? How?

SUMMARY & EXPLANATION

The proviso directs the Department of Administration to make a one-time transfer in the amount of \$30,000 to OCAB Community Action Agency, Inc., Head Start Program to assist with the purchase of a 36-passenger bus.

Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

FISCAL IMPACT	None
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Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.

PROPOSED PROVISO TEXT	<p>93.28. — (DOA: OCAB Head Start Program) Of the funds appropriated to the Department of Administration, III. Executive Policy & Programs, the department is directed to transfer \$30,000 to OCAB Community Action Agency, Inc., Head Start Program in order to match a grant award for the purchase of a 36-passenger bus to transport Head Start students.</p>
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Paste FY 2018-19 text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

FORM D – PROVISIO REVISION REQUEST

NUMBER	93.22 <i>Cite the proviso according to the renumbered list for FY 2019-20 (or mark "NEW").</i>
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TITLE	DOA: CHERRY GROVE DEFERRED MAINTENANCE <i>Provide the title from the FY 2018-19 Appropriations Act or suggest a short title for any new request.</i>
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BUDGET PROGRAM	SECTION 93 II.C.2 Facilities Management <i>Identify the associated budget program(s) by name and budget section.</i>
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RELATED BUDGET REQUEST	N/A <i>Is this request associated with a budget request you have submitted for FY 2019-20? If so, cite it here.</i>
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REQUESTED ACTION	Delete <i>Choose from: Add, Delete, Amend, or Codify.</i>
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OTHER AGENCIES AFFECTED	N/A <i>Which other agencies would be affected by the recommended action? How?</i>
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SUMMARY & EXPLANATION	<p>Proviso directs the Department of Administration to transfer the remaining fund balance appropriated for the Cherry Grove Building Roof Repair pursuant to Act 286 of 2014 to the Department of Education. The remaining balance (\$17,454.96) was transferred to the Department of Education on 9/12/2018.</p>
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Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

FISCAL IMPACT	None
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Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.

PROPOSED PROVISIO TEXT	<p>In the current fiscal year, the Department of Administration shall transfer any remaining fund balance appropriated or authorized for the Cherry Grove Building Roof Repair pursuant to Act 286 of 2014 to the Department of Education. The remaining funds shall be used by the Department of Education for deferred maintenance and other capital improvements.</p>
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Paste FY 2018-19 text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.

AGENCY NAME:	SC Department of Commerce		
AGENCY CODE:	P320	SECTION:	50

FORM D – PROVISIO REVISION REQUEST

NUMBER	117.128
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Cite the proviso according to the renumbered list for FY 2019-20 (or mark "NEW").

TITLE	GP: Catastrophic Weather Event
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Provide the title from the FY 2018-19 Appropriations Act or suggest a short title for any new request.

BUDGET PROGRAM	N/A
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Identify the associated budget program(s) by name and budget section.

RELATED BUDGET REQUEST	N/A
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Is this request associated with a budget request you have submitted for FY 2019-20? If so, cite it here.

REQUESTED ACTION	Amend
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Choose from: Add, Delete, Amend, or Codify.

OTHER AGENCIES AFFECTED	None
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Which other agencies would be affected by the recommended action? How?

SUMMARY & EXPLANATION	Year Change and adding Hurricane Florence.
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Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.

AGENCY NAME:	SC Department of Commerce		
AGENCY CODE:	P320	SECTION:	50

FISCAL IMPACT	None
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Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.

PROPOSED PROVISO TEXT	<p>Any improvements made to real property or personal property used as a residence, such as a mobile home or manufactured housing unit, damaged during the catastrophic weather event in October 2015, Hurricane Florence 2018 or Hurricane Matthew of 2016, after the event and before June 30, 2019 2020, is not considered an improvement and does not require a re-appraisal. This provision only applies if as a result of the catastrophic weather event, the improvements made to the property were funded by the United States Department of Housing and Urban Development Block Grant - Disaster Recovery program. This provision also applies if, at the discretion of the county and using qualifications determined by the county, the improvements were made with the assistance of a volunteer organization active in disaster, or a similar volunteer organization.</p> <p>(B) During the current fiscal year, the property tax value of an eligible property shall remain the same unless an assessable transfer of interest occurs. No refund is allowed on account of values adjusted as provided in this provision.</p>
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Paste FY 2018-19 text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.

AGENCY NAME:	SC Department of Commerce		
AGENCY CODE:	P320	SECTION:	50

FORM D – PROVISIO REVISION REQUEST

NUMBER	93.NEW <i>Cite the proviso according to the renumbered list for FY 2019-20 (or mark "NEW").</i>
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TITLE	CMRC: CDBG-DR Flexibility <i>Provide the title from the FY 2018-19 Appropriations Act or suggest a short title for any new request.</i>
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BUDGET PROGRAM	II. STATEWIDE PROGRAMS AND SERVICES/I. CDBG - DISASTER RECOVERY <i>Identify the associated budget program(s) by name and budget section.</i>
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RELATED BUDGET REQUEST	N/A <i>Is this request associated with a budget request you have submitted for FY 2019-20? If so, cite it here.</i>
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REQUESTED ACTION	New <i>Choose from: Add, Delete, Amend, or Codify.</i>
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OTHER AGENCIES AFFECTED	None <i>Which other agencies would be affected by the recommended action? How?</i>
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SUMMARY & EXPLANATION	Provide flexibility to the Department of Administration to use the previous appropriated funds to be used on any current and future Disaster Recovery program and not limit the funding to the 2015 Flood CDBG-DR program.
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Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.

AGENCY NAME:	SC Department of Commerce		
AGENCY CODE:	P320	SECTION:	50

FISCAL IMPACT	<p>The Disaster Recovery Office received two CDBG-DR grants and will received two additional grants for Mitigation in early/mid 2019. The current state appropriation from Fiscal Year 2017-18 is limited to the 2015 Flood. Without this flexibility, the program may need additional state funds to cover the current and future grants.</p>
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Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.

PROPOSED PROVISIO TEXT	<p><u>93.NEW (CMRC: CDBG-DR Flexibility) The funds previously appropriated to the Department of Commerce for 2015 Flood - Non-CDBG - Disaster Recovery may be utilized by any disaster recovery program managed by the agency.</u></p>
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Paste FY 2018-19 text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

**FORM E – AGENCY COST SAVINGS AND GENERAL FUND REDUCTION
CONTINGENCY PLAN**

TITLE	Agency Cost Savings and General Fund Reduction Contingency Plan
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AMOUNT	\$1,975,395 <i>What is the General Fund 3% reduction amount (minimum based on the FY 2018-19 recurring appropriations)? This amount should correspond to the reduction spreadsheet prepared by EBO.</i>
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ASSOCIATED FTE REDUCTIONS	16 FTEs <i>How many FTEs would be reduced in association with this General Fund reduction?</i>
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PROGRAM/ACTIVITY IMPACT	<ul style="list-style-type: none"> • Administrative Services - \$82,546 • Executive Budget Office - \$24,638 • State Human Resources Division - \$36,000 • Facilities Management and Property Services - \$309,052 • Surplus Property - \$44,730 • SCEIS - \$244,783 • Enterprise Privacy Office - \$5,636 • Division of Technology Operations - \$966,094 • Office of Executive Policy and Programs - \$261,916
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What programs or activities are supported by the General Funds identified?

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

SUMMARY

The primary reduction within the Division of Technology would involve outsourcing a service line, which would result in savings to the Agency of approximately \$966K through a reduction in staff and operating costs. Outsourcing this function would have minimal impact to agency customers as this function would be outsourced at a comparable rate.

The reduction in Facilities Management & Property Services (\$309K) would reduce the amount of funds available for addressing deferred maintenance through capital projects. Facility Condition Assessments (FCAs) conducted by an independent engineering firm identified over \$101M in deferred maintenance and projected capital costs over the next five years. Admin is currently able to set aside approximately \$4M annually for planned and emergency projects although \$10M is needed annually to address growing deferred maintenance needs.

The reduction in SCEIS (\$245K) would involve the termination of one contract employee. As a result of this reduction, SCEIS customers would experience delays in the completion of projects for enhancements and new modules.

The remaining reduction amount (\$455,466) would be achieved through a reduction in personnel costs by maintaining vacant positions, terminating FTEs currently filled, and reducing operating costs such as travel, training and miscellaneous administrative costs.

Please provide a detailed summary of service delivery impact caused by a reduction in General Fund Appropriations and provide the method of calculation for anticipated reductions. Agencies should prioritize reduction in expenditures that have the least significant impact on service delivery.

AGENCY COST SAVINGS PLANS

Please refer to Form F – Reducing Cost and Burden to Businesses and Citizens – for a complete list of cost savings measures implemented and planned over the next fiscal year(s).

What measures does the agency plan to implement to reduce its costs and operating expenses by more than \$50,000? Provide a summary of the measures taken and the estimated amount of savings. How does the agency plan to repurpose the savings?

AGENCY NAME:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
AGENCY CODE:	D500	SECTION:	93

FORM F – REDUCING COST AND BURDEN TO BUSINESSES AND CITIZENS

TITLE	Collaboration –Based Success
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Provide a brief, descriptive title for this request.

EXPECTED SAVINGS TO BUSINESSES AND CITIZENS	The anticipated cost savings are outlined below in the Summary section of this form.
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What is the expected savings to South Carolina’s businesses and citizens that is generated by this proposal? The savings could be related to time or money.

FACTORS ASSOCIATED WITH THE REQUEST	Mark “X” for all that apply: <input type="checkbox"/> Repeal or revision of regulations. <input type="checkbox"/> Reduction of agency fees or fines to businesses or citizens. <input checked="" type="checkbox"/> Greater efficiency in agency services or reduction in compliance burden. <input type="checkbox"/> Other
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METHOD OF CALCULATION	The methodology and description of actual and anticipated cost savings are outlined below in the Summary section of this form.
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Describe the method of calculation for determining the expected cost or time savings to businesses or citizens.

REDUCTION OF FEES OR FINES	Reduction of fees or fines are outlined below in the Summary section of this form.
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Which fees or fines does the agency intend to reduce? What was the fine or fee revenue for the previous fiscal year? What was the associated program expenditure for the previous fiscal year? What is the enabling authority for the issuance of the fee or fine?

REDUCTION OF REGULATION	N/A
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Which regulations does the agency intend to amend or delete? What is the enabling authority for the regulation?

SUMMARY

The savings outlined above were determined as follows:

Real Estate and Facilities Management

- Sale of Surplus Real Property in FY18 (\$9.67M) — Amount consists of the actual funds returned to state agencies from the sale of unused property, \$8.7M of which was transferred to the State Ports Authority for the sale of the Port of Port Royal. These funds represent only a portion of the funds expected to be returned to agencies and/or reinvested in state owned buildings through Admin’s efforts to evaluate and sell surplus property assets.

Technology and Information Services

- Four key IT shared services realized reduced services costs. These notable rate decreases will result in an overall estimated total savings of \$800,000 during the next year.

Shared Service Cost Reductions January 1, 2018:

- o DTO Storage Rate Decreased – 10%
- o DTO Archive Storage Rate Decreased – 82%
- o DTO Server Management Rate Decreased – 25% (Per Server)
- o DTO Virtual Servers Rate Decreased – 19% (Per Virtual Server)

This is great news for our state as we begin to realize the benefits of moving to a shared services model that helps state government achieve cost savings, improve efficiencies and utilize service delivery methods that greatly enhance government services to citizens. These rate decreases clearly demonstrate that by moving to a shared services model and working together through a statewide approach, we are able to benefit both collectively and as individual agencies.

- Admin partnered with a state contract vendor to utilize an existing shared service offering to build a new IT Planning system. In addition to replacing the old IT Planning system, Admin also recognized the need to establish a system that could accommodate the yearly IT Data Collection, which is required by FY 2016–2017 Appropriations Act Proviso 117.133. Replacing two complex functions with one system was not an easy task, but it was made easier by having documented processes that could be supported by technology. This new system has replaced a labor-intensive process of maintaining spreadsheets for agencies by introducing modern workflow components hosted on a secure and robust shared services system. In addition, the new system provides reporting capabilities that enhance the ability to make data-driven decisions.

Figure 1 – Summary of Cost Savings Resulting from the IT Planning Process

Initial Submitted Price	Price Post-IT Planning	Cost Savings (Total)
\$ 3,770,174.18	\$ 3,082,827.57	\$ 687,346.61

- IT Shared Services Program Management Office (PMO) was established in FY17 to implement and monitor agency compliance with initiatives associated with IT shared services. PMO reviewed planned purchases over \$50,000. During FY17, IT Planning reviewed approximately 350 IT plans that totaled \$77 million from all state agencies. Last fiscal year and in coordination with Executive Budget Office, PMO reviewed and provided feedback for \$84 million recurring and \$55 million

non-recurring IT related budget requests.

- The Division of Information Services (DIS) established and implemented the statewide Information Security and Privacy Services (ISPS) contract. Multiple agencies leveraged this contract to conduct independent self-assessments at a cost savings to the state. DIS will continue to develop the statewide assessment initiative during FY19 to increase information security maturity.
- This year, the Division of Technology Operations (DTO) helped the six agencies below migrate fully or begin migration to the data center and participate in shared services to reduce spending and enhance security:
 - o S.C. Commission on Indigent Defense
 - o S.C. Commission for the Blind
 - o S.C. Commission for Higher Education
 - o S.C. Department of Probation, Parole, and Pardon Services
 - o S.C. Department of Health and Environmental Control
 - o S.C. Department of Social Services

State Fleet

- The Division of State Agencies Support Services (DSASS) conducted outreach efforts to public agencies across the state with the purpose of introducing available programs and increasing participation levels by entities. These efforts resulted in:
 - o 24 new participants to its state and federal surplus property programs
 - o 16 agencies to the GSA Fleet Program
 - o 12 new law enforcement agencies to the 1033 Program
 - o 2 new agencies to the Lease Fleet Program
 - o 10 new customer agencies with 331 vehicles to the Commercial Vendor Repair Program
 - o 21 agencies with 1,305 vehicles to the Fuel Card Program
 - o 10 new agency locations to courier services

Provide an explanation of the proposal and its positive results on businesses or citizens. How will the request affect agency operations?

Constitutional Subcommittee Proviso Request Summary FY 2019/20

Proviso # in FY 18-19 Act	Renumbered FY 19-20 Proviso #	Proviso Title	Short Summary	Agency Recommended Action (keep, change, delete, add)
91.23	91.23	Leg: Technology Panel	<p>Directs the K-12 Technology Initiative partnership to submit a report by June 1, 2019 outlining the state's efforts in providing connectivity and internet bandwidth, minimizing and detecting internet security threats as well as other educational technology related activities to schools and libraries.</p> <p>Admin is requesting a technical amendment to update the fiscal year reference to June 1, of the current fiscal year.</p>	Change
93.28	93.21	DOA: OCAB Head Start Program	Requires OEPP to transfer \$30K to OCAB Community Action Agency Inc., Head Start Program in order to match a grant award for the purchase of a 36-passenger bus to transport Head Start students. Funds disbursed October 8, 2018.	Delete
93.3	93.22	DOA: Cherry Grove Deferred Maintenance	Requires Admin to transfer remaining funds from the Cherry Grove Building Roof Repair pursuant to Act 286 of 2014 (Orig Amount = \$150,000) to the Dept of Education to be used by the Dept of Education for deferred maintenance and capital improvements. Project was completed and remaining funds (\$17,454.96) were transferred to the Dept of Education September 12, 2018.	Delete
N/A	93.NEW	DOA: CDBG-DR Flexibility	Provides flexibility to use the amount appropriated in FY 2018 (Proviso 118.14(B)(13) 2015 Flood - Non-CDBG Disaster Recovery \$250K) so that it can be used on any current and future Disaster Recovery program and not limit the funding to the 2015 Flood CDBG-DR program.	Add
117.134	117.128	GP: Catastrophic Weather Event	<p>Prevents re-appraisal of improvements made to personal residences by counties for improvements made using US HUD Block Grant funds through the State Disaster Recovery Program. Ensures the property tax value of eligible properties remain the same.</p> <p>Admin is requesting to amend the fiscal year and add Hurricane Florence to the weather events referenced in the proviso.</p>	Change

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso				
No.	Proviso Title	Explanation	Proviso Text	Admin Request
91.23	LEG: Technology Panel	Technical amendment to update fiscal year reference to June 1, of the current fiscal year.	91.23. (LEG: Technology Panel) Of the funds appropriated in the Department of Education's program VIII.D. for Technology the K-12 Technology Initiative partnership shall provide a report to the House Education and Public Works Committee, the House Ways and Means Committee, the Senate Education Committee and the Senate Finance Committee, describing the state's efforts to facilitate the cost effective provision of connectivity and internet bandwidth to schools and libraries on a statewide basis, regardless of location, activities to assist schools and libraries in minimizing and detecting internet security threats, the development and utilization of technological and online resources to support student development and achievement, the development and utilization of curriculum and professional training to support the use of instructional technology in schools and libraries, and other educational technology related activities engaged in by the partnership. Further, the report must detail information on the expenditure of the K-12 Technology funds by each district as well as a list of the districts requesting flexibility in the use of those funds. The report shall be submitted no later than June 1, 2019 2020 .	Amend
93.1	DOA: Developmental Disabilities Council	Directs OEPP to use \$50,000 as state match for the Developmental Disabilities Council federal grant. Further exempts these funds from across-the-board reductions.	Of the funds appropriated to the Department of Administration, Office of Executive Policy and Programs, \$50,000 must be used as state match for the Developmental Disabilities Council federal grant. These funds shall be excluded from the Department of Administration's base budget calculation of any across-the-board agency base reductions mandated by the Executive Budget Office or General Assembly.	Keep
93.2	DOA: CCRS Evaluations & Placements	Directs the amount appropriated under Special Items Children's Case Resolution System for Private Placement of Handicapped School-Age Children must be used for expenses incurred in the evaluation of children referred to CCRS to facilitate appropriate placement and pay up to 40% when placement is made in-state and up to 30% when placement is made out-of-state.	The amount appropriated in this section under Special Items Children's Case Resolution System for Private Placement of Handicapped School-Age Children must be used for expenses incurred in the evaluation of children referred to the CCRS to facilitate appropriate placement and to pay up to forty percent when placement is made in-state and up to thirty percent when placement must be made out-of-state of the excess cost of private placement over and above one-per-pupil share of state and local funds generated by the Education Finance Act, and the one-per-pupil share of applicable federal funds; provided it has been established that all other possible public placements are exhausted or inappropriate. The balance of funding responsibility necessary to provide the child with services must be determined by the Children's Case Resolution System (CCRS) and apportioned among the appropriate public agencies on the basis of the reasons for the private placement. When the amount appropriated in this section is exhausted, the funding responsibility must be apportioned according to the procedures of the CCRS.	2018 Act 160 Repeals the Children's Case Resolution System

Yellow – Admin Request

Green = 2018 Act 160 (Dept of Children's Advocacy)

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso				
No.	Proviso Title	Explanation	Proviso Text	Admin Request
93.3	DOA: CCRS Significant Fiscal Impact	Defines "significant fiscal impact" as the greater of (1) funds appropriated by the General Assembly for the current fiscal year on cases referred to, decided or placed through the CCRS or (2) agency's assigned shares in the current fiscal year of five cases decided by the CCRS.	In accordance with Section 20-7-5240(e) of the 1976 Code, "significant fiscal impact" in the current fiscal year shall be defined for each designated agency as the greater of (1) funds appropriated by the General Assembly for the current fiscal year on cases referred to, decided or placed through the Children's Case Resolution System or (2) that agency's assigned shares in the current fiscal year of five cases decided by the Children's Case Resolution System.	2018 Act 160 Repeals the Children's Case Resolution System
93.4	DOA: Foster Care-Private Foster Care Reviews	Authorizes the Division of Foster Care to restructure its programs to maintain continuous operations within existing resources as dictated by recent budget reductions.	The Department of Administration, Office of Executive Policy and Programs, Division of Foster Care is authorized to restructure its programs, including but not limited to, suspending reviews of children privately placed in private foster care and/or changing the location of reviews of children in public foster care, to maintain continuous operations within existing resources as dictated by recent budget reductions. These decisions must be based upon the availability of existing funds. This provision supersedes any previous statutory or regulatory mandate.	2018 Act 160 Repeals the Children's Case Resolution System
93.5	DOA: Guardian Ad Litem Program	Directs that funds appropriated for the Guardian Ad Litem program may only be used to fund expenses related to that program. Further directs the Dept of Revenue to reduce the amount of interest paid on refunds by 2% and deposit the revenue generated by the reduction into the SC Guardian ad Litem Trust Fund to be used to operate the program.	Both the program and the funds appropriated to the Department of Administration, Office of Executive Policy and Programs, Division of Children's Services, Guardian ad Litem Program must be administered separately from other programs within the Division of Children's Services and must be expended for the exclusive use of the Guardian ad Litem Program. For the current fiscal year, the Department of Revenue is directed to reduce the rate of interest paid on eligible refunds by two percentage points. The revenue resulting from this reduction must be used exclusively for operations of the Guardian ad Litem program and be deposited in the State Treasury in a separate and distinct fund known as the "South Carolina Guardian ad Litem Trust Fund." Unexpended revenues in this fund carry forward to succeeding fiscal years, and earnings in this fund must be credited to it. The Guardian ad Litem program may carry forward the other funds authorized herein for its operations from the prior fiscal year into the current fiscal year.	2018 Act 160 moves the Cass Elias McCarter Guardian Ad Litem Program to the Dept of children's Advocacy

Yellow – Admin Request

Green = 2018 Act 160 (Dept of Children's Advocacy)

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso				
No.	Proviso Title	Explanation	Proviso Text	Admin Request
93.6	DOA: Continuum of Care Carry Forward	Authorizes funds appropriated for the Division of Continuum of Care may be carried forward and used to continue services.	The Department of Administration, Office of Executive Policy and Programs, Division of Continuum of Care may carry forward funds appropriated herein to continue services.	2018 Act 160 moves the Continuum of Care for Emotionally Disturbed Children to the Department of Children's Advocacy
93.7	DOA: M.J. "Dolly" Cooper Veterans Cemetery Carry Forward	Directs any unexpended funds in the Veterans Affairs program may be carried forward and used to operate the M.J. "Dolly" Cooper Veterans Cemetery. Directs any unexpended funds in any other Veterans Affairs programs may be carried forward and used to operate the cemetery. Further directs that funds carried forward may not be used for any other agency program.	The Department of Administration, Office of Executive Policy and Programs, Veterans' Affairs Program may carry forward unexpended funds appropriated and/or authorized for the M.J. "Dolly" Cooper Veterans Cemetery from the prior fiscal year and shall use such funds for the same purpose. In addition, any unexpended funds in the Veterans' Affairs Program, including Special Line Items, shall be carried forward from the prior fiscal year into the current fiscal year and used for operation of the M.J. "Dolly" Cooper Veterans Cemetery. Funds carried forward in excess of the amount needed for the operation of the Cemetery may be used for other expenses of the Veterans' Affairs Program. Funds carried forward may not be transferred to any other Department of Administration programs.	Keep
93.8	DOA: Veterans' Affairs Budget Reduction Exemption	Exempts funds appropriated for the Veterans' Affairs Program from any across the board reductions mandated by the EBO or General Assembly.	Funds appropriated for the Department of Administration, Office of Executive Policy and Program, Veterans' Affairs Program shall be excluded from the Department of Administration's base budget in the calculation of any across-the-board agency base reductions mandated by the Executive Budget Office or General Assembly.	Keep

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso				
No.	Proviso Title	Explanation	Proviso Text	Admin Request
93.9	DOA: State House Operation & Maintenance Account	Directs the funds appropriated to ADMIN for State House Maintenance and Operations and Renovations be held in a separate account for operation and maintenance of the State House. Directs ADMIN to report annually to the State House Commission on the amount expended from these funds.	Funds appropriated to the Department of Administration - for State House Maintenance & Operations & Renovations must be set aside in a separate account for the operation and maintenance of the State House. The department shall report annually to the State House Committee on the amount expended from this fund.	Keep
93.10	DOA: Compensation - Reporting Supplemental Salaries	Directs agency heads to approve the conditions and amounts of salary supplements. Each supplement must be reported to ADMIN's Division of State Human Resources. Directs DSHR to formulate policies and procedures for compliance.	No supplement shall be paid to an agency's employee unless the agency head or designated official of the employing agency, or in the case of supplements paid to college and university presidents, their board of trustees, has approved the conditions and amount of salary supplement. Any compensation, excluding travel reimbursement, from an affiliated public charity, foundation, clinical faculty practice plan, or other public source or any supplement from a private source to the salary appropriated for a state employee and fixed by the State must be reported by the employing agency to the Department of Administration. The report must include the employee's base salary, amount of the supplement, source of the supplement, and any condition of the supplement. The employing agency must report this information on or before August thirty-first of each year and must include the total amount and source of the salary supplement received by the employee during the preceding fiscal year (July first through June thirtieth). The Department of Administration shall formulate policies and procedures to ensure compliance with the reporting provisions of this proviso. Copies of the reports shall be made available to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee, upon request.	Keep
93.11	DOA: Compensation Increase - Appropriated Funds Ratio	Directs compensation increases for classified and no classified employees and agency heads be funded in the same ratio as their base salary.	Appropriated funds may be used for compensation increases for classified and unclassified employees and agency heads only in the same ratio that the employee's base salary is paid from appropriated sources.	Keep

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso				
No.	Proviso Title	Explanation	Proviso Text	Admin Request
93.12	DOA: Local Provider Health Insurance	Authorizes local health care providers of the DDSN to be awarded funding increases as prescribed for state agencies to cover the employer's share for the cost of providing health and dental insurance to their employees.	The local health care providers of the Department of Disabilities and Special Needs shall be awarded funding increases as prescribed for state agencies to cover the employer's share for the cost of providing health and dental insurance to their employees.	Keep
93.13	DOA: Military Service	Authorizes a State employee in a permanent FTE who serves active duty because of an emergency or conflict declared by the President to use up to 45 days of accumulated annual leave and up to 90 days of accumulated sick leave in a calendar year.	Notwithstanding the provisions of Section 8-11-610 of the 1976 Code, a permanent full-time state employee who serves on active duty because of an emergency or conflict declared by the President of the United States, and performs such duty, may use up to forty-five days of accumulated annual leave and may use up to ninety days of accumulated sick leave in a calendar year as if it were annual leave.	Keep

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso				
No.	Proviso Title	Explanation	Proviso Text	Admin Request
93.14	DOA: First Responder Interoperability	Directs ADMIN to administer and coordinate First Responder Interoperability operations for the statewide Palmetto 800 MHz radio system to better coordinate public safety disaster responses and communications.	<p>The Department of Administration is directed to administer and coordinate First Responder Interoperability operations for the statewide Palmetto 800 radio system to better coordinate public safety disaster responses and communications. First Responder Interoperability administration and coordination shall be funded as provided in this act. The cost-proportional funds shall be utilized for radio user fees of state agencies and public safety first responders (Fire, EMS and Law Enforcement) that participate in the statewide Palmetto 800 radio system (Palmetto 800 participants). The Department of Administration, in consultation with the State Law Enforcement Division, the Department of Public Safety, and the State Emergency Management Division, and a representative of the South Carolina Sheriff's Association, shall set a baseline number of radios used by each Palmetto 800 participant based on the technical aspects of the Palmetto 800 radio system and the jurisdictional requirements of the participant. If a Palmetto 800 participant reduces the baseline number of radios in use, the amount of funds allocated for the participant's radio user fees shall be reduced in a proportional amount. The funds shall also be utilized to provide private county and city radio systems with grant funds to be used for purchases of equipment that support interoperability with the statewide Palmetto 800 radio system and its users. Grant funds shall be allocated to private county and city radio systems based on the criteria used for Palmetto 800 Participants and in amounts proportional to the amounts allocated to support the per-site radio user fees of Palmetto 800 participants. A matching share is required by a Palmetto 800 participant or by a private county or city radio system in order to qualify for receipt of funds pursuant to this proviso. Each fiscal year the Department of Administration shall establish the level of match required based upon funding provided by this act. These entities shall be required to furnish such documentation as may be required by the department to verify that the matching funds requirement is met. Upon funding state agency and public safety first responder user fees and private county and city equipment purchases, any remaining funds may be used to enhance and expand the statewide Palmetto 800 radio system. All funds shall be held in a separate account established by the department for the purposes set forth herein. Any unexpended portion of these funds may be carried forward and used for the same purpose. In the calculation of any across-the-board budget reduction mandated by the Executive Budget Office or General Assembly, the amount appropriated to the Department of Administration for First Responder Interoperability must be excluded from the department's base budget.</p> <p>The Department of Administration shall provide a report on the status of the integration of the statewide Palmetto 800 radio system which shall include, but not be limited to, a list of entities who are not integrated into the system as of the end of the immediately preceding fiscal year and the reason why they are not integrated. The report shall be submitted by October first, of the current fiscal year to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee.</p>	Keep

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso				
No.	Proviso Title	Explanation	Proviso Text	Admin Request
93.15	DOA: Sale of Surplus Property	Authorizes ADMIN to retain up to 50% of the net proceeds for sale of surplus real properties to be used for the deferred maintenance of State-owned building. The remaining 50% is returned to the agency which owned the property. Exempts selected agencies.	<p>Up to fifty percent of the proceeds, net of selling expenses, from the sale of surplus real properties shall be retained by the Department of Administration and used for the deferred maintenance of state-owned buildings. The remaining fifty percent of the net proceeds shall be returned to the agency that the property is owned by, under the control of, or assigned to and shall be used by that agency for nonrecurring purposes. This provision applies to all state agencies and departments except: institutions of higher learning; the Public Service Authority; the Ports Authority; the MUSC Hospital Authority; the Myrtle Beach Air Force Redevelopment Authority; the Department of Transportation; the Columbia State Farmers Market; the Department of Agriculture's Columbia Metrology Lab building and property; the Charleston Naval Complex Redevelopment Authority; the Department of Commerce's Division of Public Railways; the Midlands Technical College Enterprise Campus Authority; the Trident Technical College Enterprise Campus Authority; the Commissioners residence at the Department of Corrections and the Educational Television Commission's Key Road property.</p> <p>The Educational Television Commission shall be authorized to retain the net proceeds from the sale of its property on Key Road, and such proceeds may be used for the renovation of the ETV Telecommunications Center and other maintenance and operating expenses. If it is determined that sufficient net proceeds are not to be derived from the sale of its property on Key Road to cover the cost of all renovations of the Telecommunications Center, the property on Key Road shall not be sold. Any proposed sale hereunder shall, prior to said sale, be submitted to the Department of Administration for approval as being in compliance with the requirements of this subsection.</p> <p>The Department of Corrections shall be authorized to retain the net proceeds from the sale of the residence provided for the Commissioner of the Department of Corrections and use such proceeds for deferred maintenance needs at the Department of Corrections.</p> <p>The Forestry Commission shall be authorized to retain the net proceeds from the sale of surplus land for use in firefighting operations and replacement of firefighting equipment.</p> <p>The Department of Natural Resources shall be authorized to retain the net proceeds from the sale of existing offices originally purchased with a federal grant or with restricted revenue from hunting and fishing license sales for the improvement, consolidation, and/or establishment of regional offices and related facilities.</p> <p>The Department of Agriculture, the Educational Television Commission, the Department of Corrections, the Department of Natural Resources, the Forestry Commission, and the Department of Vocational Rehabilitation shall annually submit a report, within sixty days after the close of the fiscal year, to the Senate Finance Committee and the House Ways and Means Committee on the status of the sale of the identified property and a detailed accounting on the expenditure of funds resulting from such sale.</p> <p>This provision is comprehensive and supersedes any conflicting provisions concerning disposition of state-owned real property whether in permanent law, temporary law or by provision elsewhere in this act.</p> <p>Any unused portion of these funds may be carried forward into succeeding fiscal years and used for the same purposes.</p>	Keep

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso				
No.	Proviso Title	Explanation	Proviso Text	Admin Request
93.16	DOA: Cyber Security	Directs all agencies to adopt and implement cyber security policies, guidelines and standards developed by the ADMIN's Division of Information Security.	All state agencies must adopt and implement cyber security policies, guidelines and standards developed by the Department of Administration. The department may conduct audits on state agencies except public institutions of higher learning, technical colleges, political subdivisions, and quasi-governmental bodies as necessary to monitor compliance with established cyber security policies, guidelines and standards. Upon request, public institutions of higher learning, technical colleges, political subdivisions, and quasi-governmental bodies shall submit sufficient evidence that their cyber security policies, guidelines and standards meet or exceed those adopted and implemented by the department. In addition, while agencies retain the primary responsibility and accountability for ensuring responses to breach incidents comply with federal and state laws, the department shall be informed of all agency cyber security breaches, and is authorized to oversee incident responses in a manner determined by the department to be the most prudent. Upon request of the Department of Administration for information or data, all agencies must fully cooperate with and furnish the department with all documents, reports, assessments, and any other data and documentary information needed by the department to perform its mission and to exercise its functions, powers and duties. The Judicial and Legislative Branches are specifically exempt from the requirements set forth herein.	Keep
93.17	DOA: Holidays	Allows ADMIN's Division of State Human Resources to delare observation dates for legal holidays referenced in §53-5-10 should that legal holiday fall on a weekend.	When a legal holiday specified in Section 53-5-10 of the 1976 Code falls on Sunday, the following Monday and when a holiday specified in that section falls on Saturday, the preceding Friday next preceding is deemed a public holiday for all of the purposes. If either the following Monday or the preceding Friday is also a legal holiday, then the State Human Resources Director will designate the day upon which the legal holiday will be observed by state employees. To insure that no more than the legal holidays specified in Section 53-5-10 are observed in the calendar year, a New Year's Day that falls on Saturday must be observed on the following Monday. All bills of exchange, checks, and promissory notes which would otherwise be presentable for acceptance or payment on a Monday or Friday observed as a holiday pursuant to this section are deemed presentable for acceptance or payment on the secular or business day succeeding the holiday.	Keep
93.18	DOA: Nuclear Advisory Council	Directs the Office of Regulatory Staff to reimburse ADMIN for expenses associated with supporting the Governor's Nuclear Advisory Council.	The Office of Regulatory Staff shall reimburse the Department of Administration for travel expenses associated with the Governor's Nuclear Advisory Council from the SC Energy Office's radioactive waste funds.	Keep

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
93.20	DOA: QECB Allocation	Requires the Director of the Department of Administration to develop and implement a plan to utilize the state's remaining Qualified Energy Conservation Bond allocation to fund energy conservation projects on state-owned buildings and other eligible capital expenditures that benefit state agencies.	From the funds appropriated to the department, the director of the Department of Administration shall develop and implement a plan to utilize the state's remaining Qualified Energy Conservation Bond allocation to fund energy conservation projects on state-owned buildings and other eligible capital expenditures that benefit state agencies.	Keep
93.21	DOA: OCAB Head Start Program	Requires OEPP to transfer \$30K to OCAB Community Action Agency Inc., Head Start Program in order to match a grant award for the purchase of a 36-passenger bus to transport Head Start students.	Of the funds appropriated to the Department of Administration, III. Executive Policy & Programs, the department is directed to transfer \$30,000 to OCAB Community Action Agency, Inc., Head Start Program in order to match a grant award for the purchase of a 36-passenger bus to transport Head Start students.	Delete

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
93.22	DOA: Cherry Grove Deferred Maintenance	Requires Admin to transfer remaining funds from the Cherry Grove Building Roof Repair pursuant to Act 286 of 2014 (Orig Amount = \$150,000) to the Dept of Education to be used by the Dept of Education for deferred maintenance and capital improvements	In the current fiscal year, the Department of Administration shall transfer any remaining fund balance appropriated or authorized for the Cherry Grove Building Roof Repair pursuant to Act 286 of 2014 to the Department of Education. The remaining funds shall be used by the Department of Education for deferred maintenance and other capital improvements.	Delete
93.New	DOA: CDBG-DR Flexibility	Provides flexibility to use the amount appropriated in FY 2018 (Proviso 118.14(B)(13) 2015 Flood - Non-CDBG Disaster Recovery \$250K) to be used on any current and future Disaster Recovery program and not limit the funding to the 2015 Flood CDBG-DR program.	The funds previously appropriated to the Department of Commerce for 2015 Flood – Non-CDBG – Disaster Recovery may be utilized by any disaster recovery program managed by the agency.	Add
104.7	IT Planning Transfer	Directs SFAA to transfer \$400,000 from revenue generated from contract admin fees on IT contracts to the Dept of Admin to support DTO's IT Planning Unit	The State Fiscal Accountability Authority shall transfer \$400,000 from revenue generated from contract administration fees on information technology contracts to the Department of Administration to support the state's information technology planning program.	Keep

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
106.1	SEB: SCRS & PORS Allocation	Directs the Department of Administration - Executive Budget Office to allocate funds appropriated for SCRS Employer Contributions & PORS employer Contributions to state agencies and school districts for associated rate increases.	The funds appropriated in the current fiscal year for SCRS Employer Contributions and PORS Employer Contributions shall be allocated to state agencies and school districts by the Department of Administration, Executive Budget Office for SCRS and PORS rate increases.	Keep
117.9	GP: Transfers of Appropriations	Authorizes state agencies to transfer appropriations within programs, not exceeding 20% of the program budget, upon notification to the Executive Budget Office.	Agencies and institutions shall be authorized to transfer appropriations within programs and within the agency with notification to the Executive Budget Office and Comptroller General. No such transfer may exceed twenty percent of the program budget. Upon request, details of such transfers may be provided to members of the General Assembly on an agency by agency basis. Transfers of appropriations from personal service accounts to other operating accounts or from other operating accounts to personal service accounts may be restricted to any established standard level set by the State Fiscal Accountability Authority upon formal approval by a majority of the members of the State Fiscal Accountability Authority.	Keep
117.13	GP: Discrimination Policy	States the policy of the State to recruit, hire, train and promote employees without discrimination because of race, sex, national origin, age, religion, or physical disability. Directs each agency to report employment and	It is the policy of the State of South Carolina to recruit, hire, train, and promote employees without discrimination because of race, color, sex, national origin, age, religion or physical disability. This policy is to apply to all levels and phases of personnel within state government, including but not limited to recruiting, hiring, compensation, benefits, promotions, transfers, layoffs, recalls from layoffs, and educational, social, or recreational programs. It is the policy of the State to take affirmative action to remove the disparate effects of past discrimination, if any, because of race, color, sex, national origin, age, religion or physical disability. Each state agency shall submit to the State Human Affairs Commission employment and filled vacancy data by race and sex by October thirty-first, of each year. In accordance with Section 1-13-110 of the 1976 Code, as amended, the Human Affairs Commission shall submit a report on the status of state agencies' Affirmative Action Plans and Programs to the General Assembly by February	Keep

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		filled vacancy data by race and sex to the Human Affairs Commission annually.	<p>first each year. This report shall contain the total number of persons employed in each job group, by race and sex, at the end of the preceding reporting period, a breakdown by race and sex of those hired or promoted from within the agency during the reporting period, and an indication of whether affirmative action goals were achieved. For each job group referenced in the Human Affairs report, where the hiring of personnel does not reflect the percentage goals established in the agency's affirmative action plan for the year in question, the state agency shall submit a detailed explanation to the Human Affairs Commission by February fifteenth, explaining why goals were not achieved.</p> <p>The Human Affairs Commission shall review the explanations and notify the Department of Administration of any agency not in satisfactory compliance with meeting its stated goals.</p> <p>The Department of Administration shall notify any agency not in compliance that their request for additional appropriations for the current appropriation cycle, may not be processed until such time as the Department of Administration, after consultation with the Human Affairs Commission, is satisfied that the agency is making a good faith effort to comply with its affirmative action plan, and that the compliance must be accomplished within a reasonable length of time to be determined by the mission and circumstances of the agency. This requirement shall not affect additional appropriation requests for public assistance payments or aid to entities. This section does not apply to those agencies that have been exempted from the reporting requirements of the Human Affairs Commission.</p>	
117.14	GP: Personal Service Reconciliation, FTEs	Directs the EBO to maintain supervision over the number of State employees.	<p>In order to provide the necessary control over the number of employees, the Executive Budget Office is hereby directed to maintain close supervision over the number of state employees, and to require specifically the following:</p> <p>(1) That no state agency exceed the total authorized number of full-time equivalent positions and those funded from state sources as provided in each section of this act except by majority vote of the State Fiscal Accountability Authority.</p> <p>(2) That the Executive Budget Office shall maintain and make, as necessary, periodic adjustments thereto, an official record of the total number of authorized full-time equivalent positions by agency for state and total funding sources.</p> <p>(a) That within thirty days of the passage of the Appropriation Act or by August first, whichever comes later, each agency of the State must have established on the Executive Budget Office records all positions</p>	Keep

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			<p>authorized in the Act. Each agency may, upon notification to the Executive Budget Office, change the funding source of state FTE positions established on the Executive Budget Office records as necessary to expend federal and other sources of personal service funds to conserve or stay within the state appropriated personal service funds. No agency shall change funding sources that will cause the agency to exceed the authorized number of state or total full-time equivalent positions. Each agency may transfer FTEs between programs as needed to accomplish the agency mission.</p> <p>(b) That by September thirtieth, the office shall prepare a FTE analysis, by agency, which shows the number of authorized, filled, and vacant positions by source of funds for the current and two previously completed fiscal years. The office shall provide a copy of each agency's FTE analysis to the Senate Finance and House Ways and Means Committees.</p> <p>(3) That full-time equivalent (FTE) positions shall be determined under the following guidelines:</p> <p>(a) The annual work hours for each FTE shall be the agency's full-time standard annual work hours.</p> <p>(b) The state FTE shall be derived by multiplying the state percentage of budgeted funds for each position by the FTE for that position.</p> <p>(c) All institutions of higher education shall use a value of 0.75 FTE for each position determined to be full-time faculty with a duration of nine months.</p> <p>The FTE method of accounting shall be utilized for all authorized positions.</p> <p>(4) That the number of positions authorized in this act shall be reduced in the following circumstances:</p> <p>(a) Upon request by an agency.</p> <p>(b) When anticipated federal funds are not made available.</p> <p>(c) When the Executive Budget Office, through study or analysis, becomes aware of any unjustifiable excess of positions in any state agency.</p> <p>(5) That no new permanent positions in state government shall be funded by appropriations in acts supplemental to this act but temporary positions may be so funded.</p> <p>(6) That the provisions of this section shall not apply to personnel exempt from the State Classification and Compensation Plan under item I of Section 8-11-260 of the 1976 Code.</p> <p>The Governor, in making his appropriation recommendations to the Ways and Means Committee, must provide that the level of personal service appropriation recommended for each agency is at least ninety-seven percent of the funds required to meet one hundred percent of the funds needed for the full-time equivalents positions recommended by the Governor (exclusive of new positions).</p>	
117.15	GP: Allowance for Residences & Compensatio n Restrictions	Establishes the guidelines for residence requirements and compensation restrictions for State employees. Lists the employees/agencies authorized to occupy agency-owned residences.	That salaries paid to officers and employees of the State, including its several boards, commissions, and institutions shall be in full for all services rendered, and no perquisites of office or of employment shall be allowed in addition thereto, but such perquisites, commodities, services or other benefits shall be charged for at the prevailing local value and without the purpose or effect of increasing the compensation of said officer or employee. The charge for these items may be payroll deducted at the discretion of the Comptroller General or the chief financial officer at each agency maintaining its own payroll system. This shall not apply to the Governor's Mansion, nor to guards at any of the state's penal institutions and nurses and attendants at the Department of Disabilities and Special Needs, and registered nurses providing clinical care at the MUSC Medical Center, nor to the Superintendent and staff of John de la Howe School, nor to the cottage parents and staff of Wil Lou Gray Opportunity School, nor to full-time or part-time staff who work after regular working hours in the SLED Communications Center or Maintenance Area, nor to adult staff at the Governor's School for Science and Mathematics and the Governor's School for Arts and Humanities who	Keep

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			<p>are required to stay on campus by the institution because of job requirements or program participation. Any state institution of higher learning may provide complimentary membership privileges to employees who work at their wellness centers. The presidents of those state institutions of higher learning authorized to provide on-campus residential facilities for students may be permitted to occupy residences on the grounds of such institutions without charge. Any state institution of higher learning may provide a housing allowance to the president in lieu of a residential facility, the amount to be approved by the State Fiscal Accountability Authority. That the following may be permitted to occupy residences owned by the respective departments without charge: the Farm Director, Farm Managers, and Specialists employed at the Wateree River Correctional Institution; the South Carolina State Commission of Forestry fire tower operators, forestry aides, and caretaker at central headquarters; the Department of Natural Resources' Game Management Personnel, Fish Hatchery Personnel, and Fort Johnson Superintendent; the Department of Parks, Recreation and Tourism field personnel in the State Parks Division; Director of Wil Lou Gray Opportunity School; President of the School for the Deaf and the Blind; houseparents for the Commission for the Blind; South Carolina Department of Health and Environmental Control personnel at the State Park Health Facility and Camp Burnt Gin; Residence Life Coordinators at Lander University; Residence Life Directors, temporary and transition employees, student interns, and emergency personnel at Winthrop University; Farm Superintendent at Winthrop University; Residence Hall Directors at the College of Charleston; the Department of Disabilities and Special Needs' physicians and other professionals at Whitten Center, Clemson University Off-Campus Agricultural Staff and Housing Area Coordinators; and TriCounty Technical College's Bridge to Clemson Resident and Area Directors; and housing maintenance night supervisors, residence life directors, temporary and transition employees, and emergency medical personnel occupying residences owned by the University of South Carolina. Except in the case of elected officials, the fair market rental value of any residence furnished to a state employee shall be reported by the state agency furnishing the residence to the Agency Head Salary Commission, and the Department of Administration by October first of each fiscal year. All salaries paid by departments and institutions shall be in accord with a uniform classification and compensation plan, approved by the Department of Administration, applicable to all personnel of the State Government whose compensation is not specifically fixed in this act. Such plan shall include all employees regardless of the source of funds from which payment for personal service is drawn. The Department of Administration is authorized to approve temporary salary adjustments for classified and unclassified employees who perform temporary duties which are limited by time and/or funds. When approved, a temporary salary adjustment shall not be added to an employee's base salary and shall end when the duties are completed and/or the funds expire. Academic personnel of the institutions of higher learning and other individual or group of positions that cannot practically be covered by the plan may be excluded therefrom but their compensations as approved by the Department of Administration shall, nevertheless, be subject to review by the State Fiscal Accountability Authority. Salary appropriations for employees fixed in this act shall be in full for all services rendered, and no supplements from other sources shall be permitted or approved by the State Fiscal Accountability Authority. With the exception of travel and subsistence, legislative study committees shall not compensate any person who is otherwise employed as a full-time state employee. Salaries of the heads of all agencies of the State Government shall be specifically fixed in this act and no salary shall be paid any agency head whose salary is not so fixed. As long as there is no impact on appropriated funds, state agencies and institutions shall be allowed to spend public funds and/or other funds for designated employee award programs which shall have written criteria approved by the agency governing board or commission. For purposes of this section, monetary awards, if any, shall not be considered a part of an</p>	

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			<p>employee's base salary, a salary supplement, or a perquisite of employment. The names of all employees receiving monetary awards and the amounts received shall be reported annually to the Department of Administration.</p> <p>In the case of lodging furnished by certain higher education institutions to employees, the prevailing local rate does not apply if the institution meets the exceptions for inadequate rent described in the current Internal Revenue Code Section 119(d)(2). To meet the exception, rental rates must equal the lesser of five percent of the appraised value of the qualified campus lodging, or the average of the rentals paid by individuals (other than employees or students of the educational institution) during the calendar year for lodging provided by the educational institution which is comparable to the qualified campus lodging provided to the employee, over the rent paid by the employee for the qualified campus lodging during the calendar year. The appraised value shall be determined as of the close of the calendar year in which the taxable year begins, or, in the case of a rental period not greater than one year, at any time during the calendar year in which the period begins.</p>	
117.18	GP: Business Expense Reimbursement	Authorizes agency heads and specified employees to receive reimbursements for business expenses incurred while performing their official duties.	Agency heads and deputy commissioners or deputy directors designated by agency heads may receive reimbursements for business expenses incurred while performing their official duties, provided that receipts are presented when seeking reimbursement and justification is submitted to document the time, place, and purpose of the expense as well as the names of the individuals involved. The Department of Administration shall promulgate regulations governing these expenses.	Keep
117.21	GP: Organizations Receiving State Appropriations Report	Requires organizations receiving a contribution in the appropriation act to provide information to the state agency making the contribution by November 1 of the current fiscal year	Each organization receiving a contribution in this act shall render to the state agency making the contribution by November first of the fiscal year in which funds are received, an accounting of how the state funds will be spent, goals to be accomplished, proposed measures to evaluate success in implementing and meeting the goals, a copy of the adopted budget for the current year, and also a copy of the organization's most recent operating financial statement. The funds appropriated in this act for contributions shall not be expended until the required financial statements are filed with the appropriate state agency. No funds in this act shall be disbursed to organizations or purposes which practice discrimination against persons by virtue of race, creed, color or national origin. The State Auditor shall review and audit, if necessary, the financial structure and activities of each organization receiving contributions in this act and make a report to the General Assembly of such review and/or audit, when requested to do so by the State Fiscal Accountability Authority. From the funds an organization receives from a state agency, for accountability purposes, by June thirtieth organizations receiving contributions in this act shall submit a report to the state agency making the contribution that includes an accounting of how the funds were spent and the outcome measures used to determine the success of the stated goals. State agencies receiving such data from organizations shall forward the information to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee.	Keep

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117.23	GP: Carry Forward	Authorizes each agency to carry forward up to 10% of their general fund appropriation into the next fiscal year.	<p>Each agency is authorized to carry forward unspent general fund appropriations from the prior fiscal year into the current fiscal year, up to a maximum of ten percent of its original general fund appropriations less any appropriation reductions for the current fiscal year. Agencies shall not withhold services in order to carry forward general funds.</p> <p>This provision shall be suspended if necessary to avoid a fiscal year-end general fund deficit. For purposes of this proviso, the amount of the general fund deficit shall be determined after first applying the Capital Reserve Fund provisions in Section 11-11-320(D) of the 1976 Code, and before any transfers from the General Reserve. The amount of general funds needed to avoid a year-end deficit shall be reduced proportionately from each agency's carry forward amount.</p> <p>Agencies which have separate general fund carry forward authority must exclude the amount carried forward by such separate authority from their base for purposes of calculating the ten percent carry forward authorized herein. Any funds that are carried forward as a result of this provision are not considered part of the base of appropriations for any succeeding years.</p>	Keep
117.27	GP: School Technology Initiative	Directs the Dept of Education, in conjunction ADMIN, State Library, ETV, and a representative from the EOC, to administer the K-12 technology initiative funds.	From the funds appropriated/authorized for the K-12 technology initiative, the Department of Education, in consultation with the Department of Administration, the State Library, the Educational Television Commission, and a representative from the Education Oversight Committee, shall administer the K-12 technology initiative funds. These funds are intended to provide technology, encourage effective use of technology in K-12 public schools throughout the state, conduct cost/benefit analyses of the various technologies, and should, to the maximum extent possible, involve public-private sector collaborative efforts. Funds may also be used to establish pilot projects for new technologies with selected school districts as part of the evaluation process. K-12 technology initiative funds shall be retained and carried forward to be used for the same purpose.	Keep
117.29	GP: Base Budget Analysis	Requires each agency to complete and publish their accountability reports by 9/15 annually. Further directs the EBO to develop a process to train agency leaders on the annual report process.	Agencies' annual accountability reports for the prior fiscal year, as required in Section 1-1-810, must be accessible to the Governor, Senate Finance Committee, House Ways and Means Committee, and to the public on or before September fifteenth, for the purpose of a zero-base budget analysis and in order to ensure that the Agency Head Salary Commission has the accountability reports for use in a timely manner. Accountability Report guidelines shall require agencies to identify key program area descriptions and expenditures and link these to key financial and performance results measures. The Executive Budget Office is directed to develop a process for training agency leaders on the annual agency accountability report and its use in financial, organizational, and accountability improvement. Until performance-based funding is fully implemented and reported annually, the state supported colleges, universities and technical schools shall report in accordance with Section 59-101-350.	Keep

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117.32	GP: Voluntary Separation Incentive Program	Authorizes state agencies to implement a voluntary separation incentive program, in conjunction with ADMIN's Division of State Human Resources, to realize recurring cost savings for realignment and/or permanent downsizing.	State agencies may implement, in consultation with the Department of Administration, a program to realign resources to include provisions for a separation incentive payment for employees which may include the employer portion of health and dental benefits not to exceed one year. Employees participating in such program shall not be eligible to participate in the Teacher and Employee Retention Incentive (TERI) program. Employees participating in such program shall be considered to have voluntarily quit their employment without good cause and be subject to the provisions of Section 41-35-120(1) of the South Carolina Employment Security Law. Any program developed under this provision will involve voluntary participation from employees and will be funded within existing appropriations. The program must be approved by the agency head and the Director of the Human Resources Division based on ability to demonstrate recurring cost savings for realignment and/or permanent downsizing. State agencies shall report the prior year's results to the Department of Administration by August fifteenth, of the current fiscal year. The Department of Administration, upon request, shall report to the Senate Finance Committee and the House Ways and Means Committee on these results.	Keep
117.39	GP: Governor's Office, Veterans Affairs	Authorizes the Director of the Veterans Affairs Division to appoint additional claims representatives to provide assistance to ex-servicemen.	Of the funds appropriated for the Department of Administration, Office of Executive Policy and Programs, Division of Veterans Affairs, the Director of the Division shall appoint an additional claims representative within the Division of Veterans Affairs, who, in addition to being charged with the duty of assisting all ex-servicemen, regardless of the wars in which their service may have been rendered, in filing, presenting, and prosecuting to final determination all claims which they have for money compensation, hospitalization, training, and insurance benefits under the terms of federal legislation, shall also specialize in the specific needs and diseases associated with veterans of the Vietnam era. The person appointed as a claims representative under this section must be versed in federal legislation relating to these matters and the rules, regulations, and practice of the Veterans Administration as created by Congress and his appointment must be approved by the Governor. Subject to the direction of the director, and in addition to other duties prescribed in this section, the claims representative appointed pursuant to this section may represent the Division of Veterans Affairs on the South Carolina Agent Orange Advisory Council and on the Hepatitis C Coalition established by the South Carolina Department of Health and Environmental Control, assist the Division of Veterans Affairs in carrying out its duties in connection with the Agent Orange Information and Assistance program, represent the director in connection with functions relating to Vietnam veterans, and perform other duties as may be assigned by the director.	Keep
117.47	GP: Organizational Charts	Directs each agency to provide ADMIN's Division of State Human Resources an updated organizational chart annually.	All agencies, departments and institutions of state government shall furnish to the Human Resources Division (1) a current personnel organizational chart annually no later than September first of the current fiscal year, or upon the request of the division and (2) notification of any change to the agency's organizational structure which impacts an employee's grievance rights within thirty days of such change. The organizational chart shall be in a form prescribed by the Human Resources Division showing all authorized positions, class title, class code, position number and indications as to whether such positions are filled or vacant. In addition, the organizational chart shall clearly identify those employees who are exempt from the State Employee Grievance Procedure Act.	Keep

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117.48	GP: Agencies Affected by Restructuring	Directs ADMIN to assist agencies affected by restructuring in order to phase-in operations of restructured organizations.	Upon restructuring of state agencies by the General Assembly the Department of Administration is directed to work with affected State agencies in order to phase-in operations of restructured organizations during the current fiscal year. Restructured organizations should be operating entirely under the revised structure no later than December thirty-first, of the current fiscal year, unless otherwise directed by law. The department is further directed to work with the affected agencies in order to identify and facilitate the transfer of any portion of their operations, including transfer of funds during the current fiscal year, which is affected by the restructured organization adopted by the General Assembly, but which has not already been accomplished herein. Until sufficient changes can be made to the State's accounting system and the appointment of appropriate agency heads, the Comptroller General and the State Treasurer shall allow those agencies affected by restructuring to continue processing documents within the account structure existing on June thirtieth, of the prior fiscal year. Restructured agencies shall make all the necessary accounting adjustments to complete the transition to the new account structure as soon as possible, but no later than December thirty-first, of the current fiscal year, unless otherwise directed by law. The Executive Budget Office is directed to prepare the subsequent detail budget to conform Part IA and corresponding provisos in this act to any restructuring changes that are ratified.	Keep
117.49	GP: Agency Administrative Support Collaboration	Expresses intent of the General Assembly to actively pursue cost savings measures through collaborative efforts and where feasible may combine administrative support functions with other agencies.	It is the intent of the General Assembly that state agencies continue to actively pursue cost savings measures through collaborative efforts and where feasible may combine administrative support functions with other agencies.	Keep
117.54	GP: Employee Bonuses	Authorizes agencies to award employees who earn less than \$100,000 annually bonuses not exceeding \$3,000 per year.	State agencies and institutions are allowed to spend state, federal, and other sources of revenue to provide selected employees lump sum bonuses, not to exceed three thousand dollars per year, based on objective guidelines established by the Department of Administration. Payment of these bonuses is not a part of the employee's base salary and is not earnable compensation for purposes of employee and employer contributions to respective retirement systems. Employees earning \$100,000 or more shall not be eligible to receive bonuses under this provision. The employing agency must report this information on or before August thirty-first of each year and must include the total amount and source of the bonus received by the employee during the preceding fiscal year (July first through June thirtieth). The Human Resources Division of the Department of Administration shall formulate policies and procedures to ensure compliance with the reporting provisions of this proviso. Copies of the reports shall be made available to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee, upon request.	Keep

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117.61	GP: CID & PCC Agency Head Salaries	Directs the hiring salaries and salary increases of the agency heads for the Commission on Indigent Defense and the Prosecution Coordination Commission be subject to the regulations of the Agency Head Salary Commission.	All hiring salaries and salary increases for the agency heads of the Commission on Indigent Defense and the Prosecution Coordination Commission shall be subject to all provisions related to agency heads covered by the Agency Head Salary Commission.	Keep

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FY 19-20 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.64	GP: Critical Employee Recruitment and Retention	Authorizes certain health agencies to award recruitment and retention bonuses not exceeding \$10,000 per year upon approval by the State Human Resources Director.	<p>State agencies are allowed to spend state, federal, and other sources of revenue to provide lump sum bonuses to aid in recruiting and retaining workers in critical needs jobs which provide services that directly impact the health, safety, and welfare of the public. The employee bonus amount shall be approved by the State Human Resources Director based on State Human Resources guidelines, and shall not exceed \$10,000 per year. Payment of these bonuses is not a part of the employee's base salary and is not earnable compensation for purposes of employee and employer contributions to respective retirement systems. These bonuses shall, however, be considered earnings for determining if an employee who has returned to work after retirement is subject to the earning limitation imposed in either Section 9-1-1790(A)(1) or Section 9-11-(4)(a)(i).</p> <p>These agencies may also provide paid educational leave for any employee in a FTE position deemed critical by the Department of Administration to attend class while enrolled in degree programs that are related to the agency's mission. All such leave is at the agency head's discretion.</p> <p>These agencies may enter into an agreement with individuals employed in critical needs positions to repay them for their outstanding student loans associated with completion of a relevant degree. Agencies may pay these employees up to twenty percent or \$7,500, whichever is less, of their outstanding student loan each year over a five-year period. Payments will be made directly to the employee at the end of each year of employment. The agency will be responsible for verifying the principal balance of the employee's student loan prior to issuing payments.</p> <p>Agencies are also authorized to allow tuition reimbursement from a maximum of ten credit hours per semester; allow probationary employees to participate in tuition programs; and provide tuition prepayment instead of tuition reimbursement for employees willing to pursue a degree in a healthcare program. An agency may pay up to fifty percent of an employee's tuition through tuition prepayment. The remaining tuition could be reimbursed to the employee after successful completion of the class.</p> <p>The Department of Administration shall approve of the designation of critical needs positions applicable to this provision using guidelines that include, but are not limited to: 1) the difficulty recruiting for the positions as reflected by data such as the vacancy rate maintained, the average time to fill, the lack of sufficient qualified applicants, and other objective factors; 2) the difficulty retaining employees in the positions as shown by turnover data; 3) justification by the state agency that the position is critical to the core mission of the agency and directly impacts the health, safety and welfare of the public; and 4) assurances from the state agency that there are sufficient existing funds available to pay for items under this provision.</p> <p>Healthcare employees in approved critical needs positions working on a practicum or required clinical experience towards completion of a healthcare degree may be allowed to complete these requirements at their state agency or another state agency at the discretion of the agency head. This field placement at another state agency may be considered work time for participating employees.</p> <p>State agencies must report to the Department of Administration by August 31st of each year any expenditure under this provision. The Department of Administration shall compile a report of the responses and submit them to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee by October 1st of each year.</p>	Keep

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117.65	GP: Governor's Budget Certification	Directs the Director of the Revenue and Fiscal Affairs Office to certify the Governor's Executive Budget is in balance annually.	The annual Executive Budget proposed by the Governor must be certified by the Director of the Revenue and Fiscal Affairs Office or his designee in the same manner as the House Ways and Means and Senate Finance Committee versions of the budget bill are certified.	Keep
117.67	GP: Voluntary Furlough	Authorizes agency heads to institute a voluntary employee furlough program of not more than 90 days per fiscal year.	Agency heads may institute a voluntary employee furlough program of not more than ninety days per fiscal year. During this voluntary furlough, the state employees shall be entitled to participate in the same state benefits as otherwise available to them except for receiving their salaries. As to those benefits which require employer and employee contributions, the state agencies, institutions and departments will be responsible for making both employer and employee contributions if coverage would otherwise be interrupted; and as to those benefits which require only employee contributions, the employee remains solely responsible for making those contributions. In the event an agency's reduction is due solely to the General Assembly transferring or deleting a program, this provision does not apply.	Keep
117.69	GP: Reduction in Force Antidiscrimin ation	Directs agencies to comply with Title 7 of the Civil Rights Act of 1964 or any other applicable federal or state anti-discrimination laws when implementing a reduction in force.	In the event of a reduction in force implemented by a state agency or institution, the state agency or institution must comply with Title VII of the Civil Rights Act of 1964 or any other applicable federal or state antidiscrimination laws.	Keep

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FY 19-20 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.70	GP: RIF/Agency Head Furlough	Requires agency heads to take a 5-day furlough should they implement a reduction in force. Exempts agency head if the reduction in force is caused by federal budget cuts or reorganization to accomplish organizational efficiencies.	<p>In the event a reduction in force is implemented by a state agency or institution of higher learning, the agency head shall be required to take five days furlough in the current fiscal year. If more than one reduction in force plan is implemented in a fiscal year, the mandatory agency head furlough is only required for the initial plan. The agency head will retain all responsibilities and authority during the furlough. All monies saved from this furlough may be retained by that agency and expended at the discretion of the agency head. During this furlough, the agency head shall be entitled to participate in the same state benefits as otherwise available to them except for receiving their salaries. As to those benefits which require employer and employee contributions, the state agency will be responsible for making both employer and employee contributions if coverage would otherwise be interrupted; and as to those benefits which require only employee contributions, the agency head remains solely responsible for making those contributions.</p> <p>Placement of an agency head on furlough under this provision does not constitute a grievance or appeal under the State Employee Grievance Procedure Act. In the event the reduction for the state agency or institution of higher learning is due solely to the General Assembly transferring or deleting a program, this provision does not apply. Agencies may allocate the agency head's reduction in pay over the balance of the fiscal year for payroll purposes regardless of the pay period within which the furlough occurs. The Department of Administration shall promulgate guidelines and policies, as necessary, to implement the provisions of this proviso. State agencies shall report information regarding furloughs to the Department of Administration.</p> <p>For purposes of this provision, agency head includes the president of a technical college as defined by Section 59-103-5 of the 1976 Code.</p> <p>The agency head of the State Board for Technical and Comprehensive Education shall not be required to take this mandatory furlough based solely on the implementation of a reduction in force plan by a technical college.</p> <p>An agency head shall not be required to take this mandatory furlough based solely on reductions in force implemented as a result of federal budget cuts or reorganization to accomplish organizational efficiencies.</p>	Keep
117.72	GP: IMD Operations	Directs all agencies that place children in certain group homes or institutional settings to provide reports to the General Assembly on their activities annually.	All funds received by the Department of Education, the Department of Juvenile Justice, the Department of Disabilities and Special Needs, the Department of Mental Health, the Department of Social Services, and the Department of Administration, Office of Executive Policy and Programs-Continuum of Care as State child placing agencies for the Institution for Mental Diseases Transition Plan (IMD) of the discontinued behavioral health services in group homes and child caring institutions, as described in the Children's Behavioral Health Services Manual Section 2, dated 7/01/06, shall be applied only for out of home placement in providers which operate Department of Social Services or Department of Health and Environmental Control licensed institutional, residential, or treatment programs. An annual report by each state child placing agency shall be made on the expenditures of all IMD transition funds and shall be provided to the Chairman of the Senate Finance Committee, Chairman of the House Ways and Means Committee, and the Governor no later than November first each year. The Department of Health and Human Services shall review the numbers of out of home placements by type and by agency each year and make recommendations to the General Assembly.	Keep

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.74	GP: Mandatory Furlough	Directs agency heads to consider furloughing contract, post-TERI and TERI employees before furloughing other employees if the agency implements a program due to state general funds appropriations are less than the previous fiscal year or following implementation of an across the board mid-year cut.	In a fiscal year in which the general funds appropriated for a state agency are less than the general funds appropriated for that agency in the prior fiscal year, or whenever the General Assembly or the Executive Budget Office implements a midyear across-the-board budget reduction, and agency heads institute a mandatory employee furlough program, in determining which employees must participate in the program, agency heads should give consideration to furloughs for contract employees, post-TERI employees, and TERI employees before other employees. During this mandatory furlough, the state employees shall be entitled to participate in the same state benefits as otherwise available to them except for receiving their salaries. As to those benefits which require employer and employee contributions, the state agencies, institutions, and departments will be responsible for making both employer and employee contributions if coverage would otherwise be interrupted; and as to those benefits which require only employee contributions, the employee remains solely responsible for making those contributions. In the event an agency's reduction is due solely to the General Assembly transferring or deleting a program, this provision does not apply.	Keep
117.75	GP: Reduction in Force	Directs agency heads required to make reductions in force to consider contract, TERI or post-TERI employees if the agency needs to implement a program due to state general funds appropriations being less than the previous fiscal year or following implementation of an across the board mid-year cut.	In a fiscal year in which the general funds appropriated for a state agency are less than the general funds appropriated for that agency in the prior fiscal year, or whenever the General Assembly or the Executive Budget Office implements a midyear across-the-board budget reduction, and agency heads must make reductions in force, agency heads should give consideration to reductions of contract employees, post-TERI employees, and TERI employees before other employees. In the event an agency's reduction is due solely to the General Assembly transferring or deleting a program, this provision does not apply.	Keep
117.78	GP: Broadband Spectrum Lease	Authorizes ETV to assume management and administration of the Educational Broadband Spectrum Lease and receive payments directly to fund agency operations.	The General Assembly must approve any exercise of the Middle Band Segment Channel recapture provisions contained in the Educational Broadband Service Spectrum Lease Agreements if the exercise of the recapture provisions would result in a decrease in payments received by the State. The Educational Television Commission assumes management and administration of the lease and receives lease payments directly. The Educational Television Commission shall retain and expend funds received pursuant to the lease for agency operations. The commission shall be authorized to carry forward unexpended funds from the prior fiscal year into the current fiscal year. In the event of a default by the current lease holder, the Educational Television Commission is authorized to use contingent funds up until such time as a new lease can be negotiated by the State and the Educational Television Commission.	Keep

Yellow – Admin Request

Green = 2018 Act 160 (Dept of Children's Advocacy)

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.80	GP: Deficit Monitoring	Provides procedures for the EBO regarding quarterly deficit monitoring.	<p>It is the responsibility of each state agency, department, and institution to operate within the limits of its authorized appropriations. All agencies, departments, and institutions are to budget, allocate and manage its authorized appropriations in a way to avoid an operating deficit for the fiscal year.</p> <p>If at the end of each quarterly deficit monitoring review by the Executive Budget Office, it is determined by either the Executive Budget Office or a state agency, department, or institution that the likelihood of a deficit for the current fiscal year exists, the state agency shall notify the General Assembly within fifteen days of this determination and shall further request the Executive Budget Office to work with it to develop a plan to avoid the deficit. Within fifteen days of the deficit avoidance plan being completed, the Executive Budget Office shall either request the General Assembly to recognize the deficit if it determines the deficit avoidance plan will not be sufficient to avoid a deficit or notify the General Assembly of how the deficit will be avoided based on the deficit avoidance plan if the Executive Budget Office determines the plan will be sufficient to avoid a deficit.</p> <p>Upon notification from the Executive Budget Office that an agency will run a deficit and requesting that it be recognized, the General Assembly, by joint resolution, may make a finding that the cause of, or likelihood of, a deficit is unavoidable due to factors which are outside the control of the state agency, department, or institution, and recognize the deficit. Any legislation to recognize a deficit must be in a separate joint resolution enacted for the sole purpose of recognizing the deficit of a particular state agency, department, or institution. A deficit may only be recognized by an affirmative vote of each branch of the General Assembly.</p> <p>If the General Assembly recognizes the deficit, then the actual deficit at the close of the fiscal year must be reduced as necessary from surplus revenues or surplus funds available at the close of the fiscal year in which the deficit occurs and from funds available in the General Reserve Fund and the Capital Reserve Fund, as required by the Constitution of this State.</p> <p>Once a deficit has been recognized by the General Assembly, the state agency, department, or institution shall limit travel and conference attendance to that which is deemed essential by the director of the agency, department, or institution. In addition, the General Assembly, when recognizing a deficit may direct that any pay increases and purchases of equipment and vehicles must be approved by the Executive Budget Office.</p>	Keep

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.82	GP: Bank Account Transparency and Accountability	Directs state agencies that have composite reservoir bank accounts or any other accounts containing public funds that are not included in the CG SARS or SCEIS systems to prepare a report annually disclosing every transaction of the prior fiscal year.	<p>Each state agency, except state institutions of higher learning, which has composite reservoir bank accounts or any other accounts containing public funds which are not included in the Comptroller General's South Carolina Enterprise Information System shall prepare a report for each account disclosing every transaction of the account in the prior fiscal year. The report shall be submitted to the State Fiscal Accountability Authority by October first of each fiscal year. The report shall include the name(s) and title(s) of each person authorized to sign checks or make withdrawals from each account, the name and title of each person responsible for reconciling each account, the beginning and year-end balance of funds in each account, and data related to both deposits and expenditures of each account. The report shall include, but not be limited to, the date, amount, and source of each deposit transaction and the date, name of the payee, the transaction amount, and a description of the goods or services purchased for each expenditure transaction. To facilitate review, the State Fiscal Accountability Authority shall prescribe a common format for the report which agencies must use. In order to promote accountability and transparency, a link to the report shall be posted on the Comptroller General's website as well as the agency's homepage.</p> <p>When the State Auditor conducts or contracts for an audit of a state agency, accounts of the agency subject to this proviso must be included as part of the review.</p> <p>If an agency determines that the release of the information required in this provision would be detrimental to the state or the agency, the agency may petition the State Fiscal Accountability Authority to grant the agency an exemption from the reporting requirements for the detrimental portion. The meeting to determine whether an exemption should be granted shall be closed. However, the exemption may only be granted upon a majority vote of the State Fiscal Accountability Authority in a public meeting.</p>	Keep
117.88	GP: Funds Transfer to ETV	Directs ADMIN to transfer funds appropriated for Legislative and Public Affairs Coverage and Emergency Backbone and the Law Enforcement Training Council for State and Local Training of Law Enforcement, City, and County municipal training services to ETV.	In the current fiscal year funds appropriated in Part IA to the Department of Administration Section 93 for Legislative and Public Affairs Coverage and Emergency Communications Backbone and to the Law Enforcement Training Council in Section 64 for State and Local Training of Law Enforcement, City and County municipal training services must be transferred to the Educational Television Commission (ETV) during July of the current fiscal year for the continuation of services as provided in the prior fiscal year.	Keep

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.102	GP: Technology and Remediation	Requires funds appropriated to the ADMIN's Division of Information Security be used to develop a statewide information security program.	The funds appropriated to the Department of Administration for the Division of Information Security shall be used to develop and implement a statewide information security program. A portion of the nonrecurring funds may be used for enterprise technology and remediation, and distributed to state agencies to address the State's most serious information security vulnerabilities as determined by the Division of Information Security and the Division of Technology Operations. Unexpended funds appropriated for Enterprise Technology and Remediation may be carried forward from the prior fiscal year and used for the same purpose. These funds shall be excluded from the Department of Administration's base budget calculation of any across-the-board agency base reductions mandated by the Executive Budget Office or General Assembly.	Keep
117.104	GP: State Ports Authority Property	Directs the Authority to transfer the remaining property on Daniel Island and St. Thomas Island to ADMIN if it has not been sold by 6/30/19.	If the State Ports Authority has not completed the sale of its real property on Daniel Island, except for the dredge disposal cells that are needed in connection with the construction of the North Charleston terminal on the Charleston Naval Complex and for harbor deepening and for channel and berth maintenance, by June 30, 2019, the authority must transfer the property to the Department of Administration. The authority shall sell the real property under terms and conditions it considers most advantageous to the authority and the State of South Carolina.	Keep

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.110	GP: Information Technology and Information Security Plans	Directs state agencies to submit information technology and information security plans to ADMIN by August 1. Outlines what should be included in both plans and how agencies may submit updates and/or changes. Exempts the legislative and judicial departments, higher eds, tech colleges, political subdivisions and quasi-governmental entities from this requirement.	<p>(A) By August first of the current fiscal year, all state agencies must submit an information technology plan and an information security plan to the Department of Administration. State agencies must submit updates to their plans if there are changes following initial submission. Changes that would necessitate an updated plan include, but are not limited to, changes in response to technological advancements, changes in legislation, regulation or compliance requirements, newly identified funding sources, or new issues relating to information technology management or business requirements.</p> <p>The information technology plans required by this section shall be in the form and level of detail required by the department and shall include at least: (1) the information technology objectives of the state agency; (2) an inventory of the state agency's information technology; (3) any performance measures used by the state agency for implementing its information technology objectives; (4) how the state agency's development of information technology coordinates with other governmental entities; (5) the state agency's budget plans for information technology for the coming fiscal year which must include: (a) all fixed, recurring information technology costs, regardless of funding sources; (b) new information technology expenditures for services, hardware upgrades/replacements and software purchases, regardless of funding sources; (c) new information technology projects, regardless of funding sources; and (d) FTE counts, temporary personnel counts, and salary information and position descriptions for all information technology personnel, regardless of funding sources; and (6) the state agency's need for appropriations for information technology.</p> <p>The information security plans required by this section shall be in the form and level of detail required by the division and shall include at least: (1) the information security objectives of the state agency; (2) an inventory of the state agency's information security technology; (3) a profile of the state agency's compliance with security policies established by the division; (4) a profile of the state agency's sensitive data and a description of applicable state and federal privacy requirements; (5) a profile of risk management and other measures taken by the state agency to protect its data from unauthorized access and disclosure; (6) the state agency's budget plans for information security for the coming fiscal year which must include: (a) all fixed, recurring information security technology costs, regardless of funding sources; (b) new information security expenditures for services hardware upgrades/replacements and software purchases, regardless of funding sources; (c) new information security projects, regardless of funding sources; and (d) FTE counts, temporary personnel counts, and salary information and position descriptions for all information security personnel, regardless of funding sources; and (7) the state agency's need for appropriations for information security.</p> <p>(B) The director of the Department of Administration should seek advice from private and public sector resources on the efficient use of information technology and best practices.</p> <p>(C) The Judicial Department, Legislative Department, public institutions of higher learning, technical colleges, political subdivisions and quasi-governmental bodies are specifically exempt from the requirements as provided in this proviso.</p>	Keep

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.112	GP: Employee Compensation	Directs ADMIN to allocate the amount appropriated for Employee Pay Increases to various state agencies in accordance with the General Assembly's directive.	<p>The amounts appropriated to F300-Statewide Employee Benefits for Employee Pay Increases must be allocated by the Department of Administration, Executive Budget Office to the various state agencies to provide for employee pay increases in accordance with the following plan:</p> <p>(1) With respect to classified and non-judge judicial classified employees, effective on the first pay date that occurs on or after July first of the current fiscal year, the compensation of all classified employees shall be increased by zero percent.</p> <p>(2) With respect to unclassified and non-judge judicial unclassified employees or unclassified executive compensation system employees not elsewhere covered in this act, effective on the first pay date that occurs on or after July first of the current fiscal year the compensation of all unclassified employees shall be increased by zero percent. Any employee subject to the provisions of this paragraph shall not be eligible for compensation increases provided in paragraphs 1, 3, 4, 5, or 6.</p> <p>(3) Effective on the first pay date that occurs on or after July first of the current fiscal year, agency heads not covered by the Agency Head Salary Commission, shall receive an annualized base pay increase of zero percent.</p> <p>(4) With respect to local health care providers compensation increases shall be zero percent effective on the first pay date that occurs on or after July first of the current fiscal year. With respect to Area Agencies on Aging funded by the Lieutenant Governor's Office on Aging, compensation shall be increased by zero percent effective on the first pay date that occurs on or after July first of the current fiscal year. With respect to local councils on aging or local providers of services funded by the Lieutenant Governor's Office on Aging through Area Agencies on Aging, no pay increases will be allowed. School Bus Driver salary and fringe funding to school districts shall be increased by zero percent.</p> <p>(5) Effective on the first pay date that occurs on or after July first of the current fiscal year, the Chief Justice and other judicial officers shall receive an annualized base pay increase of zero percent.</p> <p>(6) Effective on the first pay date that occurs on or after July first of the current fiscal year, county auditors and county treasurers shall receive an annualized base pay increase of zero percent.</p> <p>(7) For Fiscal Year 2016-17, the Executive Budget Office is directed to review Executive Branch agencies to determine whether their budgets warrant an other fund authorization increase due to the zero percent compensation increase for all full-time employees. If so warranted, the Executive Budget Office shall work with the Office of the Comptroller General to increase such authorization for the affected agencies.</p> <p>The Department of Administration shall allocate associated compensation increases for retirement employer contributions based on the retirement rate of the retirement system in which individual employees participate.</p> <p>The Executive Director of the State Fiscal Accountability Authority is authorized to use excess appropriations for the current fiscal year designated for statewide employer contributions for other statewide purposes. At the discretion of the Executive Director of the State Fiscal Accountability Authority, such action may be considered a permanent transfer into the receiving agency's base budget.</p> <p>Funds appropriated in Part IA, F300, Section 106, Statewide Employee Benefits may be carried forward from the prior fiscal year into the current fiscal year.</p>	Keep

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.119	GP: Statewide Strategic Information Technology Plan Implementati on	Directs agencies to comply with the recommendations set forth in the Statewide Strategic IT Plan to include; use shared services from DTO; comply with DTO IT rules, standards, plans, policies and directives; participate in and comply with decisions determined by IT governance advisory groups; submit IT budget requests; create IT plans for purchases that exceed \$50k with consultation and approval of DTO; develop a three year IT strategic plan; enter IT costs into SCEIS as determined by DTO & SCEIS. Directs agency to provide an annual agency compliance report by December 31st. Exempts certain entities.	<p>To ensure the uniform implementation of the Statewide Strategic Information Technology Plan developed pursuant to the Restructuring Act of 2014 and designed to improve the State's ability to provide reliable, secure, cost-efficient, and innovative information technology services and infrastructure, state agencies are directed as follows:</p> <p>(1) Agencies shall use the shared services from the Department of Administration, Division of Technology Operations as those services become available and in a sequence to be determined by the division. Agencies shall coordinate with the division to accomplish a strategic transition to the shared services environment. Shared services include, but are not limited to, mainframe services, application hosting, servers, storage, network services, desktop services, and disaster recovery services. The State Chief Information Officer may grant an exception, to be revisited on a periodic basis, if the division determines that it cannot immediately satisfy the technical or security capabilities required to support the agency in question;</p> <p>(2) With regard to information technology governance, standards, and enterprise architecture, agencies shall comply with the rules, standards, plans, policies, and directives of the Division of Technology Operations;</p> <p>(3) With regard to information technology governance, standards, and enterprise architecture, agencies shall participate and comply with decisions determined by the information technology governance advisory groups.</p> <p>(4) With regard to the annual Appropriations Act budget submission, agencies shall submit all information technology budget requests to the Executive Budget Office and the Division of Technology Operations. The Executive Budget Office and the Division of Technology Operations shall jointly review the budget requests and recommend for funding consideration only those proposals that fit into the overall Statewide Strategic Information Technology Plan.</p> <p>(5) With the consultation and approval of the Division of Technology Operations, agencies must create an information technology plan for purchases that exceed \$50,000 to ensure compliance with the Statewide Strategic Information Technology Plan and the standards defined by the division.</p> <p>(6) Agencies shall develop a three-year strategic plan for information technology, updated annually, for the Division of Technology Operations, that shall be approved by the Chief Information Officer, that sets forth: (a) operational and project priorities; (b) budget summaries; (c) planned projects and procurements; (d) staffing plans; (e) security initiatives; and (f) risks, issues, and concerns with the agency's information technology.</p> <p>(7) Agencies shall enter information technology costs into the South Carolina Enterprise Information System (SCEIS) as directed by the Division of Technology Operations and SCEIS.</p> <p>The Department of Administration shall provide a report to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee regarding agency compliance no later than December 31st of each calendar year.</p> <p>The Legislative Branch, the Judicial Branch, public institutions of higher learning, technical colleges, political subdivisions and quasi-governmental bodies are specifically exempt from the requirements as provided in this provision.</p>	Keep

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.119	GP: State Employee Leave Donation	Authorizes state employees to transfer annual and/or sick leave to a specific leave recipient other than to a leave pool account.	In the event of a medical emergency, a state employee may make a written request to the employing agency that a specified number of hours of his accrued annual and/or sick leave be transferred from his annual and/or sick leave account to a specific leave recipient rather than to a leave pool account, subject to the approval of the agency director. An employee with less than fifteen days in his sick leave account may not transfer any sick leave to the recipient, and an employee with more than fifteen days in his sick leave account may transfer sick leave to the recipient if he retains a minimum of fifteen days in his own sick leave account. Once leave of an employee has been transferred to the recipient, it may not be restored or returned to the leave donor. For purposes of this provision, a medical emergency is defined under IRS Revenue Ruling 90-29 as a medical condition of the employee or a family member that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave available apart from the leave-sharing plan.	Keep
117.128	GP: Catastrophic Weather Event	Prevents re-appraisal of improvements made to personal residences by counties for improvements made using US HUD Block Grant funds through the Disaster Recovery Program	(A) Any improvements made to real property or personal property used as a residence, such as a mobile home or manufactured housing unit, damaged during the catastrophic weather event in October 2015, <u>Hurricane Florence 2018</u> or Hurricane Matthew of 2016, after the event and before June 30, 2019 20 , is not considered an improvement and does not require a re-appraisal. This provision only applies if as a result of the catastrophic weather event, the improvements made to the property were funded by the United States Department of Housing and Urban Development Block Grant - Disaster Recovery program. This provision also applies if, at the discretion of the county and using qualifications determined by the county, the improvements were made with the assistance of a volunteer organization active in disaster, or a similar volunteer organization. (B) During the current fiscal year, the property tax value of an eligible property shall remain the same unless an assessable transfer of interest occurs. No refund is allowed on account of values adjusted as provided in this provision.	Amend
117.134	GP: SCEIS Data Entry Compliance	Requires Admin through its SCEIS division to develop and issue written standards and guidelines for data entry into SCEIS by all agencies.	The Department of Administration shall develop and issue written SCEIS data entry standards and guidelines for agency compliance. To ensure uniform compliance with these standards and guidelines, state agencies shall comply with all SCEIS data entry rules, standards, plans, policies, directives, and guidelines established by the Department of Administration.	Keep

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.135	GP: Statewide Real Estate Plan Implementati on	Establishes a comprehensive, central real property and facility management process. It strives to achieve a maximum efficiency and economy in the use of state-owned, state-leased, and commercial leased facilities that provide for the needs of state government agencies.	<p>Pursuant to legislative intent expressed in Proviso 118.2 (Titling of Real Property) of this Act to establish a comprehensive central real property and office facility management process to plan for the needs of state government agencies; and to achieve maximum efficiency and economy in the use of state-owned, state-leased, and commercial leased facilities, all state agencies are directed as follows:</p> <p>(1) In the current occupation of state-owned and commercial facilities or prior to incurring an obligation to expend funds through entering or renewing a lease for state-owned or commercial facilities, state agencies shall work in conjunction with the Department of Administration to achieve uniform space standards in state-owned, state-leased, and commercial leased facilities resulting over time in an overall target density of 210 square feet per person unless otherwise approved by the department.</p> <p>(2) Prior to entering or renewing any contract for leasing real property, state agencies shall comply with the Department of Administration's site selection criteria for state-owned, state-leased, or commercial leased space,</p> <p>(3) State agencies shall record into the South Carolina Enterprise Information System (SCEIS) all maintenance and operations expenditures for state-owned and state-leased facilities in the manner prescribed by the Department of Administration.</p> <p>(4) State agencies shall provide to the Department of Administration a list of all contracts related to facilities management, maintenance, and support, and shall not renew or enter into any new contracts related to facilities management, maintenance or support without prior approval from the Department of Administration.</p> <p>(5) Under guidance and direction of the Department of Administration, state agencies shall annually report on and submit plans to address ongoing and deferred maintenance for all state-owned real property.</p> <p>(6) State agencies shall annually update and submit an inventory of state-owned facilities and land to the Department of Administration by June 30 of each fiscal year in the manner prescribed by the department. Each submission shall include a portfolio assessment with recommendations for any dispositions.</p> <p>The Legislative Branch, the Judicial Branch, public institutions of higher learning, technical colleges, political subdivisions and quasi-governmental bodies are generally exempt from the requirements of this proviso; provided, however, that public institutions of higher learning and technical colleges shall be subject to the provisions of paragraph (6) in its entirety, and the provisions of paragraph (1) with respect to any facility or portion thereof used for administrative and office space.</p> <p>The Department of Administration shall provide a report to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee regarding compliance with this proviso no later than December 31 of each calendar year, beginning December 31, 2018.</p>	Keep

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.136	GP: Statewide Administrative Services	Proviso states that the Department of Administration may provide consolidated administrative services that promote cost savings for the state to agencies that receive \$20M or less in total appropriations.	<p>The Department of Administration may provide consolidated administrative services to all agencies to promote cost savings, process integrity and other efficiencies, and to reduce duplication, overlap and redundancies, or any combination thereof and to provide for consistency in transactions and processes and to advance a statewide approach to agency administration. Consolidated administrative services may include, but are not limited to: 1) financial and accounting support, such as accounts payable and receivable processing, procurement processing, journal entry processing and financial reporting assistance; 2) human resources administrative support, such as transaction processing and reporting, payroll processing, and human resources training; and 3) budget support, such as budget transaction processing and budget reporting assistance.</p> <p>Agencies that receive twenty million dollars or less in total appropriations in the current fiscal year shall consult with the Department of Administration to determine whether the use of consolidated administrative services offered by the department would be beneficial to the agency. The Legislative Branch, the Judicial Branch, public institutions of higher learning and technical colleges shall be exempt from the requirements of this provision.</p> <p>The Department of Administration shall provide a report to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee regarding agency utilization of administrative services offered by the department no later than December 31, 2018.</p>	Keep
117.137	GP: Mobile Device Protection Plan	Requires Admin to implement updated policies for protecting mobile devices including but not limited to cellphones, tablets and laptops. Requires SFAA to establish a statewide contract for protecting all state owned, mobile devices that can be included in one combined contract.	<p>With funds appropriated and authorized in the current fiscal year, the Department of Administration in the current fiscal year, shall implement updated policies for protecting mobile devices including, but not limited to, cellular phones, tablets and laptops. The department must also consider the potential consolidation of existing protection plans as established by other state agencies, to ensure an effective and efficient statewide approach to a protection plan that covers all state owned devices.</p> <p>(A) The following factors shall be considered by the department as it reviews options for providing this protection, and to the extent possible, the following components must be included in the updated plan:</p> <ol style="list-style-type: none"> (1) Protective cases and screens for all devices; (2) Multi-year insurance coverage for both the device and the protective case; (3) Zero deductible if possible to ensure cost savings to the department; (4) Multiple claims per device should be allowable; (5) Replacement policy if devices cannot be repaired; and (6) Local pickup and delivery service for efficient repair and replacement where possible. <p>(B) Upon development of these policies and to follow the new mobile device purchasing policy for state agencies, the State Fiscal Accountability Authority must establish a statewide contract for protecting all state owned, mobile devices that can be included in one combined contract.</p> <p>(C) The State Fiscal Accountability Authority must ensure that any contract developed for this purpose is awarded utilizing a competitive approach in accordance with the South Carolina Procurement Code.</p>	Keep

Yellow – Admin Request

Green = 2018 Act 160 (Dept of Children’s Advocacy)

**South Carolina Department of Administration
FY 2019-20 Provisos**

FY 19-20 Proviso No.	Proviso Title	Explanation	Proviso Text	ADMIN Request
117.139	GP: State Flag Study Committee	Creates the SC Flag Study Committee charged with proposing an official, uniform design for the state flag based on historically accurate details & legislative adoptions. Study committee consists of 5 members, including the Director of Admin or her designee.	<p>There is created the South Carolina State Flag Study Committee charged with proposing an official, uniform design for the state flag based on historically accurate details and legislative adoptions. Membership of the study committee shall be comprised of five members as follows:</p> <ul style="list-style-type: none"> (1) the Director of the Department of Archives and History, or his designee, who shall serve as chairman; (2) the Director of the Department of Administration, or his designee; (3) one member appointed by the President Pro Tempore of the Senate; (4) one member appointed by the Speaker of the House of Representatives; and (5) one member appointed by the Governor. <p>The study committee shall provide a report including a proposed design to the General Assembly by February 1, 2019, at which time the study committee shall dissolve. Members of the study committee shall receive mileage, per diem, and subsistence as provided by law.</p>	Keep

DEPARTMENT OF ADMINISTRATION
SUMMARY OF CARRY FORWARD AND CURRENT CASH BALANCES
FISCAL YEAR 2018

		Office / Description	Fund	Balance 6/30/2018	%
Funds Restricted in Use by Court Orders or Federal law					
		<i>General Services</i>			
		Federal Surplus Property	4190	676,980	1%
Funds Held as Agent for Other Governmental Units or Persons					
		<i>Division of State IT</i>			
		K-12 E-Rate	3329	11,056,528	
		K-12 Education Improvement Act	4973	1	
		K-12 School Technology	3323	104,355	
		Wireless Tower Revenue	3037	-	
		800 MHz Rebanding	3037	7,310	
		Assist agencies with 800 Mhz radio user Fees	1001	826,885	
		<i>Division of Information Security</i>			
		Enterprise Technology & Remediation	1001	2,781,023	
		<i>Office of Executive Policy and Programs</i>			
		Economic Opportunity Project Share	3721	65,394	
		Veterans' Affairs - Military Family Relief Fund-Housing Authority	35E5	164,804	
		Veterans' Affairs - Military Family Relief Fund	49E2	196,787	
		<i>Non Agency Related Accounts</i>			
		African American History Monument	4305	31,847	
		Save the Hunley	3487	699,338	
		Statewide Voting System (2014 Act 298 - FY 2015)	3634	1,000,000	
		<i>General Services</i>			
		Surplus Property - Due to Agencies	3840	1,150,154	
		SC Veteran's Monument	3485	3,606	
		Subtotal		18,088,030	16%
Building Projects & Deferred Maintenance					
		<i>General Services</i>			
	*	Non-Capital Projects	3149	1,898,369	
		Capital Projects:			
		Capital Projects - State Appropriations	3600	193,728	
		Capital Projects - Capital Reserve	3603	350,414	
		Capital Projects - Capital Improvement Bonds	3043	13,116	
	*	Capital Projects - Other Funds	3907	13,745,981	
		Total Capital Projects		14,303,239	
		Sale of Real Property Proviso	38F2	406,795	
	*	Dep Res OGS	3234	5,532,436	
		Dep Res State Park	3265	82,311	
		Subtotal		22,223,149	20%

DEPARTMENT OF ADMINISTRATION
SUMMARY OF CARRY FORWARD AND CURRENT CASH BALANCES
FISCAL YEAR 2018

Office / Description	Fund	Balance 6/30/2018	%
Business Operations Financed by User Charges and Non-recurring Appropriations			
<i>Office of Executive Director</i>			
Special Operating	3417	46,157	
General Fund	1001	50,808	
Sale of Assets	3958	140	
<i>Office of Administrative Services - Finance/HR</i>			
General Fund	1001	851,090	
Special Operating	3417	1,108,259	
Sale of Assets	3958	203	
<i>Admin Information Technology</i>			
Special Operating	3417	63,094	
Sale of Assets	3958	-	
<i>Executive Budget Office</i>			
General Fund	1001	648,832	
Special Operating	3417	255	
Sale of Assets	3958	138	
<i>Division of Technology Operations & SCEIS</i>			
* Operating Revenue	3035	8,037,371	
SCEIS	3037	2,890,260	
SCEIS-Recurring General Funds	1001	479,897	
Telecommunication Revolving Funds	3489	520,635	
Division of Technology Capital Reserve Fund	3634	5,595,000	
* Depreciation Reserve	3081	9,450,000	
Emergency Management - General Fund	1001	280,728	
Sale of Assets	3958	1,912	
<i>Division of Information Security</i>			
Div of Information Security - Recurring	1001	482,176	
Div of Information Security - Cap Reserve (NR)	3634	1,031,995	
Sale of Assets	3958	-	
<i>Enterprise Privacy Office</i>			
General Fund	1001	66,609	
<i>Division of General Services</i>			
* General Services	3067	2,582,092	
* Rent-State Owned Real Property	3124	597,149	
Special Operating	3417	83,922	
State House / Mansion & Grounds	1001	-	
Sale of State Property	3840	-	
* State Fleet Management	3197	13,586,164	
* State Fleet Depreciation Reserve	3774	395,499	
* Commercial Vendor Repair Program	3792	2,264,579	
Sale of Assets	3958	375,722	
<i>Office of Human Resources</i>			
General Fund	1001	117,532	

DEPARTMENT OF ADMINISTRATION
SUMMARY OF CARRY FORWARD AND CURRENT CASH BALANCES
FISCAL YEAR 2018

Office / Description	Fund	Balance 6/30/2018	%
Training Sessions Fees	3212	1,352,875	
Sale of Assets	3958	-	
Internal Audit Services			
General Fund	1001	112,160	
Special Operating	3417	21,010	
Sale of Assets	3958	-	
Agencywide Support			
APEX	3417	1,758,426	
APEX	1001	4,148	
CG Treas DP	1001	-	
OEPP Administration			
General Fund	1001	-	
Sale of Assets	3958	9,307	
Children's Affairs			
Children's Case Resolution	1001	-	
Special Revenue Fund	3035	-	
Guardian Ad Litem			
General Fund	1001	437,435	
Donations	3098	2,178	
Sale of Assets	3958	900	
Guardian Ad Litem Operating	3785	970,754	
Guardian AD Litem Trust	47J7	4,210,037	
Continuum of Care			
General Fund	1001	2,654,964	
Patient Fees	3125	-	
DMH Patient Fees	3477	632,283	
Medicaid Special Revenue	3764	1,305,550	
Foster Care			
General Fund	1001	301,570	
Medicaid Special Revenue	3760	565,693	
Developmental Disabilities			
General Fund	1001	53,933	
Ombudsman			
General Fund	1001	107,058	
Client Assistance Program Indirect Cost	37J8	23,432	
Small & Minority Businesses			
General Fund	1001	65,805	
Veterans' Cemetery			
General Fund	1001	1,207,630	
Donations	3098	61,406	
Maybank Fund	34E4	45,211	
Veterans' Cemetery Capital Reserve Fund	3634	334,962	
Veterans' Cemetery Special Revenue Fund	3639	1,321,861	
Capital Projects	3907	-	
Victim's Assistance			

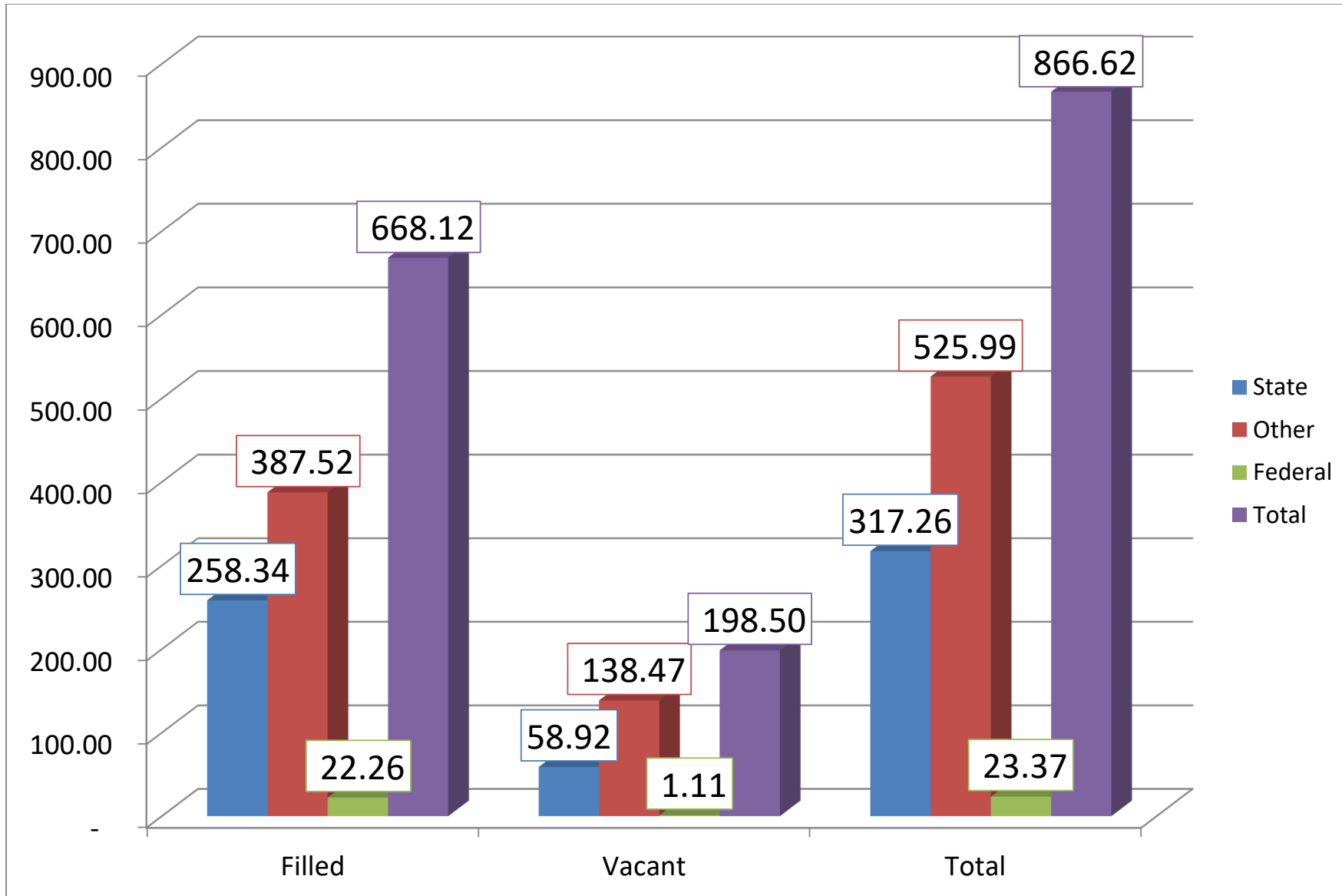
DEPARTMENT OF ADMINISTRATION

SUMMARY OF CARRY FORWARD AND CURRENT CASH BALANCES

FISCAL YEAR 2018

Office / Description				Fund	Balance 6/30/2018	%
			Victim's Rights	1001	3,213	
			Donations	3098	131	
			Victim's Comp Fund	3147	253	
			Subtotal		69,172,400	63%
			Grand Total		110,160,559	100%
		*	Indicates those funds that are subject to Federal repayment.			

**Department of Administration
Filled Vs Vacant FTEs
As of December 31, 2018**



Current State — On behalf of the state, the South Carolina Department of Administration (Admin) owns and maintains 53 state buildings. As indicated in Admin’s current Capital Permanent Improvement Plan (CPIP), those buildings have more than **\$103 million in deferred maintenance needs**. And that amount grows each year.

This significant amount of deferred maintenance is largely due to inadequate funding sources. These funding sources include:

1. Agency lease fund collections.
 - The current **state lease rate is \$11.29**, set by the legislature in 1998.
2. Appropriations for specific facilities.
 - State House — In FY 2018, Maintenance and Operations costs equaled **\$1.2 million** and appropriations equaled **\$658,000**.
 - Gressette and Blatt buildings — In FY 2018, Maintenance and Operations costs equaled **\$1,080,000** and appropriations equaled **\$719,781**.
 - Governor’s Mansion Complex – In FY 2018, Maintenance and Operations costs equaled **\$855,362** and appropriations equaled **\$126,000**.
 - Agencies who pay rent are subsidizing these four buildings by **\$1.6 million** annually.
3. Parking fees.
 - The average cost of parking in downtown Columbia is **\$80/month**.
 - Assigned, state parking spaces are **\$10/month** in the McEachern Parking Garage and Assembly Street Parking Deck. This rate does not support the cost to operate and maintain the garage, parking deck or surface lots serving the Capitol Complex resulting in an **average annual operating deficit of \$200,000**, not including any capital projects.
 - No fees are charged for lots surroundings other state-owned buildings.
4. Revenue from the sale of the state’s surplus real property.
 - In FY 2018, Admin brokered the sale of 16 surplus properties totaling **\$21,287,250.90**, but Admin only received **\$598,646.88** in sale proceeds. The remaining proceeds were returned to the agencies owning the properties.

Addressing Deferred Maintenance

Admin utilizes a strategic approach to address ongoing deferred maintenance, which includes:

- Completing a facilities conditions assessment to determine the prioritization of deferred maintenance and ongoing capital maintenance needs.
- Utilizing the Capital Permanent Improvement Plan (CPIP) to prioritize projects that directly impact the health and safety of the people who work and use these buildings.
- Pushing back priority projects when emergency needs must be met.

The following FY 2017–2018 numbers show how much it costs Admin to maintain the buildings as a whole:

Recurring Income:	
Lease Payments & Excess Energy	22,906,133
Appropriations	1,503,781
Parking Revenue	349,388
Other Revenue	176,179
Total Income	24,935,481
Recurring Expenses:	
Maintenance & Operations	12,652,070
Utilities	7,699,891
Insurance	361,087
Administration	790,000
Commercial Property Management	706,846
Total Expenses	22,209,895
Amount available for deferred maintenance & capital improvements	2,725,586
Estimated Deferred Maintenance (\$103M amortized over 10 Years)	10,300,000
Estimated Annual Shortage	(7,574,414)
Average annual capital improvement requirements	17,200,000
Total Annual Shortage	(24,774,414)

Summary Shortfall of Funds

Annual Capital Needs: \$17.2 million
 Deferred Maintenance: \$10.3 million

After Admin pays for normal maintenance and operations costs such as utilities and janitorial services, the agency only has approximately **\$2.7 million** available to address critical capital needs each year in all of the buildings it maintains.

FY 2019 Budget Request

In alignment with Admin’s CPIP, we requested **\$9.6 million** in capital funding for the following projects:

State House — Escalator Replacement/Water Proofing	\$2,800,000
Wade Hampton — Elevator Modernization	\$900,000
Wade Hampton — Chilled and Hot Water Distribution System	\$4,800,000
<u>Adjutant General Bldg. — Air Handling Units, VAV, Controls, Duct Repair</u>	<u>\$1,150,502</u>
Total	\$9,650,502

Admin received **\$4.5 million** of the requested amount.

FY 2020 Budget Request

Admin has requested approximately **\$9.8 million** in capital funding for the following projects:

Supreme Court – Waterproof Walls and Windows	\$1,615,000
Columbia Mills – Roof Replacement	\$3,100,000
Columbia Mills – Window Replacement	\$4,200,000
<u>Columbia Mills – Atrium Roof/Window Repair</u>	<u>\$840,000</u>
Total	\$9,755,000