

AGENCY NAME:	South Carolina Department of Administration		
AGENCY CODE:	D500	SECTION:	93

**Fiscal Year 2017-18
Accountability Report**

SUBMISSION FORM

AGENCY MISSION Lead to identify efficiencies. Innovate to increase effectiveness. Collaborate to provide services to enhance security and trust.

AGENCY VISION Lead. Collaborate. Innovate.

Please select yes or no if the agency has any major or minor (internal or external) recommendations that would allow the agency to operate more effectively and efficiently.

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

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

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PRIMARY CONTACT:	Marcia S. Adams	803-734-8120	Marcia.Adams@admin.sc.gov
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I have reviewed and approved the enclosed FY 2017-18 Accountability Report, which is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR (SIGN AND DATE):
Marcia S. Adams 9/21/18

(TYPE/PRINT NAME): Marcia S. Adams

BOARD/CMSN CHAIR (SIGN AND DATE):

(TYPE/PRINT NAME):

AGENCY NAME:

South Carolina Department of Administration

AGENCY CODE:

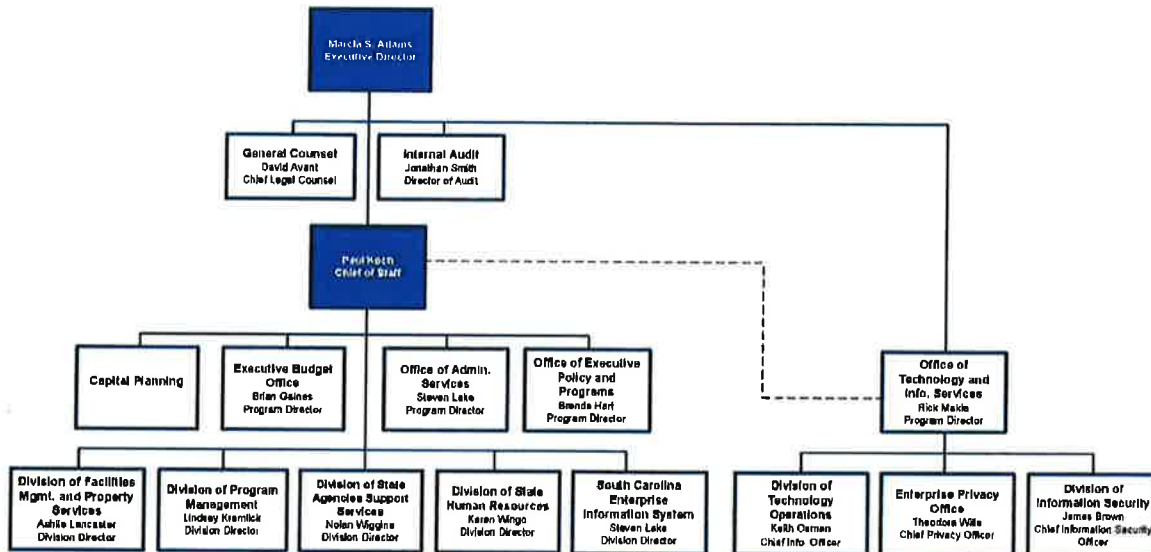
D500

SECTION:

93

AGENCY'S DISCUSSION AND ANALYSIS

ORGANIZATION — The South Carolina Department of Administration (Admin) is the central administrative agency for South Carolina State government and was established July 1, 2015, in accordance with the South Carolina Restructuring Act of 2014 (Act 121). Marcia S. Adams serves as the Executive Director of Admin. As a Cabinet agency, Admin works closely with the office of Governor Henry McMaster.

South Carolina Department of Administration's Organizational Chart

Revised August 2018

To help Admin better accomplish its growing mission, the agency restructured existing programs to create the following two new divisions during FY18:

- **Division of Program Management (DPM):**
 - Consists of the Program Management Office (PMO), Admin Communications, legislative affairs, policy, and agency training and development.
 - Focuses on IT Shared Services, internal Admin support with project oversight, and strategic prioritization of agency initiatives.
- **Office of Technology and Information Services (OTIS):**
 - Consists of the Division of Technology Operations (DTO), the Division of Information Security (DIS), and the Enterprise Privacy Office (EPO).
 - Focuses on information technology, information security, and privacy under the leadership of a Chief Strategy Officer.

2017–2018 STRATEGIC GOALS — To accomplish Admin's long-term strategies, leadership identified five short-term strategic goals to continuously improve products, services, and delivery methods to better meet the needs of all stakeholders. These goals include:

- 1) Lead as a model of excellence and as a trusted partner in the administration of government services.

AGENCY NAME:	South Carolina Department of Administration		
AGENCY CODE:	D500	SECTION:	93

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

2017–2018 ACCOMPLISHMENTS AND MILESTONES

Collaboration with Other Agencies — Part of Admin's 2017-2018 mission was to serve other state agencies by leading innovative efforts to provide secure, cost-effective, responsive, and standardized services so that those agencies can better serve South Carolinians.

Some of Admin's accomplishments achieved through collaboration with other agencies include:

- Reducing service costs for four key IT shared services.
- Helping six agencies begin migrating or fully migrate to the State Data Center to reduce spending and enhance security.
- Establishing and implementing the statewide Information Security and Privacy Services (ISPS) contract.
- Partnering 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.

The following provides more details about these and other collaborative efforts, along with information about all of Admin's accomplishments.

The Statewide Strategic Information Technology Plan, Technology Operations, Information Security and Privacy — In support of the Statewide Strategic Information Technology Plan's recommended state agency transition to shared services, Admin developed a process for high-level project oversight that can be applied to select high-value, high-sensitivity agency projects. During the yearly IT data collection effort, agencies were asked to identify projects with a one-year or multi-year value of more than one million dollars. Admin reviewed 350 IT plans that total \$77 million and provided the Governor's Office and the General Assembly with recommendations for agencies' IT budget requests totaling \$84 million in recurring and \$55 million in non-recurring funds.

Admin is also responsible for reviewing information technology plans of \$50,000 or more or any requests involving telecommunications. To make this function more efficient and effective, Admin partnered with a state contract vendor to utilize an existing shared service offering to build a new IT planning system to replace the previous system created in 2002. Admin accommodated the yearly IT Data Collection, which was again required by FY 2017–2018 Appropriations Act Proviso 117.121. Both complex functions were combined into one system, which replaced a labor-intensive process of maintaining spreadsheets for agencies by introducing modern workflow components hosted on a secure and robust shared services system. Additionally, the new system provides reporting capabilities that enhance the ability to make data-driven decisions.

To meet the requirements set forth in FY 2016–2017 Appropriations Act Proviso 117.133, Admin partnered with Gartner to create a plan for Shared Services for the State of South Carolina. Part of that plan included the establishment of governance groups. One of the recommended levels of governance is the Agency Relationship Management (ARM) Board, which is comprised of 12 diverse agencies. The ARM Board assists with the development of delivery and support for shared services offered by Admin. For example, the ARM Board met with Gartner and DTO to review and validate Admin's service level monitoring initiative, which will, for the first time, provide service quality metrics for shared services customers. In another example, the ARM Board provided agency feedback during the development of a new information technology and data collection tool.

AGENCY NAME:	South Carolina Department of Administration		
AGENCY CODE:	D500	SECTION:	93

Strategic-focused governance groups continued to ensure agencies have a constant voice and input while working in collaboration on key decisions. The Executive Oversight Group, Agency Work Group, Technology Work Group and the Security and Architecture Review Board (SARB) meet at least quarterly to review processes, advise on key areas and help set the agenda to advance the effort to transform the way in which information technology is acquired, consumed and managed by agencies throughout the state.

Admin worked extensively to continue its year-over-year cost transparency project and implemented multi-year shared services cost reductions for the following services Jan. 1, 2018:

Figure 1 – Summary of Service Cost Reductions

<u>Service Name</u>	<u>Reduction</u>
DTO Storage	10%
DTO Archive Storage	82%
DTO Server Management	25% (Per Server)
DTO Virtual Servers	19% (Per Virtual Server)

These notable rate decreases will result in an overall estimated total savings of \$800,000 during the next year which will lead to a decrease in costs to agencies that utilize these services.

The SARB recommended and the Executive Governance Group adopted endpoint computing standards in October 2017. Since that time, the standard has produced \$390,000 in savings. Admin and SFAA also negotiated savings from the current National Association of State Procurement Officials (NASPO) contract on the end-user computing devices and have saved approximately 40 percent per device.

Final adoption of the hyperconverged standard is expected during FY19. The SARB continues to work on an email standard while work begins on a cloud standard.

This year, DTO helped the agencies below migrate fully or begin migration to the data center and participate in shared services:

- *S.C. Commission on Indigent Defense (CID)*— DTO successfully completed the full migration of CID’s servers, storage, network and workstations in July 2017. The modern equipment prevented CID from realizing a significant capital expense. CID also migrated its email to DTO’s cloud-based email service, which provides additional data protections. Updates and security patches are now applied to CID servers and workstations using DTO’s automated service. DTO’s managed service adds further layers of defense to CID’s systems while off-loading the administrative burden allowing CID staff to focus on the agency’s mission.
- *S.C. Commission for the Blind (COB)*— DTO successfully completed the full migration of COB’s workstations, servers, storage, and network components in October 2017. The servers and data storage moved to equipment located at the State Data Center providing COB with greater physical security and data backup service to protect data availability.
- *S.C. Commission for Higher Education (CHE)*— DTO successfully completed the full migration of CHE’s desktop (Dec. 2017), servers and storage (Jan. 2018), and data center network to shared services.
- *S.C. Department of Probation, Parole, and Pardon Services (PPP)* – DTO successfully completed PPP’s server and storage environment migration to the State Data Center in October 2017. DTO and PPP have enjoyed close cooperation as operational management of the environment transitions to DTO. The benefits already realized include improved server monitoring, stronger anti-malware defense, greater data protection and the physical environment. The move to the State Data Center helped PPP achieve compliance with the FBI’s security policy for Criminal Justice Information Services.
- *S.C. Department of Health and Environmental Control (DHEC)* – DTO executed pilot migrations for DHEC in July 2017 and August 2017. The DHEC environment continued to be very dynamic and the numbers of servers fluctuated. Therefore, DTO began using a general division of the server and storage environment into five move groups. Over half of DHEC’s server environment has been migrated to the State Data Center. Migration activities paused while DHEC worked to consolidate and retire their server numbers. Final migrations are scheduled to be complete in the first half of FY19.

AGENCY NAME:	South Carolina Department of Administration		
AGENCY CODE:	D500	SECTION:	93

- *S.C. Department of Social Services (DSS)* – DTO began working with DSS in early 2018. To date, the discovery portion of the migration effort has been completed. Network connectivity for the migration has been established and the network devices which will encrypt the data flow between DSS and DTO have been installed. Migration of the first pilot group of servers is currently scheduled for early FY19.

DIS has had much success with the statewide Information Security and Privacy Services (ISPS) contract. Multiple agencies leveraged this contract to conduct independent self-assessments. DIS will continue to develop the statewide assessment initiative during FY19 to increase information security maturity. Admin and SC Cyber conducted the annual Cyber Symposium in the fall of 2017. Panel discussions helped employees from 40 state agencies and 20 institutions of higher education learn to use the ISPS contract to augment security efforts with approved vendor services.

In the spring of 2018, Admin completed the procurement for a broker specializing in cyber liability insurance. The broker is actively engaged with Admin to determine the best coverage for the agency and identify a provider.

In alignment with the Information Security Professional Development program, approximately 70 vouchers were provided to InfoSec staff representing multiple agencies. The effort produced an 87 percent course completion rate.

The Disaster Recovery solution and software management tool solicitations were published in 2017. The state required extensive reworking of the Disaster Recovery RFPs due to changes in the procurement process for both a disaster recovery hosting site and a disaster recovery software planning tool. The RFPs for both were awarded July 3, 2018. Implementation of a statewide Disaster Recovery solutions will begin in FY19.

To increase the monitoring maturity of the Security Operations Center (SOC), which monitors and activates the State Computer Security Incident Response Team (SC CSIRT) in the event of a security event, DIS neared completion of the effort to enhance monitoring of 25 percent of state agencies per the SCDIS-210 Information Security Technology Coverage Measurement Standards. Currently, all in-scope agencies have been submitted to the SOC for validation and procedures are in development to create a repeatable process.

DIS engaged in the development of a statewide Vulnerability Management Program to cover 25 percent of agencies, including current DTO managed customers and two pilot agencies. Once fully implemented, the state will benefit from a governance model and operating procedure to identify, analyze, report and remediate vulnerabilities identified in the state’s information system and data assets. Successful implementation of the Vulnerability Management program will provide the state with a well-developed process for assessing system-level risk within the state enterprise environment.

Key objectives of this effort include the development of processes to support the following activities:

- Asset Inventory
- Patch Management
- Vulnerability Identification and Remediation
- Risk Assessment and Evaluation
- Exception Tracking and Compliance Reporting
- System Baseline Configuration Standards

The implementation is part of the ongoing maturation of InfoSec processes across the state. In FY19, DIS will continue to support program expansion throughout the state to increase coverage.

The DIS internship program was implemented this year. Interns start during a 12-week cycle to align with the semester dates. For the first 12-week cycle DIS had two interns, one from the University of South Carolina (USC) and one from the Midlands TechHire program. Both interns gained valuable experience. Upon completion of the 12-week internship, the USC intern graduated and has obtained a full-time position. The intern from the Midlands TechHire program continues to learn and contribute in the Information Assurance and SOC functional areas.

This year, EPO developed a web-based, data classification training module agencies can elect to use to train employees about the requirement to inventory data holdings and classify data based on sensitivity in accordance with the State Data Classification

AGENCY NAME:	South Carolina Department of Administration		
AGENCY CODE:	D500	SECTION:	93

Schema. The module will be accessible via the state learning management system, MySCLearning. The finalization and publishing of the training content are scheduled to be completed in the fall of FY19.

Admin worked to develop a strategy to improve the effectiveness of the data protection awareness employee training model. OTIS staff identified a strategy that improved the current training model, enabled continued quality training delivery and redirected EPO staff to more operational and compliance related activities. EPO provided training events and awareness materials to multiple audiences.

Communications — Admin engaged a web design company to rethink the way that IT shared services and agency support are delivered via the web. The effort resulted in a new design that provides a simple, intuitive interface. This new approach will allow agencies and citizens to reach important information and support mechanisms with fewer clicks. As the new design delivers an end-user experience that exceeds the current site, the team decided to take a wholistic approach and expand the project to bring the new design and capabilities to the remainder of Admin’s web presence. The team expects to redesign and implement an entirely new Admin website during the next fiscal year.

Admin Communications partnered with the Division of State Human Resources (DSHR) and a senior marketing class from the University of South Carolina during the fall of 2017 to develop a statewide recruitment marketing plan. The students conducted a SWOT analysis and researched millennials and their perceptions of working for state government. The students provided some valuable research and suggestions that Admin used as a starting point for the Statewide Recruitment Initiative, which began in spring 2018. This effort included the creation of a statewide recruitment brand and website. Both will be launched in early FY 2019.

Admin Communications also worked with a vendor to build and populate the agency’s first intranet, utilizing SharePoint. The site, which went live in late 2017, contains all agency policies, forms, newsletters and document templates.

To monitor and develop agency-wide training initiatives, Admin hired a statewide training coordinator in June 2018.

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

As mentioned previously, DSHR and Admin Communications partnered to establish a statewide recruitment brand. An Admin-led branding and messaging group worked to develop a statewide recruitment brand, which will be unveiled late summer 2018. The branding will be introduced with the state’s updated job search application and newly created statewide recruitment website. The statewide recruitment toolkit will be rolled out with the statewide career website and updated jobs portal in the first quarter of FY19.

Admin also focused on work force development, agency relations and resources, and human resource collaboration by creating a model internship program toolkit. This toolkit was created by DSHR 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.

DSHR developed an agenda for New Agency Head Orientation, which 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 available in January 2019.

DSHR created standards for what human resources data should be entered in to SCEIS. Standards for data that must be entered by agencies include: internal titles (a list of standardized internal titles), education (highest degree, certification, and specific fields of study), certifications, government email, phone number, EPMS forms, emergency contact information, organizational unit by functional areas, list of competencies, and dates on Infotype 41 (to include state service date, annual leave accrual date, continuous state service, agency hire date, Family Medical Leave Act date and classification date).

AGENCY NAME:	South Carolina Department of Administration		
AGENCY CODE:	D500	SECTION:	93

Standardized entry of data into SCEIS will allow for consistent reporting and the creation of dashboards to improve management decision making.

DSHR completed and published the grievance committee online training. The course will be used to train the next group of grievance committee chairs in the second quarter of FY19. DSHR also created and submitted for approval a draft of the position description training. The overview of state government training is in development. Both trainings are expected to be available for use in FY19.

Facilities Management and Property Services — As recommended in the Comprehensive Real Property Strategic Plan, Admin’s Division of Facilities Management and Property Services (FMPS) 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 (DEW), S.C. Department of Motor Vehicles (DMV), the S.C. Department of Commerce, the State Law Enforcement Division (SLED), DPS and DJJ. Awards were made to qualified providers Dec. 1, 2017.

The Statewide Real Estate Plan Implementation Proviso 117.146 to implement the real estate executive order statewide was included in the 2018-2019 Appropriations Bill. 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.

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. The team continues to improve expenditure classification regarding IT and Real Estate assets and the appropriate method of capturing these expenditures to allow for benchmarking and data-driven decision making.

To enhance public and employee 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. This included installing new cameras at needed locations, replacing existing analog cameras with digital IP cameras, installing new servers, and building out a new, high bandwidth video network.

Admin created a real property disaster recovery plan at the end of 2017. In the event of a natural or other disaster that would cause a facility to be unusable for a period, Admin’s 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

Port Royal — In late April 2016, the Port of Port Royal (Port) was transferred to Admin for the agency to sell, pursuant to S.C. Code Section 54-3-7000. Prior to the transfer of the Port to Admin, the property had been for sale for 12 years. 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 property closed Sept. 19-20, 2017.

State Agencies Support Services — This year, Admin’s 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. 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.
- The addition of courier service to 10 new agency locations.

AGENCY NAME:	South Carolina Department of Administration		
AGENCY CODE:	D500	SECTION:	93

The South Carolina Enterprise Information System — The South Carolina Enterprise Information System (SCEIS) continued to improve communication with users and stakeholders and streamline efficiencies for many of the system’s functions this year. 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 staff from OTIS. As a part of this evaluation, Admin installed the Onapsis Security Platform (OSP) tool across 10 SAP system landscapes. The OSP tool was integrated with the QRadar tool to enable the DIS Security Operations Center (SOC) to perform continuous monitoring around user activity and create alerts of any suspicious activity for further investigation and action. Admin, with the assistance of Deloitte, also conducted an overall operational assessment of SCEIS, focusing on strategy, governance, organizational structure, testing, documentation and service delivery. As a result, Admin is in the process of realigning business processes, strengthening technical and functional skill sets, and improving customer delivery practices and models.

The SCEIS Data Entry Compliance Proviso 117.145, which requires Admin to develop and issue written SCEIS data entry standards and guidelines for agency compliance, was included in the 2018-2019 Appropriations Bill. This proviso ensures state agencies comply uniformly with these standards and guidelines as well as SCEIS data entry rules, standards, plans, policies, directives, and guidelines established by Admin.

SCEIS continued to work with the S.C. State Treasurer’s Office (STO) to retire legacy systems and processes and move functionality into SCEIS. The investment systems were successfully migrated 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.

Admin is working with colleges and universities to migrate all human resources reporting to SCEIS and retire the HRIS system. During FY19, The Citadel went live. Total conversion of colleges and universities is expected by December 2020.

Administrative Services — The Office of Administrative Services continued to develop shared services for all agencies’ administrative functions to include accounts payable. Admin currently provides administrative and payroll services to the Confederate Relic Room and Military Museum, S.C. Aeronautics Commission, S.C. Educational Television, S.C. Conservation Bank, and the Commission on Higher Education.

The Statewide Administrative Services Proviso 117.147 to provide to all agencies consolidated administrative services that promote cost savings for the state was included in the 2018-2019 Appropriations Bill. This proviso allows all state agencies the utilization of Admin services 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. Services offered include but are not limited to financial and accounting support, human resources support, payroll processing, and budget support.

Admin HR focused on the timely filling of critical agency positions and creating a career path to help retain employees. Admin HR partnered with several technical colleges, made job postings available to students, and posted openings on the technical colleges’ websites. Admin HR worked with several high school career centers and Goodwill’s “Job Connections” to reach more applicants. Admin HR also held a Health and Wellness Fair, as well as coordinated and sponsored annual flu shots, mammograms, and overall health assessments and screenings for Admin employees.

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, and integrated Agency Accountability Reports into the budget development process and the Executive Budget book.

In December 2016, the Capital Budget Office (CBO) published and presented to the Joint Bond Review Committee and State Fiscal Accountability Authority the reformatted Comprehensive Permanent Improvement Plan (CPIP), representing agencies’ and institutions’ assessments of capital needs for the next five years. Building on this process, the CBO adopted new standards

AGENCY NAME:	South Carolina Department of Administration		
AGENCY CODE:	D500	SECTION:	93

for canvassing agencies and institutions both in terms of timing and format. Timing has been closely coordinated with approval of the appropriation act and will be integrated with operating budget requests in 2017. The data collection process has been enhanced to reduce administrative burden while also improving the collection of data integral to an informed decision support process. These refinements are the early tenets of and form the basis for a longer term statewide capital planning strategy.

The permanent improvement project manual was revised and reviewed by Joint Bond Review Committee staff and others. It was also submitted to be included as information to the Joint Bond Review Committee at its August 2018 meeting. The revised manual will be published on Admin’s website in FY19.

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

Once again, the General Assembly concurred with Admin’s recommendation that some components of OEPP, based on their missions, be placed with agencies with more similar missions and functions and moved several programs within this division based on statutory changes. As a result of Act 160 of 2018, the following programs will transition to the new South Carolina Department of Children’s Advocacy in July 2019: Cass Elias McCarter Guardian ad Litem Program, Foster Care Review Board, and the Continuum of Care for Emotionally Disturbed Children. This important legislation also eliminated and repealed the Children’s Case Resolution System and transferred the South Carolina Developmental Disabilities Council from Admin to an agency deemed more mission appropriate by the governor.

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

- Publishing the new Statewide Strategic Information Technology Plan that will help the state further protect data assets, increase collaborative relationships among agencies and identify further cost savings.
- Evaluating how to best utilize cloud services for the state.

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

State employee recruitment and retention is also a top priority for Admin. This fiscal year, Admin Services as well as DSHR will strive to enhance statewide recruitment efforts through the launch of the state’s recruitment website, updated jobs portal and strategic implementation of targeted recruitment fairs.

RISK ASSESSMENT AND MITIGATION STRATEGIES

Admin continues to meet with agencies for governance and decision-making on statewide initiatives. Many of Admin’s statewide initiatives (Statewide Strategic Information Technology Plan, Statewide Real Estate Plan, lease and maintenance agreements, etc.) continue to require the participation and compliance of state agencies. This collaboration on the front-end increases agency participation and prevents potential negative impacts before they arise. Legislation has also helped mitigate the risk of non-compliance; however, increased participation and compliance is vital to accomplishing these statewide initiatives.

Agency Name:		Department of Administration				Fiscal Year 2017-2018						
Agency Code:		D500	Section:	93	Accountability Report							
Strategic Planning and Performance Measurement Template												
Statewide Enterprise Strategic Objective	Type	Item #			Description	2017-18			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
	G	1			Lead as a model of excellence and as a trusted partner in the administration of government services.							
	S		1.1		Lead the effort in identifying and implementing cost savings, efficiencies and benchmarking costs to make better spending decisions.							
Government and Citizens	M		1.1.1		Implement phase 2 of the OEPP reorganization report recommendations regarding appropriate placement of OEPP programs by June 30, 2018.	7/1/2017	6/30/2018	Complete	July 1 - June 30	OED and PMO	Timeliness	Advocacy and policy process improvement
Maintaining Safety, Integrity and Security	M		1.1.2		Develop a comprehensive records management program for all divisions of Admin by June 30, 2018.	7/1/2017	6/30/2018	12/31/2018	July 1 - June 30	SCEIS	Timeliness	Direct service outcomes and organizational alignment
Government and Citizens	M		1.1.3		By January 31, 2018, collaborate with SFAA Procurement Services to identify feasible fleet options for continued statewide compliance with the alternative fuel vehicle mandates for state government fleets as set forth in the Federal Energy Policy Act (EPAAct 92).	7/1/2017	12/31/17	Complete	July 1 - June 30	DSASS	Timeliness	Continuous improvement in the administration of government services
Government and Citizens	M		1.1.4		By June 30, 2018, accomplish phase 1 of the Commercial Vendor Repair Program (CVRP) to include financial analysis of program performance and rate evaluation.	10/1/2017	6/30/2018	Complete	July 1 - June 30	DSASS	Timeliness	Cost savings and efficiencies
Public Infrastructure and Economic Development	M		1.1.5		Oversee the sale of the Port of Port Royal based on the timelines and process defined in statute and bids received.	7/1/2017	9/20/2017	Complete	July 1 - June 30	FMPs	Timeliness	Leadership and direct services outcome
Government and Citizens	M		1.1.6		Issue solicitation and award contract for consolidated janitorial services (service brokered) by December 30, 2017.	7/1/2017	6/30/2018	Complete	July 1 - June 30	FMPs	Timeliness	Continuous improvement in the administration of government services
Government and Citizens	M		1.1.7		Identify, solicit, and award one consolidated M&O contract by June 1, 2018.	10/1/2017	6/30/2018	Q1 FY 2018-19	July 1 - June 30	FMPs	Timeliness	Continuous improvement in the administration of government services
Government and Citizens	M		1.1.8		Implement Qualified Energy Conservation Bonds plan (20% energy use reduction) through an Energy Performance Contract by December 30, 2017.	7/1/2017	5/1/2018	N/A	July 1 - June 30	FMPs	Timeliness	Federal tax bill eliminated QECB allocation.
Government and Citizens	M		1.1.9		By June 30, 2018, develop email, desktop, and hyperconverge standards to gain efficiencies.	8/1/2017	6/30/2018	In process	July 1 - June 30	DTO	Timeliness	Continuous improvement in the administration of government services
Government and Citizens	M		1.1.10		Procure mainframe hosting solution to lower the state's investment in legacy technology while maintaining high levels of customer service by June 30, 2018.	7/1/2017	6/30/2018	Q1 FY 2018-19	July 1 - June 30	DTO	Timeliness	Continuous improvement in the administration of government services
	S		1.2		Foster trust with other agencies and stakeholders to collaborate on statewide services to achieve efficiencies.							
Government and Citizens	M		1.2.1		Deliver a newsletter to state agency directors semiannually.	7/1/2017	6/30/2018	Complete	July 1 - June 30	OED	Timeliness	Direct service outcomes and organizational alignment
Government and Citizens	M		1.2.2		Utilize feedback from prior Admin Agency Head Leadership Meetings (AHLM) to enhance 2018 biannual AHLMs.	8/15/2017	6/30/2018	Complete	July 1 - June 30	OED	Timeliness	Direct service outcomes and organizational alignment
Government and Citizens	M		1.2.3		Educate legislators and their staff on at least three pertinent Admin initiatives by June 1, 2018.	7/1/2017	6/30/2018	Complete	July 1 - June 30	OED	Timeliness	Advocacy and policy process improvement
Government and Citizens	M		1.2.4		Conduct governance meetings at least quarterly with agencies and partners across the state focused on IT Shared Services.	8/1/2017	6/29/2018	Complete	July 1 - June 30	PMO	Timeliness	Strategy driven decisions via stakeholder and/or customer collaboration
Government and Citizens	M		1.2.5		Develop a shared services model for providing a consolidated accounts payable function to all state agencies by June 30, 2018.	7/1/2017	6/30/2018	In process	July 1 - June 30	SCEIS	Timeliness	Direct efficiencies achieved by collaboration on statewide services
Government and Citizens	M		1.2.6		Support the State Treasurer's Office in the transition and retirement of legacy treasury functionalities into the SCEIS/SAP environments. SCEIS will	10/1/2017	6/30/2018	In process	July 1 - June 30	SCEIS	Timeliness	Direct efficiencies achieved by collaboration on statewide services

Agency Name:		Department of Administration							Fiscal Year 2017-2018				
Agency Code:		D500		Section:		93			Accountability Report				
Strategic Planning and Performance Measurement Template													
Statewide Enterprise Strategic Objective	Type	Item #			Description	2017-18			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure	
		Goal	Strategy	Measure		Base	Target	Actual					
Government and Citizens	M			1.2.7	Implement new Interagency Mail Services rate structure by October 1, 2017, followed by the finalized implementation of route restructuring and compensatory time reduction plan.	7/1/2017	9/30/2018	Complete	July 1 - June 30	DSASS	Timeliness	Direct efficiencies achieved by collaboration on statewide services	
Maintaining Safety, Integrity and Security	M			1.2.8	Disaster Recovery Project-Statewide Initiative will provide disaster recovery hosting and disaster recovery planning processes, tools, and facilities by June 30, 2018.	8/22/2016	6/30/2018	Complete	July 1 - June 30	DTO	Timeliness	Direct efficiencies achieved by collaboration on statewide services	
Government and Citizens	M			1.2.9	Develop IT service level agreements to include market competitive service level metrics that define the level of service an agency can expect from Admin by December 2017.	9/11/2017	12/31/17	FY 2018-19	July 1 - June 30	DTO	Timeliness	Direct efficiencies achieved by collaboration on statewide services	
Government and Citizens	M			1.2.10	Propose statutory changes or proviso to implement real estate executive order statewide by September 15, 2017.	7/1/2017	9/15/2017	Complete	July 1 - June 30	EBO	Timeliness	Advocacy and policy process improvement	
Government and Citizens	M			1.2.11	Continue development and implementation of a transparency hub through June 30, 2018.	7/1/2017	6/30/2018	Q2 FY 2018-19	July 1 - June 30	EBO	Timeliness	Continuous improvement in the administration of government services	
	S			1.3	Improve communications concerning Admin's services and processes.								
Government and Citizens	M			1.3.1	Establish and populate Admin's static intranet site by Dec. 12, 2017.	8/1/2017	12/12/17	Complete	July 1 - June 30	OED	Timeliness	Continuous improvement in the administration of government services	
Government and Citizens	M			1.3.2	Establish electronic policy attestation by June 30, 2018.	2/1/2018	6/30/2018	Complete	July 1 - June 30	OED	Timeliness	Continuous improvement in the administration of government services	
Government and Citizens	M			1.3.3	Conduct communications strategy sessions with at least three Admin divisions to identify and develop key messaging for major initiatives.	1/26/2018	6/30/2018	Complete	July 1 - June 30	OED	Timeliness	Direct service outcomes and organizational alignment	
Government and Citizens	M			1.3.4	Develop a process for contact list hosting and updates for the agency by June 30, 2018.	10/1/2017	6/30/2018	Complete	July 1 - June 30	OED	Timeliness	Continuous improvement in the administration of government services	
Government and Citizens	M			1.3.5	Increase employee readership of agency newsletter by 75 readers by June 30, 2018.	7/1/2017	6/30/2018	Complete	July 1 - June 30	OED	Timeliness	Direct service outcomes and organizational alignment	
Government and Citizens	M			1.3.6	Convert and publish all Admin forms to established format by Dec. 12, 2017.	7/1/2017	12/1/2017	Complete	July 1 - June 30	OED	Timeliness	Direct service outcomes and organizational alignment	
Government and Citizens	M			1.3.7	The ARM and Communications team will work with DTO to develop a communications plan to publish and promote the service catalog by the end of Q1.	9/1/2017	9/27/2017	Complete	July 1 - June 30	PMO	Timeliness	Continuous improvement in the administration of government services	
Government and Citizens	M			1.3.8	ARM to establish quarterly meetings with DTO, DIS, and EPO to understand communication objectives and include those objectives in agency meetings.	9/25/2017	6/30/2018	Complete	July 1 - June 30	PMO	Timeliness	Continuous improvement in the administration of government services	
Government and Citizens	M			1.3.9	Continue to publish and improve the quarterly IT Shared Services Newsletter. (i.e. "Service Spotlight")	9/4/2017	6/30/2018	Complete	July 1 - June 30	PMO	Timeliness	Continuous improvement in the administration of government services	
Government and Citizens	M			1.3.10	Develop an IT Shared Services Program Management website with updates on pertinent initiatives by June 30, 2018.	9/26/2017	6/30/2018	In process	July 1 - June 30	PMO	Timeliness	Continuous improvement in the administration of government services	
Government and Citizens	M			1.3.11	Assist in collecting information on a monthly basis to better prepare for national, digital surveys, and recognition programs involving IT, Security, and Privacy.	10/3/2017	6/25/2018	Complete	July 1 - June 30	PMO	Timeliness	Continuous improvement in the administration of government services	
Education, Training, and Human Development	M			1.3.12	DSASS will continue program education and outreach to at least 15 state agencies, higher education institutions, counties, municipalities, school districts, or special purpose districts concerning communications materials and ongoing website updates for state fleet management, surplus property, and interagency mail services.	7/1/2017	3/31/2018	Complete	July 1 - June 30	DSASS	Timeliness	Continuous improvement in the administration of government services	

Agency Name:		Department of Administration					Fiscal Year 2017-2018						
Agency Code:		D500		Section:			93						Accountability Report
Strategic Planning and Performance Measurement Template													
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		Goal	Strategy	Measure		Base	Target	Actual					
Education, Training, and Human Development	M			1.3.13	Utilize results from survey of state surplus agencies to develop the use of social media and marketing options for surplus property programs by December 31, 2017.	9/1/2017	12/31/17	Complete 4/30/2018	July 1 - June 30	DSASS	Timeliness	Continuous improvement in the administration of government services	
Government and Citizens	M			1.3.14	Develop and implement formal InfoSec meeting cycle (Individual agency and group), by February 1, 2018.	7/1/2017	2/1/2018	Complete	July 1 - June 30	DIS	Timeliness	Continuous improvement in the administration of government services	
	G	2			Continuously improve products, services, and delivery methods to meet stakeholders' and citizens' needs.								
	S		2.1		Partner with agencies to continuously identify their needs, solicit feedback, and make improvements to products or services.								
Government and Citizens	M			2.1.1	Standardize and conduct an executive survey for distribution to agency directors by June 30, 2018, as well as standardize and conduct two division specific surveys for agency customers.	8/1/2017	6/30/2018	Complete	July 1 - June 30	OED	Timeliness	Direct service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders	
Government and Citizens	M			2.1.2	By March 2018, establish an ARM Board, whereby the ARM along with DTO and its customers meet regularly to discuss services – enhancements, evolving technologies, and improvement initiatives.	9/25/2017	3/30/2018	Complete	July 1 - June 30	PMO	Timeliness	Direct service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders	
Government and Citizens	M			2.1.3	Formalize ARM feedback in a monthly customer feedback document to DTO.	9/25/2017	6/29/2018	Complete	July 1 - June 30	PMO	Timeliness	Direct service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders	
Government and Citizens	M			2.1.4	Work with DOR, DHHS, and DSS to complete phase 1 requirements gathering on all projects to move vendor/customer payments into SCEIS and retire legacy payment systems by June 30, 2018.	7/1/2017	6/30/2018	In process	July 1 - June 30	SCEIS	Timeliness	Direct service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders	
Government and Citizens	M			2.1.5	Create a statewide recruitment toolkit by June 30, 2018.	9/1/2017	6/30/2018	Complete	July 1 - June 30	DSHR	Timeliness	Direct service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders	
Government and Citizens	M			2.1.6	Provide a model internship program to agencies by June 30, 2018.	7/1/2017	6/30/2018	Complete	July 1 - June 30	DSHR	Timeliness	Direct, customer service outcomes based on organizational improvement of products, services, and delivery methods in key area(s)	
Education, Training, and Human Development	M			2.1.7	Conduct HR Advisory meetings with agency HR community quarterly.	10/25/17	4/30/218	Complete	July 1 - June 30	DSHR	Timeliness	Continuous improvement in the administration of government products, services, and delivery methods	
Education, Training, and Human Development	M			2.1.8	Conduct regular meetings of an interagency recruitment workgroup on a monthly basis.	10/1/2017	6/30/2018	Complete	July 1 - June 30	DSHR	Timeliness	Continuous improvement in the administration of government products, services, and delivery methods	
Government and Citizens	M			2.1.9	Chair the HEEAPA council to meet every other month.	10/1/2017	6/30/2018	Complete	July 1 - June 30	DSHR	Timeliness	Direct service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders	
Government and Citizens	M			2.1.10	Achieve a target property acquisition value of \$10 million for agencies participating in the 1033 Program.	7/1/2017	6/30/2018	Complete	July 1 - June 30	DSASS	Timeliness	Demonstration of percent success rate or positive improvement of products, services, and delivery methods	

Agency Name:		Department of Administration					Fiscal Year 2017-2018					
Agency Code:		DS00	Section:		93	Accountability Report						
Strategic Planning and Performance Measurement Template												
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		Goal	Strategy	Measure		Base	Target	Actual				
Government and Citizens	M			2.1.11	Create and publish a list of available conference rooms in state buildings to allow for space sharing, greater utilization, and cost savings by January 30, 2018.	9/14/2017	12/15/17	Complete	July 1 - June 30	FMP5	Timeliness	Direct service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders
Government and Citizens	M			2.1.12	By December 29, 2017, contact smaller agencies and explore the feasibility of smaller agencies pooling resources to use the ISPS for privacy services.	9/15/2017	12/29/17	Complete	July 1 - June 30	EPO	Timeliness	Direct service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders
	S			2.2	Develop and promote customer-focused service delivery models and applications.							
Government and Citizens	M			2.2.1	Improve utilization of the IQ application within Admin by June 30, 2018.	7/1/2017	6/30/2018	Complete	July 1 - June 30	OED	Timeliness	Continuous improvement in the administration of government products, services, and delivery methods
Government and Citizens	M			2.2.2	Replace DTO's existing billing system (CWOF) with SAP modules capable of supporting core functions such as rate setting, revenue projections, expenditure tracking and customer billing by June 30, 2018.	3/8/2016	6/30/2018	In process	July 1 - June 30	SCEIS	Timeliness	Direct service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders
Government and Citizens	M			2.2.3	Develop a service delivery model for providing administrative services to other state agencies by June 30, 2018.	7/1/2017	6/30/2018	In process	July 1 - June 30	SCEIS	Timeliness	Direct service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders
Government and Citizens	M			2.2.4	Implement performance management module by June 30, 2018.	10/30/17	11/30/17	Complete	July 1 - June 30	SCEIS	Timeliness	Direct service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders
Government and Citizens	M			2.2.6	DSASS will conduct a requirements study of surplus property's in-house system by May 2018 and replace surplus property's in-house system by May 2019.	10/1/2017	6/30/2018	Complete	July 1 - June 30	DSASS	Timeliness	Continuous improvement in the administration of government products, services, and delivery methods
Government and Citizens	M			2.2.7	Study and implement handheld device solution for Interagency Mail (including upload daily route data, record collected mail weight data, and download route data for billings) by June 30, 2018.	10/1/2017	6/30/2018	In process	July 1 - June 30	DSASS	Timeliness	Continuous improvement in the administration of government products, services, and delivery methods
Government and Citizens	M			2.2.8	By June 30, 2018, implement FleetWave Upgrade.	7/1/2017	6/30/2018	Q2 FY 2018-19	July 1 - June 30	DSASS	Timeliness	Direct service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders
Government and Citizens	M			2.2.9	Implement the SAP Real Estate Module by June 30, 2018.	7/1/2017	6/30/2018	Complete	July 1 - June 30	FMP5	Timeliness	Continuous improvement in the administration of government products, services, and delivery methods
Government and Citizens	M			2.2.10	Implement real property disaster recovery plan by October 1, 2017.	8/1/2017	6/30/2018	Complete	July 1 - June 30	FMP5	Timeliness	Direct service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders
Government and Citizens	M			2.2.11	Develop a transparent rate model for statewide building services by June 30, 2018.	11/1/2017	6/1/2018	Complete	July 1 - June 30	FMP5	Timeliness	Direct service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders
Government and Citizens	M			2.2.12	Complete phase 2 of standardizing rental rates paid by state agencies in Admin controlled facilities by June 1, 2018.	7/1/2017	6/30/2018	Complete	July 1 - June 30	FMP5	Timeliness	Direct service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders

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Agency Code:		D500	Section:		93	Accountability Report						
Strategic Planning and Performance Measurement Template												
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		Goal	Strategy	Measure		Base	Target	Actual				
Maintaining Safety, Integrity and Security	M			2.2.13	Identify and establish rate structures, develop a process to amend and validate rates, and publish rates by June 30, 2018.	1/1/2016	6/30/217	FY 2018-19	July 1 - June 30	DTO	Timeliness	Direct service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders.
Maintaining Safety, Integrity and Security	M			2.2.14	Migrate the Commission on Indigent Defense (compute and storage, network, and desktop support services) by August 2017.	11/12/15	7/11/2017	Complete	July 1 - June 30	DTO	Timeliness	Direct service output from organizational customer-focused delivery models and applications in key area(s)
Maintaining Safety, Integrity and Security	M			2.2.15	Migrate Commission for the Blind to Shared Services (compute and storage, network, and desktop support services) by October of 2017.	2/4/2016	10/20/17	Complete	July 1 - June 30	DTO	Timeliness	Direct service output from organizational customer-focused delivery models and applications in key area(s)
Maintaining Safety, Integrity and Security	M			2.2.16	Migrate Commission for Higher Education to Shared Services (compute and storage, network, and desktop support services) by January 2018.	7/27/2017	1/31/2018	FY 2018-19	July 1 - June 30	DTO	Timeliness	Direct service output from organizational customer-focused delivery models and applications in key area(s)
Maintaining Safety, Integrity and Security	M			2.2.17	Migrate Department of Probation, Parole, & Pardon Services to Shared Services (compute & storage and network services) by December 2017.	7/20/2017	11/17/17	Complete	July 1 - June 30	DTO	Timeliness	Direct service output from organizational customer-focused delivery models and applications in key area(s)
Maintaining Safety, Integrity and Security	M			2.2.18	Complete phase 4 (migration preparation) of the SC DHEC to Shared Services migration by December 2017. Begin implementation of phase 5 (migration planning, data replication, and cut-over) by June 2018.	8/1/2017	6/30/2018	Complete	July 1 - June 30	DTO	Timeliness	Direct service output from organizational customer-focused delivery models and applications in key area(s)
Maintaining Safety, Integrity and Security	M			2.2.19	Begin migrating plan for the Department of Social Services to Shared Services (compute and storage services) by June 2018.	1/26/2018	6/30/2018	Q3 FY 2018-19	July 1 - June 30	DTO	Timeliness	Direct service output from organizational customer-focused delivery models and applications in key area(s)
	S			2.3	Improve the security and privacy of state systems.							
Government and Citizens	M			2.3.1	Develop a standard agency approach to website development for all divisions by April 1, 2018.	7/1/2017	4/1/2018	Complete	July 1 - June 30	SCEIS	Timeliness	Continuous improvement in the administration of security and privacy of state systems
Maintaining Safety, Integrity and Security	M			2.3.2	Enhance the security and operations of SCEIS by June 30, 2018.	7/1/2017	6/30/2018	Q4 2018-19	July 1 - June 30	SCEIS	Timeliness	Continuous improvement in the administration of security and privacy of state systems
Government and Citizens	M			2.3.3	Ensure Payment Card Industry (PCI) compliance for Admin by September 1, 2017. Assist partner agencies with requirement to ensure statewide PCI compliance by June 30, 2018.	4/16/2018	6/30/2018	In process	July 1 - June 30	SCEIS	Timeliness	Continuous improvement in the administration of security and privacy of state systems
Maintaining Safety, Integrity and Security	M			2.3.4	100% of human resources delegation audits will incorporate both security and privacy consultations.	10/1/2017	6/30/2018	Complete	July 1 - June 30	DSHR	Timeliness	Demonstration of percent success rate from organizational customer-focused delivery models and applications in key area(s)
Maintaining Safety, Integrity and Security	M			2.3.5	Partner with the Bureau of Protective Services to complete upgrade the security and camera systems at the Capitol Complex and Governor's Mansion Complex to enhance public and employee safety by June 30, 2018.	7/1/2017	6/30/2018	Complete	July 1 - June 30	FMP5	Timeliness	Continuous improvement in the administration of security and privacy of state systems
Maintaining Safety, Integrity and Security	M			2.3.6	Develop and Implement Vulnerability Management Program to cover 25% of agencies	8/1/2017	2/15/2018	Complete	July 1 - June 30	DIS	Timeliness	Demonstration of percent success rate from organizational customer-focused delivery models and applications in key area(s)
Maintaining Safety, Integrity and Security	M			2.3.7	Expand InfoSec Monitoring Program to cover Level-2 for 25% of agencies	8/1/2017	6/15/2018	Complete	July 1 - June 30	DIS	Timeliness	Demonstration of percent success rate from organizational customer-focused delivery models and applications in key area(s)
Maintaining Safety, Integrity and Security	M			2.3.8	Identify the solution to pilot FireEye mail and network protections, by June 1, 2018.	6/1/2017	6/1/2018	Complete	July 1 - June 30	DIS	Timeliness	Continuous improvement in the administration of security and privacy of state systems

Agency Name:	Department of Administration					Fiscal Year 2017-2018						
Agency Code:	DS00	Section:	93	Accountability Report								
Strategic Planning and Performance Measurement Template												
Statewide Enterprise Strategic Objective	Type	Item #			Description	2017-18			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
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Maintaining Safety, Integrity and Security	M			2.3.9	Develop and Pilot Statewide Privileged Access Management solution, by June 1, 2018.	11/1/2017	6/30/2018	Q1 2018-19	July 1 - June 30	DIS	Timeliness	Continuous improvement in the administration of security and privacy of state systems
Maintaining Safety, Integrity and Security	M			2.3.10	Procure Cyberliability Insurance for Admin by March 31, 2018.	7/1/2017	3/23/2018	In process	July 1 - June 30	DIS	Timeliness	Continuous improvement in the administration of security and privacy of state systems
Maintaining Safety, Integrity and Security	M			2.3.11	Support SLED with phase 1 of the Critical Infrastructure Program, by January 1, 2018.	9/1/2017	1/1/2018	Complete	July 1 - June 30	DIS	Timeliness	Continuous improvement in the administration of security and privacy of state systems
Government and Citizens	M			2.3.12	Develop statewide assessment program and pilot to two agencies using ISPS.	9/1/2017	6/30/2018	In process	July 1 - June 30	DIS	Timeliness	Continuous improvement in the administration of security and privacy of state systems
Government and Citizens	M			2.3.13	Study, analyze, and implement specific core ITIL Service Support processes (change management, service asset management, and configuration management) by June 30, 2018.	11/1/2017	6/30/2018	Complete	July 1 - June 30	DTO	Timeliness	Continuous improvement in the administration of security and privacy of state systems
Government and Citizens	M			2.3.14	By September 29, 2017, deploy automated Privacy Impact Assessment tool to Admin Divisions.	7/1/2017	9/29/2017	Complete	July 1 - June 30	EPO	Timeliness	Continuous improvement in the administration of security and privacy of state systems
Maintaining Safety, Integrity and Security	M			2.3.15	By February 28, 2018, complete privacy assist visits and create mitigation plans for all Admin Divisions.	7/1/2017	2/28/2018	Complete	July 1 - June 30	EPO	Timeliness	Continuous improvement in the administration of security and privacy of state systems
Maintaining Safety, Integrity and Security	M			2.3.16	By June 30, 2018, identify five agencies to onboard into the automated Privacy Impact Assessment tool.	9/20/2017	6/30/2018	Complete	July 1 - June 30	EPO	Timeliness	Continuous improvement in the administration of security and privacy of state systems
	G		3		Create an environment that encourages commitment to excellence by Admin employees.							
	S		3.1		Recruit and retain quality employees.							
Government and Citizens	M			3.1.1	Partner with the USC Marketing Department to develop a recruitment marketing plan for new employees by December 1, 2017.	8/1/2017	12/1/2017	Complete	July 1 - June 30	OED	Timeliness	Positive, direct outcomes from strategy driven decisions, continuous improvement, and demonstrated success rate(s) achieved by customer and organizational collaboration
Education, Training, and Human Development	M			3.1.2	Admin HR will participate in at least five career/job fairs during FY 2018.	7/1/2017	6/30/2018	Complete	July 1 - June 30	SCEIS	Timeliness	Demonstration of percent success rate based on improved development in key organizational areas
Education, Training, and Human Development	M			3.1.3	Admin HR will partner with Training Concepts to provide a Career Skills Program for transitioning service members who have a background and/or have earned certifications in IT by June 30, 2018.	8/31/2017	6/30/2018	In process	July 1 - June 30	SCEIS	Timeliness	Positive, direct outcomes from strategy driven decisions, continuous improvement, and demonstrated success rate(s) achieved by customer and organizational collaboration
Education, Training, and Human Development	M			3.1.4	Retain employees by offering training/certification opportunities to enhance their knowledge, skills and abilities. Partner with state technical schools, colleges, universities and Training Concepts to build a recruiting campaign by June 30, 2018.	9/1/2017	6/30/2018	In process	July 1 - June 30	SCEIS	Timeliness	Positive, direct outcomes from strategy driven decisions, continuous improvement, and demonstrated success rate(s) achieved by customer and organizational collaboration
Government and Citizens	M			3.1.5	Create a performance based pay plan to retain employees by June 30, 2018.	1/1/2018	6/30/2018	FY 2018-19	July 1 - June 30	SCEIS	Timeliness	Positive, direct outcomes from strategy driven decisions, continuous organizational improvement, and demonstrated success rate(s)
Education, Training, and Human Development	M			3.1.6	Work with SC Cyber to develop an InfoSec intern program for Admin by October 1, 2017.	8/25/2017	1/1/2018	Complete	July 1 - June 30	DIS	Timeliness	Positive, direct outcomes from strategy driven decisions, continuous improvement, and demonstrated success rate(s) achieved by customer and organizational collaboration

Agency Name:		Department of Administration						Fiscal Year 2017-2018					
Agency Code:		D500	Section:			93	Accountability Report						
Strategic Planning and Performance Measurement Template													
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	S			3.2	Commit to the development of Admin's employees.								
Education, Training, and Human Development	M			3.2.1	Develop and deliver a writing workshop for Admin employees to enhance effectiveness of communications to internal and external audiences/stakeholders by June 30, 2018.	7/1/2017	6/30/2018	Complete	July 1 - June 30	OED	Timeliness	Positive, direct outcomes from strategy driven decisions, continuous organizational improvement, and demonstrated success rate(s)	
Education, Training, and Human Development	M			3.2.2	Develop and deliver two training sessions on the new FOIA law by Feb. 28, 2018.	9/1/2017	2/28/2018	Complete	July 1 - June 30	OED	Timeliness	Demonstration of percent success rate based on improved development in key organizational areas	
Education, Training, and Human Development	M			3.2.3	Recruit and hire a training coordinator by June 30, 2018, to monitor and develop agency-wide training initiatives.	1/8/2018	6/30/2018	Complete	July 1 - June 30	OED	Timeliness	Direct service outcome by leadership	
Education, Training, and Human Development	M			3.2.4	Develop a comprehensive New Employee Orientation program by February 1, 2018.	7/1/2017	2/1/2018	In process	July 1 - June 30	SCEIS	Timeliness	Positive, direct outcomes from strategy driven decisions, continuous improvement, and demonstrated success rate(s) achieved by customer and organizational collaboration	
Education, Training, and Human Development	M			3.2.5	OEPF will enhance entry level, mid level, and staff management skills by providing a series of three management trainings.	7/1/2017	6/30/2018	Complete	July 1 - June 30	OEPF	Timeliness	Positive, direct outcomes from strategy driven decisions, continuous improvement, and demonstrated success rate(s) achieved by customer and organizational collaboration	
	S			3.3	Focus on employee well-being.								
Healthy and Safe Families	M			3.3.1	Admin HR will coordinate and host an annual employee Health & Wellness Fair.	1/1/2018	5/31/2018	Complete	July 1 - June 30	SCEIS	Timeliness	Demonstration of percent success rate based on improved development in key organizational areas	
Healthy and Safe Families	M			3.3.2	Admin HR will coordinate and sponsor annual flu shots, mammograms, and overall health assessments for employees.	9/1/2017	3/31/2018	Complete	July 1 - June 30	SCEIS	Timeliness	Demonstration of percent success rate based on improved development in key organizational areas	
	S			3.4	Communicate expectations and hold ourselves accountable for results.								
Government and Citizens	M			3.4.1	Develop a method of electronically capturing employee's suggestions and incorporating improvements from these suggestions as appropriate by April 1, 2018.	1/1/2018	3/31/2018	Complete	July 1 - June 30	SCEIS	Timeliness	Positive, direct outcomes from strategy driven decisions, continuous organizational improvement, and demonstrated success rate(s)	
Education, Training, and Human Development	M			3.4.2	Develop a comprehensive exit interview process to obtain information from employees leaving the agency that may lead to improvement opportunities and enhanced retention of employees by March 1, 2018.	7/1/2017	3/1/2018	In process	July 1 - June 30	SCEIS	Timeliness	Positive, direct outcomes from strategy driven decisions, continuous organizational improvement, and demonstrated success rate(s)	
	G			4	Provide statewide resource management, analysis, and training.								
	S			4.1	Standardize and optimize data collection processes.								
Maintaining Safety, Integrity and Security	M			4.1.1	Deploy new method for IT data collection (IT plans, procurements over \$50k, project oversight) by June 1, 2018.	8/1/2017	6/1/2018	Complete	July 1 - June 30	PMO	Timeliness	Optimization of data collection and process improvement of resource management	
Maintaining Safety, Integrity and Security	M			4.1.2	Develop reports and analysis from IT data collection submissions by December 31, 2017. Identify and recommend at least three cost-saving/agency partnership opportunities.	8/1/2017	3/30/2018	Complete	July 1 - June 30	PMO	Timeliness	Optimization of data collection and process improvement of resource management	
Government and Citizens	M			4.1.3	Participate in quarterly monitoring, analysis, and enhancement of GLA codes for real estate and IT benchmarking by June 30, 2018. Develop auditing, exception, and remediation procedures by December 2017.	9/28/2017	6/30/2018	Complete	July 1 - June 30	SCEIS	Timeliness	Optimization of data collection and process improvement of resource management	

Agency Name:		Department of Administration				Fiscal Year 2017-2018							
Agency Code:		D500	Section:		93	Accountability Report							
Strategic Planning and Performance Measurement Template													
Statewide Enterprise Strategic Objective	Type ^a	Item #			Description	2017-18			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure	
		Goal	Strategy	Measure		Base	Target	Actual					
Government and Citizens	M			4.1.4	Partner with institutions of higher education to retire the HRIS system and to transition HR data into SCEIS. Successfully move three additional institutions to SCEIS by June 30, 2018.	7/1/2017	6/30/2018	In process	July 1 - June 30	SCEIS	Timeliness	Optimization of data collection and process improvement of resource management	
Government and Citizens	M			4.1.5	Complete the project plan for the performance management module June 30, 2018.	10/1/2017	6/30/2018	In process	July 1 - June 30	SCEIS	Timeliness	Optimization of data collection and process improvement of resource management	
Government and Citizens	M			4.1.6	Procure and implement the e-recruiting and onboarding system by April 1, 2018.	12/1/2017	6/30/2018	Q1 2018-19	July 1 - June 30	SCEIS	Timeliness	Optimization of data collection and process improvement of resource management	
Government and Citizens	M			4.1.7	Create standards for what human resources data should be entered into SCEIS by June 30, 2018.	9/1/2017	6/30/2018	Complete	July 1 - June 30	DSHR	Timeliness	Optimization of data collection and process improvement of resource management	
Maintaining Safety, Integrity and Security	M			4.1.8	Identify and develop metrics to demonstrate the effectiveness of the InfoSec investments and opportunity to improve decision making by June 1, 2018.	9/15/2017	6/1/2018	Complete	July 1 - June 30	DIS	Timeliness	Optimization of data collection and process improvement of resource management	
Maintaining Safety, Integrity and Security	M			4.1.9	Utilize Archer to create dashboards to analyze data collection and continue to support the pilot deployment of Archer compliance to eight agencies by June 30, 2018.	10/1/2017	6/30/2018	Complete	July 1 - June 30	DIS	Timeliness	Optimization of data collection and process improvement of resource management	
Government and Citizens	M			4.1.10	Implement new budget system by June 30, 2018.	7/1/2017	6/30/2018	FY 2018-19	July 1 - June 30	EBO	Timeliness	Optimization of data collection and process improvement of resource management	
	\$			4.2	Lead the effort to establish statewide policy, standards, and procedures.								
Government and Citizens	M			4.2.1	SCEIS and Capital Budgeting will develop and implement phase 1 of the comprehensive standards for the use of the SCEIS fixed assets module for all state agencies by June 30, 2018.	1/1/2018	6/30/2018	FY 2018-19	July 1 - June 30	SCEIS	Timeliness	Continuous improvement of resource management, analysis, policy, standards, and/or procedures in key area(s)	
Government and Citizens	M			4.2.2	Create statewide HR standards of best practice beginning with performance management by June 30, 2018.	11/1/2017	6/30/2018	In process	July 1 - June 30	DSHR	Timeliness	Continuous improvement of resource management, analysis, policy, standards, and/or procedures in key area(s)	
Government and Citizens	M			4.2.3	Review, revise, and adopt new State Fleet directives and policies by June 30, 2018.	7/1/2017	6/30/2018	Complete	July 1 - June 30	DSAS	Timeliness	Continuous improvement of resource management, analysis, policy, standards, and/or procedures in key area(s)	
Government and Citizens	M			4.2.4	Revise and publish Real Property Procedures Manual by December 30, 2017.	10/1/2017	6/30/2018	In process	July 1 - June 30	FMPS	Timeliness	Continuous improvement of resource management, analysis, policy, standards, and/or procedures in key area(s)	
Government and Citizens	M			4.2.5	Create a new system for flags and events by June 30, 2018.	10/1/2017	6/30/2018	Complete	July 1 - June 30	FMPS	Timeliness	Continuous improvement in the administration of government services and procedures in key area(s)	
Maintaining Safety, Integrity and Security	M			4.2.6	Align and plan adoption of the State's security program to utilize an industry framework (similar to Federal Cybersecurity Framework; Cobit, etc.) by May 1, 2018.	9/1/2017	5/1/2018	In process	July 1 - June 30	DIS	Timeliness	Continuous improvement of resource management, analysis, policy, standards, and/or procedures in key area(s)	
Maintaining Safety, Integrity and Security	M			4.2.7	Develop and publish ten InfoSec template procedures for agencies by June 1, 2018.	11/1/2017	6/1/2018	Complete	July 1 - June 30	DIS	Timeliness	Demonstration of percent success rate or positive improvement in key area(s)	
Maintaining Safety, Integrity and Security	M			4.2.8	Deploy statewide configuration standards by June 1, 2018.	9/1/2017	6/1/2018	Complete	July 1 - June 30	DIS	Timeliness	Continuous improvement of resource management, analysis, policy, standards, and/or procedures in key area(s)	
Maintaining Safety, Integrity and Security	M			4.2.9	Security and Architecture Review Board will at least meet quarterly to develop standards.	7/1/2017	6/30/2018	Complete	July 1 - June 30	DTO	Timeliness	Strategy driven decisions via stakeholder and/or customer collaboration	
Government and Citizens	M			4.2.10	Revise and publish the Permanent Improvement Project Manual by September 15, 2017.	7/1/2017	6/30/2018	Complete	July 1 - June 30	EBO	Timeliness	Continuous improvement of resource management, analysis, policy, standards, and/or procedures in key area(s)	

Agency Name:		Department of Administration					Fiscal Year 2017-2018								
Agency Code:		D500		Section:			93		Accountability Report						
Strategic Planning and Performance Measurement Template															
Statewide Enterprise Strategic Objective	Type	Item #			Description	2017-18			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure			
		Goal	Strategy	Measure		Base	Target	Actual							
Government and Citizens	M			4.2.11	Study SCEIS workflows to promote data integrity, transaction authorization, and improve current business processes by March 31, 2018.	7/1/2017	3/31/2018	FY 2018-19	July 1 - June 30	EBO	Timeliness	Continuous improvement of resource management, analysis, policy, standards, and/or procedures in key area(s)			
Government and Citizens	M			4.2.12	Integrate statewide accountability goals and performance measurement into budget development processes by August 31, 2017.	7/1/2017	7/15/2017	Complete	July 1 - June 30	EBO	Timeliness	Continuous improvement of resource management, analysis, policy, standards, and/or procedures in key area(s)			
	S			4.3	Provide comprehensive analyses and guidance to assist decision-makers.										
Government and Citizens	M			4.3.1	Define and develop a method for IT project oversight for initiatives identified by the legislature by December 31, 2017.	9/11/2017	12/1/2018	Complete	July 1 - June 30	PMO	Timeliness	Direct service outcomes to customers based on continuous improvement of resource management and comprehensive analyses in key area(s)			
Government and Citizens	M			4.3.2	Continue to identify and make recommendations for additional program functions for PMO by September 30, 2017.	8/14/2017	9/29/2017	Complete	July 1 - June 30	PMO	Timeliness	Direct service outcomes to customers based on continuous improvement of resource management and comprehensive analyses in key area(s)			
Government and Citizens	M			4.3.3	Develop and publish three financial dashboards for agencies' use by November 1, 2017.	9/15/2017	11/2/2017	Complete	July 1 - June 30	SCEIS	Timeliness	Continuous improvement in the administration of resource management in key area(s)			
Government and Citizens	M			4.3.4	Enhance three existing HR dashboards for agencies' use by March 1, 2018.	10/1/2017	6/30/2018	In process	July 1 - June 30	SCEIS	Timeliness	Continuous improvement in the administration of resource management in key area(s)			
Government and Citizens	M			4.3.5	Enhance financial information security and budgetary analytical and monitoring capabilities through the development of enterprise reports and dashboards by June 30, 2018.	7/1/2017	6/30/2018	FY 2018-19	July 1 - June 30	EBO	Timeliness	Direct service outcomes to customers based on continuous improvement of resource management and comprehensive analyses in key area(s)			
	S			4.4	Provide statewide training.										
Education, Training, and Human Development	M			4.4.1	Establish statewide PIO group for media and communications training with cabinet agencies and meet biannually.	9/20/2017	6/30/2018	Complete	July 1 - June 30	OED	Timeliness	Stakeholder, organizational, and customer engagement, process improvement, and/or resource management in key area(s)			
Education, Training, and Human Development	M			4.4.2	Provide biannual LMS200 training to help agencies better utilize the LMS system to deliver training opportunities to their employees.	7/1/2017	6/30/2018	Complete	July 1 - June 30	SCEIS	Timeliness	Stakeholder, organizational, and customer engagement, process improvement, and/or resource management in key area(s)			
Education, Training, and Human Development	M			4.4.3	Expand Admin's leadership programs to include executive level leadership by June 30, 2018.	7/1/2017	12/31/17	FY 2018-19	July 1 - June 30	DSHR	Timeliness	Direct, effective efficiencies achieved by customer and organizational collaboration			
Education, Training, and Human Development	M			4.4.4	Create an orientation for new agency heads by June 30, 2018.	7/1/2017	6/30/2018	Q3 2018-19	July 1 - June 30	DSHR	Timeliness	Continuous improvement in the administration of resource management in key area(s) to customers			
Education, Training, and Human Development	M			4.4.5	Create and roll out three additional statewide human resources online trainings by June 30, 2018.	10/1/2017	6/30/2018	Q2 2018-19	July 1 - June 30	DSHR	Timeliness	Demonstration of percent success rate or positive improvement in key area(s)			
Education, Training, and Human Development	M			4.4.6	Increase statewide fleet safety training initiative by 20 percent by providing and tracking training on statewide basis for all state vehicle drivers.	7/1/2017	6/30/2018	Complete	July 1 - June 30	DSASS	Timeliness	Demonstration of percent success rate or positive improvement in key areas			
Education, Training, and Human Development	M			4.4.7	Create and implement an internal training program for agencies utilizing the State Surplus Property Program by June 30, 2018, and introduce, review and train at least one agency per month on the State Agency Use Manual.	7/1/2017	6/30/2018	Complete	July 1 - June 30	DSASS	Timeliness	Continuous improvement in the administration of resource management in key area(s)			

Agency Name:		Department of Administration						Fiscal Year 2017-2018					
Agency Code:		D500		Section:		93		Accountability Report					
Strategic Planning and Performance Measurement Template													
Statewide Enterprise Strategic Objective	Type	Item #			Description	2017-18			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure	
		Goal	Strategy	Measure		Base	Target	Actual					
Education, Training, and Human Development	M			4.4.8	In conjunction with SC Cyber, conduct security conference by December 1, 2017.	8/1/2017	11/1/2017	Complete	July 1 - June 30	DIS	Timeliness	Direct, effective efficiencies achieved by customer and organizational collaboration	
Education, Training, and Human Development	M			4.4.9	In alignment with the information security professional development program, identify and distribute 50 vouchers to agencies' InfoSec staff by June 30, 2018.	7/1/2017	1/1/2018	Complete	July 1 - June 30	DIS	Timeliness	Demonstration of percent success rate or positive improvement in key area(s)	
Education, Training, and Human Development	M			4.4.10	By February 5, 2018, develop a data classification training video available to all agencies via MySCLearning.	7/1/2017	9/14/2018	Q3 2018-19	July 1 - June 30	EPO	Timeliness	Direct service outcomes and organizational alignment	
Education, Training, and Human Development	M			4.4.11	By June 30, 2018, in collaboration with DIS, identify strategy to improve effectiveness of data protection awareness employee training model.	9/15/2018	6/30/2018	Complete	July 1 - June 30	EPO	Timeliness	Direct, effective efficiencies achieved by customer and organizational collaboration	
Education, Training, and Human Development	M			4.4.12	Identify agency best practices for budgeting development by June 30, 2018.	7/1/2017	6/30/2018	Q3 2018-19	July 1 - June 30	EBO	Timeliness	Direct service outcomes and organizational alignment	
	G		5		Through OEPP, provide services that focus on client well-being.								
	S		5.1		Improve constituent service relationships.								
Education, Training, and Human Development	M			5.1.1	Develop and deliver four regional and one annual topical training(s) for review board volunteers and staff to improve the quality of case reviews. [FCRB]	7/1/2017	5/30/2018	Complete	July 1 - June 30	OEPP	Timeliness	Strategy driven decisions and outcomes via stakeholder and/or customer collaboration	
Government and Citizens	M			5.1.2	Meet with all cabinet agency liaisons for constituent services by April 30, 2018, to develop and foster better relationships. [State Ombudsman]	7/1/2017	6/30/2018	Complete	July 1 - June 30	OEPP	Timeliness	Strategy driven decisions via stakeholder and/or customer collaboration	
Healthy and Safe Families	M			5.1.3	Ensure 87% of COC parents interviewed will feel satisfied with the services they receive overall. [COC]	7/1/2017	6/30/2018	Complete	July 1 - June 30	OEPP	Timeliness	Demonstration of percent success rate or positive improvement in key advocacy areas	
Healthy and Safe Families	M			5.1.4	Ensure 97% of COC parents will feel respected by COC staff. [COC]	7/1/2017	4/30/2017	Complete	July 1 - June 30	OEPP	Timeliness	Demonstration of percent success rate or positive improvement in key advocacy areas	
Government and Citizens	M			5.1.5	Work with the Department of Social Services to ensure contracts for funding are finalized in a timely manner and optimize funding opportunities by June 30, 2018. [FCRB, GAL]	7/1/2017	6/30/2018	FY 2018-19	July 1 - June 30	OEPP	Timeliness	Improved, direct service outcome for the customer	
Government and Citizens	M			5.1.6	Work with the Department of Social Services to explore and coordinate electronic record sharing to develop common processes, improve communication, and increase the timeliness of receipt of information by June 30, 2018. [FCRB]	10/3/2017	6/30/2018	Q1 2018-19	July 1 - June 30	OEPP	Timeliness	Improved, direct service outcome for the customer	
	S		5.2		Provide timely, responsive services and improved outcomes.								
Government and Citizens	M			5.2.1	Ensure that 90% of completed Free Tuition applications for veterans are processed within ten business days. [VA]	7/1/2017	6/30/2018	Complete	July 1 - June 30	OEPP	Timeliness	Demonstration of percent success rate or positive improvement in key advocacy areas	
Government and Citizens	M			5.2.2	Ensure that 90% of all completed pre-certification applications for interment at the cemetery are processed within ten business days. [VA]	7/1/2017	6/30/2018	Complete	July 1 - June 30	OEPP	Timeliness	Demonstration of percent success rate or positive improvement in key advocacy areas	
Government and Citizens	M			5.2.3	Ensure that 90% of all completed immediate need requests for interment at the cemetery are processed within three days of date of notification to date of burial. [VA]	7/1/2017	6/30/2018	Complete	July 1 - June 30	OEPP	Timeliness	Demonstration of percent success rate or positive improvement in key advocacy areas	
Healthy and Safe Families	M			5.2.4	Monitor and report progress quarterly and annually in achieving permanent plans for children in foster care through an external system of accountability and advocacy by June 30, 2018. [FCRB]	7/1/2017	6/30/2018	Complete	July 1 - June 30	OEPP	Timeliness	Improved, direct service outcome for the customer	

Agency Name:		Department of Administration						Fiscal Year 2017-2018					
Agency Code:		D500		Section:		93		Accountability Report					
Strategic Planning and Performance Measurement Template													
Statewide Enterprise Strategic Objective	Type	Item #			Description	2017-18			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure	
		Goal	Strategy	Measure		Base	Target	Actual					
Healthy and Safe Families	M			5.2.5	SC Heart Gallery will hold a minimum of eight photo shoots and a minimum of 75 public venues for specialized child-specific adoption recruitment. [FCRB]	7/1/2017	6/30/2018	Q1 2018-19	July 1 - June 30	OEPP	Timeliness	Demonstration of percent success rate or positive improvement in key advocacy areas	
Healthy and Safe Families	M			5.2.6	The average CAFAS score of total youth will show a decrease from baseline to recent score by 35%. [COC]	7/1/2017	8/31/2017	Complete	July 1 - June 30	OEPP	Timeliness	Demonstration of percent success rate or positive improvement in key advocacy areas	
Government and Citizens	M			5.2.7	Enter and assign board and commission nominations within 24 hours of receipt. [State Ombudsman]	10/1/2017	6/30/2018	Complete	July 1 - June 30	OEPP	Timeliness	Demonstration of percent success rate or positive improvement in key advocacy areas	
Healthy and Safe Families	M			5.2.8	Improve the quality of child advocacy by increasing the number of new volunteers recruited to 382 for FY 17-18. [GAL]	7/1/2017	6/30/2018	Complete	July 1 - June 30	OEPP	Timeliness	Demonstration of percent success rate or positive improvement in key advocacy areas	
Healthy and Safe Families	M			5.2.9	Improve child advocacy by increasing the number of continuing education hours completed by volunteers to 11,406 hours during FY 17-18. [GAL]	7/1/2017	6/30/2018	Complete	July 1 - June 30	OEPP	Timeliness	Demonstration of percent success rate or positive improvement in key advocacy areas	
Government and Citizens	M			5.2.10	Develop process for the receipt and follow-up of constituents contacts to ensure appropriate response is delivered. [State Ombudsman]	2/1/2018	6/30/2018	FY 2018-19	July 1 - June 30	OEPP	Timeliness	Direct service outcomes and organizational alignment	
Government and Citizens	M			5.2.11	By June 30, 2018, develop plan to document the implementation of the electronic South Carolina "War Roster" for the Division of Veterans' Affairs. [VA]	7/1/2017	6/30/2018	FY 2018-19	July 1 - June 30	OEPP	Timeliness	Improved, direct service outcome for the customer	
Government and Citizens	M			5.2.12	Enhance functionality of current certification database by performing a system review to determine pertinence and accuracy of current stored information, identify redundant data and records for deletion, establish standardized formatting and intake procedures for accurate queries and formatting by June 30, 2018. [SMBBC]	7/1/2017	6/30/2018	FY 2018-19	July 1 - June 30	OEPP	Timeliness	Improved, direct service outcome for the customer	
Government and Citizens	M			5.2.13	Redesign and have quarterly maintenance of the SMBBC website to provide easier navigation and "impact" reporting for M/WBE vendors and procurement officials of state agencies by June 30, 2018. [SMBBC]	9/1/2017	4/30/2018	Complete	July 1 - June 30	OEPP	Timeliness	Improved, direct service outcome for the customer	
	S			5.3	Enhance advocacy, engagement, and leadership.								
Education, Training, and Human Development	M			5.3.1	Provide support, leadership, and funding to IMPACT SC, a statewide self-advocacy organization, to complete an 8-week leadership training within the state. [DDC]	7/1/2017	6/30/2018	Complete	July 1 - June 30	OEPP	Timeliness	Advocacy and engagement process improvement	
Education, Training, and Human Development	M			5.3.2	Participate in stakeholders' quarterly meetings for statewide youth self-advocacy organization. [DDC]	7/1/2017	6/30/2018	Complete	July 1 - June 30	OEPP	Timeliness	Direct service outcomes and organizational alignment	
Public Infrastructure and Economic Development	M			5.3.3	The Office of Economic Opportunity will provide support, training, and technical assistance to subgrantees through at least three conferences. [OEO]	10/1/2017	4/6/2018	Complete	July 1 - June 30	OEPP	Timeliness	Advocacy and engagement process improvement	
Public Infrastructure and Economic Development	M			5.3.4	The Office of Economic Opportunity will provide training and technical assistance to deficient subgrantees as required within 90 days of the completion of their annual monitoring reports. [OEO]	10/1/2017	6/30/2018	Complete	July 1 - June 30	OEPP	Timeliness	Demonstration of percent success rate or positive improvement in key advocacy areas	

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

Fiscal Year 2018-2019
 Accountability Report

Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
	G	1			Recruit, develop, and support employees to be empowered to serve the state's customers.							
	S	1.1			Establish, maintain, and continue to improve innovative and competitive recruitment efforts.							
Government and Citizens	M			1.1.1	Launch statewide recruitment brand and website and develop and execute phase 2 of the Statewide Recruitment Initiative by January 2019.	7/1/2018	1/1/2019		July 1 - June 30	DPM - Communications / DSHR	Timeliness	
Education, Training, and Human Development	M			1.1.2	Develop statewide training materials (instructor led and on-line) for the updated NeoGov recruitment module and NeoGov functionality by February 28, 2019.	7/1/2018	2/28/19		July 1 - June 30	DPM - Training/DSHR	Timeliness	
Government and Citizens	M			1.1.3	Develop and rollout toolkit for Rapid Hire Events by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	DPM - Communications / DSHR	Timeliness	
Government and Citizens	M			1.1.4	Complete internship toolkit & develop partnership opportunities for internships by May 1, 2019.	7/1/2018	5/1/2019		July 1 - June 30	DSHR	Timeliness	
Government and Citizens	M			1.1.5	Identify areas of highest turnover in Admin and develop recruitment efforts tailored to recruit and retain employees in those areas by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	Admin - HR	Timeliness	
	S	1.2			Equip employees to perform their job duties.							
Government and Citizens	M			1.2.1	Develop marketing methods and materials to communicate Admin's mission and strategic plan to employees by October 2018.	7/1/2018	10/01/18		July 1 - June 30	DPM - Communications	Timeliness	
Government and Citizens	M			1.2.2	Update and clean up language concerning Admin/B&C8 in both the S. C. Code of Laws and the S. C. Code of Regulations by June 2019.	7/1/2018	6/1/2019		July 1 - June 30	DPM - Governmental Affairs	Timeliness	
Government and Citizens	M			1.2.3	Update InfoSec professional development materials and create a workplan to meet individually with agencies by May 2019.	7/1/2018	5/1/2019		July 1 - June 30	DPM - Training/OTIS	Timeliness	
Education, Training, and Human Development	M			1.2.4	Provide relevant training and develop a training plan for staff to assist in performance of their duties and responsibilities by June 2019.	7/1/2018	6/1/2019		July 1 - June 30	OEPP/DSHR/DPM Communications	Timeliness	
Government and Citizens	M			1.2.5	Develop Quarterly Newsletter for HR professionals and agency leadership by April 5, 2019.	7/1/2018	4/5/2019		July 1 - June 30	DSHR	Timeliness	
Government and Citizens	M			1.2.6	Develop Annual HR Dashboard for Agency Heads & HR Directors by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	DSHR/OAS/SCEIS	Timeliness	
Education, Training, and Human Development	M			1.2.7	Develop a comprehensive supervisor training program tailored to Admin divisions (Admin HR) by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	Admin - HR	Timeliness	
Education, Training, and Human Development	M			1.2.8	Develop and implement a comprehensive New Employee Orientation program by June 2019.	7/1/2018	6/1/2019		July 1 - June 30	Admin - HR, all divisions/DPM/OTIS	Timeliness	
Government and Citizens	M			1.2.9	Develop a comprehensive records management program for all divisions of Admin by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	Admin - HR; SC Archives and History	Timeliness	
Education, Training, and Human Development	M			1.2.10	Conduct statewide information security and privacy training by June 2019.	7/1/2018	6/1/2019		July 1 - June 30	DIS/EPO/DPM	Timeliness	
	S	1.3			Foster innovation in retention methods.							
Government and Citizens	M			1.3.1	Study classifications for 3 occupational groups and implement recommended changes to classifications by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	DSHR	Timeliness	
Government and Citizens	M			1.3.2	Develop a performance-based pay plan to retain employees by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	Admin - HR	Timeliness	
	S	1.4			Foster an environment where employees understand performance expectations, success criteria, and are accountable for their performance.							
Government and Citizens	M			1.4.1	Track progress and ensure total transfer of OEPP programs to the Office of the Child Advocate by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	DPM - Governmental Affairs	Timeliness	
Government and Citizens	M			1.4.2	Improve the statewide EPMS Process by June 2019.	7/1/2018	6/1/2019		July 1 - June 30	DSHR	Timeliness	

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

Fiscal Year 2018-2019
Accountability Report

Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
G		2			Collaborate with agencies to promote and implement an enterprise approach to state government services.							
S		2.1			Expand shared services available to agencies.							
Government and Citizens	M			2.1.1	Research methods and implement new avenues to enhance the communication efforts and level of engagement with all audiences in sharing the updates and successes of the Statewide IT Strategic Plan by December 31, 2018.	7/1/2018	12/31/18		July 1 - June 30	DPM - Communications / PMO	Timeliness	
Government and Citizens	M			2.1.2	Further develop outreach efforts and materials to expand the use of services and programs offered by the agency by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	DSASS	Timeliness	
Government and Citizens	M			2.1.3	Upgrade to the FleetWave 2 system and implement transition plan for agencies utilizing legacy systems or in-house systems by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	DSASS/OAS/SCEIS	Timeliness	
Government and Citizens	M			2.1.4	Expand administrative shared services function for at least three agencies that receive less than \$20 million in total appropriations by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	OAS	Timeliness	
Maintaining Safety, Integrity and Security	M			2.1.5	Deploy statewide disaster recovery solution; migrate 15 agency critical applications to the statewide DR solution.	7/1/2018	15.00		July 1 - June 30	DTO	Quantitative	
Maintaining Safety, Integrity and Security	M			2.1.6	Continue to migrate state agencies to shared services; migrate 4 agencies' compute and storage services.	7/1/2018	4.00		July 1 - June 30	OTIS	Quantitative	
S		2.2			Expand the number of shared contracts and promote the use of the contracts with agencies.							
Maintaining Safety, Integrity and Security	M			2.2.1	Identify new shared contract opportunities for statewide IT, Information Security and Privacy (according to 2.2 of the Statewide Strategic IT Plan); work with state agencies to identify 2 offerings shared contract opportunities.	7/1/2018	2.00		July 1 - June 30	OTIS	Quantitative	
Government and Citizens	M			2.2.2	Identify one maintenance and operations area for consolidated contracting through analysis of real estate chart of accounts expenditures and the Real Estate Governance Group by March 31, 2019.	7/1/2018	3/31/19		July 1 - June 30	FMP5	Timeliness	
S		2.3			Establish and monitor compliance with standards.							
Government and Citizens	M			2.3.1	Collaborate with Security and Architecture Review Board to ensure IT purchases are in line with established technology standards by June 28, 2019.	7/1/2018	6/28/19		July 1 - June 30	DPM/PMO	Timeliness	
Government and Citizens	M			2.3.2	Establish Admin risk management policy that defines Admin's risk management guidelines and governance in accordance with risk management principles and frameworks by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	IAS	Timeliness	
S		2.4			Provide governance for enterprise services.							
Maintaining Safety, Integrity and Security	M			2.4.1	Develop and publish cloud services strategy (according to 2.1 of the Statewide Strategic IT Plan); publish the cloud strategy by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	OTIS	Timeliness	
Government and Citizens	M			2.4.2	Establish a Real Estate Governance group for facilities operations and maintenance shared services by identifying agency members, establishing governance structure, and conducting three quarterly meetings.	7/1/2018	3.00		July 1 - June 30	FMP5	Quantitative	
G		3			Provide a customer focus for all agency services and products by fostering customer service, continuous improvement, and innovation.							
S		3.1			Establish, measure, monitor and improve service delivery standards.							
Maintaining Safety, Integrity and Security	M			3.1.1	Develop a workflow and automation for the Statements of Work and Master Agreements for IT Shared Services that interfaces with SAP by June 28, 2019.	7/1/2018	6/28/19		July 1 - June 30	DPM/PMO/SCEIS/OTIS/GC	Timeliness	
Government and Citizens	M			3.1.2	Complete phase II of IT Planning and Data Collection Tool by June 2019.	7/1/2018	6/1/2019		July 1 - June 30	DPM/PMO	Timeliness	

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

Fiscal Year 2018-2019
Accountability Report

Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure	
		Goal	Strategy	Measure		Base	Target	Actual					
Education, Training, and Human Development	M			3.1.3	Establish a measurement plan to capture feedback for internal and external training courses by April 1, 2019.	7/1/2018	4/1/2019		July 1 - June 30	DPM-Training	Timeliness		
Government and Citizens	M			3.1.4	Develop and implement a transition plan for agencies utilizing the SFM Lease Fleet Program to obtain ADA transport vehicles by December 31, 2018.	7/1/2018	12/31/18		July 1 - June 30	DSASS	Timeliness		
Maintaining Safety, Integrity and Security	M			3.1.5	Service Level Management: Implement Service Level Agreements for appropriate Service Request types (according to 3.1 and 3.2 of the Statewide Strategic IT Plan); establish first wave of 4-5 SLAs for Service Request types and incorporate into Service Level Reporting and SOWs where appropriate.	7/1/2018	4.00		July 1 - June 30	DTO/DPM	Quantitative		
Maintaining Safety, Integrity and Security	M			3.1.6	Create transparency reporting for agency consumption regarding service incidents and requests (according to 4.1 of the Statewide Strategic IT Plan); create at least one comprehensive dashboard for an appropriate agency customer.	7/1/2018	1.00		July 1 - June 30	DTO	Quantitative		
Government and Citizens	M			3.1.7	Improve FMPS service delivery standards by December 1, 2018.	7/1/2018	12/31/18		July 1 - June 30	FMPS	Timeliness		
Government and Citizens	M			3.1.8	Develop a master service agreement and associated customer service level for each customer using the established service delivery standard; develop the Master Agreement by January 1, 2019, and sample scopes of work and memorandum(s) of understanding for scope(s) of work by March 15, 2019.	7/1/2018	3/15/19		July 1 - June 30	OAS/SCEIS/GC	Timeliness		
		S		3.2	Measure customer satisfaction.								
Government and Citizens	M			3.2.1	Develop customer satisfaction surveys for agency customers and conduct shared services customer satisfaction pilot with at least 5 agencies.	7/1/2018	5.00		July 1 - June 30	OTIS/DPM	Quantitative		
		S		3.3	Establish a customer feedback loop to drive service improvements, new services, and innovation.								
Government and Citizens	M			3.3.1	Develop an ARM/Agency pilot program that allows ARM personnel to become embedded on-site in their respective agencies by June 28, 2019.	7/1/2018	6/28/19		July 1 - June 30	DPM/PMO	Timeliness		
Government and Citizens	M			3.3.2	Conduct formal agency collaboration sessions to cover IT, InfoSec and Privacy (according to 1.4 of the Statewide Strategic IT Plan) and hold biannual agency forum meetings.	7/1/2018	2.00		July 1 - June 30	OTIS/DPM	Quantitative		
Government and Citizens	M			3.3.3	Create, administer, and analyze customer satisfaction surveys by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	FMPS	Timeliness		
		S		3.4	Continuously improve service delivery methods.								
Government and Citizens	M			3.4.1	Collaborate with agency divisions to update Admin's website by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	DPM - Communications	Timeliness		
Government and Citizens	M			3.4.2	Expand assistance provided by the Fleet Safety Program to additional agencies to promote best practices and manage related costs by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	DSASS	Timeliness		
Government and Citizens	M			3.4.3	Document requirements for the acquisition/development of an application to be used by Surplus Property in the management of its inventory and sales by December 31, 2018.	7/1/2018	12/31/18		July 1 - June 30	Admin IT/DSASS	Timeliness		
Government and Citizens	M			3.4.4	Configure and implement Phase 1 [components to include: leasing, plant maintenance, and financial functionality of real estate management] of the SCEIS/SAP Real Estate module by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	SCEIS/FMPS	Timeliness		
Government and Citizens	M			3.4.5	Following the improvement of the EPMS Process by DSHR (1.4.4), SCEIS will configure and implement SuccessFactors Performance Management functionality to be used by all state agencies, starting with implementing functionality within 5-7 agencies (approx. 10K - 15K users), by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	SCEIS/DSHR	Timeliness		

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

Fiscal Year 2018-2019
Accountability Report

Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Government and Citizens	M			3.4.6	Support the State Treasurers' Office in transition and retirement of legacy treasury functionality into SCEIS/SAP environment by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	SCEIS	Timeliness	
Government and Citizens	M			3.4.7	Support DHHS, DSS, and DOR on projects to move vendor/customer/client payments into SCEIS/SAP environment and retire legacy payment systems by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	SCEIS	Timeliness	
Government and Citizens	M			3.4.8	Implement ServiceNow Self-Service (according to 3.2 of the Statewide Strategic IT Plan); implement self-service capabilities for at least 5 shared services customers.	7/1/2018	5.00		July 1 - June 30	DTO	Quantitative	
G		4			Promote transparency and accountability to more effectively manage the resources of the state.							
S		4.1			Establish benchmarking processes and use the results to drive cost savings and efficiencies.							
Government and Citizens	M			4.1.1	Develop a vehicle management cost model to evaluate fleet expenditures and assist agencies with achieving greater cost effectiveness by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	DSASS	Timeliness	
Government and Citizens	M			4.1.2	Implement the use of fleet telematics to obtain data on fleet performance better manage assets and identify cost savings opportunities by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	DSASS	Timeliness	
Government and Citizens	M			4.1.3	Identify 2 services provided by DTO to benchmark against industry standards to understand alignment of costs, delivery and rates (in accordance with 4.1 of the Statewide Strategic IT Plan).	7/1/2018	2.00		July 1 - June 30	DTO/DPM	Quantitative	
Government and Citizens	M			4.1.4	Establish utility benchmarks based on available rate structures and utilize results to determine potential cost savings by March 30, 2019.	7/1/2018	3/30/19		July 1 - June 30	FMPS	Timeliness	
S		4.2			Establish, improve, and monitor statewide administrative and performance reporting.							
Government and Citizens	M			4.2.1	Deploy phase 1 of SC Performs (performance dashboard); publish portal/dashboard by January 2019.	7/1/2018	1/1/2019		July 1 - June 30	EBO/OAS/SCEIS	Timeliness	
Government and Citizens	M			4.2.2	Document requirements with the Comptroller General for improving the state's transparency hub/financial dashboard by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	EBO	Timeliness	
Government and Citizens	M			4.2.3	Prepare annual DSHR Report on state employees by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	DSHR/DPM-Communications	Timeliness	
Government and Citizens	M			4.2.4	Enhance reporting capabilities for enterprise and agency-specific reports and dashboards by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	OAS/SCEIS/SCEIM	Timeliness	
S		4.3			Standardize data entered into SCEIS to promote consistency and accuracy.							
Government and Citizens	M			4.3.1	Provide routine review of agency General Ledgers by coordinating extensively with SCEIS, Comptroller General's Office, and agencies by June 28, 2019.	7/1/2018	6/28/19		July 1 - June 30	DPM/SCEIS	Timeliness	
Government and Citizens	M			4.3.2	Create and publish a "Best Practices in State Budgeting" guide for state budget officers by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	EBO	Timeliness	
Government and Citizens	M			4.3.3	SCEIS staff and Division of State Human Resources staff will develop and implement standards for input of human resource related data into SCEIS by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	DSHR	Timeliness	
Government and Citizens	M			4.3.4	Develop standards and guidelines for consistent entry of data in SCEIS pursuant to Proviso 117.145 by December 31, 2018.	7/1/2018	12/31/18		July 1 - June 30	SCEIS/OAS/DSHR/EBO	Timeliness	
S		4.4			Improve financial systems to better report operating and capital budgets to stakeholders.							
Government and Citizens	M			4.4.1	Document requirements for a new capital budgeting and reporting system by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	EBO	Timeliness	

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

Fiscal Year 2018-2019
 Accountability Report

Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Government and Citizens	M			4.4.2	Partner with state funded colleges/universities and DSHR to transition HR data to SCEIS and retire legacy HRIS system; transition 2 institutions to SCEIS by December 31, 2018, and prepare to transition 3 additional institutions by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	SCEIS/DSHR	Timeliness	
§ 4.5 Establish the capacity to establish, manage, monitor, and report on statewide and internal projects.												
Government and Citizens	M			4.5.1	Develop & implement a standard Portfolio Management (PM) process, ensure three Admin divisions (OTIS, SCEIS, FMPS) have adopted the Portfolio Management process by June 28, 2019.	7/1/2018	6/28/19		July 1 - June 30	DPM – Project Oversight & Governmental Affairs	Timeliness	
§ 4.6 Establish and communicate transparent rate structures for agency services.												
Government and Citizens	M			4.6.1	Retire DTO's existing billing system (CWOFF) with SCEIS/SAP functionality by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	SCEIS/DTO	Timeliness	
Government and Citizens	M			4.6.2	Develop rate structures for customers based on actual costs and expectations; propose a draft model with methodology by December 31, 2018.	7/1/2018	12/31/18		July 1 - June 30	Admin Services	Timeliness	
Government and Citizens	M			4.6.3	Publish all rates for IT Shared Services (according to 4.2 of the Statewide Strategic IT Plan); publish rates for at least 5 current DTO offered shared services.	7/1/2018	5.00		July 1 - June 30	DTO/SCEIS	Quantitative	
Government and Citizens	M			4.6.4	Finalize rate model for statewide building services and finalize rate structure by December 31, 2018.	7/1/2018	12/31/18		July 1 - June 30	FMPS/SCEIS	Timeliness	
G § Improve the security of the state's technology systems and business processes to protect citizens' data.												
§ 5.1 Develop Statewide IT Security Assessment Program.												
Maintaining Safety, Integrity and Security	M			5.1.1	Develop InfoSec Framework Agnostic Audit and Assessment (according to 1.1 of the Statewide Strategic IT Plan); pilot the information security audit framework with Admin and one agency.	7/1/2018	2.00		July 1 - June 30	DIS/EPO	Quantitative	
Maintaining Safety, Integrity and Security	M			5.1.2	Align State InfoSec Framework to Industry Standard Framework (according to 1.1 of the Statewide Strategic IT Plan); publish Draft revision of InfoSec Framework by June 28, 2019.	7/1/2018	6/28/19		July 1 - June 30	DIS/EPO	Timeliness	
§ 5.2 Improve Statewide IT Security Incident and Disaster Preparedness.												
Maintaining Safety, Integrity and Security	M			5.2.1	Expand statewide level 2 monitoring (according to 1.1 of the Statewide Strategic IT Plan); cover at least 50% of state agencies with level 2 monitoring.	7/1/2018	50.00%		July 1 - June 30	DIS	Proportionality	
§ 5.3 Improve Statewide IT Security Services and Data Classification.												
Maintaining Safety, Integrity and Security	M			5.3.1	Deploy a Statewide Multi-Factor authentication capability that can be leveraged as service to state agencies (according to 1.3 of the Statewide Strategic IT Plan); deploy the Multi-Factor authentication capability to SCEIS users (individual, nonstandard) with enhanced access and at least 3 agencies consuming DTO shared services.	7/1/2018	3.00		July 1 - June 30	OTIS	Timeliness	
Maintaining Safety, Integrity and Security	M			5.3.2	Identify and pilot Privileged Access Management (PAM) solution for deployment to support statewide consumption of PAM solution services (according to 1.3 of the Statewide Strategic IT Plan); pilot Privileged Access Management solution with at least 2 agencies.	7/1/2018	2.00		July 1 - June 30	DIS/DTO	Quantitative	
§ 5.4 Improve Statewide IT Security Support.												
Maintaining Safety, Integrity and Security	M			5.4.1	Enhance security and operations of SCEIS through implementation of monitoring and security protocols, organizational alignment and operational best practices by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	SCEIS/OTIS	Timeliness	
Maintaining Safety, Integrity and Security	M			5.4.2	Continue roll out of privacy assessment tool to agencies (according to 1.4 of the Statewide Strategic IT Plan); onboard at least 25% of targeted agencies onto the privacy assessment tool.	7/1/2018	25.00%		July 1 - June 30	EPO	Proportionality	

Agency Name: Department of Administration

Agency Code: D500 Section: 93

Fiscal Year 2018-2019
Accountability Report

Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Maintaining Safety, Integrity and Security	M			5.4.3	Develop and complete a data classification training video available to all agencies (in accordance with 1.4 of the Statewide Strategic IT Plan) by June 30, 2019.	7/1/2018	6/30/19		July 1 - June 30	EPO	Timeliness	

Agency Name: Department of Administration

Agency Code: D500 Section: 093

Fiscal Year 2017-2018
Accountability Report

Program/Title	Purpose	FY 2017-18 Expenditures (Actual)				FY 2018-19 Expenditures (Projected)				Program Template
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	Associated Measure(s)
I. Administration	Administration provides centralized human resources, financial accounting and reporting, budget support, legal services, and communications.	\$ 823,491	\$ 2,490,049	\$ 12,792	\$ 3,326,332	\$ 884,128	\$ 3,089,509	\$ -	\$ 3,973,637	Administration provides centralized human resources, financial accounting and reporting, budget support, legal services, and communications
II.A. Executive Budget Office	Statewide Budget Development, Analysis and Reports, Grants Services, Capital Budgeting, and Performance Assessment & Accountability.	\$ 1,352,258	\$ -	\$ -	\$ 1,352,258	\$ 1,749,314			\$ 1,749,314	Develops the annual Executive Budget and provides oversight of the annual state budget for the state
II.B. Human Resources Division	HRD serves as the Human Resources Office for state government.	\$ 2,040,893	\$ 352,736	\$ -	\$ 2,393,629	\$ 2,130,495	\$ 341,608		\$ 2,472,103	Provide human resources support to state agencies through consultation and oversight, professional development, and alternative dispute resolution to state government
II.C.1 Div of Gen Services - Business Ops	Provides oversight and administrative support to General Services Division's programs.	\$ -	\$ 971,327	\$ -	\$ 971,327		\$ 1,028,094		\$ 1,028,094	Administrative Support
II.C.2. Div of Gen Serv - Facilities Management	Facilities Management maintains and operates 88 state public buildings owned by the SC Budget and Control Board and other Agencies.	\$ 1,503,781	\$ 19,487,231	\$ -	\$ 20,991,012	\$ 1,503,781	\$ 21,570,023		\$ 23,073,804	Provide building management of state owned buildings and centralized real estate services for all state agencies
II.C.3. Div of Gen Serv - Surplus Property	The Surplus Property office is responsible for disposing of surplus property and equipment for the State and Federal Governments.	\$ -	\$ 1,683,522	\$ -	\$ 1,683,522		\$ 1,447,241		\$ 1,447,241	Disposal of surplus property
II.C.4. Div of Gen Serv - Intra State Mail	Intra State Mail provides overnight mail delivery services to governmental entities statewide.	\$ -	\$ 1,041,891	\$ -	\$ 1,041,891		\$ 1,034,413		\$ 1,034,413	Delivery services to governmental entities statewide
II.C.5. Div of Gen Serv - Parking	Parking Services manages parking facilities for State government.	\$ -	\$ 318,197	\$ -	\$ 318,197		\$ 300,148		\$ 300,148	Assist state government with parking services
II.C.6. Div of Gen Serv - State Fleet Management	State Fleet coordinates purchases, maintenance and rental of state vehicles.	\$ -	\$ 19,669,799	\$ -	\$ 19,669,799		\$ 30,141,680		\$ 30,141,680	Leverage the state's buying power to save resources on state owned vehicles
II.C.7. Div of Gen Serv - St Bldg & Property Services	Provides real estate services to state government.	\$ -	\$ 563,013	\$ -	\$ 563,013		\$ 527,422		\$ 527,422	Real estate services to agencies and governmental entities

Agency Name: Department of Administration

Agency Code: D500 Section: 093

Fiscal Year 2017-2018
Accountability Report

Program/Title	Purpose	FY 2017-18 Expenditures (Actual)				FY 2018-19 Expenditures (Projected)				Program Template
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	Associated Measure(s)
II.D. SC Enterprise Information System	The South Carolina Enterprise Information System consolidates more than 70 state agencies onto a single, statewide enterprise system, built on SAP software, for finance, procurement and human resources/payroll.	\$ 19,228,856	\$ 1,198,425	\$ -	\$ 20,427,281	\$ 17,070,337	\$ 4,444,330		\$ 21,514,667	Statewide enterprise accounting system that standardizes the state's financial, human resources, and materials management business processes
II.E. Division of Information Security	Division created in FY 2013-14 to support the implementation of statewide security policies and services. Includes expenditures to fund statewide security contract with Deloitte.	\$ 19,491,059	\$ 2,753,001	\$ -	\$ 22,244,060	\$ 17,072,764	\$ 809,149		\$ 17,881,913	Statewide policies standards, programs, and services relating to cyber security and information systems
II.F. Enterprise Privacy Office	Division established in FY 2013-14 to analyze and classify sensitive data used and stored in Agency systems according to the degree of protection required by State and Federal laws, regulations or standards.	\$ 334,216	\$ -	\$ -	\$ 334,216	\$ 329,321			\$ 329,321	Management of personal information, as well as establishing, assessing and enhancing privacy protection policy, training and compliance measures
II.G. State Technology Operations	Provides oversight and administrative support to State IT Programs.	\$ 4,337,888	\$ 28,663,033	\$ -	\$ 33,000,921	\$ 4,273,292	\$ 42,410,944		\$ 46,684,236	Sets the direction for the State's use of technology and supporting the use and administration of information technology (IT) in government
II.H. IT Shared Services	Implements and monitors agency compliance with initiatives associated with IT shared services.	\$ -	\$ -	\$ -	\$ -	\$ 2,580,000			\$ 2,580,000	[New in FY 2018-19 Expenditures] Facilitates program management of statewide IT shared services
III.A. OEPP Support Services	Provides administration support for programs in the Office of Executive Policy & Program.	\$ 676,956	\$ -	\$ -	\$ 676,956	\$ 636,975			\$ 636,975	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

Agency Name: Department of Administration

Fiscal Year 2017-2018
Accountability Report

Agency Code: D500 Section: 093

Program Template

Program/Title	Purpose	FY 2017-18 Expenditures (Actual)				FY 2018-19 Expenditures (Projected)				Associated Measure(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
III.B.1. Guardian Ad Litem	Recruit, train, and supervise volunteers who advocate for the best interests of abused and neglected children in Family Court Proceedings.	\$ 2,830,338	\$ 2,643,135	\$ 102,991	\$ 5,576,464	\$ 3,173,688	\$ 2,825,552	\$ 353,380	\$ 6,352,620	Assists abused and neglected children
III.B.2. Children's Affairs	Advocates for improved services for children and families in the public sector by providing Constituent Services and reviewing cases through the Children's Case Resolution System.	\$ 139,451	\$ -	\$ -	\$ 139,451	\$ 143,505			\$ 143,505	Assists abused and neglected children
III.B.3. Foster Care	Monitor the progress in achieving permanent placements for children in foster care.	\$ 281,415	\$ 927,011	\$ -	\$ 1,208,426	\$ 298,020	\$ 1,146,596		\$ 1,444,616	Assists abused and neglected children
III.B.4. Continuum of Care	Serve children with the most severe and complex emotional or behavioral health challenges whose needs are not being adequately met by existing services or programs.	\$ 1,474,035	\$ 2,036,891	\$ -	\$ 3,510,926	\$ 2,764,830	\$ 1,442,011		\$ 4,206,841	Assists children with emotional and behavioral issues
III.C.2.A. Veteran's Affairs	Be the advocate for the state's veterans in all matters that pertain to veterans.	\$ 678,841	\$ 4,000	\$ -	\$ 682,841	\$ 771,096	\$ 38,000		\$ 809,096	Assists veterans and their families
III.C.2.B. Veteran's Cemetery	Manage the South Carolina State Veterans' Cemetery in Anderson, SC.	\$ 317,531	\$ 12,150	\$ -	\$ 329,681	\$ 458,461	\$ 39,619		\$ 498,080	Assists veterans and their families
III.C.3. Ombudsman	Serve the constituents of South Carolina with prompt, courteous, and correct direction to resolve a conflict or complaint against state agencies.	\$ 258,152	\$ 2,954	\$ 228	\$ 261,334	\$ 301,065			\$ 301,065	Assists citizens and constituents with state matters
III.C.4. Developmental Disabilities	Provide leadership in planning, funding, and implementing initiatives that lead to improved quality of life for people with developmental disabilities and their families through advocacy, capacity building, and systematic change.	\$ 55,117	\$ -	\$ 1,012,776	\$ 1,067,893	\$ 64,202		\$ 1,515,960	\$ 1,580,162	Assists people with disabilities
III.C.5. Small & Minority Businesses	Promote the growth and development of small minority businesses as a part of the free enterprise system; thereby, enhancing economic growth and development in South Carolina.	\$ 116,187	\$ -	\$ -	\$ 116,187	\$ 134,410			\$ 134,410	Assists small and minority-owned businesses

Agency Name: Department of Administration

Agency Code: D500 Section: 093

Fiscal Year 2017-2018
Accountability Report

Program Template

Program/Title	Purpose	FY 2017-18 Expenditures (Actual)				FY 2018-19 Expenditures (Projected)				Associated Measure(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
III.C.6, Economic Opportunity	Administer federal funds to Community Action Agencies and other non-profit agencies to eliminate the causes of poverty, increase self-sufficiency of individuals and families, prevent homelessness and revitalize communities.	\$ -	\$ 343,186	\$ 56,268,916	\$ 56,612,102	\$ 500,000	\$ 53,274,795	\$ -	\$ 53,774,795	Administer federal funds to Community Action Agencies and assists low income families
IV, Employee Benefits	Employer's portion of FICA, State Retirement system premiums, Health and Dental Insurance premiums for subscribers and retirees, State Life Insurance and Long-term disability, and premiums for workers compensation and unemployment insurance.	\$ 5,474,642	\$ 8,402,988	\$ 496,280	\$ 14,373,910	\$ 6,623,245	\$ 9,734,975	\$ 677,400	\$ 17,035,620	Employee well-being
All Other Items	Includes expenditures for 800 Mhz radio user fees, funds transferred to ETV for legislative coverage and emergency communications, and K-12 E-Rate program expenditures.	\$ 3,095,414	\$ 23,514,045	\$ -	\$ 26,609,459	\$ 3,288,604	\$ 19,290,516	\$ -	\$ 22,579,120	Expenditures

Agency Name: Department of Administration

Agency Code: D500 Section: 093

Fiscal Year 2017-2018
Accountability Report

Legal Standards Template

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Does this law specify who your agency must or may serve? (Y/N)	Does the law specify a product or service your agency must or may provide?	//Yes, what type of service or product?	//Other service or product, please specify what service or product.
1	S.C. Code § 1-11-22	State	Statute	Organization of Staff	No	No - Does not relate directly to any agency deliverables		
2	S.C. Code § 1-11-170	State	Statute	Authorization to maintain revolving funds to finance inventories and accounts receivable	No	No - But relates to sources of funding for one or more agency deliverables		
3	S.C. Code § 1-11-185	State	Statute	Additional powers of the Department of Administration; permanent improvement projects	Yes	Yes	Other service or product our agency must/may provide	Approval of agencies' permanent improvement plans and authorized to provide/receive various services to/from governmental entities
4	S.C. Code § 1-11-405	State	Statute	Aircraft purchase, lease or lease-purchase by state agency	Yes	Yes	Other service or product our agency must/may provide	May authorize acquisition of aircraft
5	S.C. Code § 1-11-475	State	Statute	Employee benefit appropriations; transfer of funds within agency to cover overruns	Yes	Yes	Other service or product our agency must/may provide	Develop plan for expenditure of funds and require transfers of funds within agencies if needed
6	S.C. Code § 1-11-480	State	Statute	Hiring consultant or management firm to assist in administration of state employee unemployment compensation fund	Yes	Yes	Other service or product our agency must/may provide	May hire consultants and report to General Assembly annually list of hired consultants
7	S.C. Code § 1-15-10	State	Statute	Commission (on Women) created	No	No - Does not relate directly to any agency deliverables		
8	S.C. Code § 1-30-10	State	Statute	Departments of State Government	No	No - Does not relate directly to any agency deliverables		
9	S.C. Code § 8-1-170	State	Statute	Group productivity incentive programs	No	No - Does not relate directly to any agency deliverables		
10	S.C. Code § 8-11-20	State	Statute	Oath and bonds of certain state employees	Yes	Yes	Other service or product our agency must/may provide	Approve procurement/amounts of certain bonds for certain employees
11	S.C. Code § 8-11-95	State	Statute	Salary payment schedule; maximum salaries; dual compensation	Yes	Yes	Other service or product our agency must/may provide	Establish payment schedule for state employee pay. Alter schedule if needed
12	S.C. Code § 8-11-90	State	Statute	Deductions for Federal taxes	No	No - Does not relate directly to any agency deliverables		
13	S.C. Code § 8-14-10	State	Statute	Definitions (Unauthorized aliens and public employment)	No	No - Does not relate directly to any agency deliverables		
14	S.C. Code § 8-14-80	State	Statute	Forms and regulations	Yes	Yes	Other service or product our agency must/may provide	May promulgate Regs and proscribe forms
15	S.C. Code § 8-27-20	State	Statute	No retaliation for filing report of wrongdoing	Yes	Yes	Other service or product our agency must/may provide	Admin to approve employee reward for report that nets savings
16	S.C. Code § 10-1-179	State	Statute	African-American History Monument Commission	N/A	N/A		
17	S.C. Code § 10-3-30	State	Statute	Duties (Governor's Mansion)	Yes	No - Does not relate directly to any agency deliverables		
18	S.C. Code § 11-1-100	State	Statute	Starting date of projects funded with capital improvement bonds regulated	Yes	Yes	Other service or product our agency must/may provide	Set starting dates for projects funded through Cap. Improvement Bonds
19	S.C. Code § 11-3-185	State	Statute	Warrant requisitions for expenditure of money appropriated by General Assembly	Yes	Yes	Other service or product our agency must/may provide	May approve state institutions requisitioning funds in favor of their own treasurer
20	S.C. Code § 11-9-95	State	Statute	Transfer of agency funds to pay debts prior to closing books for fiscal year	Yes	Yes	Other service or product our agency must/may provide	May authorize transfer of any funds remaining in the agency's accounts to pay certain obligations owed to Admin

21	S.C. Code § 11-25-430	State	Statute	Revolving fund for purchase of office supplies and other commodities	No	No - Does not relate directly to any agency deliverables		
22	S.C. Code § 13-1-680	State	Statute	Approval of State Fiscal Accountability Authority as prerequisite to issuance of bonds	Yes	Yes	Other service or product our agency must/may provide	Admin, as applicable, may approve certain Dept of Commerce projects
23	S.C. Code § 16-3-2090	State	Statute	Forfeiture	Yes	Yes	Other service or product our agency must/may provide	Approve transfer of forfeited aircraft or watercraft from one LEA to another LEA
24	S.C. Code § 16-8-340	State	Statute	Community anti-gang matching grants program	N/A	N/A		
25	S.C. Code § 23-6-50	State	Statute	Annual audit; carrying funds into next fiscal year; retention of revenue to meet department expenses	No	No - Does not relate directly to any agency deliverables		
26	S.C. Code § 24-1-250	State	Statute	Sale of timber and horticultural products; utilization of funds	Yes	Yes	Other service or product our agency must/may provide	Admin may have to approve SCDC's use of proceeds from timber sales
27	S.C. Code § 24-1-290	State	Statute	Employment of inmates through prison industries program	Yes	Yes	Other service or product our agency must/may provide	Admin to approve SCDC plan to attract private business to employ inmates
28	S.C. Code § 24-3-20	State	Statute	Custody of convicted persons; designation of place of confinement	Yes	Yes	Other service or product our agency must/may provide	Admin to comment on SCDC's job assignments for inmates
29	S.C. Code § 24-3-400	State	Statute	Prison Industries Account	Yes	Yes	Other service or product our agency must/may provide	Admin may play some role in approval of SCDC use of excess prison industry funds for PIPs
30	S.C. Code § 24-21-480	State	Statute	Restitution Center program; distribution of offenders' salaries	Yes	Yes	Other service or product our agency must/may provide	Admin to approve fee for housing/food of offender in restitution center
31	S.C. Code § 24-22-20	State	Statute	Definitions (Classification System and Adult Criminal Offender Management Program)	Yes	Yes	Other service or product our agency must/may provide	Admin to approve SCDC operating capacity
32	S.C. Code § 24-22-160	State	Statute	Operating capacities of prison populations to be established; certification	Yes	Yes	Other service or product our agency must/may provide	SCDC and Admin establish operating capacities for inmate populations
33	S.C. Code § 38-79-470	State	Statute	Method of withdrawing funds (Patient Compensation Fund)	No	No - Does not relate directly to any agency deliverables		
34	S.C. Code § 40-15-50	State	Statute	Bond and salary of Executive Director (Dentistry)	Yes	Yes	Other service or product our agency must/may provide	Admin to approve certain administrative costs to be paid by STD
35	S.C. Code § 40-30-290	State	Statute	Costs and fines (Massage/Bodywork Practice Act)	Yes	Yes	Other service or product our agency must/may provide	Admin to approve administrative cost for reimbursement to LLR
36	S.C. Code § 40-51-160	State	Statute	Procedure for denying or revoking licenses (Podiatrists)	Yes	Yes	Other service or product our agency must/may provide	Admin to approve administrative cost for reimbursement to LLR
37	S.C. Code § 40-51-170	State	Statute	Disposition of funds; assessments, fees and licenses to equal appropriations	No	No - Does not relate directly to any agency deliverables		
38	S.C. Code § 40-55-40	State	Statute	Powers and duties of board (Psychologists)	No	No - Does not relate directly to any agency deliverables		
39	S.C. Code § 40-61-50	State	Statute	Remission of revenues; assessment of fees (Sanitarians)	No	No - Does not relate directly to any agency deliverables		
40	S.C. Code § 41-31-820	State	Statute	Deposit and review of premiums collected from state agencies (unemployment)	Yes	Yes	Other service or product our agency must/may provide	Admin to provide experience ratings
41	S.C. Code § 41-33-470	State	Statute	Reports to State Fiscal Accountability Authority and the Department of Administration	No	No - Does not relate directly to any agency deliverables		
42	S.C. Code § 44-7-3190	State	Statute	Consultation required (MUSC)	Yes	Yes	Other service or product our agency must/may provide	Admin to consult with CHE before authorizing MUSC transaction
43	S.C. Code § 44-20-30	State	Statute	Definitions (SC Intellectual Disability, Related Disabilities, Head Injuries...)	No	No - Does not relate directly to any agency deliverables		
44	S.C. Code § 44-20-310	State	Statute	Sale of timber from forest lands; disposition of funds	Yes	Yes	Other service or product our agency must/may provide	Admin to approve sale of timber from DDSN lands
45	S.C. Code § 44-20-1140	State	Statute	Improvements for residential regional center or community facility	Yes	No - Does not relate directly to any agency deliverables		
46	S.C. Code § 44-20-1150	State	Statute	Powers and duties concerning applications for improvements	Yes	Yes	Other service or product our agency must/may provide	Admin's role would only be to prepare DDSN request for JBRC and SFAA review

47	S.C. Code § 44-20-1160	State	Statute	Use of monies derived from revenues	Yes	No - Does not relate directly to any agency deliverables		
48	S.C. Code § 44-20-1170	State	Statute	Special funds; disposition of revenues; withdrawal of funds	Yes	Yes	Other service or product our agency must/may provide	Admin's role would only be as needed in JBRC/SFAA process
49	S.C. Code § 46-51-20	State	Statute	Single application form for all permitting agencies to be established	N/A	N/A		
50	S.C. Code § 48-3-140	State	Statute	Approval required before issuance of bonds; application for and granting of approval	Yes	Yes	Other service or product our agency must/may provide	Admin to support SFAA/Admin may have to approve real property transaction
51	S.C. Code § 48-23-270	State	Statute	Use of revenue for scrub oak eradication, reforestation, timber stand improvement	Yes	Yes	Other service or product our agency must/may provide	Approve cutting of timber in state parks by forestry
52	S.C. Code § 48-23-290	State	Statute	Use of income from Sandhills State Forest and Carolina Sandhills National Wildlife	Yes	Yes	Other service or product our agency must/may provide	Admin to approve use of income from Sand Hills State Forest
53	S.C. Code § 49-19-210	State	Statute	Persons by whom and for what purpose districts may be formed	Functionally obsolete	Functionally obsolete		
54	S.C. Code § 49-19-220	State	Statute	Petition for formation (drainage district)	Functionally obsolete	Functionally obsolete		
55	S.C. Code §§ 49-19-520 through 49-19-560	State	Statute	Electing supervisors (Drainage Districts)	Functionally obsolete	Functionally obsolete		
56	S.C. Code § 49-19-630	State	Statute	Duties and powers of chief engineer (drainage district)	Functionally obsolete	Functionally obsolete		
57	S.C. Code § 49-19-1440	State	Statute	General powers of board of supervisors (drainage districts construction of improvements)	No	No - Does not relate directly to any agency deliverables		
58	S.C. Code § 49-29-90	State	Statute	Formal action by department required for designation... (scenic rivers)	Yes	No - Does not relate directly to any agency deliverables		
59	S.C. Code § 49-29-100	State	Statute	Acquisition of lands adjacent to scenic rivers; donations; requirements, etc.	Yes	Yes	Other service or product our agency must/may provide	Admin involved in purchase of land adjacent to rivers
60	S.C. Code § 49-29-110	State	Statute	Scenic Rivers Trust Fund	Yes	Yes	Other service or product our agency must/may provide	Admin may be required to approve expenditure of trust funds
61	S.C. Code § 51-11-20	State	Statute	Restriction on use of trust fund (Recreation Point)	Yes	Yes	Other service or product our agency must/may provide	Admin may be required to approve expenditures of trust funds
62	S.C. Code § 51-13-810	State	Statute	Authorization to borrow money (Patriots Point)	Yes	Yes	Other service or product our agency must/may provide	Admin's role would only be to prepare PPDA request for JBRC and/or SFAA review
63	S.C. Code § 51-17-115	State	Statute	Establishment and administration of Heritage Land Trust Fund	Yes	Yes	Other service or product our agency must/may provide	Admin may be required to approve expenditure of trust funds
64	S.C. Code § 51-22-30	State	Statute	Legacy Trust Fund	No	No - Does not relate directly to any agency deliverables		
65	S.C. Code § 52-5-110	State	Statute	Bequest of property to State for equestrian center	No	No - Does not relate directly to any agency deliverables		
66	S.C. Code § 54-3-155	State	Statute	Sale of Real Property, building, terminals, or other permanent structures	Yes	Yes	Other service or product our agency must/may provide	Admin may have to approve SPA's sale of real property
67	S.C. Code § 54-3-1310	State	Statute	Powers and duties (State Ports Authority)	Yes	Yes	Other service or product our agency must/may provide	Admin involved in approval of SPA sale of real property
68	S.C. Code § 56-3-840	State	Statute	Delinquent registration and license penalties (DMV headquarters)	Yes	Yes	Other service or product our agency must/may provide	Admin may have to approve lease/purchase made from DPS fund
69	S.C. Code § 59-19-80	State	Statute	Requirements as to purchases and teacher employment	Yes	Yes	Other service or product our agency must/may provide	Admin may make purchases for school district boards of trustees
70	S.C. Code § 59-53-151	State	Statute	Definitions (Facilities and improvements for tech colleges)	No	No - Does not relate directly to any agency deliverables		
71	S.C. Code § 59-53-152	State	Statute	Board may construct or acquire plant improvements	Yes	Yes	Other service or product our agency must/may provide	Admin may have to approve property acquisition
72	S.C. Code § 59-53-153	State	Statute	Bond issues	Yes	Yes	Other service or product our agency must/may provide	Admin only to support SFAA
73	S.C. Code § 59-53-490	State	Statute	Reports on development and use of enterprise campus (Trident Tech)	No	No - Does not relate directly to any agency deliverables		

74	S.C. Code § 59-53-1786	State	Statute	Annual report (Midlands Tech)	No	No - Does not relate directly to any agency deliverables		
75	S.C. Code § 59-53-2450	State	Statute	Annual report (tech college enterprise campus authority)	No	No - Does not relate directly to any agency deliverables		
76	S.C. Code § 59-101-650	State	Statute	Eminent Domain	Yes	Yes	Other service or product our agency must/may provide	Admin may have to approve acquisition of property
77	S.C. Code § 59-117-240	State	Statute	Issuance of bonds; limit (USC)	Yes	Yes	Other service or product our agency must/may provide	Admin's approval limited to assistance for JBRC and SFAA review
78	S.C. Code § 59-119-740	State	Statute	Issuance of bonds; limit (Clemson)	Yes	Yes	Other service or product our agency must/may provide	Admin's approval limited to assistance for JBRC and SFAA review
79	S.C. Code § 59-119-940	State	Statute	Borrowings; limitations on bonds (Clemson)	Yes	Yes	Other service or product our agency must/may provide	Admin's approval limited to assistance for JBRC and SFAA review
80	S.C. Code § 59-121-80	State	Statute	Burial of past presidents and their wives	Yes	Yes	Other service or product our agency must/may provide	Admin help determine suitable plot size and location
81	S.C. Code § 59-121-340	State	Statute	Authorization to borrow funds and issue bonds (The Citadel)	Yes	Yes	Other service or product our agency must/may provide	Admin's approval limited to assistance for JBRC and SFAA review
82	S.C. Code § 59-122-40	State	Statute	Requirements for issuance of bonds (The Citadel Housing Revenue Bonds)	Yes	Yes	Other service or product our agency must/may provide	Admin's approval limited to assistance for JBRC and SFAA review
83	S.C. Code § 59-123-60	State	Statute	Organization and powers of board; designation as Medical University Hospital Authority	Yes	Yes	Other service or product our agency must/may provide	Admin may have to approve real property transaction
84	S.C. Code § 59-123-220	State	Statute	Trustees authorized to issue revenue bonds... (MUSC)	Yes	Yes	Other service or product our agency must/may provide	Admin's approval limited to assistance for JBRC and SFAA review
85	S.C. Code § 59-123-230	State	Statute	Bonds payable from net housing revenues (MUSC)	Yes	Yes	Other service or product our agency must/may provide	Admin may have to approve real property transaction
86	S.C. Code § 59-125-340	State	Statute	Authority to bond (Winthrop)	Yes	Yes	Other service or product our agency must/may provide	Admin's approval limited to assistance for JBRC and SFAA review
87	S.C. Code § 59-125-540	State	Statute	Authorization to borrow funds and issue bonds (Winthrop)	Yes	Yes	Other service or product our agency must/may provide	Admin's approval limited to assistance for JBRC and SFAA review
88	S.C. Code § 59-127-320	State	Statute	Authority of trustees to construct, operate and maintain improvements (SC State)	Yes	Yes	Other service or product our agency must/may provide	Admin's approval limited to assistance for JBRC and SFAA review
89	S.C. Code § 59-127-500	State	Statute	Power to issue facilities improvement bonds (SC State)	Yes	Yes	Other service or product our agency must/may provide	Admin's approval limited to assistance for JBRC and SFAA review
90	S.C. Code § 59-130-430	State	Statute	Authority to issue bonds (College of Chas)	Yes	Yes	Other service or product our agency must/may provide	Admin's approval limited to assistance for JBRC and SFAA review
91	S.C. Code § 59-131-20	State	Statute	Bond issue authorized upon approval (College of Chas)	Yes	Yes	Other service or product our agency must/may provide	Admin's approval limited to assistance for JBRC and SFAA review
92	S.C. Code § 59-133-240	State	Statute	Authority to borrow; bonding limit (Francis Marion)	Yes	Yes	Other service or product our agency must/may provide	Admin's approval limited to assistance for JBRC and SFAA review
93	S.C. Code § 59-147-30	State	Statute	Issuance of revenue bonds; purpose (Higher Ed)	Yes	Yes	Other service or product our agency must/may provide	Admin's approval limited to assistance for JBRC and SFAA review
94	S.C. Code § 59-150-230	State	Statute	Lottery prizes	Yes	No - Does not relate directly to any agency deliverables		
95	S.C. Code § 60-11-120	State	Statute	Disposition of certain duplicative archival material; use of funds realized; annual report	No	No - Does not relate directly to any agency deliverables		
96	S.C. Code § 61-10-270	State	Statute	Property forfeitures	Yes	No - Does not relate directly to any agency deliverables		
97	S.C. Code § 63-19-420	State	Statute	Natural resource sales (DJI)	Yes	Yes	Other service or product our agency must/may provide	Admin may have to approve real property acquisition
98	2017-18 Approp. Act, Section 117.18	State	Proviso	GP: Business Expense Reimbursement	No	Yes	Other service or product our agency must/may provide	Admin to promulgate regs
99	2017-18 Approp. Act, Section 117.49	State	Proviso	GP: Agencies Affected by Restructuring	Yes	Yes	Other service or product our agency must/may provide	Admin to help phase-in operations for restructured agencies
100	2017-18 Approp. Act, Section 117.116	State	Proviso	GP: Employee Compensation	Yes	Yes	Other service or product our agency must/may provide	Admin (EBO) to allocate funds according to plan in proviso
101	S.C. Code § 57-11-235	State	Statute	Issuance of highway bonds	Yes	Yes	Other service or product our agency must/may provide	Admin's approval limited to assistance for JBRC and SFAA review

102	S.C. Code § 59-17-155	State	Statute	Automated external defibrillator program; state contract for purchase of defibrillators	Yes	Yes	Other service or product our agency must/may provide	CLEARLY FOR SFAA NOT ADMIN. Establishment of a state contract for purchases
103	S.C. Code § 59-67-780	State	Statute	Rules and regulations (insurance on school buses)	Yes	Yes	Other service or product our agency must/may provide	CLEARLY FOR SFAA NOT ADMIN. Establishment of rules for insurance on buses
104	S.C. Code § 1-11-50	State	Statute	Certain funds of Revenue and Fiscal Affairs Office and the Executive Budget Office carried forward	No	No - But relates to sources of funding for one or more agency deliverables		
105	S.C. Code § 1-11-497	State	Statute	Across-the-board reductions in expenses	No	No - Does not relate directly to any agency deliverables		
106	S.C. Code § 1-30-125	State	Statute	Executive Budget Office	Yes	Yes	Other service or product our agency must/may provide	EBO to support Office of the Governor
107	S.C. Code § 2-1-220	State	Statute	Legislative appropriations; exemption from approval requirements	No	No - Does not relate directly to any agency deliverables		
108	S.C. Code § 2-41-50	State	Statute	Professional and clerical support services	Yes	Yes	Other service or product our agency must/may provide	EBO staff to provide support for joint committee on taxation
109	S.C. Code § 2-47-56	State	Statute	Acceptance of gifts-in-kind for architectural and engineering services	Yes	Yes	Other service or product our agency must/may provide	Admin? To approve state agency and institution accepting gifts-in-kind for architectural and engineering services and construction
110	S.C. Code § 2-65-15	State	Statute	Definitions for "The South Carolina Federal and Other Funds Oversight Act"	No	No - Does not relate directly to any agency deliverables		
111	S.C. Code § 2-65-30	State	Statute	Receipt and expenditure of unanticipated funds; submission of proposals; committee reports	Yes	Yes	Other service or product our agency must/may provide	Reference to board may mean EBO. If so, EBO approval for expenditures required and report to GA
112	S.C. Code § 2-65-40	State	Statute	Expenditure of "other" funds; authorization; Committee reports	Yes	Yes	Other service or product our agency must/may provide	Reference to board may mean EBO. If so, EBO approval for expenditures required and report to GA
113	S.C. Code § 2-65-50	State	Statute	Estimates of research and student aid funds; reports by Board	Yes	Yes	Report our agency must/may provide	If Board means EBO
114	S.C. Code § 2-65-60	State	Statute	Duties of Comptroller General	Yes	Yes	Other service or product our agency must/may provide	If board means EBO, then EBO to provide funding levels to CG
115	S.C. Code § 2-65-70	State	Statute	Recovery of indirect costs	Yes	Yes	Other service or product our agency must/may provide	If board means EBO, EBO develops cost allocation plan and prepare report to GA
116	S.C. Code § 2-65-80	State	Statute	Block grants	Yes	Yes	Other service or product our agency must/may provide	If board means EBO, EBO to develop regs and audits for grants
117	S.C. Code § 2-65-90	State	Statute	EBO to review and coordinate proposed federal financial assistance and direct federal development	Yes	Yes	Other service or product our agency must/may provide	If board means EBO, EBO to develop process for review and coordinate fed assistance
118	S.C. Code § 2-65-120	State	Statute	Cooperation of state agencies and institutions in implementing chapter	No	No - Does not relate directly to any agency deliverables		
119	S.C. Code § 2-75-10	State	Statute	Research Centers of Excellence Review Board	No	No - Does not relate directly to any agency deliverables		
120	S.C. Code § 2-79-30	State	Statute	Notice of likely agency deficit; deficit avoidance plan	Yes	Yes	Other service or product our agency must/may provide	EBO to work with agencies to avoid deficit
121	S.C. Code § 2-79-40	State	Statute	Recognition of deficit	Yes	No - Does not relate directly to any agency deliverables		
122	S.C. Code § 2-79-50	State	Statute	Limitations on agency spending when deficit recognized	Yes	Yes	Other service or product our agency must/may provide	EBO may have to approve agency purchases
123	S.C. Code § 5-7-155	State	Statute	Disbursement of funds to regional councils of government	Yes	Yes	Other service or product our agency must/may provide	EBO to approve remittance
124	S.C. Code § 6-7-157	State	Statute	Spending plan prior to receipt of funds by regional council; annual audit	Yes	No - Does not relate directly to any agency deliverables		

125	S.C. Code § 6-27-20	State	Statute	Local Government Fund; fund exempt from mid-year cuts; exception	No	No - Does not relate directly to any agency deliverables		
126	S.C. Code § 8-11-193	State	Statute	Employee furloughs	No	No - Does not relate directly to any agency deliverables		
127	S.C. Code § 8-11-196	State	Statute	Hiring of employees to fill temporary grant positions	No	No - Does not relate directly to any agency deliverables		
128	S.C. Code § 9-16-90	State	Statute	Quarterly and annual investment reports; contents	No	No - Does not relate directly to any agency deliverables		
129	S.C. Code § 10-1-210	State	Statute	Pay telephone revenue	Yes	Yes	Other service or product our agency must/may provide	Admin to review rates charged by vendors
130	S.C. Code § 11-9-110	State	Statute	Organization to which contribution is appropriated to submit statement to Executive Budget Office and the Revenue and Fiscal Affairs Office	Yes	Yes	Report our agency must/may provide	
131	S.C. Code § 11-9-125	State	Statute	Order of expenditure of funds by state agencies; remittance of certain funds to state general fund	No	No - Does not relate directly to any agency deliverables		
132	S.C. Code § 11-9-890	State	Statute	Delineation of fiscal year revenue estimates by quarters; reduction of general fund appropriations; action to avoid year-end deficit	Yes	Yes	Other service or product our agency must/may provide	EBO to reduce general fund appropriations as needed
133	S.C. Code § 11-11-10	State	Statute	Duties of Executive Budget Office and Revenue and Fiscal Affairs Office, and Department of Revenue	No	Yes	Other service or product our agency must/may provide	EBO to employ budget analyst
134	S.C. Code § 11-11-15	State	Statute	Budget functions devolved on Governor; Budget Office to assist	Yes	Yes	Other service or product our agency must/may provide	EBO to assist Governor in preparing budget
135	S.C. Code § 11-11-350	State	Statute	Estimates of planned general fund expenditures	Yes	Yes	Other service or product our agency must/may provide	EBO to develop 3 year financial plan
136	S.C. Code § 11-11-420	State	Statute	Limitation on permanent state positions; emergency suspension	Yes	Yes	Other service or product our agency must/may provide	EBO annually to determine number of FTEs and State population
137	S.C. Code § 11-53-10	State	Statute	Special accounts (SCEIS)	No	No - Does not relate directly to any agency deliverables		
138	S.C. Code § 13-1-45	State	Statute	South Carolina Water and Wastewater Infrastructure Fund created	Yes	Yes	Other service or product our agency must/may provide	Admin may provide administrative assistance to department of commerce
139	S.C. Code § 41-43-260	State	Statute	Annual audit and report	No	No - Does not relate directly to any agency deliverables		
140	S.C. Code § 44-1-210	State	Statute	Disposition of moneys collected (DHEC)	No	No - Does not relate directly to any agency deliverables		
141	S.C. Code § 44-6-80	State	Statute	Annual and interim reports (DHS)	No	No - Does not relate directly to any agency deliverables		
142	S.C. Code § 48-59-75	State	Statute	Restriction on transfer of deed recording fees to trust fund	No	No - Does not relate directly to any agency deliverables		
143	S.C. Code § 59-1-400	State	Statute	Sick leave for public school employees	No	No - Does not relate directly to any agency deliverables		
144	S.C. Code § 59-107-40	State	Statute	Application for funds for permanent improvements and other expenses	Yes	Yes	Other service or product our agency must/may provide	Admin's role may be to assist SFAA and/or JBRC Admin may approve a real property transaction
145	S.C. Code § 59-111-25	State	Statute	Scholarships exempted from mid-year budget reduction	No	No - Does not relate directly to any agency deliverables		
146	S.C. Code § 59-122-20	State	Statute	Authority to acquire, maintain, or rehabilitate student and faculty housing	Yes	Yes	Other service or product our agency must/may provide	Admin's only role would be approve a real property transaction or to assist SFAA in their processes re: bonds.
147	S.C. Code § 59-127-20/Act 121 of 2015	State	Statute	Board of trustees; election; terms (See Joint Resolution)	N/A	N/A		

148	S.C. Code § 59-150-320	State	Statute	Financial integrity of the lottery; reports; audits; weekly records	No	No - Does not relate directly to any agency deliverables		
149	S.C. Code § 13-19-80	State	Statute	Bond issue approval; proposal; disposition of proposal	Yes	Yes	Other service or product our agency must/may provide	Admin's role would only involve real property transactions that meet certain requirements and assisting SFAA as needed
150	S.C. Code § 13-21-90	State	Statute	Bond issue approval; proposal; disposition of proposal	Yes	Yes	Other service or product our agency must/may provide	Admin's role would only involve real property transactions that meet certain requirements and assisting SFAA as needed
151	2017-18 Approp. Act, Section 117.14	State	Proviso	GP: FTE management	Yes	Yes	Other service or product our agency must/may provide	EBO to supervise number of FTEs
152	2017-18 Approp. Act, Section 1.25	State	Proviso	SDE: Proviso Allocations	Yes	Yes	Other service or product our agency must/may provide	EBO may direct reduction in budget allocation after BEA estimate change
153	2017-18 Approp. Act, Section 1.18.B	State	Proviso	SR: Agency Deficit Notice	Yes	Yes	Report our agency must/may provide	
154	2017-18 Approp. Act, Section 1A.13	State	Proviso	SDE-EIA: Proviso Allocations	Yes	Yes	Other service or product our agency must/may provide	EBO may direct reduction in budget allocation after BEA estimate change
155	2017-18 Approp. Act, Section 117.1	State	Proviso	GP: Revenues, Deposits Credited to General Fund	No	No - Does not relate directly to any agency deliverables		
156	2017-18 Approp. Act, Section 117.9	State	Proviso	GP: Transfers of Appropriations	No	No - Does not relate directly to any agency deliverables		
157	2017-18 Approp. Act, Section 117.29	State	Proviso	GP: Base Budget Analysis	Yes	Yes	Other service or product our agency must/may provide	EBO to develop a process for training agency leaders on the annual agency accountability report and its use in financial, organizational, and accountability improvement
158	2017-18 Approp. Act, Section 117.49	State	Proviso	GP: Agencies Affected by Restructuring	Yes	Yes	Other service or product our agency must/may provide	Admin to aid agencies affected by restructuring
159	2017-18 Approp. Act, Section 117.75	State	Proviso	GP: Mandatory Furlough	No	No - Does not relate directly to any agency deliverables		
160	2017-18 Approp. Act, Section 117.76	State	Proviso	GP: Reduction in Force	No	No - Does not relate directly to any agency deliverables		
161	2017-18 Approp. Act, Section 117.81	State	Proviso	GP: Deficit Monitoring	Yes	Yes	Other service or product our agency must/may provide	EBO to work with agencies with likely budget deficits and notify GA
162	2017-18 Approp. Act, Section 117.86	State	Proviso	GP: Joint Children's Committee	Yes	Yes	Report our agency must/may provide	
163	2017-18 Approp. Act, Section 117.116	State	Proviso	GP: Employee Compensation	No	No - Does not relate directly to any agency deliverables		There was no pay increase to allocate
164	2017-18 Approp. Act, Section 3.1	State	Proviso	LEA: Audit	Yes	Yes	Other service or product our agency must/may provide	EBO to ensure agencies have procedures in place to monitor lottery funds
165	2017-18 Approp. Act, Section 3.4	State	Proviso	LEA: FY 2017-18 Lottery Funding	Yes	Yes	Other service or product our agency must/may provide	EBO to transfer funds and prepare detail budget
166	2017-18 Approp. Act, Section 25.1	State	Proviso	TEC: Training of New and Expanding Industry	Yes	Yes	Other service or product our agency must/may provide	EBO may adjust and approve expenditures
167	2017-18 Approp. Act, Section 81.7	State	Proviso	LLR: Flexibility	Yes	Yes	Other service or product our agency must/may provide	EBO must approve any increase in spending by LLR
168	2017-18 Approp. Act, Section 91.20	State	Proviso	LEG: Other Funds Oversight Committee	Yes	Yes	Other service or product our agency must/may provide	EBO must notify committee of request for increase of budget authorization
169	S.C. Code of Regulations R. 19-447.1000	State	Regulation	Leasing of Real Property	Yes	Yes	Other service or product our agency must/may provide	Admin has process to approve leases
170	S.C. Code of Regulations R. 19-719.04	State	Regulation	Reduction in Force	Yes	Yes	Other service or product our agency must/may provide	Admin to develop RIF model policy. Approve agency policies and approve agency RIF plans

171	S.C. Code Ann. § 1-11-10(A)(2)	State	Statute	Transfers State HRD to Department of Administration	No	No - Does not relate directly to any agency deliverables		
172	S.C. Code Ann. §§ 8-11-210 through 8-11-300	State	Statute	Title 8, Chapter 11, Article 3 Personnel Administration establishes the State Personnel Division under the Department of Administration	Yes	Yes	Other service or product our agency must/may provide	Admin will administer a comprehensive system of personnel administration
173	S.C. Code Ann. §§ 8-17-310 through 8-17-380	State	Statute	Title 8, Chapter 17, Article 5 State Employee Grievance Procedure	Yes	Yes	Other service or product our agency must/may provide	Admin will administer the state employee grievance process
174	S.C. Code of Regs. 19-700 through 19-720.04	State	Regulation	State Human Resources Regulations	Yes	Yes	Other service or product our agency must/may provide	Admin promulgates regs and uses regs to administer the state personnel and grievance systems
175	S.C. Code Ann. § 1-1-970	State	Statute	Personnel data required to be furnished quarterly	Yes	Yes	Other service or product our agency must/may provide	Admin to ensure reported data is accurate
176	S.C. Code Ann. § 1-1-1410	State	Statute	Development and implementation of workplace domestic violence policy	Yes	Yes	Other service or product our agency must/may provide	Admin to develop workplace domestic violence policy guidelines
177	S.C. Code Ann. § 8-11-40	State	Statute	Sick leave; leave where employee attacked; leave for sick family member	Yes	Yes	Other service or product our agency must/may provide	Admin given authority to authorize additional sick leave and promulgate regs
178	S.C. Code Ann. § 8-11-41	State	Statute	Sick leave	Yes	Yes	Other service or product our agency must/may provide	Admin to develop rules and regs for sick leave and audit
179	S.C. Code Ann. § 8-11-50	State	Statute	Compensatory time for working on legal holidays	Yes	Yes	Other service or product our agency must/may provide	Admin has authority to extend the time period within which compensatory time must be given
180	S.C. Code Ann. § 8-11-98	State	Statute	Deductions for payment to credit union	No	No - Does not relate directly to any agency deliverables		
181	S.C. Code Ann. § 8-11-120	State	Statute	Posting notice of job vacancies	Yes	Yes	Other service or product our agency must/may provide	Admin to provide mechanism for posting job vacancy notices
182	S.C. Code Ann. § 8-11-145	State	Statute	Use of sick or annual leave in conjunction with worker's compensation under certain circumstances	Yes	Yes	Other service or product our agency must/may provide	Admin to develop a proration formula for using Workers comp leave with AL and SL
183	S.C. Code Ann. § 8-11-165	State	Statute	Salary and fringe benefits survey for agency heads	Yes	Yes	Other service or product our agency must/may provide	Admin to conduct survey every 3 years
184	S.C. Code Ann. § 8-11-185	State	Statute	Reduction in workforce applicant pool	Yes	Yes	Other service or product our agency must/may provide	Admin may create an applicant pool from RIF'd employees
185	S.C. Code Ann. § 8-11-192	State	Statute	Mandatory state agency furlough programs; consultation and guidance services	Yes	Yes	Other service or product our agency must/may provide	Admin to promulgate guidelines and policies and provide consultation
186	S.C. Code Ann. § 8-11-650	State	Statute	Workweek upon which leave shall be based	Yes	Yes	Other service or product our agency must/may provide	Admin to set procedures for calculating leave for employees with non-traditional work weeks
187	S.C. Code Ann. § 8-11-670	State	Statute	Additional leave may be granted in case of emergency or extreme hardship	Yes	Yes	Other service or product our agency must/may provide	Admin to review grants of additional leave
188	S.C. Code Ann. § 8-11-680	State	Statute	Application of article	Yes	Yes	Other service or product our agency must/may provide	Admin to promulgate regs and audit agency records
189	S.C. Code Ann. § 8-11-700	State	Statute	Definitions (State Employee Leave Transfer)	No	No - Does not relate directly to any agency deliverables		
190	S.C. Code Ann. § 8-11-720	State	Statute	Selection of leave recipients	Yes	Yes	Other service or product our agency must/may provide	Admin may select leave recipients
191	S.C. Code Ann. § 8-11-730	State	Statute	Transfer from annual or sick leave account to pool account	No	Yes	Other service or product our agency must/may provide	Admin to set general guidelines
192	S.C. Code Ann. § 8-11-760	State	Statute	Leave remaining after termination of personal emergency to be restored to pool account	No	Yes	Other service or product our agency must/may provide	Admin to provide guidelines
193	S.C. Code Ann. § 8-11-920	State	Statute	Definitions (State Employee Pay Plan)	No	No		
194	S.C. Code Ann. § 8-11-930	State	Statute	Competitiveness report	Yes	Yes	Report our agency must/may provide	
195	S.C. Code Ann. § 8-11-950	State	Statute	Bonus payments	No	Yes	Other service or product our agency must/may provide	Admin to develop rules for giving bonuses
196	S.C. Code Ann. § 8-11-960	State	Statute	Increases totalling more than agency maximums; audits	Yes	Yes	Other service or product our agency must/may provide	Admin to perform audits of agencies to ensure equitable bonus and performance pay
197	S.C. Code Ann. § 8-12-60	State	Statute	Regulations (regarding interchange of government employees)	Yes	Yes	Other service or product our agency must/may provide	Admin to develop regs

198	S.C. Code Ann. § 11-53-30	State	Statute	State Office of Human Resources; modification of human resources policies to implement and transition to System	No	Yes	Other service or product our agency must/may provide	Admin may amend regs, policies etc. to implement SCEIS
199	S.C. Code Ann. § 13-1-620	State	Statute	Rights and powers of director (Division of Savannah Valley Development)	Yes	Yes	Other service or product our agency must/may provide	Admin may help establish HR management program and may provide administrative assistance to Division
200	S.C. Code Ann. § 13-19-30	State	Statute	Rights and powers of board (Midlands Authority)	Yes	Yes	Other service or product our agency must/may provide	Admin may help establish HR management program
201	S.C. Code Ann. § 13-21-30	State	Statute	Rights and powers of board (Edisto Development Authority)	Yes	Yes		Admin may help establish HR management program
202	S.C. Code Ann. § 41-43-90	State	Statute	Corporate and other powers of the authority (SC Jobs Economic Development Authority)	Yes	Yes	Other service or product our agency must/may provide	JEDA may contract with Admin to establish a comprehensive human resource management program
203	S.C. Code Ann. § 43-1-70	State	Statute	Selection of other employees of State Department; compensation, bond	Yes	Yes	Other service or product our agency must/may provide	This section still refers to the BCB, if it is applicable to Admin, Admin is to approve compensation.
204	S.C. Code Ann. § 43-21-80	State	Statute	Appointment and compensation of personnel and consultants (Division and Advisory Council on Aging)	No	No does not relate directly to agency deliverables		
205	S.C. Code Ann. § 59-53-20	State	Statute	Jurisdiction and authority of Board over state-supported technical institutions and programs	No	No does not relate directly to agency deliverables		
206	S.C. Code Ann. § 59-123-60	State	Statute	Organization and powers of board; designation as Medical University Hospital Authority	Yes	Yes	Other service or product our agency must/may provide	Admin may have approval over real property transaction, Admin to approve personnel grievance policies
207	2017-18 Approp. Act, Section 50.8	State	Proviso	CMRC: Foreign Offices	Yes	Yes	Other service or product our agency must/may provide	Admin to review staff contracts
208	2017-18 Approp. Act, Section 93.15	State	Proviso	DOA: Compensation - Reporting of Supplemental Salaries	Yes	Yes	Other service or product our agency must/may provide	Admin to develop procedures for reporting supplemental salaries
209	2017-18 Approp. Act, Section 93.16	State	Proviso	DOA: Compensation Increase - Appropriated Funds Ratio	No	No does not relate directly to agency deliverables		
210	2017-18 Approp. Act, Section 93.22	State	Proviso	DOA: Holidays	Yes	Yes	Other service or product our agency must/may provide	DHR to designate day of observance for certain holidays
211	2017-18 Approp. Act, Section 93.25	State	Proviso	DOA: Emerging Leaders Program	Yes	Yes	Other service or product our agency must/may provide	Admin to establish emerging leaders program
212	2017-18 Approp. Act, Section 117.13	State	Proviso	GP: Discrimination Policy	Yes	Yes	Other service or product our agency must/may provide	Admin to notify agencies not in compliance and shall confirm good faith efforts to comply with policy before processing request for additional appropriations
213	2017-18 Approp. Act, Section 117.15	State	Proviso	GP: Allowance for Residences and Compensation Restrictions	Yes	Yes	Other service or product our agency must/may provide	Admin authorized to approve salary adjustments, compensation and receive reports
214	2017-18 Approp. Act, Section 117.48	State	Proviso	GP: Organizational Charts	Yes	Yes	Other service or product our agency must/may provide	Organizational chart shall be in a form prescribed by the Human Resources Division of Admin
215	2017-18 Approp. Act, Section 117.70	State	Proviso	GP: Reduction in Force Antidiscrimination	No	No does not relate directly to agency deliverables		
216	2017-18 Approp. Act, Section 117.71	State	Proviso	GP: Reduction in Force/Agency Head Furlough	Yes	Yes	Other service or product our agency must/may provide	Admin to develop implementation guidelines
217	2017-18 Approp. Act, Section 117.32	State	Proviso	GP: Voluntary Separation Incentive Program	Yes	Yes	Other service or product our agency must/may provide	Admin to consult with and approve agency programs. Report to SFC and W&M committees
218	2017-18 Approp. Act, Section 117.55	State	Proviso	GP: Employee Bonuses	Yes	Yes	Other service or product our agency must/may provide	Admin to establish guidelines and set policies to ensure compliance
219	2017-18 Approp. Act, Section 117.65	State	Proviso	GP: Healthcare Employee Recruitment and Retention	Yes	Yes	Other service or product our agency must/may provide	Admin to establish guidelines and approve bonus amounts
220	Executive Order 2016-04	State		Ordering Certain Cabinet Agencies to Implement Domestic Violence Screening Policy	Yes	Yes	Other service or product our agency must/may provide	Certain Admin departments/offices must have DV screening/risk assessment policies

221	Executive Order 2016-03	State		Ordering Certain Cabinet Agencies to Adopt HR Policy for Domestic Violence	Yes	Yes	Other service or product our agency must/may provide	Admin to Adopt HR Policy for Domestic Violence
222	Executive Order 2014-23	State		Code of Conduct	No	No - obsolete		
223	S.C. Code § 1-11-10(A)(16)	State	Statute	Transfer of Division of Technology and Division of Information Security to Dept of Admin	No	No does not relate directly to agency deliverables		
224	S.C. Code § 1-11-10(B)(1)	State	Statute	DT to submit statewide strategic information technology plan	Yes	Yes	Other service or product our agency must/may provide	Admin to do statewide IT plan
225	S.C. Code § 1-11-430	State	Statute	Supply and use of telecommunication systems for state Government	Yes	Yes	Other service or product our agency must/may provide	Admin to secure all telecommunications equipment and services for the state government enterprise
226	S.C. Code § 1-11-770	State	Statute	South Carolina 211 Network	No	No does not relate directly to agency deliverable		BCB designated United Way
227	S.C. Code of Regs. 19-210 through 19-214	State	Regulation	South Carolina 211 Network Provider Certification Requirements	No	No does not relate directly to an agency deliverable		BCB designated United Way
228	S.C. Code §§ 11-25-10 through 11-25-40	State	Statute	General powers (State printing)	Yes	Yes	Other service or product our agency must/may provide	Admin has control and supervision of all the public printing, binding, lithographing, and engraving for the State
229	S.C. Code § 23-47-65 (See proviso 102.7)	State	Statute	Public Safety Communications Center (DT member on SC 911 Advisory Committee) - 2015-16 Approp. Act, Section 102.7 (RFAO: 911 Advisory Committee)	[See] Yes	Yes	Board, commission, or committee on which someone from our agency must/may serve	
230	S.C. Code of Regs. 19-200 through 19-204	State	Regulation	Standards for Implementation, Operation and Funding of 911 Local Emergency Telephone Services Systems	Yes	Yes	Other service or product our agency must/may provide	Admin to review and approve agencies 9-1-1 system plans and approve annual calculation of average 911 surcharges
231	S.C. Code § 23-1-230	State	Statute	First Responders Advisory Committee (State CIO on committee)	Yes - Committee Member	Yes	Board, commission, or committee on which someone from our agency must/may serve	
232	S.C. Code § 58-9-2600, et. seq.	State	Statute	Purpose of article (Government-owned Communications Service Providers)	No	No		
233	S.C. Code § 59-150-60	State	Statute	Powers of the commission (Lottery requires telecom from DT)	Yes	Yes	Other service or product our agency must/may provide	Lottery Commission must use Admin's telecommunications services
234	S.C. Code § 59-150-390	State	Statute	Primary and secondary technology funding (Lottery technology funding)	Yes	Yes	Other service or product our agency must/may provide	Admin to consult with Dept of Education on primary/secondary technology funding
235	S.C. Code § 10-1-206	State	Statute	Library pilot program for Internet filtering software	Yes	Yes	Other service or product our agency must/may provide	Admin to implement library pilot program for internet filtering software
236	S.C. Code § 41-27-650	State	Statute	Department (DEW) must work in conjunction with Dept. of Commerce and Dept. of Admin. on certain matters (Technology coordination)	Yes	Yes	Other service or product our agency must/may provide	Admin to work with DEW to coordinate its computer system with other agencies' systems
237	S.C. Code § 43-5-1275	State	Statute	Electronic Data Interchange Standards	Yes	Yes	Other service or product our agency must/may provide	Admin responsible for setting forth Electronic Data Interchange Standards
238	S.C. Code § 26-6-190	State	Statute	Development of standards and procedures (UETA)	Yes	Yes	Other service or product our agency must/may provide	Admin responsible for adopting UETA standards
239	S.C. Code § 26-6-195	State	Statute	Service of process to email address by government agency	Yes	Yes	Other service or product our agency must/may provide	Admin responsible for procedures for use of USPS Electronic Postmark
240	S.C. Code § 1-11-435	State	Statute	Protection of critical information technology infrastructure and data systems	Yes	Yes	Other service or product our agency must/may provide	Admin responsible for Critical Information Technology Infrastructure Protection Plan
241	S.C. Code § 30-2-310	State	Statute	Collection and maintenance and disposition of records containing social security numbers by public agencies	No	No		
242	Executive Order 2012-10	State		Reviewing IT Security	Yes	No		
243	Executive Order 2016-07	State		Statewide Strategic Information Technology Plan	Yes	Yes	Other service or product our agency must/may provide	Admin to implement Statewide Strategic Information Technology Plan and approve cabinet agencies related 3-year strategic plan, updated annually
244	2017-18 Approp. Act, Section 117.79	State	Proviso	GP: Broadband Spectrum Lease	No	No		

245	2017-18 Approp. Act, Section 93.19	State	Proviso	DOA: First Responder Interoperability	Yes	Yes	Other service or product our agency must/may provide	Admin to administer and coordinate First Responder Interoperability operations
246	2017-18 Approp. Act, Section 93.21	State	Proviso	DOA: Cyber Security	Yes	Yes	Other service or product our agency must/may provide	Admin to develop cyber security standards
247	2017-18 Approp. Act, Section 117.113	State	Proviso	GP: Information Technology and Information Security Plans	Yes	Yes	Other service or product our agency must/may provide	All state agencies submit Information Technology plan and information security plan to Admin
248	2017-18 Approp. Act, Section 117.27	State	Proviso	GP: School Technology Initiative (statewide info security program)	Yes	No		
249	2017-18 Approp. Act, Section 117.104	State	Proviso	GP: Technology and Remediation	No	Yes	Other service or product our agency must/may provide	Admin responsible for statewide information security program
250	S.C. Code § 1-11-10(A)(16)	State	Statute	Transfers SCEIS to Department of Admin	No	No		
251	S.C. Code § 1-11-10(B)(2)	State	Statute	Oversight concerning SCEIS	Yes	Yes	Other service or product our agency must/may provide	Admin to submit Statewide Strategic Information Technology Plan to Admin Director biennially and review IT spending
252	S.C. Code Ann. Section 11-53-10, et.seq.	State	Statute	South Carolina Enterprise Information System	Yes	Yes	Other service or product our agency must/may provide	Admin responsible for SCEIS implementation and operations
253	2017-18 Approp. Act, Section 97.2	State	Proviso	CG: GAAP implementation and Refinement (references SCEIS)	Yes	Yes	Other service or product our agency must/may provide	SCEIS (Admin) to ensure conformance with Generally Accepted Accounting Principles
254	2017-18 Approp. Act, Section 98.2	State	Proviso	TREAS: STARS Approval	No	No		
255	S.C. Code Ann. § 1-11-10(A)(1)	State	Statute	Transfer of General Services to Department of Administration	No	No		
256	S.C. Code Ann. § 1-11-115			Use of proceeds of State real property	Yes	Yes	Other service or product our agency must/may provide	Admin to use proceeds from sale of real property to acquire and maintain facilities
257	S.C. Code Ann. § 10-11-140	State	Statute	Permission to use State House grounds	No	No		
258	S.C. Code Ann. § 10-11-330	State	Statute	Unauthorized entry into Capitol building; disorderly conduct, obstructing passage, demonstrating	No	No		
259	S.C. Code Ann. § 11-9-620	State	Statute	Handling of funds	No - SFAA	No - SFAA		
260	S.C. Code Ann. § 11-9-665(A)	State	Statute	Purchase of real property as investments of certain reserve or sinking funds	No - SFAA	No - SFAA		
261	S.C. Code § 59-19-93	State	Statute	Adoption of procurement code by school district; suspension of distribution of funds	Yes - Should be SFAA	Yes - Should be SFAA		
262	S.C. Code Ann. § 1-11-335	State	Statute	Department of Administration may provide to and receive from other governmental entities goods and services	Yes	No		
263	S.C. Code Ann. § 27-19-340	State	Statute	Disposition of proceeds of escheats	Yes	Yes	Other service or product our agency must/may provide	Admin responsible for opining appropriate reimbursement to Sinking Fund for escheats
264	S.C. Code Ann. § 44-2-150	State	Statute	Superb Advisory Committee; establishment; purposes; composition; terms, etc.	Yes - Committee Member	Yes	Board, commission, or committee on which someone from our agency must/may serve	
265	S.C. Code Ann. § 12-36-2120	State	Statute	Exemptions from sales tax	No	No		
266	S.C. Code § 44-96-140	State	Statute	Recycling programs of state government	Yes	Yes	Other service or product our agency must/may provide	Admin to establish specifications for recycled materials
267	2017-18 Approp. Act, Section 66.1	State	Proviso	DPPP: Sale of Equipment	No	No		
268	S.C. Code § 59-67-790	State	Statute	Pupil Injury Insurance Fund (insurance on school buses)	Yes - Should be SFAA	Y - Should be SFAA		
269	S.C. Code Ann. § 1-11-55	State	Statute	Leasing of real property for governmental bodies	Yes	Yes	Other service or product our agency must/may provide	Admin is the single central broker for leasing of real property of governmental bodies.
270	S.C. Code Ann. § 1-11-56	State	Statute	Program to manage leasing; procedures	Yes	Yes	Other service or product our agency must/may provide	Admin to develop a program to manage leasing of all public and private space of a governmental body and execute leases or rental agreements involving amounts below the thresholds
271	S.C. Code Ann. § 1-11-58	State	Statute	Annual inventory and report; review, sale of surplus property	Yes	Yes	Other service or product our agency must/may provide	Admin to manage transfer and sale of State residential and surplus real property
272	S.C. Code Ann. § 1-11-65	State	Statute	Approval and recordation of real property transfers involving governmental bodies	Yes	Yes	Other service or product our agency must/may provide	Admin to approve transactions involving real property of one million dollars or less.

273	S.C. Code Ann. § 1-11-67	State	Statute	Rental charges for occupancy of state-controlled office buildings; apportionment amount agency funding sources	Yes	Yes	Other service or product our agency must/may provide	Admin to assess and collect rental charges from agencies that occupy space in State buildings
274	S.C. Code Ann. § 1-11-70	State	Statute	Lands subject to Department's control	Yes	No		
275	S.C. Code Ann. § 1-11-80	State	Statute	Department authorized to grant easements for public utilities on vacant State lands	Yes	Yes	Other service or product our agency must/may provide	Admin to grant easements and rights of way for construction and maintenance on vacant lands owned by State
276	S.C. Code Ann. § 1-11-90	State	Statute	Department authorized to grant rights of ways over State marshlands	Yes	Yes	Other service or product our agency must/may provide	Admin to grant agencies and political subdivisions rights of way over marshlands owned by the State
277	S.C. Code Ann. § 1-11-100	State	Statute	Execution of instruments conveying rights of ways or easements over marshlands or vacant lands	Yes	Yes	Other service or product our agency must/may provide	Admin to authorize, with approvals, deeds conveying rights of way or easements
278	S.C. Code Ann. § 1-11-110	State	Statute	Authorization of Department to acquire real property by gift, purchase, and condemnation	No	No		
279	S.C. Code Ann. § 1-11-160	State	Statute	Execution by General Services Division of certificates of exemption from taxation on behalf of Political Subdivisions	Yes	Yes	Other service or product our agency must/may provide	Admin to execute a certificate of exemption from taxation
280	S.C. Code Ann. § 1-11-180	State	Statute	Additional powers of the Department of Administration; condition of state property	Yes	Yes - MOU to State Auditor	Other service or product our agency must/may provide	Admin to survey, appraise and inspect state property, approve blanket bonds and contract for an energy utilization management system
281	S.C. Code Ann. § 2-48-30	State	Statute	Local government entity to provide land for community correctional facility; construction costs; etc.	Yes	Yes	Other service or product our agency must/may provide	Admin to convey land to Dept. of Corrections
282	S.C. Code Ann. § 5-3-140	State	Statute	Alternate method when entire area proposed to be annexed owned by Federal or State	Yes - SFAA	Yes - SFAA		
283	S.C. Code Ann. § 5-3-115	State	Statute	Annexation of property within a multicounty park	3-11-115	Yes - SFAA		
284	S.C. Code Ann. § 10-1-50	State	Statute	Agencies housed in state office buildings to pay rent; disposition of revenue derived	Yes	Yes	Other service or product our agency must/may provide	Admin to determine square foot rate for rent in new State buildings
285	S.C. Code § 10-1-105	State	Statute	Buildings constructed with public funds to include windows which may be opened	No	Yes	Other service or product our agency must/may provide	Admin responsible for any exception to requirement that building have windows that open
286	S.C. Code Ann. § 10-1-130	State	Statute	Grant of easements and rights of way	Yes	Yes	Other service or product our agency must/may provide	Admin to recommend easements and rights of way
287	S.C. Code Ann. § 10-1-135	State	Statute	Encroachments on state-owned lands of natural significance	No	No		
288	S.C. Code Ann. § 10-1-190	State	Statute	Department of Administration may apply net proceeds from trade of property to the improvement of property	No	Yes	Other service or product our agency must/may provide	Admin to approve the application of net proceeds from trades of state property
289	S.C. Code Ann. § 11-9-630	State	Statute	Sale of property not in actual public use	Yes - SFAA	Yes - SFAA		
290	S.C. Code Ann. § 12-62-70	State	Statute	Temporary use of underutilized state property by motion picture production company; use of state property for less than seven days	Yes	Yes	Other service or product our agency must/may provide	Admin to negotiate below-market rates for temporary use of underutilized property
291	S.C. Code Ann. § 13-7-30	State	Statute	Powers and duties of State Fiscal Accountability Authority	Yes - SFAA	Yes - SFAA		
292	S.C. Code Ann. § 25-11-30	State	Statute	Location of office (Division of Veterans' Affairs)	Yes	Yes	Other service or product our agency must/may provide	Admin provides space in Columbia for Division of Veterans' Affairs
293	S.C. Code Ann. § 25-19-20	State	Statute	Commission attached to Department of Veterans' Affairs; location of commission	Yes	Yes	Other service or product our agency must/may provide	Admin provides Space in Columbia for Prisoners of War Commission
294	S.C. Code Ann. § 27-19-100	State	Statute	Land may be bid in or purchased by Department of Administration; disposition of such lands	Yes	Yes	Other service or product our agency must/may provide	Admin to rent or sell escheated property
295	S.C. Code Ann. § 27-19-310	State	Statute	Duties of escheator devolved upon Secretary of State as agent of Department of Administration	Yes	Yes	Other service or product our agency must/may provide	Admin to provide direction and control of the Secretary of State for his/her escheator duties
296	S.C. Code Ann. § 27-19-360	State	Statute	Reports of Secretary of State and Department of Administration	No	No		
297	S.C. Code Ann. § 44-20-255	State	Statute	Ownership of property confirmed in Department of Disabilities and Special Needs; retention of subsequent sales proceeds	Yes - Outdated & superseded by proviso	Yes		
298	S.C. Code Ann. § 44-31-510	State	Statute	State Park Health Center transferred to Department of Health and Environmental Control; title to real property vested in State	Yes	Yes	Other service or product our agency must/may provide	Admin to administer title to real property
299	S.C. Code Ann. § 44-53-530	State	Statute	Forfeiture procedures; disposition of forfeited items; disposition of proceeds of sales	Yes	Yes	Other service or product our agency must/may provide	Admin to approve use and retainage of seized and forfeited aircraft or watercraft transferred to other state agency; also the sale of seized property transferred to it and to authorize payment of expenses

300	S.C. Code Ann. § 48-52-680(c)	State	Statute	Identification of "energy efficient" goods; energy conservation standards; building specifications	Yes	Yes	Other service or product our agency must/may provide	Admin to evaluate energy costs for buildings leased by governmental bodies
301	S.C. Code Ann. § 54-3-119 (See also proviso 117.107)	State	Statute	Sale of property on Daniel Island and Thomas (St. Thomas) Island; rights of first refusal granted certain former landowners	Yes - Contingent	Yes - Contingent	Other service or product our agency must/may provide	If Ports Authority has not sold its real property on Daniel Island by 6/30/18, property to be transferred to Admin
302	S.C. Code Ann. § 54-3-700	State	Statute	Sale of property; conditions and requirements of sale (Port Royal) - SALE CLOSED Sept. 2017	Yes	Yes	Other service or product our agency must/may provide	Admin to sell Port Royal property, deduct actual costs incurred, and transmit balance of proceeds to the authority
303	S.C. Code Ann. § 54-7-640	State	Statute	Custodians of submerged archaeological historic property and artifacts, submerged paleontological material, and other things of value	Yes	Yes	Other service or product our agency must/may provide	Admin is custodian of any other things of value not provided for in this section
304	S.C. Code Ann. § 54-7-650	State	Statute	Licenses to conduct activities affecting submerged archeological historic properties or paleontological properties; disposition of recovered property; permission to recover other property	Yes	Yes	Other service or product our agency must/may provide	Admin must permission when any persons desire to recover anything of value other than submerged archeological historic property or submerged paleontological property
305	S.C. Code Ann. § 54-7-815	State	Statute	Excavation or salvage of certain sunken warships unlawful	Yes	Yes	Other service or product our agency must/may provide	Admin to approve any excavating or salvaging of sunken warships within 3 miles off SC coast where it is believed there are human remains
306	S.C. Code Ann. § 59-53-53	State	Statute	Borrowing by area commissions; special fees; disposing of excess real property	Yes	Yes	Other service or product our agency must/may provide	Admin, if appropriate, to approve the disposal of real properties determined by governing body of each technical college to be in excess.
307	S.C. Code § 59-53-1784 (Midlands Tech)	State	Statute	Lease agreements for construction and use of Enterprise Campus facilities; procurement policy; disposal of surplus property	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to approve leases and lease purchase agreements on Midlands Tech enterprise campus.
308	S.C. Code Ann. § 59-53-290 (Tri County Tech)	State	Statute	Tri-County Technical College Area Commission ground lease agreements	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to approve Tri-County Tech's ground lease agreements with a private entity.
309	S.C. Code Ann. § 59-53-630 (Denmark Tech)	State	Statute	Powers and funding of commission; ground lease agreements	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to approve Denmark Tech's ground lease agreements with a private entity.
310	S.C. Code Ann. § 59-53-2430 (Tech College Enterprise Authority)	State	Statute	Lease and lease purchase agreements; approval; compliance with Title 13, Chapter 35 and Section 1-11-65	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to approve leases and lease purchase agreements on Technical College enterprise campus.
311	S.C. Code Ann. § 59-53-740 (Florence-Darlington Tech)	State	Statute	Lease agreements for creation, operation or use of campus facilities; approval	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to approve Florence-Darlington Tech's ground lease agreements with a private entity.
312	S.C. Code Ann. § 59-117-65 (USC)	State	Statute	University of South Carolina Board of Trustees; authority to enter into ground lease agreements	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to approve USC's lease agreements with a private entity for student housing.
313	S.C. Code Ann. § 59-125-130 (Winthrop)	State	Statute	Winthrop University Board of Trustees; authority to enter into ground lease agreements	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to approve Winthrop's lease agreements with a private entity for student housing.
314	S.C. Code Ann. § 59-127-85 (SC State)	State	Statute	South Carolina State University Board of Trustees; authority to enter into ground lease agreements	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to approve SC State's ground lease agreements with a private entity for student housing.
315	S.C. Code Ann. § 59-130-60 (College of Charleston)	State	Statute	College of Charleston Board of Trustees; authority to enter into ground lease agreements	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to approve ColC's lease agreements with a private entity for student housing.
316	S.C. Code Ann. § 59-133-60 (Francis Marion)	State	Statute	Student housing facilities; ground lease agreements with private entities	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to approve Francis Marion's ground lease agreements with a private entity for student housing.

317	S.C. Code Ann. § 44-7-3110	State	Statute	Lease and sale of certain assets; terms and conditions	Yes	Yes	Other service or product our agency must/may provide	Admin to cause the lease and purchase agreements regarding Medical University Hospital to contain certain provisions and reviewing the consideration paid by private operators
318	S.C. Code Ann. § 59-123-60 (MUSC)	State	Statute	Organization and powers of board; designation as Medical University Hospital Authority	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to approve sale, lease or other disposal of MUSC's real property
319	S.C. Code Ann. § 59-101-180	State	Statute	Sale and disposal of real property	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to approve college's and higher ed's real property.
320	S.C. Code Ann. § 59-117-80 (USC)	State	Statute	Board authorized to lease or sell real property donated during fund campaign	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to approve USC's lease or sale of donated real property
321	S.C. Code Ann. § 59-130-30	State	Statute	Powers of board (College of Charleston)	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to consent to CoC to sell or dispose of any of its real estate, other than buildings
322	S.C. Code Ann. § 59-133-30	State	Statute	Powers of board (Francis Marion)	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to consent to Francis Marion to sell or dispose of any of its real estate, other than buildings.
323	S.C. Code Ann. § 59-135-30	State	Statute	Powers of board (Lander)	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to consent to Lander to sell or dispose of any of its real estate, other than buildings
324	S.C. Code Ann. § 59-136-130	State	Statute	Board a body corporate and politic; powers of board (Coastal Carolina)	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to consent to Coastal Carolina to sell or dispose of any of its real estate, other than buildings
325	S.C. Code Ann. § 59-130-50	State	Statute	Authority to sell or lease donated real property (College of Charleston)	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to approve CoC's lease or sale of donated real property
326	S.C. Code Ann. § 59-133-50	State	Statute	Authority to sell or lease donated real property (Francis Marion)	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to approve Francis Marion's lease or sale of donated real property
327	S.C. Code Ann. § 59-135-50	State	Statute	Authority to sell or lease donated real property (Lander)	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to approve Lander's lease or sale of donated real property
328	S.C. Code Ann. § 59-136-150	State	Statute	Lease or sale of real property donated to university; proceeds (Coastal Carolina)	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA, as appropriate, to approve Coastal Carolina's lease or sale of donated real property
329	S.C. Code of Regs. 19-447.1000	State	Regulation	Leasing of Real Property	Yes	Yes	Other service or product our agency must/may provide	Admin must approve any governmental body's contract for lease, rental or use of non state-owned real property
330	2017-18 Approp. Act, Section 93.20	State	Proviso	DOA: Sale of Surplus Real Property	Yes	Yes	Other service or product our agency must/may provide	Admin to retain up to 50% of the proceeds, net of selling expenses, from sale of surplus real properties and use for deferred maintenance of state-owned buildings.
331	2017-18 Approp. Act, Section 93.26	State	Proviso	DOA: Sale of Port Royal - CLOSED ON SALE Sept 2017	Yes	Yes	Other service or product our agency must/may provide	Admin to have appraisal of Port Royal conducted and list the property for sale at public auction.
332	2017-18 Approp. Act, Section 6.11	State	Proviso	SDB: Sale of Property	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA to approve sale of property for School of Deaf and Blind
333	2017-18 Approp. Act, Section 29.6	State	Proviso	MUSM: Remittance to General Services	Yes	No		
334	2017-18 Approp. Act, Section 36.2	State	Proviso	DDSN: Sale of Excess Real Property	Yes	No		
335	2017-18 Approp. Act, Section 63.4	State	Proviso	DPS: Sale of Real Property	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA to approve sale of Dept. of Public Safety's Laurens Road property
336	2017-18 Approp. Act, Section 67.7	State	Proviso	DJJ: Sale of Real Property	Yes	Yes	Other service or product our agency must/may provide	Admin or SFAA to approve Dept of Juvenile Justice's property

338	2017-18 Approp. Act, Section 117.107	State	Proviso	GP: State Ports Authority Property	Yes - Contingent	Yes - Contingent	Other service or product our agency must/may provide	If Ports Authority has not sold its real property on Daniel Island by 6/30/18, except for dredge disposal cells, the property is to be transferred to Admin. [See also 2018-19 proviso 117.106 extending date to 6/30/2019.]
339	2017-18 Approp. Act, Section 118.2	State	Proviso	SR: Titling of Real Property	Yes	Yes	Other service or product our agency must/may provide	Admin to identify all state owned properties; also Admin to provide Dept of Education the funds equal to amount realized from sale of Greenville Halton Road Bus Shop property
340	Executive Order 2016-06	State		Ordering State Real Estate Plan	Yes	Yes	Other service or product our agency must/may provide	Admin to implement the comprehensive strategic plan for the ownership and management of real property
341	S.C. Code Ann. §§ 1-11-220 through 1-11-330; S.C. Code Ann. § 1-11-340	State	Statute	Program of Fleet Management; Fleet Management Program	Yes	Yes	Other service or product our agency must/may provide	Admin to develop comprehensive state Fleet Management Program; also implement statewide Fleet Safety Program
342	S.C. Code Ann. § 1-11-141(C)	State	Statute	Insurance on state-owned vehicles by agencies; liability of employees for cost of accident repairs	No	No		
343	S.C. Code Ann. § 10-1-10	State	Statute	Care of State House and State House Grounds	Yes	Yes	Other service or product our agency must/may provide	Admin to landscape, cultivate, beautify, police, protect and care for State House and State House grounds and have full authority over them
344	S.C. Code Ann. § 10-1-20	State	Statute	Annual report as to care of State House and State House grounds	Yes	Yes	Report our agency must/may provide	
345	S.C. Code Ann. § 10-1-30	State	Statute	Use of areas of the State House	Yes	Yes	Other service or product our agency must/may provide	Admin to authorize use of the State House, the State House steps and grounds, and other public buildings, with some exceptions
346	S.C. Code Ann. § 10-1-160	State	Statute	Display of certain flags	Yes	Yes	Other service or product our agency must/may provide	Admin to purchase and display suitable flags for display at State House locations
347	S.C. Code Ann. § 1-10-10	State	Statute	Flags to be authorized to be flown atop State House dome, in chambers of Senate and House of Representatives and on grounds of Capitol Complex, etc.	Yes	Yes	Other service or product our agency must/may provide	Admin to ensure authorized flags are placed as directed and replaced at appropriate intervals
348	See also S.C. Code Ann. § 10-1-161 generally	State	Statute	State Capitol Building flags flown at half-staff	Yes - Veterans Affairs	Yes - Veterans Affairs	Other service or product our agency must/may provide	Specifies when State Capitol Building flags are flown at half-staff
349	S.C. Code Ann. § 10-1-163	State	Statute	Location of portraits, flags, banners, monuments, statues, and plaques removed from State House during renovations; payment of costs of removal and return	Yes	Yes	Other service or product our agency must/may provide	Admin responsible for costs for display, cleaning, and restoration of portraits, flags, banners, monuments, statues and plaques on or in State House, with two exceptions
350	S.C. Code Ann. § 10-1-170	State	Statute	Memorial in honor of South Carolina war dead, prisoners of war, servicemen missing in action, and veterans	Yes	No - Complete		
351	S.C. Code Ann. § 10-1-175	State	Statute	Law enforcement officer memorial	Yes	No - Complete		
352	S.C. Code Ann. § 10-1-200	State	Statute	Regulation of parking facilities owned or controlled by agencies of state government	Yes	Yes	Other service or product our agency must/may provide	Admin to establish and collect a schedule of charges for the use of parking facilities in Capitol Complex etc.
353	S.C. Code Ann. § 10-11-10	State	Statute	Walking on roof of State House	No	Yes	Other service or product our agency must/may provide	Admin to give permission to enter or walk upon the roof of the State House
354	S.C. Code Ann. § 10-11-50	State	Statute	Manner of parking on certain state property	No	Yes	Other service or product our agency must/may provide	Admin to mark and designate parking spaces on certain state property
355	S.C. Code Ann. § 10-11-110	State	Statute	Issuance and use of parking tickets	Yes	Yes	Other service or product our agency must/may provide	Admin to prepare and furnish changes to the type of parking ticket used by the City of Columbia
356	2017-18 Approp. Act, Section 93.14	State	Proviso	DOA: State House Operation and Maintenance Account	Yes	Yes	Report our agency must/may provide	

357	S.C. Code Ann. § 3-9-10	State	Statute	Authority and duties of Division of General Services of Department of Administration	Yes	Yes	Other service or product our agency must/may provide	Admin to acquire, warehouse and distribute property for education, public health or civil defense from a federal agency; also to receive applications from eligible health and educational institutions for acquisition of Federal surplus real property
358	S.C. Code Ann. § 3-9-20	State	Statute	Delegation of authority; bonds	No	Yes	Other service or product our agency must/may provide	Admin may require bond of any person employed by the Division of General Services receiving or distributing US property.
359	S.C. Code Ann. § 3-9-30	State	Statute	Fees and charges	No	Yes	Other service or product our agency must/may provide	Admin to assess charges or fees for the acquisition, warehousing, distribution, or transfer of US property for educational, public health, or civil defense purposes
360	S.C. Code Ann. § 3-9-40	State	Statute	Kinds of acquisitions to which chapter is not applicable	No	No		
361	S.C. Code of Regs. 19-410 et seq.	State	Regulation	Surplus Property	Yes	Yes	Other service or product our agency must/may provide	Admin designated as the state agency for surplus property and responsible for administering the plan
362	Title 11, Chapter 35, Article 15	State	Statute	Supply Management	Yes	Yes	Other service or product our agency must/may provide	Admin to dispose of surplus property
363	S.C. Code of Regs. 19-445.2150	State	Regulation	Surplus Property Management	Yes	Yes	Other service or product our agency must/may provide	Admin to dispose of surplus property
364	S.C. Code Ann. § 11-35-3820	State	Statute	Allocation of proceeds for sale or disposal of surplus supplies	Yes	Yes	Other service or product our agency must/may provide	Admin to sell state-owned supplies or personal property and deposit the proceeds in the state general fund or as otherwise directed
365	S.C. Code Ann. § 11-35-3830	State	Statute	Trade-in sales	No	No		
366	S.C. Code Ann. § 11-35-3850	State	Statute	Sale of unserviceable supplies	No	No		
367	10 U.S.C. Section 2576a	Federal	Statute	Excess personal property; sale or donation for law enforcement	No	No		
368	10 U.S.C. Section 280	Federal	Statute	Enhancement of cooperation with civilian law enforcement officials	No	No		
369	Executive Order 13688	Federal	Statute	Federal Support for Local Law Enforcement Equipment Acquisition	No	No		
370	Part 102-37, Subpart B (102-37.90 - 102-37-100)	Federal	Regulation	Donation of Surplus Personal Property; General Services Administration (GSA)	No	No		
371	Part 102-37, Subpart D (102-37.130 - 102-37-370)	Federal	Regulation	Donation of Surplus Personal Property; State Agency for Surplus Property	No	Y	Other service or product our agency must/may provide	Admin, as the state agency for surplus property, is responsible for donation of surplus property
372	S.C. Code § 1-11-10(A)(17)	State	Statute	Transferring the Nuclear Advisory Council into Dept. of Admin.	No	No		
373	S.C. Code Ann. § 13-7-810, et seq.	State	Statute	Nuclear Advisory Council	Yes	Yes	Other service or product our agency must/may provide	Establishes a Nuclear Advisory Council in Admin, which is responsible to Director of Admin and reports to the Governor
374	2016-17 Approp. Act, Section 93.27	State	Proviso	DOA: Nuclear Advisory Council	No	No		
375	S.C. Code § 1-11-10(A)	State	Statute	Transfer of OEPP Programs to Department of Administration	No	No		
376	Executive Order 2015-16	State		Reestablishing the SC Developmental Disabilities Council	Yes - TBD as of 7/1/19	Yes - TBD as of 7/1/19	Other service or product our agency must/may provide	Admin houses the program to support the Developmental Disabilities Council and acts as the Designated State Agency
377	42 U.S.C.A. § 15025	Federal	Statute	State Councils on Developmental Disabilities and designated State agencies	Yes - TBD as of 7/1/19	Yes - TBD as of 7/1/19	Other service or product our agency must/may provide	Admin serves as the designated state agency
378	2016-17 Approp. Act, Section 93.1	State	Proviso	DOA: Development Disabilities Case Coordination System	Yes - TBD as of 7/1/19	Yes - TBD as of 7/1/19	Other service or product our agency must/may provide	If the funds appropriated to Admin OEPP, \$50,000 must be used as state match for the Developmental Disabilities federal grant.
379	2017-18 Approp. Act, Section 93.17	State	Proviso	DOA: Local Provider Health Insurance	Yes	Yes	Distribute funding to another entity	
380	S.C. Code Ann. § 63-11-1110, et seq.	State	Statute	Children's Case Resolution System	Yes - Repealed as of 7/1/19	Yes - Repealed as of 7/1/19	Other service or product our agency must/may provide	Admin responsible for the Children's Case Resolution System, which is a process of reviewing cases on behalf of children for whom the appropriate public agencies collectively have not provided the necessary services

381	2017-18 Approp. Act, Section 93.2	State	Proviso	DOA: CCRS Evaluations and Placements	Yes	Yes	Distribute funding to another entity	
382	2016-17 Approp. Act, Section 93.3	State	Proviso	DOA: CCRS Significant Fiscal Impact	No	No		
383	S.C. Code Ann. § 63-11-1310, et seq.	State	Statute	Continuum of Care for Emotionally Disturbed Children	Yes - DCA as of 7/1/19	Yes - DCA as of 7/1/19	Other service or product our agency must/may provide	CoC, which enhances the delivery of services to severely emotionally disturbed children and youth, is a division of Admin
384	S.C. Code Ann. § 63-11-1510	State	Statute	System established (interagency system for caring for emotionally disturbed children)	Yes - DCA as of 7/1/19	Yes - DCA as of 7/1/19	Other service or product our agency must/may provide	Admin to establish Interagency System for Caring for Emotionally Disturbed Children
385	S.C. Code of Regulations § 31-10	State	Regulation	Office of the Governor - Continuum of Care for Emotionally Disturbed Children Division	Yes - DCA as of 7/1/19	Yes - DCA as of 7/1/19	Other service or product our agency must/may provide	Minimum eligibility requirements and application process for selection as a client of CoC
386	2017-18 Approp. Act, Section 35.1	State	Proviso	DMH: Patient Fee Account	No	No		
387	2017-18 Approp. Act, Section 99.8	State	Proviso	DOA: Continuum of Care Carry Forward	No	No		
388	2017-18 Approp. Act, Section 102.4	State	Proviso	RFAO: SC Health and Human Services Data Warehouse	Yes	Yes	Report our agency must/may provide	
389	2017-18 Approp. Act, Section 117.17	State	Proviso	GP: Replacement of Personal Property	Yes - DCA as of 7/1/19	Yes - DCA as of 7/1/19	Other service or product our agency must/may provide	Admin's Continuum of Care to replace the personal property of an employee which has been damaged or destroyed by a client while in custody of the agency
390	2017-18 Approp. Act, Section 117.24	State	Proviso	GP: TEFRA-Tax Equity and Fiscal Responsibility Act	Yes - DCA as of 7/1/19	Yes - DCA as of 7/1/19	Other service or product our agency must/may provide	Admin's Continuum of Care, collectively with other agencies, to review and identify existing state appropriations in their budgets that can be used as state match to serve children.
391	S.C. Code Ann. § 63-11-700, et seq.	State	Statute	Foster Care Review Board	Yes - DCA as of 7/1/19	Yes - DCA as of 7/1/19	Other service or product our agency must/may provide	The Division for Review of the Foster Care of Children is part of Admin.
392	S.C. Code of Regulations § 24-1, et seq.	State	Regulation	Office of the Governor - Division for Review of the Foster Care of Children	Yes - DCA as of 7/1/19	Yes - DCA as of 7/1/19	Other service or product our agency must/may provide	The Division for Review of the Foster Care of Children is part of Admin.
393	S.C. Code Ann. Section 63-7-10, et seq.	State	Statute	Child Protection and Permanency	Yes - DCA as of 7/1/19	Yes - DCA as of 7/1/19	Other service or product our agency must/may provide	The Division for Review of the Foster Care of Children is part of Admin.
394	2017-18 Approp. Act, Section 93.6	State	Proviso	DOA: Foster Care - Private Foster Care Reviews	Yes - DCA as of 7/1/19	Yes - DCA as of 7/1/19	Other service or product our agency must/may provide	Admin's Division of Foster Care may restructure its programs, including suspending reviews of children privately placed in private foster care.
395	2017-18 Approp. Act, Section 102.4	State	Proviso	RFAO: SC Health and Human Services Data Warehouse	Yes	Yes	Report our agency must/may provide	
396	S.C. Code Ann. § 11-35-5010	State	Statute	Assistance to Minority Businesses	Yes	No		
397	S.C. Code Ann. § 11-35-5210, et seq.	State	Statute	Assistance to Minority Businesses	Yes	Yes	Report our agency must/may provide	
398	S.C. Code of Regulations § 19-445.2160, et seq.	State	Regulation	Assistance to Minority Businesses	Yes	Yes	Other service or product our agency must/may provide	Office of Small and Minority Business Assistance, which certifies a SC business as a Minority Business Enterprise, is part of Admin.
399	S.C. Code Ann. § 63-11-500, et seq.	State	Statute	Cass Elias McCarter Guardian Ad Litem Program	Yes - DCA as of 7/1/19	Yes - DCA as of 7/1/19	Other service or product our agency must/may provide	Cass Elias McCarter Guardian Ad Litem Program is part of Admin.
400	S.C. Code Ann. § 63-7-10, et seq.	State	Statute	Child Protection and Permanency	Yes - DCA as of 7/1/19	Yes - DCA as of 7/1/19	Other service or product our agency must/may provide	Guardian ad Litem program is part of Admin.
401	42 U.S.C.A. § 5106	Federal	Statute	Grants to States...	Yes	Yes	Other service or product our agency must/may provide	Grants to States for child abuse or neglect prevention and treatment programs
402	2017-18 Approp. Act, Section 93.7	State	Proviso	DOA: Guardian Ad Litem Program	Yes - DCA as of 7/1/19	Yes - DCA as of 7/1/19	Other service or product our agency must/may provide	Admin to administer GAL's program and funds separately from other programs within the Division of Children's Services
403	S.C. Code Ann. § 25-11-10, et seq.	State	Statute	Division of Veterans Affairs General Provisions	Yes	Yes	Other service or product our agency must/may provide	Division of Veterans Affairs, which assists ex-servicemen in securing the benefits to which they are entitled, is part of Admin. Admin to assist ex-servicemen in filing, presenting, and prosecuting claims for compensation, hospitalization, training, and insurance benefits.

404	S.C. Code Ann. § 25-11-310, et. seq.	State	Statute	SC Military Family Relief Fund	Yes	Yes	Other service or product our agency must/may provide	Admin to award grants to families from the SC Military Family Relief Fund
405	S.C. Code Ann. § 25-11-510, et. seq.	State	Statute	SC Prisoner of War Medal	Yes	Yes	Other service or product our agency must/may provide	Admin, in conjunction with Adjunct General, to determine eligibility for the medal
406	2017-18 Approp. Act, Section 11.9	State	Proviso	CHE: Tuition Age (appeal to Division of VA)	Yes	Yes	Other service or product our agency must/may provide	Admin to handle appeals on age limitation by children of certain war veterans
407	2017-18 Approp. Act, Section 93.10	State	Proviso	DOA: M.J. "Dolly" Cooper Veterans Cemetery Carry Forward	Yes	Yes	Other service or product our agency must/may provide	Admin to carry forward unexpended funds and use for cemetery or Veterans Affairs program
408	2017-18 Approp. Act, Section 93.12	State	Proviso	DOA: Veterans Affairs Budget Reduction Exemption	No	No		
409	2017-18 Approp. Act, Section 113.1	State	Proviso	AS-TREAS: Veterans Affairs Aid to Counties (county VA offices)	No	No		
410	2017-18 Approp. Act, Section 117.40	State	Proviso	GP: Department of Administration, OEPP, Veterans Affairs	Yes	Yes	Other service or product our agency must/may provide	Admin to appoint an additional claims representative in Division of Veterans Affairs who also specializes in specific needs and diseases associated with veterans of the Vietnam era
411	S.C. Code Ann. § 43-45-10, et. seq.	State	Statute	Community Economic Opportunity Act of 1983	Yes	Yes	Distribute funding to another entity	
412	S.C. Code Ann. § 48-52-440	State	Statute	State Energy Office; distribution of federal funds; plans for use of funds	No - Office of Reg. Staff	No		
413	42 U.S.C.A. §§ 9901-9926	Federal	Statute	Community Services Block Grant	Yes	Yes	Other service or product our agency must/may provide	Admin Office of Economic Opportunity (OEO) to administer federal Community Service Block Grant & distribute funds for local initiatives
414	42 U.S.C.A. §§ 8621-8630	Federal	Statute	Low-Income Home Energy Assistance	Yes	Yes	Other service or product our agency must/may provide	Admin OEO to administer federal Low-Income Home Energy Assistance grant and distribute funds for local initiatives
415	42 U.S.C.A. §§ 6861-6873	Federal	Statute	Weatherization Assistance for Low-Income Persons	Yes	Yes	Other service or product our agency must/may provide	Admin OEO to administer federal Weatherization Assistance Program grant and distribute funds for local initiatives
416	10 C.F.R. § 440, et. seq.	Federal	Regulation	Weatherization Assistance for Low-Income Persons	Yes	Yes	Other service or product our agency must/may provide	Admin OEO to administer federal Weatherization Assistance Program grant and distribute funds for local initiatives
417	10 C.F.R. § 600, et. seq.	Federal	Regulation	Financial Assistance Rules	No	Yes	Distribute funding to another entity	
418	42 U.S.C. § 11371, et. seq.	Federal	Statute	Emergency Solutions Grant Program	Yes	Yes	Other service or product our agency must/may provide	Admin OEO to administer federal Emergency Solutions Grants Program and distribute funds for local initiatives
419	24 C.F.R. § 576, et. seq.	Federal	Regulation	Emergency Solutions Grant Program	No	Yes	Other service or product our agency must/may provide	Admin OEO to administer federal Emergency Solutions Grants Program and distribute funds for local initiatives
420	S.C. Code § 1-7-85	State	Statute	Reimbursement of costs in representing State	Yes - Admin or SFAA	Yes - Admin or SFAA	Other service or product our agency must/may provide	"Budget and Control Board" to approve reimbursement of costs to AGO
421	S.C. Code § 1-7-160	State	Statute	Hiring of attorneys	Yes - Admin or SFAA	Yes - Admin or SFAA	Other service or product our agency must/may provide	"Budget and Control Board" to approve exception to AGO supervising state agency attorneys
422	S.C. Code § 1-7-170	State	Statute	Engaging attorney on fee basis	No	No		
423	S.C. Code § 1-11-23	State	Statute	Filling vacancy in position of Director of Budget Division	No	No		
424	S.C. Code § 1-11-420	State	Statute	Reports to State Budget and Control Board	Yes - Admin or SFAA	Yes - Admin or SFAA	Other service or product our agency must/may provide	"Reports to State Budget and Control Board"
425	S.C. Code § 1-11-470	State	Statute	Limitations on use of funds appropriated by General Assembly	Yes - Admin or SFAA	Yes - Admin or SFAA	Other service or product our agency must/may provide	"Budget and Control Board" to approve funds for advertisements, promotional material, plaques, etc.
426	S.C. Code § 1-25-70	State	Statute	Powers of project managing agency to contract; effect of such power	Obsolete	Obsolete		
427	S.C. Code § 2-7-65	State	Statute	Agencies, departments and institutions to justify amount of requested appropriations	Yes	Yes	Other service or product our agency must/may provide	"Budget and Control Board" to require each state agency to submit purpose/objectives/quantitative measurements for each program

428	S.C. Code § 2-7-69	State	Statute	Inclusion of new positions in general appropriations act	Yes	Yes	Other service or product our agency must/may provide	"Budget and Control Board" may authorize state agency to exceed the number of positions authorized by Approp. Act
429	S.C. Code § 2-7-75	State	Statute	Funds to be used in fiscal year for which they are appropriated...	Yes - EBO or SFAA	Yes - EBO or SFAA	Other service or product our agency must/may provide	"Budget and Control Board" to authorize transfer of appropriated funds
430	S.C. Code § 2-13-240	State	Statute	Distribution of the Code of Laws of South Carolina, 1976	No	No		References "Budget and Control Board"
431	S.C. Code § 8-11-170	State	Statute	Agency head dually employed by another state agency	Yes - Admin or SFAA	Yes - Admin or SFAA	Other service or product our agency must/may provide	"Budget and Control Board" and Agency Head Salary Commission to approve agency head dual employment
432	S.C. Code § 8-11-186	State	Statute	Reporting interim new full-time employment positions	No	No		References "Budget and Control Board"
433	S.C. Code Ann. § 8-11-195	State	Statute	State employee furlough policies	Yes - Admin or SFAA	Yes - Admin or SFAA	Other service or product our agency must/may provide	Admin HR authorized to create and operate a reduction in force applicant pool
434	S.C. Code § 10-1-180	State	Statute	Expenditure of funds by state agency subject to approval and regulation of State Budget and Control Board	Yes - Admin or SFAA	Yes - Admin or SFAA	Other service or product our agency must/may provide	"Budget and Control Board" to approve and regulate expenditure of funds by any state agency, except SCODT permanent improvements.
435	S.C. Code § 11-11-15	State	Statute	Budget functions devolved on Governor; Budget Office to assist	Yes	Yes	Other service or product our agency must/may provide	"Budget and Control Board" functions in preparation and submission to General Assembly of recommended state budget are devolved upon the Governor; Admin's EBO to assist the Governor is preparing budget recommendations.
436	S.C. Code § 11-11-180	State	Statute	Declaration of operating deficit; meeting to address deficit; borrowing of surpluses authorized	Yes - SFAA	Yes - SFAA		References "Budget and Control Board"
437	S.C. Code § 11-11-320	State	Statute	Capital Reserve Fund	Yes - With CG	Yes - With CG		
438	S.C. Code § 11-51-110	State	Statute	Resolution by State Budget and Control Board authorizing issuance	Yes - SFAA	Yes - SFAA		References "Budget and Control Board"
439	S.C. Code § 12-10-100	State	Statute	Criteria for determination and selection of qualifying businesses and for approval	No	No		
440	S.C. Code § 13-1-1460	State	Statute	Approval of State Fiscal Accountability Authority as prerequisite to issuance of bonds	No	No		References "Budget and Control Board"
441	S.C. Code § 38-57-45	State	Statute	Use of state seal prohibited in advertising or promotion unless expressly authorized	Yes - SFAA	Yes - SFAA	Other service or product our agency must/may provide	"Budget and Control Board" to approve use of state seal
4424	S.C. Code § 50-5-2720	State	Statute	Audits (Compact Commission)	No - SFAA	No - SFAA		References "Budget and Control Board"
443	S.C. Code § 51-1-60	State	Statute	Powers and duties of department (PRT)	Yes - Admin or SFAA	Yes - Admin or SFAA	Other service or product our agency must/may provide	"Budget and Control Board" to approve purchase or disposal of real estate
444	S.C. Code § 58-3-580	State	Statute	Organization of and allocation of staff to commission on Office of Regulatory Staff	Yes - Admin or SFAA	Yes - Admin or SFAA	Other service or product our agency must/may provide	"Budget and Control Board" to assign through transfer both the position and appropriation of position to Public Service Commission or Office of Regulatory Staff
445	S.C. Code § 59-7-50	State	Statute	Contributions; lease or sale of use of facilities, equipment...(ETV)	Yes - Admin or SFAA	Yes - Admin or SFAA	Other service or product our agency must/may provide	"Budget and Control Board" to approve acceptance and use of contributions to ETV
446	S.C. Code § 59-150-355	State	Statute	Education lottery appropriations and uses	Yes	Yes	Other service or product our agency must/may provide	"Budget and Control Board" to transfer appropriated funds from the Education Lottery Account
447	S.C. Code § 63-19-360	State	Statute	Institutional services (DJ)	Yes	Yes	Other service or product our agency must/may provide	Dept of Juvenile Justice to provide report by 1993 to "Budget and Control Board"
448	S.C. Code Ann. § 8-1-190	State	Statute	Pilot programs to create innovation in state government	Yes	Yes	Other service or product our agency must/may provide	"Budget and Control Board" to enter into pilot programs with agencies to create innovations in state government and monitor the findings and results of such programs

Agency Name: Department of Administration

Agency Code: D500 93

Fiscal Year 2017-2018
Accountability Report

Customer Template

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

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

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

SC Enterprise Information Systems (SCEIS)	SCEIS serves as the central administrative system for state agencies for accounting, budgeting, human resources and procurement activities.	SCEIS implements, maintains and supports the state's system for all accounting, budgeting, human resources, procurement and ancillary functions of administration for all state agencies.	Legislative Branch	
SC Enterprise Information Systems (SCEIS)	SCEIS serves as the central administrative system for state agencies for accounting, budgeting, human resources and procurement activities.	SCEIS implements, maintains and supports the state's system for all accounting, budgeting, human resources, procurement and ancillary functions of administration for all state agencies. Services are also provided to the state's colleges/universities and technical colleges.	Industry	Vendors who utilize the SCEIS system to register in order to be able to bid on goods/services provided to government entities.
SC Enterprise Information Systems (SCEIS)	SCEIS serves as the central administrative system for state agencies for accounting, budgeting, human resources and procurement activities.	SCEIS implements, maintains and supports the state's system for all accounting, budgeting, human resources, procurement and ancillary functions of administration for all state agencies. Services are also provided to the state's colleges/universities and technical colleges.	Executive Branch/State Agencies	State Funded Colleges/Universities and Technical Colleges transfer for summarized HR data into SCEIS in an effort to retire the legacy HRIS system.
Administrative Services	Administrative Services plans, directs and implements the administrative support for offices of the Dept. of Administration and other agencies as requested.	The Administrative Services division provides all administrative support functions to the employees of the Dept. of Administration. The division also provides administrative support to other agencies upon request by those agencies.	Executive Branch/State Agencies	
Administrative Services	Administrative Services plans, directs and implements the administrative support for offices of the Dept. of Administration and other agencies as requested.	The Administrative Services division provides all administrative support functions to the employees of the Dept. of Administration. The division also provides administrative support to other agencies upon request by those agencies.	Industry	Vendors
DSASS - Interagency Mail Services	Statewide Courier Service	Statewide, overnight delivery of mail, lab samples, parcels, etc. between public agencies	Executive Branch/State Agencies	State agencies, public higher education institutions and local subdivisions of state government
Division of FMPS - Facilities Management	State House Event Reservations	Coordinate reservation requests for use of State House grounds.	General Public	Citizens
Division of FMPS - Facilities Management	Facility Maintenance and Operations	Maintenance and operation of facilities occupied by various state agencies	Executive Branch/State Agencies	State agencies
Division of FMPS - Facilities Management	Facility Maintenance and Operations	Maintenance and operation of facilities occupied by various state agencies	Legislative Branch	
Division of FMPS - Facilities Management	Facility Maintenance and Operations	Maintenance and operation of facilities occupied by various state agencies	Judicial Branch	
Division of FMPS - Construction and Planning	Management of Capital Projects	Planning and management of capital and permanent improvement projects	Executive Branch/State Agencies	State agencies
Division of FMPS - Construction and Planning	Management of Capital Projects	Planning and management of capital and permanent improvement projects	Legislative Branch	

Division of FMPS - Construction and Planning	Management of Capital Projects	Planning and management of capital and permanent improvement projects	Judicial Branch	
DSASS - State Surplus Property	Disposal of State Surplus Property	Program to provide for the reuse and disposal of State owned property declared as surplus	Executive Branch/State Agencies	State agencies, local subdivisions of state government and the general public
DSASS - Federal Surplus Property	Disposal of Federal Surplus Property	Program to provide for the acquisition and reuse of surplus federal property by qualified public agencies	Executive Branch/State Agencies	State agencies; qualified educational, health, and cultural organizations; other qualified organizations, and local subdivisions of state government
DSASS - GSA Vehicle Program	Acquisition of surplus federal fleet vehicles	Low cost, low mileage federal surplus vehicles acquired for reutilization	Executive Branch/State Agencies	State agencies, local subdivisions of state government, and other qualified public agencies
DSASS - 1033 Program	Defense Surplus Property	Management the acquisition and use of surplus Dept. of Defense property for use by qualified law enforcement agencies	Executive Branch/State Agencies	State and local law enforcement agencies
DSASS - SFM Lease Fleet	Long Term Fleet Leasing	Provide fleet vehicles to agencies on a long-term basis	Executive Branch/State Agencies	State agencies, public higher education institutions, and local subdivisions of state government
DSASS - SFM Commercial Vendor Repair Program	Fleet Maintenance and Repair Services	System of 1,100 private vendors across the state providing fleet repair and maintenance services at negotiated rates	Executive Branch/State Agencies	State agencies, public higher education institutions, and local subdivisions of state government
DSASS - SFM Short Term Fleet Rental	Short Term Fleet Rentals	Manage contracts with private vendors to meet short term and daily motor pool vehicle needs	Executive Branch/State Agencies	State agencies, public higher education institutions, and local subdivisions of state government
DSASS - SFM Fleet Safety	Statewide Fleet Safety Program	Manage program to provide fleet safety training, accident review and driver training education	Executive Branch/State Agencies	State agencies, public higher education institutions, and local subdivisions of state government
Division of FMPS - Parking Services	Parking Lot/Facilities Management	Management of parking facilities and surface lots for state offices in Columbia	Executive Branch/State Agencies	State agencies and local subdivisions of state government.
DSASS - SFM State Fuel System	Statewide Fuel System	Management of statewide fleet fueling system	Executive Branch/State Agencies	State agencies, public higher education institutions, and local subdivisions of state government
Division of FMPS - Real Property Services	Real Property Transactions	Easements, Annexations, Leases, Property Conveyances, Sanctuary Agreements, Licenses	Executive Branch/State Agencies	
Division of FMPS - Real Property Services	Real Property Transactions	Easements, Annexations, Leases, Property Conveyances, Licenses	Legislative Branch	
Division of FMPS - Real Property Services	Real Property Transactions	Easements, Annexations, Leases, Property Conveyances, Licenses	Judicial Branch	
Division of FMPS - Real Property Services	Real Property Transactions	Easements, Annexations, Leases, Property Conveyances, Licenses	Local Govts.	
Division of FMPS - Real Property Services	Real Property Transactions	Easements, Leases, Property Conveyances, Licenses	Industry	Commercial entities
Division of FMPS - Real Property Services	Real Property Transactions	Easements, Property Conveyances, Licenses	General Public	Individuals requesting an easement or right-of-way over state lands to access property or individuals purchasing state surplus real property.
Division of State Human Resources (DSHR)	Agency Consultations	Provide consultation and support to state agencies and higher education institutions on human resources related policies and practice	Executive Branch/State Agencies	Various State Agencies
Division of State Human Resources (DSHR)	Alternative Dispute Resolution	Manage alternative dispute resolution process in accordance with Grievance Procedure Act	Executive Branch/State Agencies	Various State Agencies
Division of State Human Resources (DSHR)	Annual reporting on human resources and standards	Prepare annual reports on human resources related programs and standards	Legislative Branch	

Division of State Human Resources (DSHR)	Reporting on human resources related statistics, practices and policies	Advise General Assembly, as needed and upon request, on human resources related topics statewide or for individual agencies	Legislative Branch	
Division of State Human Resources (DSHR)	Reporting on human resources related statistics, practices and policies	Advise Governor and Governor's staff, as needed and upon request, on human resources related topics statewide or for individual agencies	Executive Branch/State Agencies	Various State Agencies
Division of State Human Resources (DSHR)	Maintain the NeoGov jobs portal	Support using online application system	General Public	
Ombudsman	Assist constituents in referring them to the proper local/state/federal or non-profit that is best suited to assist them with their situation.	Constituent Services	General Public	South Carolinians or people with ties to South Carolina
Children's Affairs	Manage the Children's Case Resolution System (CSRS)	Children's services	Executive Branch/State Agencies	CSRS board selected by Governor and state agency heads
Children's Affairs	Manage the Children's Case Resolution System (CSRS)	Children's services	School Districts	Superintendents of school districts
Children's Affairs	Manage the Children's Case Resolution System (CSRS)	Children's services	General Public	Parents or Guardians
Division of Veterans' Affairs	Assist with interments	Assist with burials and interments	General Public	S.C. veterans and their families
Division of Veterans' Affairs	Assist with interments	Assist with burials and interments	General Public	S.C. veterans and their families
Foster Care Review Board	Monitors the progress in achieving permanent placements for children in foster care	The Foster Care Review Board conducts periodic case review of children residing in foster care in South Carolina.	General Public	Children and families involved in South Carolina's foster care system
Foster Care Review Board	Monitors the progress in achieving permanent placements for children in foster care	The Foster Care Review Board provides support and coordination to local review board member volunteers, and the State Board of Directors.	General Public	Appointed local review board members in each county in South Carolina and state Board of Directors representing each congressional district in South Carolina
Foster Care Review Board	Monitors the progress in achieving permanent placements for children in foster care	The Foster Care Review Board provides the family court in every county in South Carolina a child-specific written recommendation following each case review of children in foster care.	Judicial Branch	
Foster Care Review Board	Monitors the progress in achieving permanent placements for children in foster care	The Foster Care Review Board provides the S.C. Department of Social Services and the S.C. Guardian ad Litem Program a child-specific written recommendation following each case review of children in foster care in South Carolina.	Executive Branch/State Agencies	
Foster Care Review Board (S.C. Heart Gallery)	Provides enhanced child-specific adoption recruitment services	The S.C. Heart Gallery maintains an interactive website for enhanced target adoption recruitment and provides family engagement services.	General Public	Legally free children in foster care in South Carolina, interested families approved to adopt, interested families not yet approved to adopt, and South Carolina families assigned for completion of adoptive home studies.
Continuum of Care (COC)	COC serves children with the most severe and complex emotional or behavioral health challenges whose needs are not being adequately met by existing services or programs.	Evidence based care coordination and Medicaid Targeted Case Management	General Public	South Carolina youth under 18 with severe emotional disturbance and/or behavioral health challenges

Office of Small and Minority Business Contracting and Certification	Information/Resource Meeting	SMBCC Presentation	Professional Organization	African American Chamber of Commerce
Office of Small and Minority Business Contracting and Certification	Business Workshop	SMBCC Presentation	General Public	Clemson University Co-Op Entrepreneurial Education
Office of Small and Minority Business Contracting and Certification	Small Business Workshop	SMBCC Presentation	General Public	Richland County Library
Office of Small and Minority Business Contracting and Certification	Educational workshop for City of Columbia Fast trac Program	SMBCC Presentation	General Public	City of Columbia Fast Trac
Office of Small and Minority Business Contracting and Certification	Small Business Workshop for Women-owned Businesses	SMBCC Presentation	General Public	SBDC-Greenville
Office of Small and Minority Business Contracting and Certification	Resource Partner	SMBCC Presentation	General Public	1 Million Cups Organization
Office of Small and Minority Business Contracting and Certification	Educational workshop	SMBCC Presentation	Professional Organization	SBA
Office of Small and Minority Business Contracting and Certification	Educational Workshop	SMBCC Presentation	Professional Organization	City of Aiken
Office of Small and Minority Business Contracting and Certification	Annual Trade Fair for Small Business	Networking opportunity with Procurement	General Public	Business and procurement directors of state agencies
Office of Small and Minority Business Contracting and Certification	Resource Partner	SMBCC Presentation	General Public	SCBOS
Office of Small and Minority Business Contracting and Certification	Workshop for Fly In attendees	SMBCC Presentation	General Public	Greenville-Spartanburg International Airport and business owners
Office of Small and Minority Business Contracting and Certification	Educational Workshop	SMBCC Presentation	Professional Organization	SCAGPO
Office of Small and Minority Business Contracting and Certification	Small Business Seminar	SMBCC Presentation	General Public	City of Columbia OBO
Office of Small and Minority Business Contracting and Certification	Economic Informational Summit	Provided attendees with SMBCC overview	General Public	Small and Minority business owners attending the African American Economic Summit
Office of Small and Minority Business Contracting and Certification	Supplier Diversity Conference	Provided attendees with SMBCC overview	General Public	BMW
Office of Small and Minority Business Contracting and Certification	Salute to Small Business Conference	Provided attendees with SMBCC overview	General Public	SBA
Office of Small and Minority Business Contracting and Certification	Small Business Week Conference	Provided attendees with SMBCC overview	General Public	City of Columbia OBO
Office of Small and Minority Business Contracting and Certification	Small Business Workshop	SMBCC Presentation	General Public	SBDC-Walterboro, Allendale, Orangeburg
Office of Small and Minority Business Contracting and Certification	Small Business Certification Workshop	SMBCC Presentation	General Public	Richland County OBO
Office of Small and Minority Business Contracting and Certification	Resource Partner	Provided attendees with SMBCC overview	General Public	Youth Entrepreneurship Class
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	Business Certification technical assistance	Industry	List available upon request
Office of Small and Minority Business Contracting and Certification	Provided technical assistance with MBE certification	DOT/SMBCC Certification	Industry	List available upon request
Office of Small and Minority Business Contracting and Certification	Provided technical assistance - Denied Certification	N/A	Industry	List available upon request
Cass Elias McCarter <i>Guardian ad Litem</i> Program	Abused and neglected children in SC	Volunteer advocacy provided to abused and neglected children.	General Public	Children under the age of 18 who are victims of abuse and neglect, and are involved with the Department of Social Services and the Family Court system.
Cass Elias McCarter <i>Guardian ad Litem</i> Program	Guardian ad Litem Program volunteer advocates	Training, supervision and support provided to volunteer child advocates.	General Public	Adults over the age of 21 who have met the training and other requirements to be court appointed advocates for abused and neglected children.

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

Agency Name: Department of Administration

Fiscal Year 2017-2018
Accountability Report

Agency Code: D500 093

Partner Template

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Goal(s)
Gartner	Private Business Organization	Creation and implementation of Statewide Strategic IT Plan.	1 and 2
Deloitte	Private Business Organization	Information Security and Privacy Program consulting.	1,2, 4 and 5
Coeur Business Group	Private Business Organization	Assists in the planning and execution of state agency IT migrations into Shared Services. Statewide Disaster Recovery Project.	1 and 4
Excipio Consulting	Private Business Organization	Assists in the planning and execution of the Statewide Disaster Recovery Project	4
CenturyLink	Private Business Organization	Expansion of information security prevention, detection and response services.	1 and 2
AT&T	Private Business Organization	Provides additional protection for state networks.	1 and 2
Spirit Telecommunications	Private Business Organization	Provides additional protection for state networks.	1 and 2
SANS Institute	Private Business Organization	Provides information security training and certification for technical staff, as well as end-user awareness training.	1, 3, and 4
SC.gov	Private Business Organization	Provides web presence for various agencies.	1
Keymark	Private Business Organization	Provides Onbase workflow and case management.	1
Various Private Business Organizations	Private Business Organization	Provide people, process, or technology support for Information Security and Privacy Program objectives.	4
South Carolina Law Enforcement Division (SLED)	State Government	Support SLED's Homeland Security and critical infrastructure/key resource cyber protection efforts.	4
CBRE	Private Business Organization	Division of FMPS - Real Property Services - Sale of state surplus property	1
S.C. Voluntary Organizations Active in Disasters	Non-Governmental Organization	Department of Administration - Support for ESF-18 Donated Goods and Volunteer Services during disasters.	1 and 2
S.C. Department of Health and Human Services	State Government	Department of Administration - Support for ESF-18 Donated Goods and Volunteer Services during disasters.	1 and 2
S.C. Department of Revenue	State Government	Department of Administration - Support for ESF-18 Donated Goods and Volunteer Services during disasters.	1 and 2
Enterprise	Private Business Organization	DSASS - Short-term vehicle lease for state agencies	1

Hertz	Private Business Organization	DSASS - Short-term vehicle lease for state agencies	1
U.S. Department of Defense - Defense Logistics Agency (LESO)	Federal Government	DSASS - Surplus Property Office - 1033 Program	1
GovDeals	Private Business Organization	DSASS - Surplus Property Office - Online auction site	1
Ebay	Private Business Organization	DSASS - Surplus Property Office - Online auction site	1
Federal GSA	Federal Government	DSASS - Surplus Property Office - Federal Surplus Property	1
Mansfield Oil / Wright Express (WEX)	Private Business Organization	DSASS - State Fleet Management - Statewide Fuel System	1 and 2
AAA	Private Business Organization	DSASS - State Fleet Management - Facilities Management	1 and 2
Various Private Sector Vendors	Private Business Organization	Division of FMPS - Facilities Management	1 and 2
Various Private Sector Vendors	Private Business Organization	DSASS - Commercial Vendor Repair Program (CVRP)	1 and 2
Various auto repair shops across state	Private Business Organization	DSASS - Commercial vendor auto repair	1
S.C. Department of Labor, Licensing, and Regulation	State Government	Division of FMPS - Facilities Management - facilities inspections	1 and 2
S.C. Department of Health and Environmental Control	State Government	Division of FMPS - Facilities Management - recycling program education	1 and 2
S.C. Department of Corrections	State Government	Division of FMPS - Facilities Management - recycling collection/disposal	1 and 2
Riverbanks Zoo	Local Government	Division of FMPS - Facilities Management - horticulture collaboration	1 and 2
City of Columbia	Local Government	Division of FMPS - Facilities Management - parking services	1 and 2
Various State Agencies	State Government	Division of FMPS - Governance Group for consolidated maintenance and operations contracts	1 and 2
United Way	Non-Governmental Organization	South Carolina 211 service provider	1
Various State Agencies	State Government	Executive Oversight Group for statewide IT governance	1, 2, 3, and 4
Various State Agencies	State Government	Agency Working Group for statewide IT governance	1, 2, 3, and 4
Various State Agencies	State Government	Technology Working Group for statewide IT governance	1, 2, 3, and 4

National Association of State Chief Information Officers (NASCIO)	Professional Association	Provides senior state IT executives with products and services to support their role within their states, stimulate exchange of information and promote adoption of IT best practices and innovations. Sponsors national conferences, peer networking, research, publications, briefings and government affairs. NASCIO develops and supports issues committees and ad hoc working groups to focus on high-priority and time-sensitive issues for the states.	1, 2, 3, and 4
Various State Agencies	State Government	Division of FMPS - Maintenance and physical support for data center facilities	1 and 2
State Fiscal Accountability Affairs Procurement Services	State Government	Procurement services	1 and 2
ServiceNow	Private Business Organization	Service Management platform that supports IT processes in support of the Shared Services initiative.	1 and 2
IT Prophets	Private Business Organization	Implementation partner for ServiceNow.	1 and 2
TierPoint	Private Business Organization	Disaster Recovery Site and services partner	1 and 2
Assurance	Private Business Organization	Disaster Recovery Planning Software partner	1 and 2
General Services Administration	Federal Government	dotgov registrar for all state websites using the sc.gov domain	1 and 2
Neustar	Private Business Organization	Assigned registrar by GSA for all state.sc.us internet domains	1 and 2
Vertiv	Private Business Organization	Data Center emergency power support and maintenance partner	1 and 2
A3 Communications	Private Business Organization	Access controls and video surveillance partner for state buildings	1 and 2
ASCO Services	Private Business Organization	Electrical planning and services partner	1 and 2
National Association of State Technology Directors (NASTD)	Professional Association	Provides senior state IT directors and managers with products and services to support their role within their states, stimulate exchange of information and promote adoption of IT best practices and innovations. Sponsors national and regional conferences, peer networking, research, publications, briefings and government affairs. NASTD develops and supports issues committees and ad hoc working groups to focus on high-priority and time-sensitive issues for the states.	1 and 2

Various Private Businesses	Private Business Organization	Cable and Wiring Vendor on IDT to provide cabling and wiring services to state agency customers.	1
Various Private Businesses	Private Business Organization	Network Services, VoIP, Contact Center and IVR Service Provider	1
Various Private Businesses	Private Business Organization	Network Services provider to customer agencies	1
Various Private Businesses	Private Business Organization	Network Services Vendor, Local Services Telephone Vendor	1
Various Private Businesses	Private Business Organization	Internet Services Vendor	1
Various Private Businesses	Private Business Organization	Local Services Telephone Vendor	1
Various Power Utility Businesses	Private Business Organization	Palmetto 800 Radio System	1 and 2
Various Telecommunications Providers	Private Business Organization	Palmetto 800 Radio System	1 and 2
800 Advisory Committee	Professional Association	Palmetto 800 Radio System	1 and 2
FCC Region 37 800 and 700 MHz Committees	Federal Government	Palmetto 800 Radio System	1 and 2
APCO	Professional Association	Palmetto 800 Radio System	1 and 2
Motorola	Private Business Organization	Palmetto 800 Radio System	1 and 2
Various Local Governments	Local Government	Palmetto 800 Radio System	1 and 2
Various State Agencies	State Government	Palmetto 800 Radio System	1 and 2
State Superintendent of Education	State Government	K-12 School Technology Initiative	4
Executive Director of State Library	State Government	K-12 School Technology Initiative	4
President of SCETV	State Government	K-12 School Technology Initiative	4
Executive Director of Education Oversight Committee	State Government	K-12 School Technology Initiative	4
President of AT&T South Carolina	Private Business Organization	K-12 School Technology Initiative	4
Representative of Independent Telephone Companies	Private Business Organization	K-12 School Technology Initiative	4
All State Agencies	State Government	Developing a method to incorporate information technology planning into the budget development process.	5
All State Agencies	State Government	Integrating budget development data and process into agency accountability reports.	5

All State Agencies	State Government	Developing and training on statewide performance metrics to be used in agencies' accountability reports.	1
All State Agencies	State Government	Develop an interactive website (transparency hub) to provide department and statewide data, reports, and general information for other agencies and stakeholders.	1
TBD Private Vendor	Private Business Organization	Develop an interactive website (transparency hub) to provide department and statewide data, reports and general information for other agencies and stakeholders.	1
South Carolina Enterprise Information Systems (SCEIS)	State Government	Develop an interactive website (transparency hub) to provide department and statewide data, reports and general information for other agencies and stakeholders.	1
Government Finance Officers Association (GFOA)	Professional Association	Assisting the Governor's Office to complete requirements, apply and receive the GFOA Distinguished Budget Award.	5
University of South Carolina	Higher Education Institute	Developing internal staff competencies to assist other agencies on performance measurement system.	2
Statewide Mediators Pool	State Government	Provide neutral third-party employment dispute resolution.	1
SCCADVASA	Non-Governmental Organization	Provide resources to prevent domestic and workplace violence.	4
National Compensation Association of State Governments	Non-Governmental Organization	National Compensation Association of State Governments (NCASG) annually conducts the National Compensation Survey, Benefits Survey and the Executive Survey and prepares reports for member states.	1
Higher Education Efficiency and Accountability Procedures Act	Higher Education Institute	Provide guidance for compensation and classification for universities and colleges.	1 and 2
Agency Head Salary Commission	State Government	Provide administrative support.	1 and 2
The Information Technology Professionals of South Carolina	Non-Governmental Organization	Enhance and develop IT management function.	5.1.3
Various State Agencies	State Government	eGovernment Oversight Committee	1 and 2
South Carolina Municipal Association	Private Business Organization	eGovernment Oversight Committee	1 and 2
South Carolina Association of Counties	Private Business Organization	eGovernment Oversight Committee	1 and 2
South Carolina Banker's Association	Private Business Organization	eGovernment Oversight Committee	1 and 2
Independent Insurance Agents and Brokers of South Carolina	Private Business Organization	eGovernment Oversight Committee	1 and 2
South Carolina Bar Association	Professional Association	eGovernment Oversight Committee	1 and 2
Various State Agencies	State Government	South Carolina Assistive Technology Advisory Committee	2

Various State Agencies	State Government	SCEIS Executive Oversight Committee	1, 2, 4 and 5
Various Local Governments	Local Government	S.C. Chapter of Government Management Information Sciences (SC.GMIS)	1 and 2
Various State Agencies	State Government	S.C. Chapter of Government Management Information Sciences (SC.GMIS)	1 and 2
South Carolina Information Network (SCINET) User Council	Local Government	Provide guidance on network related issues and meets on an as needed basis.	1 and 2
United States Secret Services (USSS)	Federal Government	South Carolina Information Sharing and Analysis Center (SC-ISAC)	1, 2 and 5
Various State Agencies	State Government	South Carolina Information Sharing and Analysis Center (SC-ISAC)	1, 2 and 5
Department of Homeland Security	Federal Government	South Carolina Information Sharing and Analysis Center (SC-ISAC)	1, 2 and 5
U.S. CERT	Federal Government	South Carolina Information Sharing and Analysis Center (SC-ISAC)	1, 2 and 5
Multi-State ISAC	State Government	South Carolina Information Sharing and Analysis Center (SC-ISAC)	1, 2 and 5
Various State Agencies	State Government	Provide administrative support and guidance as requested	1, 2 and 5
Internal Revenue Service (IRS)	Federal Government	Collaborate with SCEIS, the statewide enterprise accounting system that standardizes the state's business processes.	1 and 2
Various State Agencies	State Government	Collaborate with SCEIS, the statewide enterprise accounting system that standardizes the state's business processes.	1, 2, 4 and 5
Various State Colleges and Universities	Higher Education Institute	Collaborate with SCEIS, the statewide enterprise accounting system that standardizes the state's business processes.	1, 2, 4 and 5
Various State Technical Colleges	Private Business Organization	Collaborate with SCEIS, the statewide enterprise accounting system that standardizes the state's business processes.	1, 2, 4 and 5
SAP	Private Business Organization	Collaborate with SCEIS, the statewide enterprise accounting system that standardizes the state's business processes.	1, 2, 4 and 5
SuccessFactors	Private Business Organization	Learning Management System and other HR support functionalities	1, 2, 3, 4 and 5
TAPFIN	Private Business Organization	Provides contract consultants to augment SAP expertise of SCEIS staff.	1, 2, and 5
Various State Agencies	State Government	Collaborate with the Executive Budget Office (EBO) in the development of the Governor's budget and oversight of the annual state budget for South Carolina.	1, 2, and 5
Various State Agencies	State Government	Collaborate with the Capital Planning and Budgeting Unit to oversee the execution of the state's permanent improvement projects program.	1, 2, and 5
National Association of State Budget Officers (NASBO)	Professional Association	Guide states in analysis of budget options and formation of sound public policy.	1, 2, and 5
Various State Agencies	State Government	South Carolina Continuum of Care	2
Various Medicaid Contracted Care Organizations	Private Business Organization	South Carolina Continuum of Care	2

Various Continuum of Care Qualified Providers	Private Business Organization	South Carolina Continuum of Care	2
University of Maryland	Higher Education Institute	South Carolina Continuum of Care	2
Various Family Organizations	Private Business Organization	South Carolina Continuum of Care	2
Various Federal Agencies	Federal Government	South Carolina Continuum of Care	2
Various State Agencies	State Government	South Carolina Developmental Disabilities Council	1 and 2
Various Local Governments	Local Government	South Carolina Developmental Disabilities Council	1 and 2
Various Federal Agencies	Federal Government	South Carolina Developmental Disabilities Council	1 and 2
Various Individuals and their families with disabilities	Individual	South Carolina Developmental Disabilities Council	2
South Carolina Developmental Disabilities Council	Professional Association	South Carolina Developmental Disabilities Council	1 and 2
Community Action Agencies and Emergency Shelters	Non-Governmental Organization	Office of Economic Opportunity (OEO), which administers and distributes funds for local initiatives in collaboration with all of South Carolina's 46 counties.	1 and 2
Various federal agencies including DHHS and HUD	Federal Government	Office of Economic Opportunity (OEO), which administers and distributes funds for local initiatives in collaboration with all of South Carolina's 46 counties.	1 and 2
Various Utility Companies and Cooperatives within South Carolina	Private Business Organization	Office of Economic Opportunity (OEO), which administers and distributes funds for local initiatives in collaboration with all of South Carolina's 46 counties.	1 and 2
Various Local Governments	Local Government	Guardian ad Litem (GAL) Program	3
Various State Agencies	State Government	Guardian ad Litem (GAL) Program	3
Various State Agencies	State Government	Training Resource for Guardian ad Litem (GAL) volunteers and staff.	3
S.C. Department of Social Services	State Government	Title IV-E Funding for training of Guardian ad Litem volunteers and staff.	3
Various South Carolina Based Children's Welfare Programs and Organizations	Non-Governmental Organization	Guardian ad Litem (GAL) Program	3
S.C. Department of Social Services	State Government	IV-E Funding for training of Guardian ad Litem (GAL) volunteers and staff	3
Various State Agencies	Higher Education Institute	Training Resource for Guardian ad Litem (GAL) volunteers and staff	3
Various Local Governments	Local Government	Office of the Ombudsman	2
Various State Agencies	State Government	Office of the Ombudsman	2
Various Federal Agencies	Federal Government	Office of the Ombudsman	2
Various State Agencies	State Government	Small and Minority Business Contracting and Certification (SMBCC)	2
Various Federal Agencies	Federal Government	Small and Minority Business Contracting and Certification (SMBCC)	2

Various, minority owned South Carolina businesses	Private Business Organization	Small and Minority Business Contracting and Certification (SMBCC)	2
U.S. Department of Veterans Affairs (VA)	Federal Government	Division of Veterans' Affairs	2
U.S. Department of Labor	Federal Government	Division of Veterans' Affairs	2
U.S. Department of Defense Employer Support of the Guard and Reserves (ESGR)	Federal Government	Division of Veterans' Affairs	2
Various South Carolina State Veterans Nursing Homes	State Government	Division of Veterans' Affairs	2
Various State Agencies	State Government	Division of Veterans' Affairs	2
County Veterans Affairs Offices	Local Government	Division of Veterans' Affairs	2
Veterans Service Organizations	Professional Association	Division of Veterans' Affairs	2
Various State Agencies	State Government	DSHR provides consultation services to state agencies on human resources policies and practices	1 and 2
Various State Agencies	State Government	DSHR administers alternative dispute resolution process for state agencies	1 and 2
National Association of State Personnel Executives (NASPE)	Non-Governmental Organization	NASPE provides training and information about HR best practices	1
Society of Human Resources Management (SHRM)	Non-Governmental Organization	SHRM provides training and information about HR best practices	1
National Compensation Association of State Governments	Non-Governmental Organization	National Compensation Association of State Governments (NCASG) annually conducts the National Compensation Survey, Benefits Survey and the Executive Survey and prepares reports for member states.	1
Statewide Mediators Pool	State Government	Provide neutral third-party employment dispute resolution.	1 and 2
Executive Branch/State Agencies	State Government	Children's Affairs	2
Various School Districts	Local Government	Children's Affairs	2
Various State Agencies	State Government	The Foster Care Review Board (FCRB) monitors the progress in achieving permanent placements for children in foster care.	2
Various Federal Agencies	Federal Government	The Foster Care Review Board (FCRB) monitors the progress in achieving permanent placements for children in foster care.	2
Various South Carolina based Foster Care Organizations	Non-Governmental Organization	The Foster Care Review Board (FCRB) monitors the progress in achieving permanent placements for children in foster care.	2
Various National Foster Care Organizations	Non-Governmental Organization	The Foster Care Review Board (FCRB) monitors the progress in achieving permanent placements for children in foster care.	2
S.C. Heart Gallery Foundation	Non-Governmental Organization	The Heart Gallery Foundation in South Carolina supports the operation of the S.C. Heart Gallery Program by providing child profile videos for	1 and 2

Professional Photographers	Individual	The S.C. Heart Gallery partners with community professional photographers who donate their services and provide photographs for child-specific adoption recruitment.	1 and 2
Various South Carolina based businesses and faith based organizations	Non-Governmental Organization	The S.C. Heart Gallery partners with various organizations to provide adoption recruitment through public photograph exhibits.	1 and 2
Various South Carolina and national Adoption Organizations	Non-Governmental Organization	The S.C. Heart Gallery partners with various Adoption organizations to facilitate adoption recruitment activities.	1 and 2
Various State Agencies	State Government	Statewide Recruitment Initiative Project — branding and website	1
International Association of Privacy Professionals	Professional Association	The International Association of Privacy Professionals (IAPP) provides a comprehensive body of resources to the global information privacy community, including training and certifications.	2, 3 and 4

Agency Name:		Department of Administration							Fiscal Year 2017-2018
Agency Code:		D500	Section:	093					Accountability Report
Report and External Review Template									
Item	Is this a Report, Review, or both?	Report or Review Name	Name of Entity Requesting the Report or Conducting Review	Type of Entity	Reporting Frequency	Current Fiscal Year Submission Date or Review Timeline (MM/DD/YYYY)	Summary of Information Requested in the Report or Reviewed	Method to Access the Report or Information from the Review	
1	External Review and Report	Agreed Upon Procedures Audit	Office of the State Auditor (OSA)	State	Annually	June 30, 2018	Review of financial transactions and procedures	http://osa.sc.gov/	
2	External Review and Report	Single Audit	Office of the State Auditor (OSA)	State	Annually	June 30, 2018	Review of grant revenues and expenditures	http://osa.sc.gov/	
3	External Review and Report	K-12 Technology Panel	General Assembly	State	Annually	5/30/18	Directs the K-12 Technology panel to issue a report on the efforts to improve connectivity and bandwidth to schools and libraries throughout the state.	K-12 Technology Committee	
4	External Review and Report	First Responder Interoperability (800MHZ)	General Assembly	State	Annually	09/28/2017	Directs the Department to prepare an annual report of the integration status of the statewide Palmetto 800 MHz system. Report submitted to the House Ways and Means Committee and the Senate Finance Committee Chairs.	House Ways and Means and Senate Finance	
5	External Review and Report	Safeguards Inspection	DSS Internal Audit Division	State	Annually	8/8/2018	Compliance review based on IRS Publication 1075	Final copy of report will be provided to DTO when completed	
6	External Review and Report	Safeguards Inspection	DCR Internal Audit Division	State	Annually	8/8/2018	Compliance review based on IRS Publication 1075	Final copy of report will be provided to DTO when completed	
7	External Review and Report	CJIS Inspection	FBI/SLED CJIS Office	Federal	Other	3/29/2017	Compliance review based on US DOJ Criminal Justice Information Services Security Policy	Contact Bruce Smalley at SLED CJIS Office	
8	External Review and Report	Discrimination Policy	General Assembly	State	Annually	10/31/2017	Directs each agency to report employment and filled vacancy data by race and sex to the Human Affairs Commission.	State Human Affairs Commission	
9	External Review and Report	Personal Service Reconciliation	General Assembly	State	Annually	02/01/2018	Directs the Executive Budget Office to report the FTE employee count and unfunded position status. Report submitted to the House Ways and Means Committee and the Senate Finance Committee Chairs.	House Ways and Means and Senate Finance	
10	External Review and Report	Base Budget Analysis	General Assembly	State	Annually	09/15/2017	Directs each agency to prepare an annual accountability report and submit to the Executive Budget Office.	Executive Budget Office	
11	External Review and Report	Voluntary Separation Incentive Program	General Assembly	State	Annually	August 15, 2017	Directs each agency to prepare a report of its use of the state's Voluntary Separation Incentive program and submit to the Division of State Human Resources. Directs DSHR to provide the report to the House Ways and Means Committee and the Senate Finance Committee upon request.	House Ways and Means and Senate Finance	
12	External Review and Report	Debt Collection Reports	General Assembly	State	Annually	08/31/17	Directs each agency to provide the House Ways and Means Committee Chair, Senate Finance Committee Chair, and Inspector General a report detailing the amount of its outstanding debt and all methods it has used to collect that debt.	Inspector General, House Ways and Means, and Senate Finance	
13	External Review and Report	Organizational Charts	General Assembly	State	Annually	09/01/2017	Directs each agency to provide the Human Resources Division an updated organizational chart annually or within 30 days after a change that affects an employee's grievance rights.	Department of Administration's Human Resources Division	
14	External Review and Report	Fees and Fines Report	General Assembly	State	Annually	08/31/17	Directs each agency to publish a report of all aggregate amounts of fines and fees charged and collected by the agency during the prior fiscal year. Reports should be posted on the agency's website and submitted to the House Ways and Means Committee and the Senate Finance Committee Chairs.	Agency's website	

15	External Review and Report	Bank Account Transparency and Accountability	State Fiscal Accountability Authority (SFAA)	State	Annually	8/1/2018	Requires state agencies, excluding higher education institutions, that have composite reservoir bank accounts or any other accounts containing public funds which are not included in the Comptroller General's STARS system or the SCEIS system to prepare a report for each account disclosing every transaction and submit to the State Fiscal Accountability Authority.	State Fiscal Accountability Authority
16	External Review and Report	IT and INFOSEC Plans	General Assembly	State	Annually	10/01/2017	Directs all state agencies to submit an information technology and an information security plan to the Department's Division of Technology.	Department of Administration's Division of Technology
17	External Review and Report	Year-End Expenditures	Office of the Comptroller General (OCG)	State	Annually	7/20/18	Directs all state agencies to submit all current fiscal year input documents and all electronic workflow for accounts payable transactions to the Comptroller General's Office.	Comptroller General's Office and SCEIS
18	External Review and Report	South Carolina Enterprise Information System (SCEIS) Status Report	General Assembly	State	Annually	01/31/2017	In cooperation with the Comptroller General and the State CIO, the South Carolina Enterprise Information System Oversight Committee is required to report by January thirty-first 31 of the fiscal year to the Governor, the Chairman of the Senate Finance Committee, and the Chairman of the House Ways and Means Committee the status of the system's implementation and ongoing operations.	Governor, House Ways and Means Committee Chair, and Senate Finance Committee Chair
19	External Review and Report	Federal Grant Cash Status Reporting	Federal Govt	State	Quarterly	07/15/17	Quarterly cash status reports	Grants.Gov
20	External Review and Report	Schedule of Federal Financial Awards	Federal Government	State	Annually	No date listed	Schedule of Cash, Receipts, Expenditures, etc.	State Auditor' Office
21	External Review and Report	Small and Minority Business Expenditures	Small and Minority Business Expenditures (OSMB)	State	Quarterly	6/30/18	Expenditures to Certified Small and Minority Vendors	Office of Small and Minority Businesses
22	External Review and Report	Year-end Reporting Packages	Office of the Comptroller General (OCG)	State	Annually	July 5 - Oct 22, 2018	Financial information to be used in compilation of Comprehensive Annual Financial Report (CAFR)	Office of the Comptroller General
23	Internal Review and Report	Annual Service Delivery Evaluation	General Assembly	State	Annually	No date listed	Evaluation of the delivery of services offered by the Continuum of Care Program Director and make recommendations for improvements.	University of South Carolina System of Care
24	External Review and Report	Comprehensive Permanent Improvement Plan (CPIP)	General Assembly	State	Annually	6/30/18	Complete and submit CPIP to Joint Bond Review Committee and State Fiscal Accountability Authority	Joint Bond Review Committee and State Fiscal Accountability Authority
25	External Review and Report	State House Operation and Maintenance Account	General Assembly	State	Annually	10/10/17	Directs the Department to prepare a report of the funds appropriated and used to operate and maintain the State House. Report submitted to the State House Committee.	State House Committee
26	External Review and Report	Federal Grant Cash Status Reporting	Federal Government	Federal	Other	June 30, 2018	Cash balances and expenditures	grants.gov
27	External Review and Report	Schedule of Expenditures of Federal Awards (SEFA)	Office of the State Auditor (OSA)	State	Annually	August 15, 2018	Grant reporting by CFDA for cash balances, revenues and expenditures and other debits and credits.	Office of the State Auditor
28	External Review and Report	Procurement Sole Source, Emergency and Unauthorized Procurement Reports	Procurement Services (MMO)	State	Quarterly	June 30, 2018	Summary of procurements for the quarter by type	State Procurement Office (MMO)
29	External Review and Report	Statewide Cost Allocation schedules (SWCAP)	Executive Budget Office (EBO)	State	Annually	December 31, 2017	Summary of allocable cost from statewide activities and all internal service funds	Executive Budget Office
30	Internal Review and Report	Budget Decision Packet	Executive Budget Office	State	Annually	September 21, 2018	New IT Budget Requests - State Agencies	Distributed to EBO
31	External Review and Report	Digital States Survey	Center for Digital Government	Outside Organization	Other	N/A (Completed every other year)	New and innovative solutions for state business improvements	Web-based through the Center for Digital Government
32	Internal Review and Report	State Fleet Management Annual Review Report	Required by Motor Vehicle Management Act (SC Code §1-1-260)	State	Annually	April 6, 2018	Review of fleet operations for the previous fiscal year.	Hard and electronic copies available.

33	External Review only	1033 Program Compliance Review	US Defense Logistics Agency	Federal	Other	April 2, 2018	Bi-annual review of the 1033 Program.	Hard and electronic copies available.
34	External Review and Report	Motor Vehicle Management Review	General Assembly	State	Annually	No date listed	Directs the Department to report annually to the General Assembly concerning the performance of each state agency in achieving the objectives enumerated in the Motor Vehicle Management Act and include in the report a summary of the program's efforts in aiding and assisting the various state agencies in developing and maintaining their management practices in accordance with the comprehensive statewide Fleet Management Program. This report also shall contain recommended changes in the law and regulations necessary to achieve these objectives.	General Assembly
35	External Review only	Federal General Services Administration (GSA) 3040 Report	U.S. General Services Administration	Federal	Quarterly	No date listed	Surplus Property Office submits report showing amount of property donated to the state, amount of property donated to sub-recipients, and amount of property sold by GSA that was allocated to our state.	GSA
36	External Review only	Federal Sub-recipient Monitoring Report	U.S. General Services Administration	Federal	Annually	No date listed	Surplus Property Office submits report to the federal government of any eligible donees that received enough federal property to meet the threshold requiring an OMB A-133 audit (Single Audit).	GSA
37	External Review only	EPAct Report	U.S. Dept. of Energy	Federal	Annually	12/31/2017	Annual Survey of Alternative Fueled Vehicles purchased during the model year of September 1 through August 31. In compliance with the Energy Policy Act of 1992, 75 percent of Light Duty Vehicles must be classified as an Alternative Fuel Vehicle (AFV) that facilitate the reduction of petroleum use or earn credits through Petroleum use reduction such as using biodiesel fuel.	Submitted to U.S. Dept. of Energy via online form
38	External Review and Report	Energy Information Administration EIA - 886 Survey	U.S. Dept. of Energy / U.S. Energy Information Administration	Federal	Annually	7/2017	Annual Survey of Alternative Fueled Vehicles, collects information on the number and type of alternative fueled vehicles (AFVs) and other advanced technology vehicles (e.g., hybrid and fuel cell vehicles) that vehicle suppliers made available in 2016 and plan to make available in 2017; the number, type and location of AFVs in use in 2016; the amount and distribution of each type of alternative fuel consumed in 2016; the number of miles traveled by AFVs in 2016; and retirement of AFVs. The data collected are used to satisfy public requests for information on AFVs and to provide Congress with a measure of the extent to which the objectives of the Energy Policy Act of 1992 are being achieved. A summary of the data will appear in the Annual Energy Review and the EIA website.	Submitted to U.S. Dept. of Energy via online form
39	External Review and Report	Energy Conservation Report	State Energy Office	State	Annually	8/21/17	Annual Energy Conservation Report submitted to the State Energy Office detailing efforts undertaken over the prior year to reduce energy consumption and progress made in meeting conservation goals.	Submitted to the S. C. Energy Office

40	External Review and Report	Emissions Inventory Report	S.C. Department of Health and Environmental Control	State		No date listed	Emissions Inventory Report for the Hayne Laboratory Building and Energy Facility Building as required by S.C. Reg. 61-62.1 Section III. The 1990 Federal Clean Air Act required any facility which has the potential to emit certain levels of air pollution to submit semi-annual reports after being permitted.	S.C. Department of Health and Environmental Control
41	External Review and Report	Continuum of Care Annual Cost Report	S.C. Department of Health and Human Services	State	Annually	6/1/2018	Reports for FY 2016 and FY 2017 concerning Targeted Case Management.	S.C. Department of Health and Human Services
42	External Review and Report	Consolidated Annual Performance Evaluation Report	S.C. Dept. of Commerce	State	Annually	5/22/2018	ESG Grant	IDIS System
43	External Review only	IS Report	National Association for State Community Service Programs	Federal	Annually	3/16/2018	CSBG Grant	NASCSP Database, OEO file - copy
44	External Review only	LIHEAP Grantee Survey	U.S. Department of Health and Human Services	Federal	Annually	3/8/2018	LIHEAP Grant	U.S. Department of Health and Human Services OLDC Database/OEO File Copy
45	External Review only	LIHEAP Household Report	U.S. Department of Health and Human Services	Federal	Annually	1/30/2018	LIHEAP Grant	U.S. Department of Health and Human Services OLDC Database/OEO File Copy
46	External Review only	Annual Historic Preservation Report	U.S. Department of Energy	Federal	Annually	1/4/2018	WAP Identifies the number of activities exempt from further historic preservation review	U.S. Department of Energy Performance and Accountability for Grants in Energy website
47	External Review only	Quarterly Performance Reports	U.S. Department of Energy	Federal	Quarterly	10/27/17, 1/29/2018, 4/26/2018, 7/31/2018	WAP Grant, dwellings Weatherized, people served	U.S. Department of Energy
48	External Review only	Annual Training, Technical Assistance, Monitoring and Leveraging Report	U.S. Department of Energy	Federal	Annually	4/30/2018	WAP Grant, Summary of trainings, monitoring visits	U.S. Department of Energy
49	External Review only	Federal Financial Report LIHEAP	U.S. Department of Health and Human Services	Federal	Annually	12/29/2017	Annual Financial data to include cash disbursements, obligations	OLDC (Online data collection)
50	External Review only	Federal Financial Report CSBG	U.S. Department of Health and Human Services	Federal	Annually	12/29/2017	Financial data to include cash receipts, disbursement, unliquidated obligations, cash on hand, year-end balances	OLDC (Online data collection)
51	External Review only	Quarterly Federal Financial Report Weatherization	U.S. Department of Energy	Federal	Quarterly	10/20/17, 1/29/2018, 4/26/2018, 7/31/2018	Cash disbursements, cash receipts, cash on hand, obligations, IDC, unliquidated obligations, budget	IDOE website
52	External Review only	Carryover and Re-allotment Report	U.S. Department of Health and Human Services	Federal	Annually	8/10/18	Total award allocation for LIHEAP program only and projected carry forward balance for upcoming year	OLDC (Online data collection)
53	External Review only	S.C. Developmental Disabilities Council Program Performance Report	AIDD	Federal	Annually	N/A (Report on hold per the federal government)	FY information on programs and grants identified in state plan. This report is on hold per AIDD.	N/A Summary report available upon request
54	Internal Review and Report	Small and Minority Business Contracting and Certification Annual Utilization Plan	Governor's Office	State	Annually	10/17	Bids awarded to small and minority businesses to include dollar amount	Supplied upon request
55	Internal Review and Report	Foster Care Review Board 2016-2017 Activities and Recommendations	FCRB Board Members, State FCRB Director	State	Annually	Approved 07/27/2017	FCRB 2016-2017 Activities and Recommendations	Supplied upon request