

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

Fiscal Year 2019–2020 Accountability Report

SUBMISSION FORM

AGENCY MISSION	Lead to identify efficiencies. Collaborate to provide services to enhance security and trust. Innovate to increase effectiveness.
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AGENCY VISION	Lead. Collaborate. Innovate.
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Does the agency have any major or minor recommendations (internal or external) that would allow the agency to operate more effectively and efficiently?

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

Is the agency in compliance with S.C. Code Ann. § 2-1-230, which requires submission of certain reports to the Legislative Services Agency for publication online and the State Library? See also S.C. Code Ann. § 60-2-30.

	Yes	No
REPORT SUBMISSION COMPLIANCE:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is the agency in compliance with various requirements to transfer its records, including electronic ones, to the Department of Archives and History? See the Public Records Act (S.C. Code Ann. § 30-1-10 through 30-1-180) and the South Carolina Uniform Electronic Transactions Act (S.C. Code Ann. § 26-6-10 through 26-10-210).

	Yes	No
RECORDS MANAGEMENT COMPLIANCE:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is the agency in compliance with S.C. Code Ann. § 1-23-120(J), which requires an agency to conduct a formal review of its regulations every five years?

	Yes	No
REGULATION REVIEW:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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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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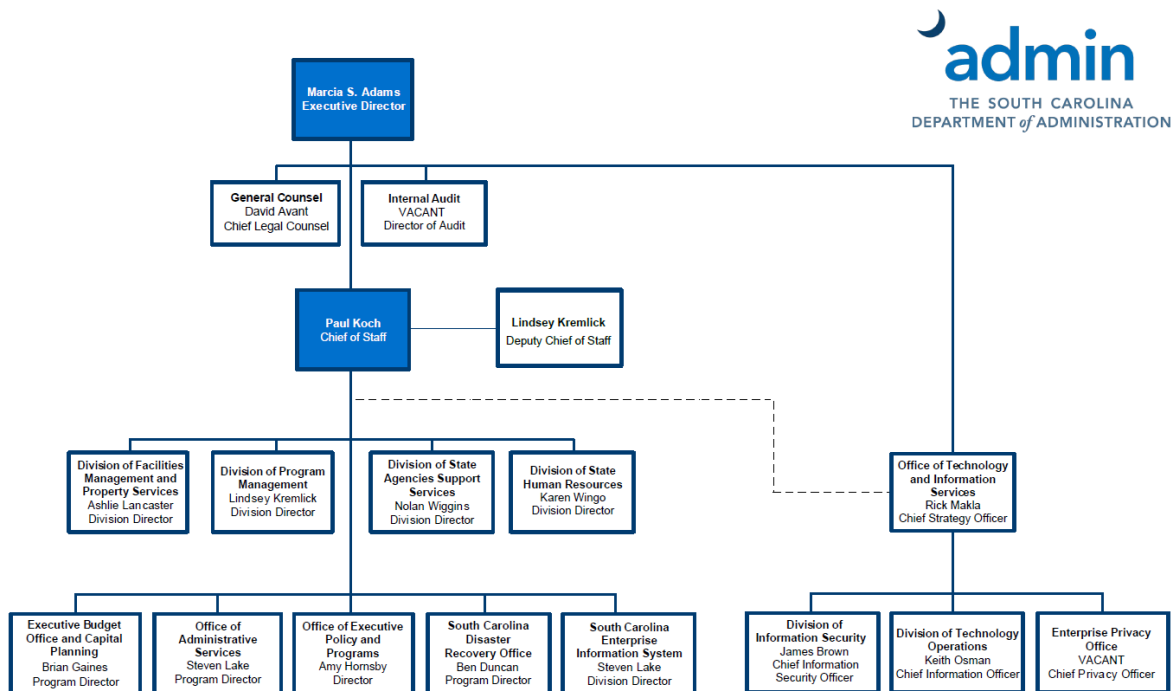
I have reviewed and approved the enclosed FY 2018–2019 Accountability Report, which is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR (SIGN AND DATE):	Signature on file
(TYPE/PRINT NAME):	Marcia S. Adams

BOARD/CMSN CHAIR (SIGN AND DATE):	
(TYPE/PRINT NAME):	

ORGANIZATION — The South Carolina Department of Administration (Admin) is the central administrative agency for South Carolina state government. 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 September 2020

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AGENCY'S DISCUSSION AND ANALYSIS

2019–2020 ACCOMPLISHMENTS AND MILESTONES

During FY 19-20, the South Carolina Department of Administration (Admin) continued collaborative efforts to achieve efficiencies and cost savings in state government and enhance security across state systems. While Admin advanced these efforts greatly, the agency also redirected human capital and resources to provide other agencies needed assistance, so those agencies could continue to deliver vital services during the state's response to the novel coronavirus (COVID-19).

Admin's COVID-19 Special Projects: Admin's COVID-19 response began mid-March with the Division of State Human Resources (DSHR) providing guidance and direction on how to transition the majority of state employees to remote work. The Office of Technology and Information Services (OTIS) deployed the necessary tools and technology to enable those employees to work remotely. The Division of Facilities Management and Property Services (DFMPS) immediately implemented appropriate cleaning measures in state owned buildings where essential employees continued to report to work. The Division of Program Management assisted with technology deployment and developed COVID-19 related communications and communication channels for state agencies, state employees and the public. The South Carolina Enterprise Information System (SCEIS) built necessary reporting mechanisms to help agencies track COVID-19 related leave requests and leave pay. Admin's Executive Director Marcia Adams and the director of Admin's Executive Budget Office (EBO) participated in accelerateSC, overseeing the Information and Resources Components of the Governor McMaster-led effort. Between March and the end of June, Admin identified and executed the following COVID-19 special projects:

Provided support to agencies to reduce the number of employees physically present at the workplace for all agencies while increasing telework opportunities.

- DSHR issued guidance to agencies on topics related to identifying telework opportunities, best practices for employees and employers related to telework, and the use of leave for those who could not telework. Agencies received guidance on best practices for critical employees who were still required to report to the worksite and given one-on-one consultation to identify additional telework opportunities. DSHR created a daily report to identify the percentage of employees still physically reporting to work from each agency.

Conducted Families First Coronavirus Relief Act (FFCRA) Implementation.

- The FFCRA included two new leave types related to COVID-19: Emergency Paid Sick Leave and Emergency Family and Medical Leave Act. Agencies were provided initial guidance concerning the administration of these leave types and updated guidance as provided by the U.S. Department of Labor. DSHR worked with SCEIS to implement a system solution to track and correctly pay employees for these leave types while applying required limitations.

Developed State Employee Re-entry Plan (Covid-19).

- In consultation with the Governor's Office and the South Carolina Department of Health and Environmental Control, DSHR developed a phased approach for employee re-entry and provided agencies recommended actions to take in conjunction with each phase. This included guidance related to social distancing and Personal Protective Equipment (PPE) use. PPE requirements for Phase I were collected from agencies using an online form. DSHR used a similar process to prepare for Phase II re-entry which began July 6, 2020. Various communications were created and distributed to support the re-entry process including sample signs and notices, sample notification language to use in the event an employee tested positive for COVID-19 and suggestions for limiting the number of employees in the office at one time during Phase II.

Provided support to agencies to allow employees to work remotely.

- Admin expanded the state's network for thousands of additional users, as the work from home transition suddenly placed significant traffic loads on agency remote network links. Increased demands on agency call centers, websites and web-based portals by state residents further taxed agency network circuits and bandwidth. To increase overall internet capacity and redundancy, DTO rapidly added a third internet provider.
- Admin deployed Desktop Virtualization for 700+ personnel across multiple agencies to enable a remote workforce. Admin's ability to scale solutions rapidly allowed the Division of Technology Operations (DTO) to leverage state cloud services and cloud integration contracts to bring in an expert cloud integration firm to design and build out cloud-based environments for Windows Virtual Desktop (WVD) computing. Virtualization also ensured the security of sensitive data.

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- Admin expanded Secure Remote Connectivity with Virtual Private Network (VPN) to more than 5,000 users. DTO addressed security concerns regarding the adoption of a remote work configuration prior to the lockdown through the use of VPN gateways with multifactor authentication for remote connectivity. The rapid transition to a remote workforce quickly outpaced the capability and licensing of the existing VPN gateways whether at the central DTO location or in agencies using smaller versions of the same equipment. To meet the need, DTO worked with its vendor contracts to expedite the installation and configuration of new equipment and in the expansion of the required licensing to use the new devices.
- Admin deployed work-from-home devices (1,800+ Chromebooks and 250+ iPhones) to help agencies providing essential services develop a remote work capability rapidly, while also broadly expanding their call centers. DTO purchased Chromebooks in bulk, which saved the state money and provided efficient deployment of the resource.
- DTO rapidly scaled and deployed the Microsoft Teams tool to agencies with a defined business need. The tool provided communications and collaboration capability for up to several hundred personnel.
- Admin assisted the South Carolina Department of Employment and Workforce (DEW) with its overwhelming number of unemployment calls and queries. In addition to developing an initial project plan to address the issues DEW faced, Admin engaged and procured InnTec Consulting to, among other things, assess the DEW Call Center and take steps to expand DEW's capacity to answer and resolve incoming calls. This included identifying key staff needed by the agency to manage call center operations and vendor services needed to answer calls. With Admin's assistance, two contracts were awarded to provide additional call center agents. Over several weeks, DTO assisted with architectural design and implementation of a new compute and storage platform, the onboarding of two call centers and the streamlining of several business processes, implemented disaster recovery for the new environment, and increased email throughput.

Established a statewide contract for specialized cleaning services.

- Admin collaborated with the State Fiscal Accountability Authority (SFAA) to secure a statewide contract for electrostatic cleaning services to disinfect surfaces and offices. The contract is available to all state agencies.

Conducted the centralized procurement and distribution of cleaning supplies and Personal Protective Equipment (PPE) for state agencies.

- To leverage the state's buying power, Admin collaborated with the South Carolina Emergency Management Division, SFAA and the South Carolina Department of Transportation to procure and provide the following PPE items to state agencies: cleaning wipes/materials; clear goggles; cloth face masks; disposable gloves; hand sanitizer; hand soap; paper towels; plastic shields; and plexiglass barriers.

Deployed a one-stop-shop, ombudsman-style website to house COVID-19 information.

- As part of Admin's leadership of the Information Component of accelerateSC, Admin Strategic Communications was tasked with developing the site map for and quickly deploying a one-stop-shop, ombudsman-style website for citizens to easily access COVID-19 related information and details about the state's revitalization efforts. Admin collaborated with multiple agencies to ensure the site contained access points to vital information. The website featured a latest developments section where the Governor's press releases and latest data from DHEC and other agencies were shared. One of the early enhancements included the addition of a chatbot feature for citizens to have COVID-19 related questions answered 24/7. Following the end of the accelerateSC Committee meetings, Admin deployed a redesigned accelerate.sc.gov, which delivered a top-level navigation menu that offers a more citizen-centric focus, a Spanish translation feature, and a dashboard, which displays DHEC's COVID-19 data. As of June 30, 2020, 150,221 homepage visitors clicked 208,141 accelerateSC links within the website.

Established accelerateSC social media pages.

- Admin deployed accelerateSC social media Twitter and Facebook pages and deployed a tool to track social media interactions as cases. Admin established communications content contributors within 15 agencies that play key roles in the state's COVID-19 response. Each week, these agencies provide social media posts and related graphics or images for use on the accelerateSC pages.

Deployed the accelerateSC Call Center.

- As part of the Information Component of accelerateSC, Admin was asked to establish a call center. Admin acquired the necessary equipment, hired and trained temporary employees, and stood up the accelerateSC Call Center to field and answer citizen inquiries regarding COVID-19 issues. Also, Admin employees were redirected to assist with the call center effort. The effort included deploying a new case management system so that every call, email, or inquiry sent via social media is tracked, responded to or escalated to appropriate agencies. As of July 1, 2020, 2,352 constituent cases had been processed through the case management system.

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Identified, procured and deployed an e-learning system to offer state employees training while working remotely.

- Admin worked in late March and early April to identify, secure and deliver the e-learning platform LinkedIn Learning to state agencies. Admin procured 27,300 licenses for state agencies to utilize for career-related training while employees worked remotely. Admin implemented a communication strategy to introduce the platform and provide training materials.

Oversee CARES Act implementation.

- The Executive Budget Office (EBO) served as the lead entity for the Resources Component for the Governor’s accelerateSC initiative. EBO conducted a statewide survey to determine the estimated impact to state agencies, higher education institutions and local government entities. EBO worked with state agencies to establish COVID-19 funds in the state’s accounting system. EBO also worked with the Comptroller General’s Office to set up individual sub-funds in the accounting system for each grant which would assist with reporting needs. At the direction of the General Assembly, Admin contracted with Guidehouse, Inc. to manage the reimbursement process for the Coronavirus Relief Fund. June 1, 2020, EBO began working with Guidehouse the develop the framework of the reimbursement process.

Admin’s Strategic Accomplishments (Non-COVID-19 Related): Prior to the start of the COVID-19 pandemic, and even during Admin’s response to it, the agency accomplished many projects outlined in the agency’s FY 19-20 strategic plan.

Santee Cooper — Admin oversaw, on behalf of the state, a competitive process to solicit strategic proposals for Santee Cooper and present related proposals to the South Carolina General Assembly for consideration by Jan. 15, 2020. As required by Act 95 of 2019, Admin engaged professional service experts, including investment bankers, legal counsel, industry consultants, and utility consultants. Initially, Admin received assistance from a well-known, independent, national expert in public utility regulation in order to determine what subject matter experts were necessary, to develop Requests for Proposals (RFP) to procure those experts and to evaluate the responses to the various RFPs. After consultation with its public utility regulation expert, Admin issued publicly available RFPs for Merger and Acquisition (M&A) Advisory services, Legal Advisory services and Energy Consulting services. Admin received numerous responses to these RFPs and conducted several interviews with proposers prior to making final selections. As a result of this process, Admin was able to procure the services of highly competent, national firms to provide M&A Advisory, Legal Advisory and Energy Consulting services.

Additionally, Admin engaged an independent engineer to prepare an Independent Technical and Environmental Assessment of Santee Cooper’s assets. Admin also engaged local legal professionals to provide specialist assistance and advice on various matters of South Carolina law including bond and real estate issues.

After engaging the necessary subject matter experts, Admin oversaw certain pre-solicitation activities which included, among other things: in-person meetings with Santee Cooper and Central Electric Power Cooperative, Inc. (“Central”); reaching out to potential participants to gage interest; preparing and publishing a “teaser” document for prospective participants; preparing confidentiality agreements for all participants, including Santee Cooper and Central; creating a virtual “data room” consisting of documents and files necessary for Participants’ reasonable due diligence requirements; insisting that Santee Cooper timely prepare a 2019 Business Forecast; developing an alternative business forecast for Santee Cooper (Sensitivity Case), reflecting more conservative and supported assumptions to be used as the primary plan that each Participant would use to develop its Management Proposal or Sale Bid; organizing in-person management proposals between Santee Cooper and prospective participants; creating a Confidential Information Packet for prospective participants; procuring an Independent Engineering Report, reflecting a comprehensive technical and environmental assessment of Santee Cooper’s assets and operations; creating a Draft Asset Purchase Agreement to be used by participants in making bids for the purchase of Santee Cooper; and overseeing pre-solicitation due diligence on the part of prospective participants.

After receiving bids for sale of Santee Cooper, proposals to manage Santee Cooper and Santee Cooper’s own reform proposal, Admin began the process of reviewing the submissions. Admin oversaw negotiations between the bidders, proposers and Santee Cooper with Central. Admin also entered into negotiations with each bidder, proposer and Santee Cooper in an effort to ensure that such was as beneficial as possible to the State, its taxpayers, and the customers of Santee Cooper. Following its review and various negotiations, Admin and its expert advisors prepared a detailed report

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reflecting a recommendation for one bid for sale, one management proposal and a full evaluation of Santee Cooper's reform proposal.

Act 95 of 2019 provided that, subject to a one-time sixty-day extension, Admin's recommendation was to be presented to the General Assembly by Jan. 15, 2020. Admin and its experts determined that an extension of time would allow for further negotiations and the potential to optimize the bids for sale, management proposals and Santee Cooper's proposal and, therefore, on Jan. 10, 2020, Admin provided written notice to the Chairmen of the Senate Finance Committee and the House Ways and Means Committee of such. Following the notice of extension, Admin presented its report and recommendations to the General Assembly in February 2020. Admin and its experts also appeared at multiple Committee hearings related to its report and recommendations.

Agency Collaboration and Shared Services — In FY 19-20, Admin continued its focus on collaboration and working with agencies to promote and utilize an enterprise approach to state government services. The accomplishments in this area are outlined below.

Information Technology and Security: Admin's service management team partnered with Gartner to operationalize and automate the monthly production of one-page service level reports for Division of Technology Operations (DTO)-provided shared services. This allows the team to baseline incident resolution times internally each month.

DTO assisted The Citadel with the successful migration of its data center to the DTO Data Center Dec. 22, 2019. The Citadel independently migrated servers with assistance from DTO. DTO's colocation environment includes server rack space and power, connectivity services to the state network and the internet, disaster recovery circuit services and phone services. The Citadel Disaster Recovery (DR) servers were migrated to a new DR tenancy at the Charlotte Tierpoint location Dec. 18, 2019, with DTO's assistance. Additionally, Admin began the South Carolina Department of Juvenile Justice Server Migration project with the selection of Technogent as the vendor. That vendor was also selected for the Commission on Minority Affairs Data Center Migration project.

To further enhance the security and availability of the state's systems, DTO onboarded the following agencies into its Disaster Recovery as a Service (DRaaS) shared service offering: South Carolina Adjutant General's Office; South Carolina Department of Corrections; South Carolina Department of Labor, Licensing and Regulation; South Carolina Department of Natural Resources; South Carolina Department of Public Safety; and the South Carolina Department of Social Services. DTO also began the DRaaS onboarding process with the State Law Enforcement Division (SLED) during FY19-20 and will have it completed during the fall of 2020. Admin also initiated DRaaS onboarding projects for the South Carolina Department of Probation, Parole and Pardon Services and the South Carolina Department of Health and Environmental Control. For that agency, DTO implemented DRaaS for nine urgent applications and 71 servers.

Admin initiated the Enterprise Cloud Program that will continue through calendar year 2020 as planned. The project team is currently finalizing the detailed design. The design includes a secure platform for the shared services brokerage model to support the South Carolina Department of Health and Human Services Medicaid Enterprise System and future tenants' monitoring, logging and data security requirements.

Administrative Shared Services: Admin initiated and executed several components of the Shared Services Development and Enhancement project to include the development of an improved initial services checklist for Human Resources, Financial, Procurement and Budgeting discussions with customer agencies. A draft service level agreement was completed and is currently under review with the steering committee. A continued effort to identify tasks within the SCEIS Team that would or should fall within shared services is being defined and developed into a shared services model.

State Fleet Management (SFM): SFM researched the overall fleet rate structure methodology to include telematics implementation, which will enhance data collection and management of the state's fleet of vehicles, and Insurance Reserve Fund insurance premium changes. SFM decided to incorporate both cost components within the base rate of the vehicle, leaving the mileage rate component alone. New agency lease agreements were executed with all customers incorporating the revisions.

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Customer Service — Admin’s work to move toward an enterprise approach for state government is greatly strengthened by the agency’s efforts to improve customer service through continual innovation. In FY 19-20, Admin completed several projects designed to enhance customer service.

Communications: A broad-reaching effort included deploying a redesigned Admin website template to transform the agency’s web presence from a division-based theme to a service-based theme. The new design is more user-friendly and doesn’t require an inside understanding of how Admin is organized in order to locate agency services and information on the website. The new website offers multiple access points to content utilized by multiple state agencies and citizens. In addition to improving the website experience for agency customers, Admin developed or began updating shared services marketing materials. Rack cards were designed to quickly provide agency customers with a high-level overview of available shared services offered by State Fleet and Admin’s Human Resources, Finance and Procurement offices. For IT services and offerings, Admin surveyed agency IT directors to identify possible improvements for the IT Shared Services Catalog. Responses indicated the desire for simplified content and a consistent catalog design. A new graphics package was created, and work began on refining service descriptions.

Information Technology and Security: The purchase of the Salesforce Customer Relations Management (CRM) application allowed Admin to better track customer interactions, requests and issue resolutions. The tool was deployed for Admin teams who regularly interface with agencies, including the Ombudsman’s Office.

Admin created a procedure that outlines the goals, objectives and tasks associated with post-migration remediation activities. This approach standardized Division of Technology Operations and Division of Information Security support of Agency Shared Service migrations, and formalized a repeatable, measurable process to address risks identified during migration projects for future customers and impacted stakeholders. Admin used this process-based approach to complete Post-migration Remediation projects for the South Carolina Commission for the Blind, South Carolina Commission on Higher Education and the South Carolina Commission on Indigent Defense.

South Carolina Disaster Recovery Office (SCDRO): Upon final project approval from FEMA, SCDRO reduced the total number of project staff from 41 to 33. The cost savings achieved through reducing staff allowed SCDRO to direct more funds to help citizens impacted by disaster. As of Oct. 30, 2019, 29 or 87.8 percent of the 33 positions were filled and operations were ongoing with 581 active survivor cases.

Executive Budget Office (EBO): EBO began the process of automating two agency required reports, the Comprehensive Permanent Improvement Plan (CPIP) and the annual Agency Accountability Report. EBO partnered with Keymark to complete a study on the feasibility of automating the state’s CPIP Project request process. EBO intends to initiate the development of the new system in the next fiscal year to improve the quality of the data being collected, provide for greater efficiencies for agency customers and dramatically improve the internal processes. Regarding the annual Accountability Report, EBO procured a two-year QuestionPro license and implemented the tool to begin the multi-year process of automating the accountability report.

Workforce Development and Human Resources — Admin’s efforts in this area centered on enhancing the recruitment and retaining of state employees, while improving employee performance through professional development.

Division of State Human Resources (DSHR) and Admin’s Training Team: DSHR utilized a focus group with broad agency representation to review the current Executive Compensation Process and recommend changes as needed. These recommendations and external research were to be used to update the Executive Compensation Process as appropriate. Recommendations have been prepared and reviewed by Admin’s executive leadership, but Admin placed this project on hold so that the updates could be rolled out at the same time as the broader classification and compensation changes, which are currently under review.

DSHR also conducted a full review of state HR Regulations to determine necessary updates resulting from other strategic planning projects or other changes since the regulations were last updated. Based on the review, DSHR began a summary document to provide to Admin’s executive leadership, but further work on this project was delayed so that DSHR could provide needed HR support to agencies during COVID-19.

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In an effort to revise the state Employee Performance Management System (EPMS) process, DSHR established a focus group comprised of agency and higher education human resources staff to identify specific needed changes. The identified changes were presented to Admin’s executive leadership for approval. Applicable policies, procedures and forms were created or updated to reflect the changes to the EPMS system. Applicable changes to the HR Regulations were also identified. DSHR met with SCEIS to discuss the implementation of the new EPMS process using SuccessFactors, and preliminary work was done by SCEIS on this update. Competing resource requirements associated with COVID-19 for SCEIS and other teams associated with the effort delayed further project execution.

Admin Strategic Communications led a committee of representatives from DSHR and the HR directors or communications staff of three other state agencies to research how other state's recognize state employees and to build out the Palmetto Pinnacle Awards Program. Through this process, the effort morphed from naming a single employee of the year, to allowing agencies to select up to two employees to be recognized for demonstrating excellence in two categories - innovation and customer service. The group created a logo, communications to introduce the program to agency directors, HR directors and employees, a description of what the awards ceremony could consist of and a timeline for implementation in conjunction with Public Employee Appreciation Week. Implementation will take place during FY 20-21.

The desire to ensure all state employees receive effective training that accomplishes career development and further meets agencies’ needs, led to the creation of an Admin-organized committee, comprised of representatives from various state agencies. The committee developed a 48-page statewide training standards document. This document contains recommended standards and best practices regarding the training and organizational development function. Each agency will have the capability to develop their own policy based on this document.

Admin’s Training team developed the Lead SC Program outline and secured dates, locations and instructors. Two eLearning modules, State Government Overview and How a Bill Becomes a Law, were written and submitted for executive level approval, along with the program outline and a communication geared for Admin division directors to secure participants to pilot the program. Further execution of this effort will be carried out in FY 20-21.

Other Admin training accomplishments include the development of:

- The Human Capital Management Learning Paths and the first of three certification exams for the STAR Certification.
- A comprehensive supervisor training program tailored to Admin divisions.
- Enhanced Security Awareness Training for Admin employees and contractors, which consisted of the re-implementation and tracking of mandatory e-learning modules and an instructor-led Phishing Email training course.
- A formal training plan that supports the agency’s mission and contributes to accomplishing strategic goals.
- The New Employee Orientation Program. Since it’s February launch, Admin has conducted 10 new employee orientations using the New Employee Orientation on-boarding process.

Division of Information Security (DIS) and Enterprise Privacy Office (EPO): DIS and EPO provided 393 seats of information security and privacy training to state employees from more than 60 agencies. The Offer Certified Information Privacy Manager (CIPM) Training project successfully trained 20 non-EPO state employees to take the CIPM certification exam.

Continuous Improvement — Through innovation and a focus on improving systems, Admin executed several projects that not only enhance the security of state systems but also enhance the processes Admin uses to carry out its mission.

Information Technology and Security: Admin implemented Multi-factor Authentication (MFA) security protection for Admin and the South Carolina Department of Consumer Affairs. A total of 1,158 SCEIS and 3,032 technology accounts were protected by these efforts. MFA protection will be deployed to additional agencies during FY 20-21. As part of Admin’s COVID-19 support to state agencies, DTO staff provided more than 10 agencies multi-factor authentication security with the state’s legacy system, SafeNet.

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Admin developed and deployed a comprehensive Information Security, Audit and Assessment program and engaged Information Security and Privacy Services state-term contract vendor support in the execution of the program at four state agencies.

Another audit effort was completed by Admin — the Contract Audit Project. Contracts completed for FY19-20 are as follows: 64 quotes, two quotes in progress, 14 SOWs completed, 19 SOWs in progress, six master agreements (MA) completed, nine MAs in progress, two other contracts completed (such as MOUs and Risk Acceptance documents). The PMO Contract Manager will continue to monitor IT contract requests through an OnBase application.

Agency efforts also centered on further enhancing the security of the South Carolina Enterprise Information System (SCEIS). Admin remediated system vulnerabilities as identified by system scans to reduce the risk of encountering unauthorized usage and access by external hackers. More than 100 vulnerabilities were remediated in the two phases of this project. The scope of the project included all SCEIS systems.

Facilities Management: To effectively manage FY 19-20 funding for deferred maintenance, Admin successfully submitted and received Phase II approval for all planned projects for FY 19-20. The 31 projects address critical deferred maintenance issues in Admin facilities, including but not limited to HVAC systems, domestic water, roofing and window replacement.

Benchmarking Expenditures — Part of Admin’s mission is to provide cost-effective services and achieve cost savings across state government. To do so, the agency benchmarked expenditures for multiple areas.

Information Technology and Security: Admin partnered with Gartner to complete an assessment of DTO’s current service rates for server, firewall and network router management. Gartner assessed the DTO service rates by comparing current rates to peer groups and comparable markets offering server, firewall and network router management services. Gartner provided recommendations for changing current rates and an action plan for recalculating the service rates to be more consistent with other organizations. Gartner also used the best practice methodology to recalculate new rates and applied the modified rate to several DTO services to show the impact. Gartner provided a documented Rate Setting Process with a supporting communications plan and roadmap for future rate updates.

Admin also utilized Gartner to complete an assessment of the DTO Overhead rate, by categorizing and analyzing each cost component, comparing DTO’s rate to peer overhead rates, providing recommendations for reducing the overhead rate, and providing recommendations and an action plan for recalculating the overhead rate to be more consistent with other organizations. Gartner also used the best practice methodology to recalculate the Overhead rate and apply the modified Overhead rate to five DTO service rates to show the impact.

Real Property Services: The Real Estate Governance Group analyzed state agency maintenance and operations expenditures using the real estate general ledger codes to identify waste management as an area for consolidated contracting to meet industry benchmarks. As a result of this analysis, Admin, the South Carolina Department of Mental Health, and the South Carolina Department of Parks, Recreation and Tourism created a multi-agency solicitation. The solicitation is with the State Procurement Office for issuance.

Transparency — As public awareness and informed decision making are vital to the effectiveness of state government, Admin further developed mechanisms to clearly communicate state measures and the progress of agencies in executing their strategic plans.

Transparency Dashboards: Admin’s Division of State Human Resources (DSHR) and Executive Budget Office (EBO) created dashboards focused on making commonly requested information and data readily available to employees, the media and the public. Production for the DSHR dashboard, which includes information about average salaries, service and other employee demographics, is complete. Testing is slated to begin in early FY 20-21. EBO developed financial dashboards to publish statewide and agency specific budgetary data. Once finalized, the dashboards will provide decision makers and the public with ability to monitor agency financial performance and obtain information about the state's budget process which currently does not exist. EBO also developed performance dashboards to produce visual representations of the metrics

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and data collected via the annual Accountability Report Process. Once finalized, the dashboards will provide the public an easy understanding of the status of key performance measures for selected state agencies.

Agency Performance Measure Report: EBO developed a Performance Measures Report that provides a comprehensive analysis and review of each agency's Accountability Report. The report is designed to inform decision-makers of each agency's progress toward accomplishing its goals and provides each agency objective feedback based on the performance measures included in their report.

Looking Ahead —Admin will continue to innovate to increase agency effectiveness and to achieve cost-efficiencies. Some of these efforts include:

- Recruit, develop, and support employees to be empowered to serve the state’s employees.
- Collaborate with agencies to promote and implement an enterprise approach to state government services.
- Provide a customer focus for all agency services and products by fostering customer service, continuous improvement, and innovation.
- Promote transparency and accountability to more effectively manage the resources of the state.
- Improve the security of the state's technology systems and business processes to protect citizens' data.

RISK ASSESSMENT AND MITIGATION STRATEGIES

Admin is committed to improving the effectiveness of state government and remains willing to identify and recognize new ideas and opportunities that will ultimately benefit the citizens of South Carolina.

Statewide Enterprise Strategic Objective	Type	Item #			Description	2019-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual * COVID-19 Pandemic				
	G	1			Recruit, develop, and support employees to be empowered to serve the state's customers.							
	S		1.1		Help agencies improve recruitment and retention of state employees.							
Government and Citizens	M		1.1.1		Study two occupational classifications and make changes to the specifications as needed.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	DGHR	Quantitative (2)	Continuous improvement in the administration of government services
Government and Citizens	M		1.1.2		Study the executive compensation process and make recommendations for revisions by June 30, 2020.	7/1/2019	6/30/2020	FY 2020-21	July 1 - June 30	DGHR	Timeliness	Continuous improvement in the administration of government services
Education, Training, and Human Development	M		1.1.3		Develop additional internship resources for agency use in implementing and expanding internship programs. Increase support for internship recruitment by June 30, 2020.	7/1/2019	6/30/2020	In Process	July 1 - June 30	DSHR	Timeliness	Direct service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders.
Education, Training, and Human Development	M		1.1.4		Conduct one forum focused on improving the consistency and quality of state government employee relations practices and policies.	7/1/2019	6/30/2020	On hold - Project realignment	July 1 - June 30	DGHR	Quantitative (1)	Continuous improvement in the administration of government services
Education, Training, and Human Development	M		1.1.5		Utilize non-paid work experience programs such as Vet for Success and USC Internship programs to recruit applicants interested in state government careers by June 30, 2020.	7/1/2019	6/30/2020	On hold - Project realignment	July 1 - June 30	OEEP	Timeliness	Direct service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders.
Government and Citizens	M		1.1.6		Utilize newly developed trades classifications and mentoring program to improve recruitment and retention by developing and implementing curriculum, testing and field verification for trades career paths by June 30, 2020.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	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		1.1.7		Revise the state's employee performance management process by June 30, 2020.	7/1/2019	6/30/2020	On hold - Project realignment	July 1 - June 30	DSHR	Timeliness	Continuous improvement in the administration of government services
Government and Citizens	M		1.1.8		Review the state's classification and compensation system and make recommendations for a new structure and for new compensation packages by June 30, 2020.	7/1/2019	6/30/2020	FY 2020-21	July 1 - June 30	DSHR	Timeliness	Positive, direct outcomes from strategy driven decisions, continuous improvement, and demonstrated success rate(s)
	S		1.2		Enhance professional development across all state agencies.							
Education, Training, and Human Development	M		1.2.1		Provide 100 seats for InfoSec and Privacy Training.	7/1/2019	6/30/2020	Complete	July 1 - June 30	OTIS	Quantitative (100)	Leadership and direct service outcomes
Education, Training, and Human Development	M		1.2.2		Create two new online courses for SCEIS users: HRYS00 (SCEIS Year-End Processes) and an Introduction to the Learning Management System.	7/1/2019	6/30/2020	On hold - Project realignment	July 1 - June 30	DPM	Quantitative (2)	Continuous improvement in the administration of government services
Education, Training, and Human Development	M		1.2.3		Complete and distribute the NEOGOV training online module by June 30, 2020.	7/1/2019	6/30/2020	Q2 FY 2020-21	July 1 - June 30	DPM	Timeliness	Continuous improvement in the administration of government services
Education, Training, and Human Development	M		1.2.4		Develop Lead SC Program curriculum for state employees, with one to five years of state government service, who are on the leadership path, by June 30, 2020.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	DPM	Timeliness	Continuous improvement in the administration of government services
Education, Training, and Human Development	M		1.2.5		Develop an updated security awareness training program by June 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	DPM	Timeliness	Leadership and direct service outcomes
Education, Training, and Human Development	M		1.2.6		Conduct a Needs Assessment for one division to determine training needed to bridge skills gaps.	7/1/2019	6/30/2020	Complete	July 1 - June 30	DPM	Quantitative (1)	Continuous improvement in the administration of government services
Education, Training, and Human Development	M		1.2.7		Collaborate with agencies to establish a training consortium to develop statewide training standards and policies by June 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	DPM	Timeliness	Leadership and direct service outcomes
Education, Training, and Human Development	M		1.2.8		Create learning paths in SCEIS to assist human resources professionals in utilizing the system's HR functions by June 30, 2020.	7/1/2019	6/30/2020	On hold - Project realignment	July 1 - June 30	DPM	Timeliness	Leadership and direct service outcomes
Government and Citizens	M		1.2.9		Make recommendations to the General Assembly concerning references to Admin/SCES in both the S.C. Code of Laws and the S.C. Code of Regulations by June 30, 2020.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	DPM	Timeliness	Continuous improvement in the administration of government services
Government and Citizens	M		1.2.10		Produce and distribute legislative updates weekly and as needed to Admin's Division Directors.	7/1/2019	6/30/2020	Complete	July 1 - June 30	DPM	Timeliness	Leadership and direct service outcomes
Education, Training, and Human Development	M		1.2.11		Create training plans for Admin employees by June 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	DPM	Timeliness	Leadership and direct service outcomes
	S		1.3		Develop methods to help Admin more efficiently recruit, onboard, retain and train its employees.							
Government and Citizens	M		1.3.1		Identify Admin's highest turnover areas and develop recruitment efforts tailored to recruit and retain employees for those areas by June 30, 2020.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	OAS/SCEIS	Timeliness	Direct service outcomes and organizational alignment
Government and Citizens	M		1.3.2		Develop a comprehensive supervisor training program tailored to Admin divisions by June 30, 2020.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	OAS/Admin HR	Timeliness	Direct service outcomes
Government and Citizens	M		1.3.3		Develop and implement a comprehensive New Employee Orientation program by June 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	OAS/DPM Training	Timeliness	Leadership and direct service outcomes
Government and Citizens	M		1.3.4		Develop and deploy, by Dec. 31, 2019, marketing methods to ensure Admin employees develop a high-level understanding of the agency's strategic plan.	7/1/2019	12/31/2019	Complete	July 1 - June 30	DPM/Comms	Timeliness	Leadership and direct service outcomes
	S		1.4		Foster innovative retention methods.							
Government and Citizens	M		1.4.1		Establish the State Employee of the Year and associated awards by May 31, 2020.	7/1/2019	5/31/2019	In Process FY 2020-21	July 1 - June 30	DPM/DSHR	Timeliness	Leadership and direct service outcomes
Government and Citizens	M		1.4.2		Develop a performance-based pay plan to retain employees.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	OAS/Admin HR	Timeliness	Positive, direct outcomes from strategy driven decisions, continuous improvement, and demonstrated success rate(s)
Government and Citizens	M		1.4.3		Utilize the SC Careers initiative to expand the state's career branding and recruitment efforts by July 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	DPM	Timeliness	Leadership and direct service outcomes
	G	2			Collaborate with agencies to promote and implement an enterprise approach to state government services.							
	S		2.1		Increase partnerships with agencies to enhance agency collaboration and develop new and improve existing services and programs.							
Government and Citizens	M		2.1.1		Research the feasibility of establishing small motor pool which utilize automated kiosks to provide agencies efficient access to short-term vehicle usage by June 30, 2020.	7/1/2019	6/30/2020	FY 2020-21	July 1 - June 30	DSASS	Timeliness	Direct efficiencies and service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders
Government and Citizens	M		2.1.2		Implement the upgrade of the FleetWave 2 management system by March 31, 2020.	7/1/2019	3/31/2020	FY 2020-21 Due to agency resources*	July 1 - March 31	DSASS	Timeliness	Direct efficiencies and service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders
Government and Citizens	M		2.1.3		Revise State Plan of Operations document and distribute to eligible federal surplus property agencies by Dec. 31, 2019.	7/1/2019	12/31/19	Complete	July 1 - Dec. 31	DSASS	Timeliness	Leadership and direct service outcomes
Government and Citizens	M		2.1.4		Continue developing partnerships and outreach efforts to promote programs and services to existing and potential DSASS customers by June 30, 2020.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	DSASS	Timeliness	Direct service outcomes and organizational alignment
Government and Citizens	M		2.1.5		Research and develop options to comply with mandated fleet alternative fuel requirements (75 percent target for light-duty vehicles).	7/1/2019	0.75	On hold - Project realignment	July 1 - June 30	DSASS	Proportionality	Direct efficiencies and service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders
Government and Citizens	M		2.1.6		Assist with the development of a committee to include representation from SMBCC, SFAA and agency procurement managers to identify methods to increase contracts given to minority businesses by June 30, 2020.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	OEEP	Timeliness	Direct service outcomes and organizational alignment
	S		2.2		Promote collaboration between local, state, and federal government agencies and elected officials.							
Government and Citizens	M		2.2.1		Develop partnership with the South Carolina Department of Natural Resources for execution of the 2019 Mitigation grant.	7/1/2019	6/30/2020	Complete	July 1 - June 30	DRO	Timeliness	Leadership and direct service outcomes
Government and Citizens	M		2.2.2		Grow partnerships with FEMA and the U.S. Department of Housing and Urban Development by June 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	DRO	Timeliness	Leadership and direct service outcomes
Government and Citizens	M		2.2.3		Expand partnership with the South Carolina Emergency Management Division by June 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	DRO	Timeliness	Leadership and direct service outcomes
Government and Citizens	M		2.2.4		Increase awareness of DRO project goals and outcomes with regular briefings for elected officials by June 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	DRO	Timeliness	Leadership and direct service outcomes
	S		2.3		Provide agencies accurate, timely and cost-effective administrative shared services.							
Government and Citizens	M		2.3.1		Expand administrative shared services to at least three additional agencies that receive less than \$20 million in total appropriations.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	OAS/SCEIS	Quantitative (3)	Direct service outcomes and organizational alignment
	S		2.4		Ensure completion of required program certifications in a timely manner.							
Government and Citizens	M		2.4.1		Document policy and develop process by June 30, 2020, to ensure SMBCC certifications are completed within 60 days.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	OEEP	Timeliness	Direct service outcomes and organizational alignment
Government and Citizens	M		2.4.2		Provide quarterly progress report to OERP Division Director.	7/1/2019	6/30/2020	Complete	July 1 - June 30	OERP	Quantitative (4)	Direct service outcomes and organizational alignment
	S		2.5		Expand shared services and statewide contract offerings.							
Government and Citizens	M		2.5.1		Create statewide fixed price contracts for environmental inspections and testing by June 30, 2020.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	FMP5	Timeliness	Continuous improvement in the administration of government services
Government and Citizens	M		2.5.2		Create multi-agency contract for one of the four maintenance and operations areas identified for contract consolidation by the Real Estate Governance Group in FY19.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	FMP5	Quantitative (1 of 4)	Continuous improvement in the administration of government services
Government and Citizens	M		2.5.3		Develop an RFP to establish a statewide contract for digital media shared services (graphic design, photography, videography and editing, public relations and marketing) by June 30, 2020.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	DPM	Timeliness	Continuous improvement in the administration of government services
	G	3			Provide a customer focus for all agency services and products by fostering customer service, continuous improvement, and innovation.							
	S		3.1		Review and edit applications, processes and regulations to reflect updates and to achieve efficiencies.							
Government and Citizens	M		3.1.1		Review the delegation audit process and make changes to the substance and timing to focus more on analyzing agency's compliance with policy and best practices.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	DGHR	Timeliness	Continuous improvement in the administration of government services
Education, Training, and Human Development	M		3.1.2		Review the State Human Resources Regulations and recommended revisions to regulations to reflect updates from EPMS projects and other initiatives by June 30, 2020.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	DGHR	Timeliness	Direct service outcomes and organizational alignment
Government and Citizens	M		3.1.3		Collaborate with agencies to define requirements for establishing a state IT innovation lab by June 30, 2020.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	OTIS	Timeliness	Continuous improvement in the administration of government services
	S		3.2		Improve and enhance services, and associated delivery methods, provided to customers.							
Government and Citizens	M		3.2.1		Develop requirements for a new upgraded surplus property management application by Feb. 28, 2020.	7/1/2019	2/28/2020	Complete	July 1 - Feb. 19	DSASS	Timeliness	Continuous improvement in the administration of government services
Government and Citizens	M		3.2.2		Assist agencies by developing outlets for the disposal or recycling of "no value" property.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	DSASS	Timeliness	Continuous improvement in the administration of government services
Government and Citizens	M		3.2.3		Implement NeoGov onboarding functionality, develop a SCEIS interface and provide onboarding-related training to agencies by June 30, 2020.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	DSHR/SCEIS	Timeliness	Optimization of data collection and process improvement of resource administration
Government and Citizens	M		3.2.4		Develop and implement the ability to conduct online, live surplus property auctions by June 30, 2020.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	DSASS	Timeliness	Continuous improvement in the administration of government services
Education, Training, and Human Development	M		3.2.5		Utilize the revised EPMS process to configure and deploy SuccessFactors Performance Management functionality in SCEIS for all agencies' use by June 30, 2020.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	OAS/SCEIS	Timeliness	Continuous improvement in the administration of government services
Maintaining Safety, Integrity and Security	M		3.2.6		Identify and implement a document management system within the Disaster Recovery office to replace the Dynamic system by June 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	OAS/Admin IT	Timeliness	Continuous improvement in the satisfaction of government service administration
Government and Citizens	M		3.2.7		Identify and implement a replacement system for Surplus Property in the management of its inventory and sales by June 30, 2020.	7/1/2019	6/30/2020	FY 2020-21	July 1 - June 30	OAS/Admin IT	Timeliness	Continuous improvement in the satisfaction of government service administration
Government and Citizens	M		3.2.8		Retire DTO's existing CWOQ billing system with the SCEIS/SAP Sales and Distribution functionality by June 30, 2020.	7/1/2019	6/30/2020	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		3.2.9		Implement phase 4 of the OERP recommendations report regarding the placement of the Division of Small and Minority Business Contracting and Certification by June 30, 2020.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	DPM	Timeliness	Continuous improvement in the administration of government services
Government and Citizens	M		3.2.10		Expand the utilization of the Internet Quorum application within DSHR by June 30, 2020.	7/1/2019	6/30/2020	On hold - Project realignment	July 1 - June 30	DPM	Timeliness	Continuous improvement in the administration of government services

Government and Citizens	M		3.2.11	DPM/PMO Project — Expand ARM Occupancy Pilot and develop agency application roadmaps with pilot agencies by June 30, 2020.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	DPM	Timeliness	Direct service output from continuous, organizational improvement of products, services, and delivery methods for customers and stakeholders.
Government and Citizens	M		3.2.12	Procure a customer service management tool for the Division of Technology Operations by June 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	DPM	Timeliness	Continuous improvement in the administration of government services.
Government and Citizens	M		3.2.13	Complete Statement of Work and Master Agreement System in OnBase by June 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	DPM	Timeliness	Continuous improvement in the administration of government services.
Government and Citizens	M		3.2.14	Deploy project and portfolio management tool across all divisions with streamline reporting mechanisms by June 30, 2020.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	DPM	Timeliness	Optimization of data collection and process improvement of resource administration.
Government and Citizens	M		3.2.15	Review operating and capital budget processes to identify, create and deploy five additional process reference guides to assist state agency budget professionals.	7/1/2019	6/30/2020	Complete	July 1 - June 30	EBO	Quantitative (5)	Continuous improvement in the administration of government services.
	S		3.3	Establish and maintain a customer-centric response to disasters.							
Government and Citizens	M		3.3.1	Establish a Disaster Case Management Program to assist survivors of the 2018 Hurricane Florence Disaster by June 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	DRO	Timeliness	Continuous improvement in the satisfaction of government service administration.
Government and Citizens	M		3.3.2	Establish a mitigation team to manage the execution of the 2019 U.S. Department of Housing and Urban Development-funded (CDBG-MIT) Grant by June 30, 2020.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	DRO	Timeliness	Continuous improvement in the satisfaction of government service administration.
Government and Citizens	M		3.3.3	Collaborate with DPM-Training to ensure all DRO staff receive instructor-led customer service training by June 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	DRO	Timeliness	Continuous improvement in the satisfaction of government service administration.
	S		3.4	Improve data collection processes to enhance customer experience and increase data integrity.							
Government and Citizens	M		3.4.1	Automate, in a phased approach, the Comprehensive Permanent Improvement Plan process by June 30, 2020.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	EBO	Timeliness	Leadership and direct service outcomes.
Government and Citizens	M		3.4.2	Automate, in a phased approach, the Annual Accountability Report process by June 30, 2020.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	EBO	Timeliness	Leadership and direct service outcomes.
Government and Citizens	M		3.4.3	Review the Statewide Cost Allocation Plan process to identify and implement process improvements and efficiencies.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	EBO	Timeliness	Leadership and direct service outcomes.
Government and Citizens	M		3.4.4	Develop an automated customer service management tool, by June 30, 2020, to capture real-time feedback and track work requests.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	FMPS	Timeliness	Continuous improvement in the administration of government services.
Government and Citizens	M		3.4.5	Develop requirements for expansion of Project Systems module by June 30, 2020.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	FMPS	Timeliness	Continuous improvement in the administration of government services.
Government and Citizens	M		3.4.6	Implement an automated facilities work order system that allows for mobile device work order management by June 30, 2020.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	FMPS	Timeliness	Leadership and direct service outcomes.
Government and Citizens	M		3.4.7	Implement procedures for tracking five facilities management key performance indicators identified in FY19 to begin benchmarking against industry standards.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	FMPS	Quantitative (5)	Leadership and direct service outcomes.
	S		3.5	Improve IT Shared Service offerings and delivery effectiveness.							
Government and Citizens	M		3.5.1	Pilot use of brokered cloud service offerings to two state agencies.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	OTIS	Quantitative (2)	Leadership and direct service outcomes.
Government and Citizens	M		3.5.2	Redesign three business processes to align to new organizational structure and deliver related training to 50 individuals that explains and supports updated processes and organizational structure.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	OTIS	Quantitative (3,50)	Continuous improvement of resources management, analysis, policy, standards, and/or procedures in key area(s).
Government and Citizens	M		3.5.3	Migrate two state agencies to I shared services.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	OTIS	Quantitative (2)	Leadership and direct service outcomes.
Maintaining Safety, Integrity and Security	M		3.5.4	Expand Statewide Disaster Recovery to 10 state agencies.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	OTIS	Quantitative (10)	Leadership and direct service outcomes.
Maintaining Safety, Integrity and Security	M		3.5.5	Continue conducting post-migration remediation assessment activities for agencies that have moved to the State Data Center.	7/1/2019	6/30/2020	Complete	July 1 - June 30	OTIS	Timeliness	Continuous improvement of resources management, analysis, policy, standards, and/or procedures in key area(s).
	S		3.6	Improve and enhance agency shared services experience and outreach.							
Government and Citizens	M		3.6.1	Develop marketing/promotional material for three shared services areas.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	DPM	Quantitative (3)	Continuous improvement of resources management, analysis, policy, standards, and/or procedures in key area(s).
Government and Citizens	M		3.6.2	Redesign IT Shared Services Catalog to achieve a more user-friendly experience by March 31, 2020.	7/1/2019	3/31/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	DPM	Timeliness	Continuous improvement of resources management, analysis, policy, standards, and/or procedures in key area(s).
Government and Citizens	M		3.6.3	Deploy updated version of admin.sc.gov with a service-based theme by Oct. 1, 2019.	7/1/2019	10/1/2020	Complete	July 1 - June 30	DPM	Timeliness	Continuous improvement of resources management, analysis, policy, standards, and/or procedures in key area(s).
Government and Citizens	M		3.6.4	Identify, prioritize, and execute admin.sc.gov phase 2 enhancements by June 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	DPM	Timeliness	Continuous improvement of resources management, analysis, policy, standards, and/or procedures in key area(s).
	G	4		Promote transparency and accountability to more effectively manage the resources of the state.							
	S		4.1	Provide robust, timely and user-friendly analytics to improve agencies' decision making and enhance public awareness.							
Government and Citizens	M		4.1.1	Expand and/or enhance the Human Resources Dashboard by June 30, 2020.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	DGHR/SCIES	Timeliness	Continuous improvement of resources management, analysis, policy, standards, and/or procedures in key area(s).
Government and Citizens	M		4.1.2	Develop and implement additional standards for HR data in SCIES to improve the consistency of data across state government by June 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	DGHR	Timeliness	Continuous improvement of resources management, analysis, policy, standards, and/or procedures in key area(s).
Government and Citizens	M		4.1.3	Deploy SC Budgets Dashboard by June 30, 2020.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	EBO/SCIES	Timeliness	Leadership and direct service outcomes.
Government and Citizens	M		4.1.4	Deploy SC Performs Dashboard by June 30, 2020.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	FBO/SCIES	Timeliness	Leadership and direct service outcomes.
Government and Citizens	M		4.1.5	Develop and publish the Agency Performance Measures Report by June 30, 2020.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	EBO	Timeliness	Leadership and direct service outcomes.
	S		4.2	Implement and enhance services to improve fleet management.							
Government and Citizens	M		4.2.1	Implement a fleet telematics system to advance fleet performance data collection and vehicle asset management; install the system on entire lease fleet by June 30, 2020.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	DSASS	Timeliness	Continuous improvement of resources management, analysis, policy, standards, and/or procedures in key area(s).
Government and Citizens	M		4.2.2	Revise agency lease fleet agreement document and design and implement a new billing rate structure by March 31, 2020.	7/1/2019	3/31/2020	In Process FY 2020-21	July 1 - March 31	DSASS	Timeliness	Cost savings and efficiencies.
Government and Citizens	M		4.2.3	DSASS Project — Update, produce and distribute a new Fleet Safety Manual to replace 1992 version, by March 31, 2020.	7/1/2019	3/31/2020	Complete	July 1 - March 31	DSASS	Timeliness	Continuous improvement of resources management, analysis, policy, standards, and/or procedures in key area(s).
Government and Citizens	M		4.2.4	Provide routine review of agency General Ledgers by coordinating extensively with SCIES, Comptroller General's Office, and agencies, by June 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	OAS/SCIES	Timeliness	Continuous improvement of resources management, analysis, policy, standards, and/or procedures in key area(s).
Government and Citizens	M		4.2.5	Implement Tableau reporting tool. Develop and publish three dashboards and/or management reports utilizing the tool.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	OAS/SCIES/DSHR/EBO	Quantitative (3)	Continuous improvement of resources management, analysis, policy, standards, and/or procedures in key area(s).
Government and Citizens	M		4.2.6	Partner with DSHR and state-funded colleges/universities to transition HR data to SCIES and retire the legacy HRIS system.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	OAS/SCIES	Timeliness	Continuous improvement of resources management, analysis, policy, standards, and/or procedures in key area(s).
Government and Citizens	M		4.2.7	Enhance overall Administrator Shared Services to include refinement of the rate structure model, the development of service level agreements, and the development of policies by June 30, 2020.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	OAS/DPM	Timeliness	Cost savings and efficiencies.
Government and Citizens	M		4.2.8	Execute capital project management to effectively manage FY20 funding for deferred maintenance by June 30, 2020.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	FMPS	Timeliness	Continuous improvement of resources management, analysis, policy, standards, and/or procedures in key area(s).
	S		4.3	Ensure transparency and accountability of all recovery and mitigation resources.							
Government and Citizens	M		4.3.1	Increase transparency to the public by publishing expenditures of federal grant money in three pieces.	7/1/2019	6/30/2020	Complete	July 1 - June 30	DRO	Quantitative (3)	Leadership and direct service outcomes.
Government and Citizens	M		4.3.2	Ensure transparency to the public by publishing the AECOM Watershed Study by Sept. 30, 2020.	7/1/2019	9/30/2020	In Process Q3 FY 2020-21	July 1 - June 30	DRO	Timeliness	Leadership and direct service outcomes.
	S		4.4	Improve financial systems to better manage the state's operating and capital budgeting processes.							
Government and Citizens	M		4.4.1	Develop and implement a new operating budget system by June 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	EBO	Timeliness	Leadership and direct service outcomes.
Government and Citizens	M		4.4.2	Document requirements for a new capital budgeting and reporting system by June 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	EBO	Timeliness	Leadership and direct service outcomes.
	S		4.5	Improve IT shared services transparency at the state and agency levels.							
Government and Citizens	M		4.5.1	Report progress on goals outlined in the Statewide Strategic Information Technology Plan by June 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	OTIS	Timeliness	Leadership and direct service outcomes.
Government and Citizens	M		4.5.2	Establish a contract review/audit process for IT related contracts and billings by June 30, 2020.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	DPM	Timeliness	Cost savings and efficiencies.
Government and Citizens	M		4.5.3	Expand self-service functionality to five additional agencies.	7/1/2019	6/30/2020	Complete	July 1 - June 30	OTIS	Quantitative (5)	Leadership and direct service outcomes.
Government and Citizens	M		4.5.4	Expand service level agreements reporting by adding three additional services and five additional agencies.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	OTIS	Quantitative (3 and 5)	Leadership and direct service outcomes.
Government and Citizens	M		4.5.5	Benchmark expenses for three IT additional shared services.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	OTIS	Quantitative (3)	Leadership and direct service outcomes.
Government and Citizens	M		4.5.6	Continue to enhance and streamline the IT data collection portal from agency input.	7/1/2019	6/30/2020	Complete	July 1 - June 30	DPM	Timeliness	Leadership and direct service outcomes.
Government and Citizens	M		4.5.7	Serve as the agency repository for project and initiative cost savings and benefits and work with finance when necessary to conduct cost-benefit analyses.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	DPM	Timeliness	Cost savings and efficiencies.
Government and Citizens	M		4.5.8	Continue to monitor agency compliance with published IT standards.	7/1/2019	6/30/2020	Complete	July 1 - June 30	DPM	Timeliness	Cost savings and efficiencies.
	S		4.6	Benchmark cost and service analytics to improve decision making for agencies.							
Government and Citizens	M		4.6.1	Utilize data from the real estate chart of accounts to benchmark state agency maintenance and operations expenditures against industry standards by June 30, 2020.	7/1/2019	6/30/2020	In Process Due to agency resources*	July 1 - June 30	FMPS	Timeliness	Cost savings and efficiencies.
Government and Citizens	M		4.6.2	Analyze water and sewer usage rates by June 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	FMPS	Timeliness	Cost savings and efficiencies.
Government and Citizens	M		4.6.3	Reduce the state's real estate footprint through disposition of functionally obsolete facilities by June 30, 2020.	7/1/2019	6/30/2020	In Process	July 1 - June 30	FMPS	Timeliness	Cost savings and efficiencies.
	S		4.7	Oversee, on behalf of the state, a competitive process to solicit strategic proposals for Santee Cooper and present related proposals to the South Carolina General Assembly.							
Government and Citizens	M		4.7.1	Execute the process to solicit strategic proposals for Santee Cooper according to the Public Service Authority Joint Resolution (Act 95 of 2019) and present proposals to the legislature for consideration by Jan. 15, 2020.	7/1/2019	1/15/2020	Complete	July 1 - June 30	FMPS	Timeliness	Leadership and direct service outcomes.
	G	5		Improve the security of the state's technology systems and business processes to protect citizens' data.							
	S		5.1	Mature Statewide InfoSec and Privacy Program and associated							
Government and Citizens	M		5.1.1	Deploy Audit and Assessment Program to perform comprehensive audits on at least two agencies, and possibly additional agencies based on the amount of audits available funding will allow.	7/1/2019	6/30/2020	Complete	July 1 - June 30	OTIS	Quantitative (at least 2)	Continuous improvement of resources management, analysis, policy, standards, and/or procedures in key area(s).
Maintaining Safety, Integrity and Security	M		5.1.2	Develop and deploy a statewide multifactor solution by June 30, 2020.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	OTIS	Timeliness	Continuous improvement of resources management, analysis, policy, standards, and/or procedures in key area(s).
Maintaining Safety, Integrity and Security	M		5.1.3	Expand the use of the Privacy Assessment tool to 10 agencies.	7/1/2019	6/30/2020	Complete	July 1 - June 30	OTIS	Quantitative (10)	Continuous privacy improvement in the administration of state systems.
Maintaining Safety, Integrity and Security	M		5.1.4	Publish IT configuration standards by June 30, 2020.	7/1/2019	6/30/2020	In Process FY 2020-21	July 1 - June 30	OTIS	Timeliness	Continuous improvement of resources management, analysis, policy, standards, and/or procedures in key area(s).
	S		5.2	Enhance SCIES operation security and evolution architecture.							
Government and Citizens	M		5.2.1	Enhance the security and operations of SCIES through implementation of monitoring and security protocols, organizational alignment and best practices by June 30, 2020.	7/1/2019	6/30/2020	FY 2020-21 Due to agency resources*	July 1 - June 30	SCIES	Timeliness	Continuous security improvement in the administration of state systems.
Government and Citizens	M		5.2.2	Identify and understand the requirements of the transition from the SCIES current architecture to S2/HANA, to include critical decision points, resource gaps and timelines, by June 30, 2020.	7/1/2019	6/30/2020	Complete	July 1 - June 30	SCIES	Timeliness	Continuous security improvement in the administration of state systems.

Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #		Description	2019-20			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy		Measure	Base	Target				
	G	1		Recruit, develop, and support employees to be empowered to serve the state's employees.							
	S		1.1	Provide support to agencies to improve recruitment, retention and performance of state employees.							
Education, Training, and Human Development			1.1.1	DSHR Project - Review the state's classification and compensation system and make recommendations for a new structure and for new compensation packages by June 30, 2021. Study three (3) occupational classifications and make changes to the specifications as needed and study the executive compensation process and make recommendations for revisions by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	DSHR	Timeliness		
	S		1.2	Improve agency workforce management flexibility while promoting consistent statewide human resources practices.							
Education, Training, and Human Development			1.2.1	DSHR Project - Review the State Human Resources Regulations and recommended revisions to regulations to reflect updates from EPMS projects and other initiatives by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	DSHR	Timeliness		
Government and Citizens			1.2.2	OEPP Project - Document policies and develop processes to ensure SMBCC certifications are completed within 60 days by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	OEPP	Timeliness		
Government and Citizens			1.2.3	DSHR Project - Review the delegation audit process and make changes to the substance and timing to focus more on analyzing agency's compliance with policy and best practices. Complete a pilot program to then determine implementation guidelines for new procedures by June 30, 2021. Complete new delegation process for 50% of agencies.	7/1/2020	6/30/2021	July 1 - June 30	DSHR	Percentage		
	S		1.3	Develop initiatives to recruit and retain employees.							
Education, Training, and Human Development			1.3.1	DSHR Project - Work with the Secretary of Veterans' Affairs on Phase 1 of establishing a comprehensive veteran's hiring and retention initiative with a focus on military equivalency of experience and transferable skills by June 30, 2021. Conduct a virtual career fair targeted at recruiting qualified veterans with a minimum of twenty (20) agencies participating.	7/1/2020	6/30/2021	July 1 - June 30	DSHR	Quantitative		
Education, Training, and Human Development			1.3.2	OEPP Project - Utilize non-paid work experience programs such as Vet for Success and USC Internship programs to recruit applicants interested in state government careers by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	OEPP	Timeliness		
Government and Citizens			1.3.3	FMPS Project - Begin Phase 2 of improving recruitment and retention by utilizing two (2) newly developed trade classifications and mentoring programs by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	FMPS	Quantitative		
	S		1.4	Enable professional development through organized training programs.							
Government and Citizens			1.4.1	DPM Project - Standardize the training platform for virtual training delivery of courses for all training areas in the Admin by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	DPM	Timeliness		
Government and Citizens			1.4.2	DPM Project - Provide LinkedIn Training courses statewide to all state agencies and increase the number of activated accounts and usage by 20%.	7/1/2020	6/30/2021	July 1 - June 30	DPM	Percentage		
Government and Citizens			1.4.3	DPM Project - Convert fifteen (15) current, training courses to a virtual format delivered by SCES, internal, and statewide training and complete online course development for SCES LMS agency administrators by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	DPM	Timeliness		
Maintaining Safety, Integrity and Security			1.4.4	OTIS Project - Provide one hundred (100) seats for InfoSec and Privacy Training.	7/1/2020	6/30/2021	July 1 - June 30	OTIS	Quantitative		
Government and Citizens			1.4.5	DPM Project - Develop Lead SC Program curriculum for state employees, with one to five years of state government service, who are on the leadership path by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	DPM	Quantitative		
Government and Citizens			1.4.6	DPM Project - Develop phase 2 of Admin's Security Awareness training by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	DPM	Timeliness		
Government and Citizens			1.4.7	DPM Project - Create a learning path certification program and establish a pilot group and to test the certification exam for the SCES STARS Certification Program by March 31, 2021.	7/1/2020	6/30/2021	July 1 - June 30	DPM	Timeliness		
Government and Citizens			1.4.8	FMPS Project - Create plan and seek approval for two (2) FMPS staff members to become certified in asbestos abatement in order to perform small, in-house asbestos remediation and abatement projects.	7/1/2020	6/30/2021	July 1 - June 30	FMPS	Quantitative		
Government and Citizens			1.4.9	DPM Project - Promote strategic plan understanding through the development and deployment of two communications methods by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	DPM	Quantitative		
	G	2		Collaborate with agencies to promote and implement an enterprise approach to state government services.							
	S		2.1	Partner with agencies to create and improve statewide services.							
Maintaining Safety, Integrity and Security			2.1.1	OTIS Project - Develop and publish RFP for digital government portal for www.sc.gov by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	OTIS	Timeliness		
Government and Citizens			2.1.2	OEPP Project - Stand up completed accelerateSC constituent tracking system by July 2, 2020.	7/1/2020	6/30/2021	July 1 - June 30	OEPP	Timeliness		
Government and Citizens			2.1.3	OEPP Project - Stand up accelerateSC Call Center by July 6, 2020.	7/1/2020	6/30/2021	July 1 - June 30	OEPP	Timeliness		
Government and Citizens			2.1.4	FMPS Project - Create multi-agency contract for one (1) of the four (4) maintenance and operations areas identified for contract consolidation by the Real Estate Governance Group.	7/1/2020	6/30/2021	July 1 - June 30	FMPS	Quantitative		
Government and Citizens			2.1.5	FMPS Project - Create statewide fixed price contracts for environmental inspections and testing by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	FMPS	Timeliness		
	S		2.2	Expand Admin-provided shared services.							
Maintaining Safety, Integrity and Security			2.2.1	OTIS Project - Shared Service Migrations: Migrate two (2) state agencies to IT shared services.	7/1/2020	6/30/2021	July 1 - June 30	OTIS	Quantitative		
Maintaining Safety, Integrity and Security			2.2.2	OTIS Project - Expand Statewide Disaster Recovery to five (5) additional state agency applications.	7/1/2020	6/30/2021	July 1 - June 30	OTIS	Quantitative		
Government and Citizens			2.2.3	OAS/AdminServices Project - Expand administrative shared services to at least three (3) additional agencies that receive less than \$20 million in total appropriations.	7/1/2020	6/30/2021	July 1 - June 30	OAS	Quantitative		
Government and Citizens			2.2.4	DPM Project - Develop a benefits realization program to include a data repository of the analysis of transitioned agencies into shared services along with customer satisfaction results in support of data transparency by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	DPM	Timeliness		
	S		2.3	Promote collaboration between local, state, and federal government agencies and elected officials.							
Government and Citizens			2.3.1	DRO Project - Establish and complete U.S. Department of Housing and Urban Development-funded grant, and other disaster recovery grants by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	DRO	Timeliness		
Government and Citizens			2.3.2	DPM Project - Identify and recommend sections of the S.C. Code of Laws and S.C. Code of Regulations needing updating by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	DPM	Timeliness		
Government and Citizens			2.3.3	DPM Subproject - Implement phase 4 of the OEPP recommendations report regarding the placement of the Division of Small and Minority Business Contracting and Certification (SMBCC) by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	DPM	Timeliness		
Government and Citizens			2.3.4	DSASS Project - Execute phase 2 of developing partnerships and outreach efforts to a minimum ten (10) municipalities, counties, school districts, or agencies to promote programs and services to existing and potential DSASS customers by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	DSASS	Quantitative		
Government and Citizens			2.3.5	OEPP Project - The SMBCC Minority Contract Committee will execute phase 2 of identifying methods to increase minority contracts by offering three (3) classes this year.	7/1/2020	6/30/2021	July 1 - June 30	OEPP	Quantitative		
	S		2.4	Participate with others in the Executive branch in providing leadership in responding to statewide emergencies.							
Government and Citizens			2.4.1	FMPS Project - Complete Phase 3 of PPE procurement, distribution, billing, and tracking for Department of Education and school districts by September 8, 2020.	7/1/2020	6/30/2021	July 1 - June 30	FMPS	Timeliness		
Government and Citizens			2.4.2	FMPS Project - Complete Phase 3 of PPE procurement, distribution, billing, and tracking for state agencies for employ phased reentry by October 1, 2020.	7/1/2020	6/30/2021	July 1 - June 30	FMPS	Timeliness		
Government and Citizens			2.4.3	DAS Project - Oversee, manage, and execute CARES Act COVID-19 response Community Development Block Grant (CDBG) funds based on HUD requirements by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	OAS	Timeliness		
Government and Citizens			2.4.4	EBO - Administer the Coronavirus Relief Fund and S CARES Grant Management Program in accordance with federal law and as authorized by the SC General Assembly.	7/1/2020	6/30/2021	July 1 - June 30	EBO	Timeliness		
Government and Citizens			2.4.5	DPM Project - Develop, identify, and deploy the Admin Quick Response Team (QRT) to coordinate Admin's response to emergencies by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	DPM	Timeliness		
	G	3		Provide a customer focus for all agency services and products by fostering customer service, continuous improvement, and innovation.							
	S		3.1	Modify or replace existing processes or systems to improve the customer's experience with Admin's services.							
Education, Training, and Human Development			3.1.1	DSHR Project - Implement NeoGov onboarding functionality, develop a SCES interface, and provide onboarding-related training to agencies by June 30, 2021. Ensure twelve (12) agencies have active portals by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	DSHR	Quantitative		
Government and Citizens			3.1.2	SCES Project - Continue the process to partner with DSHR and state funded colleges and universities to transition human resources data to SCES for the legacy HRIS system by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	SCES	Timeliness		
Maintaining Safety, Integrity and Security			3.1.3	DSASS Project - Complete Phase 2 of a new or upgraded surplus property management application by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	DSASS	Timeliness		
Maintaining Safety, Integrity and Security			3.1.4	DSASS Project - Implement the upgrade of the FleetWave 2 management system by March 31, 2020.	7/1/2020	6/30/2021	July 1 - June 30	DSASS	Timeliness		
Government and Citizens			3.1.5	FMPS Project - Implement an automated facilities work order system that allows for mobile device work order management by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	FMPS	Timeliness		
Government and Citizens			3.1.6	FMPS Project - Develop an automated customer service management tool, by June 30, 2021, to capture real-time feedback and track work requests.	7/1/2020	6/30/2021	July 1 - June 30	FMPS	Timeliness		
Government and Citizens			3.1.7	EBO - Implement a new Capital Planning System (CPP automation) by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	EBO	Timeliness		
Government and Citizens			3.1.8	DPM Project - Continue to enhance customer service relationship management tool based on executive and user feedback by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	DPM	Timeliness		
Maintaining Safety, Integrity and Security			3.1.9	OTIS Project - Complete mainframe outsourcing effort with selected vendor by December 31, 2020.	7/1/2020	6/30/2021	July 1 - June 30	OTIS	Timeliness		
Maintaining Safety, Integrity and Security			3.1.10	OTIS Project - Award Managed Security Services Provider contract by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	OTIS	Timeliness		
Maintaining Safety, Integrity and Security			3.1.11	DSASS Project - Implement phase 2 of installing a lease fleet telematics system to advance state fleet performance data collection and vehicle asset management by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	DSASS	Timeliness		
Maintaining Safety, Integrity and Security			3.1.12	OTIS Project - Extend ServiceNow Self-Service to an additional ten (10) state agencies by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	OTIS	Quantitative		
Government and Citizens			3.1.13	DSASS Project - Develop and implement the ability to conduct online, live surplus property auctions by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	DSASS	Timeliness		
	S		3.2	Collaborate with agencies and other stakeholders to develop and provide new and innovative services and systems.							
Maintaining Safety, Integrity and Security			3.2.1	OTIS Project - Complete deployment of cloud brokerage service offerings to two (2) state agencies.	7/1/2020	6/30/2021	July 1 - June 30	OTIS	Quantitative		
Maintaining Safety, Integrity and Security			3.2.2	OTIS Project - Collaborate with one (1) state agency and two (2) public/private entities to define requirements for establishing a state IT innovation lab by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	OTIS	Quantitative		
Maintaining Safety, Integrity and Security			3.2.3	SCES Project - Complete phase 2 of the DEW Legacy FARS and other financial systems retirement by gathering requirements, blue printing, realization finalization by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	SCES	Timeliness		
Government and Citizens			3.2.4	DSASS Project - Study and produce guidance concerning the feasibility of electric vehicle deployment by June 30, 2021.	7/1/2020	6/30/2021	July 1 - June 30	DSASS	Timeliness		

Statewide Enterprise Strategic Objective	Type	Item #			Description	2019-20			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Government and Citizens				3.2.5	DPM Project - Expand IT Agency Relationship Management Occupancy Pilot to include five (5) additional agencies and develop agency application roadmaps with pilot agencies by June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	DPM	Quantitative	
	S			3.3	Improve IT shared services transparency at the state and agency levels.							
Government and Citizens				3.3.1	OTIS Project - Develop and implement a method and process for a new rate structure based on the results of previous benchmark studies by June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	OTIS	Timeliness	
Government and Citizens				3.3.2	OTIS Project - Organizational Change Management: Redesign three (3) business processes to align to new organizational structure. Implement phase one of organizational changes to ensure service management aligns with organizational goals.	7/1/2020	6/30/2021		July 1 - June 30	OTIS	Quantitative	
Government and Citizens				3.3.3	FMPS Project - Utilize data from the real estate chart of accounts to benchmark state agency maintenance and operations expenditures against industry standards by June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	FMPS	Timeliness	
Government and Citizens				3.3.4	OTIS Project - Expand service level agreements reporting by adding three (3) additional services and ten (10) additional agencies by June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	OTIS	Quantitative	
Government and Citizens				3.3.5	OAS Project - Enhance overall Administrative Shared Services to include refinement of the rate structure model, the development of service level agreements, and the development of policies by June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	OAS	Timeliness	
Government and Citizens				3.3.6	DPM Project - Mature the contract review and audit process for a minimum of ten (10) IT related contracts and billings by June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	DPM	Quantitative	
Government and Citizens				3.3.7	FMPS Project - Implement procedures for tracking five (5) facilities management key performance indicators and begin benchmarking against industry standards.	7/1/2020	6/30/2021		July 1 - June 30	FMPS	Quantitative	
	G			4	Promote transparency and accountability to more effectively manage the resources of the state.							
	S			4.1	Enhance public awareness and decision making by providing interactive methods to analyze state data.							
Government and Citizens				4.1.1	Publish dashboards for three (3) agency business units by June 30, 2020.	7/1/2020	6/30/2021		July 1 - June 30	DPM	Quantitative	
Government and Citizens				4.1.2	EBO - Develop and deploy new enterprise budget development reports by June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	EBO	Timeliness	
Government and Citizens				4.1.3	EBO - Develop and deploy a new enterprise permanent improvement project expenditure report (SPIRS replacement) by June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	EBO	Timeliness	
Maintaining Safety, Integrity and Security				4.1.4	DRO Project - Ensure transparency to the public by publishing the AECOM Watershed Study by Sept. 30, 2020.	7/1/2020	6/30/2021		July 1 - June 30	DRO	Timeliness	
	S			4.2	Promote accountability in managing the State's resources.							
Government and Citizens				4.2.1	EBO - Review the Statewide Cost Allocation Plan process to identify and implement process improvements and efficiencies by June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	EBO	Timeliness	
Government and Citizens				4.2.2	EBO - Implement phase 2 of the multiyear project Annual Accountability Report automation process by June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	EBO	Timeliness	
Maintaining Safety, Integrity and Security				4.2.3	OTIS Project - Publish IT security configuration standards by June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	OTIS	Timeliness	
Government and Citizens				4.2.4	DPM Project - Develop the overall capability (process improvements) to be able to monitor IT standards compliance by June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	DPM	Timeliness	
Government and Citizens				4.2.5	Establish two HR standards to promote human resources data consistency across state government by June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	DSHR	Timeliness	
	S			4.3	Implement processes to enhance and improve resource management.							
Maintaining Safety, Integrity and Security				4.3.1	OTIS Project - Draft update to Statewide Strategic Information Technology Plan by June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	OTIS	Timeliness	
Government and Citizens				4.3.2	DPM Project - Upgrade/enhance project and portfolio management (PPM) tool across all divisions with associated reporting capability by December 30, 2020.	7/1/2020	6/30/2021		July 1 - June 30	DPM	Timeliness	
Government and Citizens				4.3.3	DSASS Project - Implement phase 2 of installing a lease fleet telematics system to advance state fleet performance data collection and vehicle asset management by June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	DSASS	Timeliness	
Government and Citizens				4.3.4	FMPS Project - Ensure all agency specific PY21 CP1 projects progress forward into Phase 2 by June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	FMPS	Timeliness	
	G			5	Improve the security of the state's technology systems and business processes to protect citizens' data.							
	S			5.1	Mature Statewide InfoSec and Privacy Program and associated efforts.							
Maintaining Safety, Integrity and Security				5.1.1	OTIS Project - Execute Audit and Assessment Program to perform comprehensive audits on at least three (3) agencies, and possibly additional agencies based on the amount of audits available funding will allow.	7/1/2020	6/30/2021		July 1 - June 30	OTIS	Quantitative	
Maintaining Safety, Integrity and Security				5.1.2	OTIS Project - Expand deployment of statewide multifactor solution to forty (40) agencies through June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	OTIS	Timeliness	
Maintaining Safety, Integrity and Security				5.1.3	OTIS Project - Expand the use of the Privacy Assessment Tool to five (5) agencies.	7/1/2020	6/30/2021		July 1 - June 30	OTIS	Quantitative	
Maintaining Safety, Integrity and Security				5.1.4	OTIS Project - Enhance information security event logging and monitoring through the deployment of new infrastructure, tuning, and optimization of the state Security Information and Event Management (SIEM) platform by June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	OTIS	Timeliness	
Maintaining Safety, Integrity and Security				5.1.5	OTIS Project - Publish Industry Standard-Based Information Security Framework as a replacement to the current SCDS-200 Information Security and Privacy Standards.	7/1/2020	6/30/2021		July 1 - June 30	OTIS	Timeliness	
Maintaining Safety, Integrity and Security				5.1.6	OAS/AdminIT Project - Implement security recommendations from Deloitte's assessment of Admin IT by June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	OAS	Timeliness	
Maintaining Safety, Integrity and Security				5.1.7	OAS/SCES Project - Enhance the security and operations of SCES through implementation of monitoring and security protocols, organizational alignment, and best practices by June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	OAS	Timeliness	
Maintaining Safety, Integrity and Security				5.1.8	OAS/SCES Project - Enhance and implement Access Controls policy for SCES to include Segregation of Duties and User Role Management; clean-up and execute Inactive User Management recommendations by June 30, 2021.	7/1/2020	6/30/2021		July 1 - June 30	OAS	Timeliness	

Agency Name:	SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		
Agency Code:	D500	Section:	093

Fiscal Year 2019-2020
Accountability Report

Program/Title	Purpose	FY 2019-20 Expenditures (Actual)				FY 2020-21 Expenditures (Projected)				Program Template Associated Measure(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
I.-Administration	Administration provides centralized human resources, financial accounting and reporting, budget support, legal services, and communications.	\$ 1,943,696	\$ 2,668,142		\$ 4,611,838	\$ 2,025,481	\$ 3,351,776		\$ 5,377,257	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.	\$ 2,020,223			\$ 2,020,223	\$ 1,601,266			\$ 1,601,266	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.	\$ 2,318,755	\$ 368,801		\$ 2,687,556	\$ 2,258,388	\$ 281,454		\$ 2,539,842	Provide human resources support to state agencies through consultation and oversight, professional development, and alternative dispute resolution to state government
II.C.1.-Business Operations	Provides oversight and administrative support to General Services Division's programs.		\$ 877,772		\$ 877,772		\$ 969,529		\$ 969,529	
II.C.2.-Facilities Management	Facilities Management maintains and operates 88 state public buildings owned by the SC Budget and Control Board and other Agencies.	\$ 7,305,662	\$ 19,997,605		\$ 27,303,267	\$ 6,503,781	\$ 22,698,051		\$ 29,201,832	Real estate services to agencies and governmental entities
II.C.3.-Surplus Property	The Surplus Property office is responsible for disposing of surplus property and equipment for the State and Federal Governments.		\$ 1,869,612		\$ 1,869,612		\$ 1,736,136		\$ 1,736,136	
II.C.5-Parking	Parking Services manages parking facilities for State government.		\$ 238,502		\$ 238,502		\$ 314,289		\$ 314,289	Assist state government with parking services
II.C.6-State Fleet Management	State Fleet coordinates purchases, maintenance and rental of state vehicles.		\$ 25,032,369		\$ 25,032,369		\$ 31,561,800		\$ 31,561,800	Leverage the state's buying power to save resources on state owned vehicles
II.C.7-State Building & Property	Provides real estate services to state government.		\$ 917,571		\$ 917,571		\$ 369,564		\$ 369,564	Real estate services to agencies and governmental entities
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.	\$ 15,853,566	\$ 1,952,905		\$ 17,806,471	\$ 18,028,365	\$ 1,500,000		\$ 19,528,365	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.	\$ 16,314,224	\$ 81,515		\$ 16,395,739	\$ 16,592,142			\$ 16,592,142	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.	\$ 312,788			\$ 312,788	\$ 342,824			\$ 342,824	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.	\$ 3,307,193	\$ 40,239,214		\$ 43,546,407	\$ 4,047,210	\$ 38,442,186		\$ 42,489,396	Sets the direction for the State's use of technology and supporting the use and administration of information technology (IT) in government
II.H.-Shared Services	Implements and monitors agency compliance with initiatives associated with IT shared services.	\$ 2,871,744			\$ 2,871,744	\$ 2,627,490			\$ 2,627,490	Facilitates program management of statewide IT shared services
III.1.-CDBG - Disaster Recovery	This program oversees grant programs that focus on rebuilding or repairing homes damaged by severe weather events.	\$ 207,176	\$ 347,620	\$ 51,316,705	\$ 51,871,501		\$ 47,356,104		\$ 47,356,104	Oversees grant programs that focus on rebuilding or repairing homes damaged by severe weather events
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.	\$ 318,848			\$ 318,848	\$ 338,286			\$ 338,286	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.	\$ 53,130		\$ 749,449	\$ 802,579	\$ 67,542	\$ 1,019,078		\$ 1,086,620	Assists people with disabilities
III.C.5.-Small & Minority Business	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.	\$ 146,417			\$ 146,417	\$ 163,286			\$ 163,286	Assists small and minority-owned businesses
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.		\$ 546,788	\$ 68,553,937	\$ 69,100,725		\$ 500,000	\$ 60,435,317	\$ 60,935,317	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.	\$ 4,451,645	\$ 7,164,601	\$ 1,587,349	\$ 13,203,595	\$ 5,116,300	\$ 8,672,200	\$ 2,123,343	\$ 15,911,843	Employee well-being
All Other Items	Includes expenditures for 800 MHz radio user fees, K-12 E-Rate program expenditures, Santee Cooper Project expenses (2019 Act 95), and expenses associated with Accelerate SC	\$ 6,641,044	\$ 28,253,034	\$ 24,883	\$ 34,918,961	\$ 1,238,247	\$ 19,634,162		\$ 20,872,409	Expenditures

Agency Name		Department of Administration				Fiscal Year 2019-2020		Accountability Report	
Agency Code	0900	Section	099						
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?	If yes, what type of service or product?	If other service or product, please specify what service or product.	Agency comments
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			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 § 8-11-35	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 prescribe 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			Does not relate directly to any agency deliverables
17	S.C. Code § 10-3-30	State	Statute	Duties (Governor's Mansion)	Yes	No			
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 PPs	
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 § 28-79-470	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 LIR	
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 LIR	
37	S.C. Code § 40-52-170	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 § 40-62-50	State	Statute	Remission of revenues; assessment of fees (Sanitariums)	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 § 44-7-3150	State	Statute	Consultations 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 DSDN 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 DSDN 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 § 46-52-20	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	No	N/A			Functionally obsolete
54	S.C. Code § 49-19-220	State	Statute	Petition for formation (drainage district)	No	N/A			Functionally obsolete
55	S.C. Code § 49-19-420	State	Statute	Duties and powers of chief engineer (drainage district)	No	N/A			Functionally obsolete
56	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
57	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
58	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	
59	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	
60	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	
61	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	
62	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	
63	S.C. Code § 51-22-30	State	Statute	Legacy Trust Fund	No	No			Does not relate directly to any agency deliverables
64	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
65	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	
66	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	
67	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	
68	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	
69	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
70	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	
71	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	
72	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
73	S.C. Code § 59-53-1786	State	Statute	Annual report (Midlands Tech)	No	No			Does not relate directly to any agency deliverables
74	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
75	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	
76	S.C. Code § 59-117-340	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	
77	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	
78	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	
79	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	
80	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	
81	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	
82	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	
83	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	
84	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	
85	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	
86	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	
87	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	
88	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	
89	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	
90	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	
91	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	
92	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	
93	S.C. Code § 59-150-230	State	Statute	Lottery prizes	Yes	No			Does not relate directly to any agency deliverables
94	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
95	S.C. Code § 61-10-770	State	Statute	Property forfeitures	Yes	No			Does not relate directly to any agency deliverables
96	S.C. Code § 63-19-420	State	Statute	Natural resource sales (DUI)	Yes	Yes	Other service or product our agency must/may provide	Admin may have to approve real property acquisition	

97	2019-19 Appropriation Act, Section 117.18	State	Proviso	GP- Business Expense Reimbursement	No	Yes	Other service or product our agency must/may provide	Admin to promulgate reg.	
98	2019-20 Appropriation 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	
99	2019-20 Appropriation Act, Section 117.14	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	
100	S.C. Code § 97-11-235	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	
101	S.C. Code § 99-17-155	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	
102	S.C. Code § 99-67-780	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	
103	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			Relates to sources of funding for one or more agency deliverables
104	S.C. Code § 1-11-497	State	Statute	Across-the-board reductions in expenses	No	No			Does not relate directly to any agency deliverables
105	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	
106	S.C. Code § 2-1-220	State	Statute	Legislative appropriations; exemption from approval requirements	No	No			Does not relate directly to any agency deliverables
107	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	
108	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	To approve state agencies and institutions accepting gifts-in-kind for architectural and engineering services and construction	Does not relate directly to any agency deliverables
109	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
110	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	
111	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	
112	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	
113	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 GC	
114	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	
115	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	
116	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	
117	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
118	S.C. Code § 2-75-10	State	Statute	Research Centers of Excellence Review Board	No	No			Does not relate directly to any agency deliverables
119	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	
120	S.C. Code § 2-79-40	State	Statute	Recognition of deficit	Yes	No			Does not relate directly to any agency deliverables
121	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	
122	S.C. Code § 6-7-155	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	
123	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
124	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
125	S.C. Code § 8-11-193	State	Statute	Employee furloughs	No	No			Does not relate directly to any agency deliverables
126	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
127	S.C. Code § 9-16-90	State	Statute	Quarterly and annual investment reports; contents	No	No			Does not relate directly to any agency deliverables
128	S.C. Code § 10-1-210	State	Statute	Play telephone revenue	Yes	Yes	Other service or product our agency must/may provide	Admin to review rates charged by vendors	
129	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		
130	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
131	S.C. Code § 11-9-890	State	Statute	Determination 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	
132	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	
133	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	
134	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	
135	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	
136	S.C. Code § 11-53-10	State	Statute	Special accounts (SCEAS)	No	No			Does not relate directly to any agency deliverables
137	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	
138	S.C. Code § 41-43-260	State	Statute	Annual audit and report	No	No			Does not relate directly to any agency deliverables
139	S.C. Code § 44-1-210	State	Statute	Disposition of moneys collected (DHCC)	No	No			Does not relate directly to any agency deliverables
140	S.C. Code § 44-6-80	State	Statute	Annual and interim reports (DHHS)	No	No			Does not relate directly to any agency deliverables
141	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
142	S.C. Code § 59-1-400	State	Statute	Sick leave for public school employees	No	No			Does not relate directly to any agency deliverables
143	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	
144	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
145	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	
146	S.C. Code § 59-127-20/Act 121 of 2019	State	Statute	Board of trustees; election; terms (See Joint Resolution)	N/A	N/A			
147	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
148	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	
149	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	
150	2019-20 Appropriation 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	
151	2019-20 Appropriation Act, Section 125	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	
152	2019-20 Appropriation Act, Section 119.8	State	Proviso	SR: Agency Deficit Notice	Yes	Yes	Report our agency must/may provide		
153	2019-20 Appropriation 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	
154	2019-20 Appropriation Act, Section 117.1	State	Proviso	GP-Revenues, Deposits Credited to General Fund	No	No			Does not relate directly to any agency deliverables
155	2019-20 Appropriation Act, Section 117.9	State	Proviso	GP-Transfers of Appropriations	No	No			Does not relate directly to any agency deliverables
156	2019-20 Appropriation 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	
157	2019-20 Appropriation 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	
158	2019-20 Appropriation Act, Section 117.75	State	Proviso	GP- Mandatory Furlough	No	No			Does not relate directly to any agency deliverables
159	2019-20 Appropriation Act, Section 117.76	State	Proviso	GP- Reduction in Force	No	No			Does not relate directly to any agency deliverables
160	2019-20 Appropriation 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.	
161	2019-20 Appropriation Act, Section 117.14	State	Proviso	GP- Employee Compensation	No	Yes			There was no pay increase to allocate
162	2019-20 Appropriation 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	
163	2019-20 Appropriation Act, Section 3.6	State	Proviso	IEA: FY 2018-19 Lottery Funding	Yes	Yes	Other service or product our agency must/may provide	EBO to transfer funds and prepare detail budget	
164	2019-20 Appropriation Act, Section 2.1	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	
165	2019-20 Appropriation Act, Section 8.1.7	State	Proviso	LIR: Reability	Yes	Yes	Other service or product our agency must/may provide	EBO may approve any increase in spending by LIR	
166	2019-20 Appropriation Act, Section 91.20	State	Proviso	LEG: Other Funds Oversight Committee	Yes	Yes	Other service or product our agency must/may provide	EBO may notify committee of request for increase of budget authorization	
167	S.C. Code of Regulations 8-19-447.1000	State	Regulation	Leasing of Real Property	Yes	Yes	Other service or product our agency must/may provide	Admin has process to approve leases	
168	S.C. Code of Regulations 8-19-739.04	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	
169	S.C. Code Ann. § 1-11-150(A)(2)	State	Statute	Transfers State HRD to Department of Administration	No	No			Does not relate directly to any agency deliverables
170	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	
171	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	
172	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.	
173	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	
174	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	
175	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
176	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	
177	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	
178	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	
179	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	
180	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	
181	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	
182	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	
183	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	
184	S.C. Code Ann. § 8-11-700	State	Statute	Definitions (State Employee Leave Transfer)	No	No			Does not relate directly to any agency deliverables
185	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	
186	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	
187	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	
188	S.C. Code Ann. § 8-11-920	State	Statute	Definitions (State Employee Pay Plan)	No	No			
189	S.C. Code Ann. § 8-11-930	State	Statute	Competitiveness report	Yes	Yes	Report our agency must/may provide		
190	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	
191	S.C. Code Ann. § 8-11-960	State	Statute	Increases totaling 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	
192	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	

193	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
194	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
195	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
196	S.C. Code Ann. § 13-21-30	State	Statute	Rights and powers of board (Edisto Development Authority)	Yes	Yes	Other service or product our agency must/may provide	Admin may help establish HR management program
197	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.
198	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 ECB, if it is applicable to Admin, Admin is to approve compensation.
199	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 any agency deliverables
200	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 any agency deliverables
201	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
202	2019-20 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
203	2019-20 Approp. Act, Section 93.14	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
204	2019-20 Approp. Act, Section 93.15	State	Proviso	DOA: Compensation Increase - Appropriated Funds Ratio	No	No		Does not relate directly to any agency deliverables
205	2019-20 Approp. Act, Section 93.21	State	Proviso	DOA: Holidays	Yes	Yes	Other service or product our agency must/may provide	DSHR to designate day of observance for certain holidays
206	2019-20 Approp. Act, Section 93.24	State	Proviso	DOA: Emerging Leaders Program	Yes	Yes	Other service or product our agency must/may provide	Admin to establish emerging leaders program
207	2019-20 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
208	2019-20 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
209	2019-20 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
210	2019-20 Approp. Act, Section 117.70	State	Proviso	GP: Reduction in Force Antidiscrimination	No	No		Does not relate directly to any agency deliverables
211	2019-20 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
212	2019-20 Approp. Act, Section 117.72	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 SCF and WRM committees
213	2019-20 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
214	2019-20 Approp. Act, Section 117.65	State	Proviso	GP: Critical Employee Recruitment and Retention	Yes	Yes	Other service or product our agency must/may provide	Admin to establish guidelines and approve bonus amounts
215	Executive Order 2016-04	State	Statute	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
216	Executive Order 2016-03	State	Statute	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
217	Executive Order 2014-23	State	Statute	Code of Conduct	No	No		Obsolete
218	S.C. Code § 1-11-10(A)(4)	State	Statute	Transfer of Division of Technology and Division of Information Security to Dept of Admin	No	No		Does not relate directly to any agency deliverables
219	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
220	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
221	S.C. Code § 1-11-770	State	Statute	South Carolina 211 Network	No	Yes		BCB designated United Way
222	S.C. Code of Regs. 19-210 through 19-214	State	Regulation	South Carolina 211 Network Provider Certification Requirements	No	Yes		BCB designated United Way
223	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
224	S.C. Code § 23-47-65 (See proviso 102.7)	State	Statute	Public Safety Communications Center (DT member on SC 911 Advisory Committee) - (See 2015-16 Approp. Act, Section 102.7 (RFAD: 911 Advisory Committee))	Yes	Yes	Board, commission, or committee on which someone from our agency must/may serve	
225	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	
226	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
227	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
228	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
229	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
230	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
231	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
232	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 Postmarks
233	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
234	S.C. Code § 30-2-310	State	Statute	Collection and maintenance and disposition of records containing social security numbers by public agencies	No	No		
235	Executive Order 2012-10	State	Statute	Reviewing IT Security	Yes	No		
236	Executive Order 2016-07	State	Statute	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
237	2019-20 Approp. Act, Section 117.79	State	Proviso	GP: Broadband Spectrum Lease	No	No		
238	2019-20 Approp. Act, Section 93.18	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
239	2019-20 Approp. Act, Section 93.20	State	Proviso	DOA: Cyber Security	Yes	Yes	Other service or product our agency must/may provide	Admin to develop cyber security standards
240	2019-20 Approp. Act, Section 117.117	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
241	2019-20 Approp. Act, Section 117.27	State	Proviso	GP: School Technology Initiative (statewide info security program)	Yes	No		
242	2019-20 Approp. Act, Section 117.109	State	Proviso	GP: Technology and Remediation	No	Yes	Other service or product our agency must/may provide	Admin responsible for statewide information security program
243	S.C. Code Ann. § 1-11-10(A)(16)	State	Statute	Transfers SCEIS to Department of Admin	No	No		
244	S.C. Code § 1-11-10(B)(7)	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
245	2019-20 Approp. Act, Section 92.2	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
246	2019-20 Approp. Act, Section 98.2	State	Proviso	TREAS: STARS Approval	No	No		
247	S.C. Code Ann. § 1-11-10(A)(1)	State	Statute	Transfer of General Services to Department of Administration	No	No		
248	S.C. Code Ann. § 1-11-115	State	Statute	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
249	S.C. Code Ann. § 10-11-140	State	Statute	Permission to use State House grounds	No	No		
250	S.C. Code Ann. § 10-11-330	State	Statute	Unauthorized entry into Capitol building; disorderly conduct; obstructing passage; demonstrating	No	No		
251	S.C. Code Ann. § 11-9-620	State	Statute	Handling of funds	No	No		Should be SFAA
252	S.C. Code Ann. § 11-9-65(A)	State	Statute	Purchase of real property as investments of certain reserve or sinking funds	No	No		Should be SFAA
253	S.C. Code Ann. § 59-19-93	State	Statute	Adoption of procurement code by school district; suspension of distribution of funds	Yes	Yes	Distribution of funds	Should be SFAA
254	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		Distribution of funds
255	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 opening appropriate reimbursement to Sinking Fund for escheats
256	S.C. Code Ann. § 44-2-150	State	Statute	Superior Advisory Committee; establishment; purposes; composition; terms, etc.	Yes	Yes	Board, commission, or committee on which someone from our agency must/may serve	Admin provides a committee member
257	S.C. Code Ann. § 12-36-2120	State	Statute	Exemptions from sales tax	No	No		
258	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
259	2019-20 Approp. Act, Section 66.1	State	Proviso	DRPP: Sale of Equipment	No	No		
260	S.C. Code § 59-67-790	State	Statute	Pupil Injury Insurance Fund (insurance on school buses)	Yes	Yes		Should be SFAA
261	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
262	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
263	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
264	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
265	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
266	S.C. Code Ann. § 1-11-70	State	Statute	Lands subject to Department's control	Yes	Yes		
267	S.C. Code Ann. § 1-11-80	State	Statute	Department authorized to grant easements for public utilities on vacant State lands	Yes	No	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
268	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
269	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
270	S.C. Code Ann. § 1-11-110	State	Statute	Authorization of Department to acquire real property by gift, purchase, and condemnation	No	No		
271	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
272	S.C. Code Ann. § 1-11-180	State	Statute	Additional powers of the Department of Administration; condition of state property	Yes	Yes	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
273	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
274	S.C. Code Ann. § 5-3-140	State	Statute	Alternate method when entire area proposed to be annexed owned by Federal or State Government	Yes	Yes	Agreement upon terms of consolidation	Should be SFAA
275	S.C. Code Ann. § 5-3-115	State	Statute	Annexation of property within a multicounty park	Yes	Yes	Annexation	1-11-115 / Should be SFAA
276	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
277	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
278	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
279	S.C. Code Ann. § 10-1-135	State	Statute	Encroachments on state-owned lands of natural significance	No	No		
280	S.C. Code Ann. § 10-1-190	State	Statute	Department of Administration may apply net proceeds from trade of property to the improvement of rooverty	No	Yes	Other service or product our agency must/may provide	Admin to approve the application of net proceeds from trades of state property
281	S.C. Code Ann. § 11-9-630	State	Statute	Sale of property not in actual public use	Yes	Yes		Should be SFAA
282	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
283	S.C. Code Ann. § 13-7-30	State	Statute	Powers and duties of State Fiscal Accountability Authority	Yes	Yes	Powers and duties of State Fiscal Accountability Authority	Should be SFAA
284	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
285	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

286	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	
287	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	
288	S.C. Code Ann. § 27-19-360	State	Statute	Reports of Secretary of State and Department of Administration	No	No			
289	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	Yes			Outdated and superseded by proviso
290	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	
291	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 realignment 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	
292	S.C. Code Ann. § 48-52-880(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	
293	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	Yes	Other service or product our agency must/may provide	If Ports Authority has not sold its real property on Daniel Island by 6/30/16, property to be transferred to Admin	Contingent
294	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	
295	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 as custodian of any other things of value not provided for in this section	
296	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	
297	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	
298	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	
299	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	
300	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.	
301	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.	
302	S.C. Code Ann. § 59-53-2430 (Tech College Enterprise Authority)	State	Statute	Lease and lease purchase agreements; approval; compliance with Title 11, Chapter 35 and Section 1-11-65	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.	
303	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.	
304	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.	
305	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.	
306	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.	
307	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 CoC's lease agreements with a private entity for student housing.	
308	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.	
309	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 receiving the consideration paid by private operators	
310	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	
311	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	
312	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	
313	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	
314	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	
315	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	
316	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	
317	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	
318	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	
319	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	
320	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	
321	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	
322	2019-20 Approp. Act, Section 93.19	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.	
323	2019-20 Approp. Act, Section 6.10	State	Proviso	SDR: 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 Deal and Blind	
324	2019-20 Approp. Act, Section 29.6	State	Proviso	MUSM: Remittance to General Services	Yes	No			
325	2019-20 Approp. Act, Section 36.2	State	Proviso	DDSN: Sale of Excess Real Property	Yes	No			
326	2019-20 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	
327	2019-20 Approp. Act, Section 117.106	State	Proviso	GP: State Ports Authority Property	Yes	Yes	Other service or product our agency must/may provide	If Ports Authority has not sold its real property on Daniel Island by 6/30/16, 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.)	Contingent
328	2019-20 Approp. Act, Section 118.2	State	Proviso	SR: Tiling 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.	
329	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	
330	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			
331	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	
332	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	Admin to authorize use of the State House, the State House steps and grounds, and other public buildings, with some exceptions	
333	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 purchase and display suitable flags for display at State House locations	
334	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 ensure authorized flags are placed as directed and replaced at appropriate intervals	
335	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	Specifies when State Capitol Building flags are flown at half-staff	The requirement to notify the Governor of military line-of-duty deaths moved to the Department of Veterans' Affairs as of 7/1/2019.
336	See also S.C. Code Ann. § 10-1-161 generally	State	Statute	State Capitol Building flags flown at half-staff	Yes	Yes	Other service or product our agency must/may provide		
337	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	
338	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			Task completed
339	S.C. Code Ann. § 10-1-175	State	Statute	Law enforcement officer memorial	Yes	No			Task completed
340	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.	
341	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	
342	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	
343	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 charges to the type of parking ticket used by the City of Columbia	
344	2018-20 Approp. Act, Section 93.13	State	Proviso	DOA: State House Operation and Maintenance Account	Yes	Yes	Report our agency must/may provide		
345	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	
346	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.	
347	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	
348	S.C. Code Ann. § 3-9-40	State	Statute	Kinds of acquisitions to which chapter is not applicable	Yes	No			
349	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	
350	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	
351	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	
352	S.C. Code Ann. § 11-35-3830	State	Statute	Trade-in sales	No	No			
353	S.C. Code Ann. § 11-35-3850	State	Statute	Sale of unseizable supplies	No	No			
354	10 U.S.C. Section 2576a	Federal	Statute	Excess personal property; sale or donation for law enforcement	No	No			
355	10 U.S.C. Section 280	Federal	Statute	Enhancement of cooperation with civilian law enforcement officials	No	No			
356	Executive Order 13668	Federal	Regulation	Federal Support for Local Law Enforcement Equipment Acquisition	No	No			
357	Part 102.37, Subpart B (102-37.90 - 102.37-100)	Federal	Regulation	Donation of Surplus Personal Property; General Services Administration (GSA)	No	No			
358	Part 102-37, Subpart D (102-37.130 - 102.37-170)	Federal	Regulation	Donation of Surplus Personal Property; State Agency for Surplus Property	No	Yes	Other service or product our agency must/may provide	Admin, as the state agency for surplus property, is responsible for donation of surplus property	
359	S.C. Code § 1-11-10(A)(17)	State	Statute	Transferring the Nuclear Advisory Council into Dept. of Admin.	No	No			
360	2019-20 Approp. Act, Section 93.7	State	Proviso	DOA: Nuclear Advisory Council	No	No			
361	S.C. Code § 1-11-10(A)	State	Statute	Transfer of OEP Programs to Department of Administration	No	No			

362	Executive Order 2015-16	State		Reestablishing the SC Developmental Disabilities Council	Yes	Yes	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.	
363	42 U.S.C.A. § 15025	Federal	Statute	State Council on Developmental Disabilities and designated State agencies	Yes	Yes	Other service or product our agency must/may provide	Admin serves as the designated state agency	
364	2019-20 Approp. Act, Section 93.1	State	Proviso	DOA: Developmental Disabilities Council	Yes	Yes	Other service or product our agency must/may provide	Of the funds appropriated to Admin OEPP, \$50,000 must be used as state match for the Developmental Disabilities federal grant.	
365	2019-20 Approp. Act, Section 93.16	State	Proviso	DOA: Local Provider Health Insurance	Yes	Yes	Distribute funding to another entity		
366	2019-20 Approp. Act, Section 93.2	State	Proviso	DOA: CCRS Evaluations and Placements	Yes	Yes	Distribute funding to another entity		
367	2019-20 Approp. Act, Section 93.3	State	Proviso	DOA: CCRS Significant Fiscal Impact	No	No			
368	S.C. Code Ann. § 63-11-1510	State	Statute	System established (interagency system for caring for emotionally disturbed children	Yes	Yes	Other service or product our agency must/may provide	Admin to establish Interagency System for Caring for Emotionally Disturbed Children	Moved to Department of Children's Advocacy as of 7/1/19
369	2019-20 Approp. Act, Section 35.1	State	Proviso	DMH: Patient Fee Account	No	No			
370	S.C. Code Ann. § 11-35-2010	State	Statute	Assistance to Minority Businesses	Yes	No			
371	S.C. Code Ann. § 11-35-2210	State	Statute	Assistance to Minority Businesses	Yes	Yes	Report our agency must/may provide		
372	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	
373	2019-20 Approp. Act, Section 11.9	State	Proviso	CHS: 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	Department of Veterans' Affairs as of 7/1/2019
374	2019-20 Approp. Act, Section 93.7	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	Department of Veterans' Affairs as of 7/1/2019
375	2019-20 Approp. Act, Section 93.8	State	Proviso	DOA: Veterans Affairs Budget Reduction Exemption	No	No			Department of Veterans' Affairs as of 7/1/2019
376	2019-20 Approp. Act, Section 113.1	State	Proviso	AS-TREAS: Veterans Affairs Aid to Counties (county VA offices)	No	No			Department of Veterans' Affairs as of 7/1/2019
377	2019-20 Approp. Act, Section 117.39	State	Proviso	GP: Treatment 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	Department of Veterans' Affairs as of 7/1/2019
378	S.C. Code Ann. § 43-45-10, et seq.	State	Statute	Community Economic Opportunity Act of 1983	Yes	Yes	Distribute funding to another entity		
379	S.C. Code Ann. § 48-52-440	State	Statute	State Energy Office; distribution of federal funds; plans for use of funds	No	No			Office of Regulatory Staff
380	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	
381	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	
382	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	
383	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	
384	10 C.F.R. § 600, et seq.	Federal	Regulation	Financial Assistance Rules	No	Yes	Distribute funding to another entity		
385	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	Department of Veterans' Affairs as of 7/1/2019
386	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	
387	S.C. Code § 1-7-85	State	Statute	Reimbursement of costs in representing State...	Yes	Yes	Other service or product our agency must/may provide	"Budget and Control Board" to approve reimbursement of costs to AGD	Admin or SFAA
388	S.C. Code § 1-7-160	State	Statute	Hiring of attorneys	Yes	Yes	Other service or product our agency must/may provide	"Budget and Control Board" to approve exception to AGD supervising state agency attorneys	Admin or SFAA
389	S.C. Code § 1-7-170	State	Statute	Engage attorney on fee basis	No	No			
390	S.C. Code § 1-11-23	State	Statute	Filling vacancy in position of Director of Budget Division	No	No			
391	S.C. Code § 1-11-420	State	Statute	Reports to State Budget and Control Board	Yes	Yes	Other service or product our agency must/may provide	"Reports to State Budget and Control Board"	Admin or SFAA
392	S.C. Code § 1-11-470	State	Statute	Limitations on use of funds appropriated by General Assembly	Yes	Yes	Other service or product our agency must/may provide	"Budget and Control Board" to approve funds for advertisements, promotional material, plaques, etc.	Admin or SFAA
393	S.C. Code § 1-25-70	State	Statute	Power of project managing agency to contract; effect of such power	N/A	N/A			Obsolete
394	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	N/A
395	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 Prop. Act.	
396	S.C. Code § 2-7-75	State	Statute	Funds to be used in fiscal year for which they are appropriated...	Yes	Yes	Other service or product our agency must/may provide	"Budget and Control Board" to authorize transfer of appropriated funds	EBO or SFAA
397	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"	
398	S.C. Code § 8-11-170	State	Statute	Agency head dually employed by another state agency	Yes	Yes	Other service or product our agency must/may provide	"Budget and Control Board" and Agency Head Salary Commission to approve agency head dual employment	Admin or SFAA
399	S.C. Code § 8-11-186	State	Statute	Reporting interim new full-time employment positions	No	No		References "Budget and Control Board"	
400	S.C. Code Ann. § 8-11-195	State	Statute	State employee furlough policies	Yes	Yes	Other service or product our agency must/may provide	Admin HR authorized to create and operate a reduction in force agreement	Admin or SFAA
401	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	Yes	Other service or product our agency must/may provide	"Budget and Control Board" to create and regulate expenditure of funds by any state agency, except SCDDOT procurement improvements.	Admin or SFAA
402	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 in preparing budget recommendations.	
403	S.C. Code § 11-11-180	State	Statute	Declaration of operating deficit; meeting to address deficit; borrowing of surpluses authorized	Yes	Yes		References "Budget and Control Board"	Should be SFAA
404	S.C. Code § 11-11-320	State	Statute	Capital Reserve Fund	Yes	Yes			In cooperation with the Comptroller General
405	S.C. Code § 11-53-110	State	Statute	Resolution by State Budget and Control Board authorizing issuance	Yes	Yes		References "Budget and Control Board"	Should be SFAA
406	S.C. Code § 12-10-100	State	Statute	Criteria for determination and selection of qualifying businesses and for approval	No	No			
407	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"	
408	S.C. Code § 38-57-45	State	Statute	Use of state seal prohibited in advertising or promotion unless expressly authorized	Yes	Yes	Other service or product our agency must/may provide	"Budget and Control Board" to approve use of state seal	Should be SFAA
409	S.C. Code § 50-5-2720	State	Statute	Audits (Compact Commission)	No	No		References "Budget and Control Board"	Should be SFAA
410	S.C. Code § 51-1-60	State	Statute	Powers and duties of department (PRT)	Yes	Yes	Other service or product our agency must/may provide	"Budget and Control Board" to approve purchase or disposal of real estate	Admin or SFAA
411	S.C. Code § 58-3-580	State	Statute	Organization of and allocation of staff to commission on Office of Regulatory Staff	Yes	Yes	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	Admin or SFAA
412	S.C. Code § 59-7-50	State	Statute	Contributions, lease or sale of use of facilities, equipment... (ETV)	Yes	Yes	Other service or product our agency must/may provide	"Budget and Control Board" to approve acceptance and use of contributions to ETV	Admin or SFAA
413	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	
414	S.C. Code § 63-19-360	State	Statute	Institutional services (DUI)	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"	
415	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	
416	S.C. Code § 49-19-520	State	Statute	Electing supervisors (Drainage Districts)	N/A	N/A			Functionally obsolete
417	S.C. Code § 49-19-530	State	Statute	Electing supervisors (Drainage Districts)	N/A	N/A			Functionally obsolete
418	S.C. Code § 49-19-540	State	Statute	Electing supervisors (Drainage Districts)	N/A	N/A			Functionally obsolete
419	S.C. Code § 49-19-550	State	Statute	Electing supervisors (Drainage Districts)	N/A	N/A			Functionally obsolete
420	S.C. Code § 49-19-560	State	Statute	Electing supervisors (Drainage Districts)	N/A	N/A			Functionally obsolete
421	S.C. Code Ann. § 8-11-210	State	Statute	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.	
422	S.C. Code Ann. § 8-11-220	State	Statute	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.	
423	S.C. Code Ann. § 8-11-230	State	Statute	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.	
424	S.C. Code Ann. § 8-11-240	State	Statute	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.	
425	S.C. Code Ann. § 8-11-250	State	Statute	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.	
426	S.C. Code Ann. § 8-11-260	State	Statute	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.	
427	S.C. Code Ann. § 8-11-270	State	Statute	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.	
428	S.C. Code Ann. § 8-11-271	State	Statute	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.	
429	S.C. Code Ann. § 8-11-280	State	Statute	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.	
430	S.C. Code Ann. § 8-11-290	State	Statute	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.	
431	S.C. Code Ann. § 8-11-300	State	Statute	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.	
432	S.C. Code Ann. § 8-17-310	State	Statute	State Employee Grievance Procedure	Yes	Yes	Other service or product our agency must/may provide	Admin will administer the state employee grievance process.	
433	S.C. Code Ann. § 8-17-320	State	Statute	State Employee Grievance Procedure	Yes	Yes	Other service or product our agency must/may provide	Admin will administer the state employee grievance process.	
434	S.C. Code Ann. § 8-17-330	State	Statute	State Employee Grievance Procedure	Yes	Yes	Other service or product our agency must/may provide	Admin will administer the state employee grievance process.	
435	S.C. Code Ann. § 8-17-340	State	Statute	State Employee Grievance Procedure	Yes	Yes	Other service or product our agency must/may provide	Admin will administer the state employee grievance process.	
436	S.C. Code Ann. § 8-17-345	State	Statute	State Employee Grievance Procedure	Yes	Yes	Other service or product our agency must/may provide	Admin will administer the state employee grievance process.	
437	S.C. Code Ann. § 8-17-350	State	Statute	State Employee Grievance Procedure	Yes	Yes	Other service or product our agency must/may provide	Admin will administer the state employee grievance process.	
438	S.C. Code Ann. § 8-17-360	State	Statute	State Employee Grievance Procedure	Yes	Yes	Other service or product our agency must/may provide	Admin will administer the state employee grievance process.	
439	S.C. Code Ann. § 8-17-370	State	Statute	State Employee Grievance Procedure	Yes	Yes	Other service or product our agency must/may provide	Admin will administer the state employee grievance process.	
440	S.C. Code Ann. § 8-17-375	State	Statute	State Employee Grievance Procedure	Yes	Yes	Other service or product our agency must/may provide	Admin will administer the state employee grievance process.	
441	S.C. Code Ann. § 8-17-380	State	Statute	State Employee Grievance Procedure	Yes	Yes	Other service or product our agency must/may provide	Admin will administer the state employee grievance process.	
442	S.C. Code of Regs. 19-200	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	
443	S.C. Code of Regs. 19-201	State	Regulation	Information Resource Management - Application	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	
444	S.C. Code of Regs. 19-202	State	Regulation	Information Resource Management - Review and Approval	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	
445	S.C. Code of Regs. 19-203	State	Regulation	Information Resource Management - Application Information Requirements	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	
446	S.C. Code of Regs. 19-204	State	Regulation	Information Resource Management - Commercial Mobile Radio System Surcharge	Yes	Yes	Other service or product our agency must/may provide	Approval	language needs updating to reflect correct agency name
447	S.C. Code § 58-9-2600	State	Statute	Purpose of article (Government-owned Communications Service Providers)	No	No			
448	S.C. Code § 58-9-2610	State	Statute	Purpose of article (Government-owned Communications Service Providers)	No	No			
449	S.C. Code § 58-9-2620	State	Statute	Purpose of article (Government-owned Communications Service Providers)	No	No			
450	S.C. Code § 58-9-2630	State	Statute	Purpose of article (Government-owned Communications Service Providers)	No	No			
451	S.C. Code § 58-9-2650	State	Statute	Purpose of article (Government-owned Communications Service Providers)	No	No			
452	S.C. Code § 58-9-2660	State	Statute	Purpose of article (Government-owned Communications Service Providers)	No	No			
453	S.C. Code § 58-9-2670	State	Statute	Purpose of article (Government-owned Communications Service Providers)	No	No			
454	S.C. Code § 58-9-2680	State	Statute	Purpose of article (Government-owned Communications Service Providers)	No	No			
455	S.C. Code Ann. § 11-53-10	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	
456	S.C. Code Ann. § 11-53-20	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	

Agency Name:	Department of Administration		Fiscal Year 2019-2020 Accountability Report	
Agency Code and Section:	D500	93	Customer Template	
Service/Product Provided to Customers	Customer Segments	Specify only for the following Segments: (1) Industry; Name; (2) Professional Organization; Name; (3) Public; Demographics.	Divisions or Major Programs	Description
Provide requested information for general media requests and media FOIA requests.	General Public	Various local, state and national media	Division of Program Management (DPM)	Media responses
Answer FOIA and general information requests.	General Public	Citizens and various local, state and national media	Division of Program Management (DPM)	FOIA inquiries
Provide assistance and services related to accelerateSC and PPE	Executive Branch/State Agencies	State agencies	Division of Program Management (DPM)	accelerateSC and PPE
Provide Enterprise Liaison Services	Executive Branch/State Agencies	Various State Agencies	Division of Program Management (DPM)	Agency Relations Management
Provide Enterprise Data Analytics Services	Executive Branch/State Agencies	Various State Agencies	Division of Program Management (DPM)	Data Analytics
Provide Enterprise Project and Project Portfolio Services	Executive Branch/State Agencies	Various State Agencies	Division of Program Management (DPM)	Project and Portfolio Management
Provide Enterprise IT Planning Services	Executive Branch/State Agencies	Various State Agencies	Division of Program Management (DPM)	IT Planning
Provide assistance and services related to accelerateSC	Executive Branch/State Agencies	State agencies	Office of Technology and Information Services (OTIS)	accelerateSC
Information Security Program implementation, management and sustainment support.	Executive Branch/State Agencies		Office of Technology and Information Services (OTIS)	South Carolina Government Agencies
Basic information security monitoring support.	School Districts		Office of Technology and Information Services (OTIS)	K-12 School Technology Initiative Committee charged with addressing technology infrastructure, connectivity and education in schools throughout SC.
Provide privacy awareness and compliance requirements	Executive Branch/State Agencies		Office of Technology and Information Services (OTIS)	Compliance with privacy standards
Provide privacy awareness and compliance guidance	Legislative Branch		Office of Technology and Information Services (OTIS)	Advice regarding privacy compliance and best practices
Provide privacy awareness and compliance guidance	Judicial Branch		Office of Technology and Information Services (OTIS)	Advice regarding privacy compliance and best practices
Provide privacy awareness and compliance guidance	Local Govts.		Office of Technology and Information Services (OTIS)	Advice regarding privacy compliance and best practices
Provide privacy awareness and compliance guidance	School Districts		Office of Technology and Information Services (OTIS)	Advice regarding privacy compliance and best practices
Provide general privacy awareness information upon request, and responses to privacy concerns.	General Public	All South Carolinians	Office of Technology and Information Services (OTIS)	General inquiries
Standard desktop support	Executive Branch/State Agencies	Various State Agencies	Office of Technology and Information Services (OTIS)	Centrally-managed PC support
Premium desktop support	Executive Branch/State Agencies	Various State Agencies	Office of Technology and Information Services (OTIS)	Centrally-managed PC support
Email only	Executive Branch/State Agencies	Various State Agencies	Office of Technology and Information Services (OTIS)	Workplace email
Internet	Executive Branch/State Agencies	Various State Agencies	Office of Technology and Information Services (OTIS)	Internet service
MetroNet	Executive Branch/State Agencies	Various State Agencies	Office of Technology and Information Services (OTIS)	Statewide resource network connectivity
LAN support	Executive Branch/State Agencies	Various State Agencies	Office of Technology and Information Services (OTIS)	Router and Switch Support/Maintenance
Server hosting	Executive Branch/State Agencies	Various State Agencies	Office of Technology and Information Services (OTIS)	Hosted server environment
Mainframe hosting	Executive Branch/State Agencies	Various State Agencies	Office of Technology and Information Services (OTIS)	Hosted mainframe environment
Database hosting	Executive Branch/State Agencies	Various State Agencies	Office of Technology and Information Services (OTIS)	Hosted database environment
Web hosting	Executive Branch/State Agencies	Various State Agencies	Office of Technology and Information Services (OTIS)	Hosted website environment
Enterprise storage	Executive Branch/State Agencies	Various State Agencies	Office of Technology and Information Services (OTIS)	Secure storage for applications and users
Data backup	Executive Branch/State Agencies	Various State Agencies	Office of Technology and Information Services (OTIS)	Backup of application and user data
Enterprise Content Management	Executive Branch/State Agencies	Various State Agencies	Office of Technology and Information Services (OTIS)	Document imaging, workflows and storage
Network Security (VPN)	Executive Branch/State Agencies	Various State Agencies	Office of Technology and Information Services (OTIS)	Encrypted network connection
Enterprise printing	Executive Branch/State Agencies	Various State Agencies	Office of Technology and Information Services (OTIS)	Volume printing services
Email only	Local Govts.	Various Local Governments	Office of Technology and Information Services (OTIS)	Workplace email
Internet	Local Govts.	Various Local Governments	Office of Technology and Information Services (OTIS)	Internet service
MetroNet	Local Govts.	Various Local Governments	Office of Technology and Information Services (OTIS)	Statewide resource network connectivity
LAN support	Local Govts.	Various Local Governments	Office of Technology and Information Services (OTIS)	Router and Switch Support/Maintenance
Mainframe hosting	Local Govts.	Various Local Governments	Office of Technology and Information Services (OTIS)	Hosted mainframe environment
K-12 Internet	School Districts	Various School Districts	Office of Technology and Information Services (OTIS)	Internet service
LAN support	School Districts	Various School Districts	Office of Technology and Information Services (OTIS)	Router and Switch Support/Maintenance
Dark fiber	School Districts	Various School Districts	Office of Technology and Information Services (OTIS)	Network connectivity
Voice and data radio communications	Executive Branch/State Agencies	Various State Agencies	Office of Technology and Information Services (OTIS)	Communications Interoperability
Voice and data radio communications	Local Govts.	Various Local Governments	Office of Technology and Information Services (OTIS)	Communications Interoperability
Voice and data radio communications	Executive Branch/State Agencies	Various Federal Government agencies and branches including national defense assets	Office of Technology and Information Services (OTIS)	Communications Interoperability
Disaster Recovery Planning	Executive Branch/State Agencies	Various State Agencies	Office of Technology and Information Services (OTIS)	Development of disaster recovery plans for agency applications. TableTop testing and cloud-based storage of plans.
Disaster Recovery Hosting	Executive Branch/State Agencies	Various State Agencies	Office of Technology and Information Services (OTIS)	Hosting facility for agency applications and data through DTO DR contract
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 for the development of the Governor's budget and oversight of the annual state budget for South Carolina.
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.
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 to provide technical assistance to state agencies to complete Annual Accountability Report requirements and implement state's performance improvement 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 state's permanent improvement project program.
Completing national state budget process, systems and performance surveys.	Professional Organization	National Association of State Budget Officers (NASBO)	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.
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.	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.	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. Some HR applications are 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.	SC Enterprise Information Systems (SCEIS)	SCEIS serves as the central administrative system for state agencies for accounting, budgeting, human resources and procurement activities.
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	Administrative Services	Administrative Services plans, directs and implements the administrative support for offices of the Dept. of Administration and other agencies as requested.
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 (State Surplus Property)	Disposal, sale or reutilization of state surplus property

Program to provide for the acquisition and reuse of surplus federal property by qualified public agencies and other entities	Executive Branch/State Agencies	State agencies; qualified educational, health, and cultural organizations; other qualified organizations, and local subdivisions of state government	DSASS (Federal Surplus Property)	Acquisition and reutilization of federal surplus property
Program providing for the acquisition and reutilization of low cost, low mileage federal surplus vehicles	Executive Branch/State Agencies	State agencies, local subdivisions of state government, and other qualified public agencies	DSASS (GSA Vehicle Program)	Acquisition and reutilization of surplus federal fleet vehicles
Management of the acquisition and reutilization of excess Department of Defense property for use by qualified law enforcement agencies	Executive Branch/State Agencies	State and local law enforcement agencies	DSASS (1033 Program)	Acquisition and reutilization of excess Department of Defense property by qualified law enforcement agencies
Provide fleet vehicles to agencies on a long-term lease basis	Executive Branch/State Agencies	State agencies, public higher education institutions, and local subdivisions of state government	DSASS (Lease Fleet Program)	Long-term leasing of vehicles to state and public agencies
System of commercial 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 (Commercial Vendor Repair Program)	Fleet maintenance and repair services provided by a network of commercial vendors utilizing negotiated pricing
Manage private-sector contracts 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 (Short Term Fleet Rental)	Short-term and daily vehicle rentals provided by vendors on state contract
Manage program to provide fleet safety training, accident review, vehicle misuse response and driver training education	Executive Branch/State Agencies	State agencies, public higher education institutions, and local subdivisions of state government	DSASS (Fleet Safety Program)	Statewide fleet safety, vehicle complaint resolution and accident review services
Management of statewide fleet fueling system and fleet fuel card program	Executive Branch/State Agencies	State agencies, public higher education institutions, and local subdivisions of state government	DSASS (State Fuel System)	Statewide fuel system and fuel card program utilizing state-owned and retail fueling locations
Coordinate reservation requests for use of State House grounds.	General Public	Citizens	Division of FMPS - Facilities Management	State House Event Reservations
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 - Facilities Management	Facility Maintenance and Operations
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		Division of FMPS - Construction and Planning	Management of Capital Projects
Management of parking facilities and surface lots for state offices in Columbia	Executive Branch/State Agencies	State agencies and local subdivisions of state government.	Division of FMPS - Parking Services	Parking Lot/Facilities Management
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 FMPS - Real Property Services	Real Property Transactions
Provide assistance and services related to accelerateSC and PPE	Executive Branch/State Agencies	State agencies	Division of FMPS - Facilities Management	accelerateSC and PPE
Provide assistance and services related to accelerateSC and PPE	Executive Branch/State Agencies	S.C. school districts	Division of FMPS - Facilities Management	accelerateSC and PPE
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)	Agency Consultations
Manage alternative dispute resolution process in accordance with Grievance Procedure Act	Executive Branch/State Agencies	Various State Agencies	Division of State Human Resources (DSHR)	Alternative Dispute Resolution
Prepare annual reports on human resources related programs and standards	Legislative Branch		Division of State Human Resources (DSHR)	Annual reporting on human resources and standards
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)	Reporting on human resources related statistics, practices and policies
Support using online application system	General Public		Division of State Human Resources (DSHR)	Maintain the NeoGov jobs portal
Provide agencies support in recruitment of quality applicants to state government	Executive Branch/State Agencies	Various State Agencies	Division of State Human Resources (DSHR)	Agency consultations through Statewide Recruiting Director, Recruiting Workgroup and consultants
Provide repair or replacement of homes damaged by the 2015 and 2016 Federally Declared disasters to Low to Moderate Citizens of South Carolina who were impacted	General Public	Low to Moderate Citizens in the 22 FEMA-declared for Individual Assistance counties	South Carolina Disaster Recovery Office (DRO)	Repair or replace to low to moderate homes damaged by the 2015 and 2016 federally declared disasters
Provide Disaster Case Management to meet the unmet needs of the Citizens of South Carolina who survived the 2015, 2016 and 2018 Federally Declared disasters	General Public	Citizens in the 24 FEMA-declared for Individual Assistance counties	South Carolina Disaster Recovery Office (DRO)	Case management assistance
Provide requested information for general media requests.	General Public	Various local, state and national media	South Carolina Disaster Recovery Office (DRO)	Media responses
Constituent Services	General Public	South Carolinians or people with ties to South Carolina	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.
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 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 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 to provide financial assistance to families to help with home energy costs. Eligibility is income-based.
U.S. Department of Energy, Weatherization Assistance Program (WAP).	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 Housing and Urban Development, Emergency Solutions Grant (ESG).	General Public	Non profit entities throughout the state	Office of Economic Opportunity (OEO)	Pass-through funding from HUD for Emergency Shelters, Homelessness Prevention, Rapid Rehousing, and Street Outreach
Project Share funds from various cooperatives and utility companies within the state	General Public	Community Action Agencies 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.
Small and Minority Business Contracting and Certification Presentation	General Public	USC Matchmaker Event	Small and Minority Business Contracting and Certification (SMBCC)	Resource partner
Small and Minority Business Contracting and Certification Presentation	General Public	Nile River Capital Event	Small and Minority Business Contracting and Certification (SMBCC)	Educational workshop
Small and Minority Business Contracting and Certification Presentation	General Public	South Carolina Business One Stop (SCBOS)	Small and Minority Business Contracting and Certification (SMBCC)	Resource partner
Small and Minority Business Contracting and Certification Presentation	Executive Branch/State Agencies	S.C. Department of Commerce and S.C. Department of Employment and Workforce Event	Small and Minority Business Contracting and Certification (SMBCC)	S.C. Department of Commerce and S.C. Department of Employment and Workforce Event
Small and Minority Business Contracting and Certification Presentation	Professional Organization	African American Chamber of Commerce	Small and Minority Business Contracting and Certification (SMBCC)	Information/Resource Meeting
African American Economic Summit Presentation	General Public	Small and minority business owners attending the African American Economic Summit	Small and Minority Business Contracting and Certification (SMBCC)	Economic Informational Summit
Small and Minority Business Contracting and Certification Presentation	General Public	Clemson University Co-Op Entrepreneurial Education	Small and Minority Business Contracting and Certification (SMBCC)	Business workshop
Small and Minority Business Contracting and Certification Presentation	General Public	SBDC-Greenville	Small and Minority Business Contracting and Certification (SMBCC)	Small Business Workshop for Women-owned Businesses
Small and Minority Business Contracting and Certification Presentation	Professional Organization	Intro to Small Business — Richland County Library	Small and Minority Business Contracting and Certification (SMBCC)	Resource partner
Small and Minority Business Contracting and Certification Presentation	General Public	Richland County Library	Small and Minority Business Contracting and Certification (SMBCC)	Small Business Workshop
Small and Minority Business Contracting and Certification Presentation	General Public	Optus Bank (Line of Credit Workshop)	Small and Minority Business Contracting and Certification (SMBCC)	Educational workshop
Small and Minority Business Contracting and Certification Presentation	General Public	Greenville-Spartanburg International Airport and business owners	Small and Minority Business Contracting and Certification (SMBCC)	Workshop for Fly In attendees
Small and Minority Business Contracting and Certification Presentation	General Public	Fairfield County Business Forum - MTC Fairfield Campus	Small and Minority Business Contracting and Certification (SMBCC)	Educational workshop
Small and Minority Business Contracting and Certification Presentation	Professional Organization	SCAGPO	Small and Minority Business Contracting and Certification (SMBCC)	Educational workshop
Small and Minority Business Contracting and Certification Presentation	General Public	SCMEN Conference	Small and Minority Business Contracting and Certification (SMBCC)	Educational workshop
Small and Minority Business Contracting and Certification Presentation	General Public	CVMSDC, Midlands, Low Country, and Pee Dee Region	Small and Minority Business Contracting and Certification (SMBCC)	Educational workshop
Small and Minority Business Contracting and Certification Presentation	School Districts	Fairfield County School Career Day	Small and Minority Business Contracting and Certification (SMBCC)	Fairfield County School Career Day
Small and Minority Business Contracting and Certification Presentation	Local Govts.	Richland County Workshop Series	Small and Minority Business Contracting and Certification (SMBCC)	Educational workshop
S.C. Department of Transportation (DOT) and Small and Minority Business Contracting and Certification (SMBCC) Certification	Industry	List available upon request	Small and Minority Business Contracting and Certification (SMBCC)	Provided technical assistance with MBE certification
Small and Minority Business Contracting and Certification Presentation	General Public	Department of Commerce Workshop	Small and Minority Business Contracting and Certification (SMBCC)	S.C. Department of Transportation (DOT) and Small and Minority Business Contracting and Certification (SMBCC) Certification

Small and Minority Business Contracting and Certification Presentation	General Public	Columbia Chamber Meeting	Small and Minority Business Contracting and Certification (SMBCC)	Small business networking
Small and Minority Business Contracting and Certification Presentation	General Public	Richland County OBO	Small and Minority Business Contracting and Certification (SMBCC)	Small Business Certification Workshop
Business Certification technical assistance	Industry	List available upon request	Small and Minority Business Contracting and Certification (SMBCC)	Provided technical assistance with MBE certification
Small and Minority Business Contracting and Certification Presentation	General Public	Richland Co OSBO -RFPs and RFQs: The Alphabet Soup of Procurement	Small and Minority Business Contracting and Certification (SMBCC)	Educational workshop
Small and Minority Business Contracting and Certification Presentation	General Public	1 Million Cups Organization	Small and Minority Business Contracting and Certification (SMBCC)	Resource partner
Small and Minority Business Contracting and Certification Presentation	General Public	Access to Capital - Woodforest Bank	Small and Minority Business Contracting and Certification (SMBCC)	Resource Partner
Small and Minority Business Contracting and Certification Presentation	General Public	City of Columbia OBO	Small and Minority Business Contracting and Certification (SMBCC)	Small Business Seminar
Small and Minority Business Contracting and Certification Presentation	General Public	SBDC-Walterboro, Allendale, Orangeburg	Small and Minority Business Contracting and Certification (SMBCC)	Small Business Workshop
Small and Minority Business Contracting and Certification Presentation	School Districts	Meet and Greet Rock Hill Procurement Team	Small and Minority Business Contracting and Certification (SMBCC)	Educational meeting
Small and Minority Business Contracting and Certification Presentation	General Public	USC Procurement-Ultimate Business Expo	Small and Minority Business Contracting and Certification (SMBCC)	Resource partner
Provided attendees with Small and Minority Business Contracting and Certification overview	General Public	BMW	Small and Minority Business Contracting and Certification (SMBCC)	Supplier Diversity Conference
Small and Minority Business Contracting and Certification Presentation	General Public	City of Columbia — Women Owned Certification Workshop	Small and Minority Business Contracting and Certification (SMBCC)	Educational workshop
Small and Minority Business Contracting and Certification Presentation	General Public	City of Columbia Fast Trac	Small and Minority Business Contracting and Certification (SMBCC)	Educational workshop for City of Columbia Fast trac Program
Small and Minority Business Contracting and Certification Presentation	School Districts	Forest Heights Career Fair	Small and Minority Business Contracting and Certification (SMBCC)	Career day-informational
Small and Minority Business Contracting and Certification Presentation	Local Govts.	Women in Business Seminar	Small and Minority Business Contracting and Certification (SMBCC)	Educational workshop
Small and Minority Business Contracting and Certification Presentation	General Public	Salute to Small Business Matchmaker - Columbia	Small and Minority Business Contracting and Certification (SMBCC)	Educational Workshop
Provided attendees with Small and Minority Business Contracting and Certification overview	General Public	Youth Entrepreneurship Class	Small and Minority Business Contracting and Certification (SMBCC)	Resource partner
Small and Minority Business Contracting and Certification Presentation	General Public	Chamber Event	Small and Minority Business Contracting and Certification (SMBCC)	Resource partner
Small and Minority Business Contracting and Certification Presentation	Professional Organization	Small Business Administration	Small and Minority Business Contracting and Certification (SMBCC)	Educational workshop
Provided attendees with Small and Minority Business Contracting and Certification overview	General Public	Small Business Administration	Small and Minority Business Contracting and Certification (SMBCC)	Salute to Small Business Conference
Small and Minority Business Contracting and Certification Presentation	Local Govts.	SC Business Collaborate — Columbia	Small and Minority Business Contracting and Certification (SMBCC)	Resource partner
Small and Minority Business Contracting and Certification Presentation	Executive Branch/State Agencies	SCAGPO Reverse Trade Show — Lexington	Small and Minority Business Contracting and Certification (SMBCC)	Resource partner
Networking opportunity with Procurement Services	General Public	Business and procurement directors of state agencies	Small and Minority Business Contracting and Certification (SMBCC)	Annual Trade Fair for small businesses
Small and Minority Business Contracting and Certification Presentation	Executive Branch/State Agencies	SCAGPO Reverse Trade Show — Charleston	Small and Minority Business Contracting and Certification (SMBCC)	Resource partner
Small and Minority Business Contracting and Certification Presentation	Executive Branch/State Agencies	SCAGPO Reverse Trade Show — Charleston	Small and Minority Business Contracting and Certification (SMBCC)	Resource partner
Small and Minority Business Contracting and Certification Presentation	General Public	Scaling Up Event for Women — Columbia	Small and Minority Business Contracting and Certification (SMBCC)	Educational workshop
Provided attendees with Small and Minority Business Contracting and Certification overview	General Public	City of Columbia OBO	Small and Minority Business Contracting and Certification (SMBCC)	Small Business Week Conference
Business Certification assistance concerning denied certifications	Industry	List available upon request	Small and Minority Business Contracting and Certification (SMBCC)	Provided technical assistance - Denied Certification

Agency Name:	Department of Administration		Fiscal Year 2019-2020
Agency Code and Section:	D500	093	Accountability Report
Name of Partner Entity	Type of Partner Entity	Description of Partnership	Partner Template
eGroup	Private Business Organization	Develop and support the Department of Administration Project Portfolio Management System	3
Various State Agencies	State Government	Provide content for SC Careers and accelerateSC websites and social media.	1
Various State Agencies	State Government	accelerateSC and PPE	2, 3, 4, and 5
SalesForce/Catalyst	Private Business Organization	accelerateSC	2, 3, 4, and 5
S.C. School Districts	State Government	accelerateSC and PPE	2, 3, 4, and 5
TAPFIN	Private Business Organization	accelerateSC	2, 3, 4, and 5
Gartner	Private Business Organization	Creation, implementation and updating of Statewide Strategic IT Plan.	1 and 2
Deloitte	Private Business Organization	Information Security and Privacy Program consulting.	1, 2, 4, and 5
Coour 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
Expicio 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
South Carolina Interactive	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. Protection of CJS data stored at the DTO data center and in the state's DR hosting site.	2, 4, and 5
ISACA (Information Systems Audit and Control Association)	Non-Governmental Organization	Global professional association of IT security professionals	1 and 5
Internal Revenue Service (IRS) Office of Safeguards	Federal Government	IRS office specifically tasked with protection of Federal Tax Information. DTO coordinates data center security with this office to assure compliance with IRS Publication 1075.	5
Blanchard Machinery, Inc	Private Business Organization	Support for critical emergency power infrastructure at the DTO data center	3 and 5
South Carolina Emergency Management Division	State Government	DTO provides ESF-2 communication support to EMD during emergencies and disasters.	2 and 3
Axiom Resource Management, Inc	Private Business Organization	Assists the EPO in the operations and further development of the statewide privacy program.	5
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
United States 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
US General Services Administration (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
American Automobile Association (AAA)	Private Business Organization	DSASS - State Fleet Management - Fleet Safety Program	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
Chevin (FleetWave)	Private Business Organization	DSASS - State Fleet Management Software Partner	1 and 2
SC Interactive LLC	Private Business Organization	DSASS - Credit card services for Surplus Property Office	1 and 2
S.C. Department of Corrections	State Government	DSASS - Disposal of scrap surplus property	1 and 2
Various Private Sector Vendors	Private Business Organization	DSASS - Fleet vendors providing vehicles to State Fleet Management and state agencies	1 and 2
S.C. Department of Motor Vehicles	State Government	DSASS - Provide vehicle titling, registration and tagging support to State Fleet Management	1 and 2
AssetWorks	Private Business Organization	DSASS - Surplus Property Office Software Partner	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
CBRE	Private Business Organization	Division of FMPS - Real Property Services - Sale of state surplus property	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	Division of FMPS - Maintenance and physical support for data center facilities	1 and 2
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
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
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
Executive Branch/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) and Columbia Society of Human Resources Management (CSHRM)	Non-Governmental Organization	SHRM and CSHRM provides training and information about HR best practices	
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
NeoGov	Private Business Organization	Operates the jobs portal for state government and onboard module	1 and 2
Various Higher Education Councils (HEEAPA/CHRD)	State Government	Higher Education Councils created to recommend changes to laws, regulations, policies and practices impacting public higher education institutions	1, 2, and 5
College and University Professional Association (CUPA)	Non-Governmental Organization	College and University Professional Association for human resource assistance	1
United States Department of Housing and Urban Development (HUD)	Federal Government	Provides Community Block Grant-Disaster Recovery (CDBG-DR) and Community Block Grant-Mitigation (CDBG-MIT) grants, as well as technical assistance, monitoring and compliance	2, 3, and 4
Federal Emergency Management Agency (FEMA)	Federal Government	Provides Disaster Case Management Program grants as well as post-disaster data	2, 3, and 4
Small Business Administration (SBA)	Federal Government	Provides post-disaster data	2 and 4
South Carolina Emergency Management Division (SCEMD)	State Government		2
South Carolina Department of Natural Resources (DNR)	State Government	Assists in the development and feasibility analysis of mitigation projects	2
South Carolina Department of Health and Environmental Control (DHEC)	State Government	Assists in post-disaster education of mold-mitigation and water analysis	2 and 3
South Carolina State Housing Authority	State Government	Provides funds for disaster housing construction and repair	2
Allendale County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Bamberg County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Barnwell County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Beaufort County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Berkeley County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Calhoun County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Charleston County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Chesterfield County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Clarendon County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Colleton County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Darlington County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Dillon County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Dorchester County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Fairfield County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Florence County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Georgetown County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Greenville County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Greenwood County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Hampton County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Horry County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Jasper County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Kershaw County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Lee County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Marion County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Marlboro County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Newberry County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Orangeburg County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Spartanburg County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Sumter County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Williamsburg County	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
Lexington County	Local Government	Share lessons learned in disaster recovery	2
Richland County	Local Government	Share lessons learned in disaster recovery	2
City of Sumter	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2
City of Charleston	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 3
City of Columbia	Local Government	Share lessons learned in disaster recovery	2 and 3
AECOM Engineering Company	Private Business Organization	Contracted to conduct watershed study of Santee and PeeDee river basins	2 and 3
Horne, LLP	Private Business Organization	Contracted to execute the 2015 and 2016 disaster recovery programs	2 and 3
South Carolina Voluntary Organizations Active in Disasters	Non-Governmental Organization	Shares information concerning disaster recovery assistance available	3 and 4
St. Bernard Project (SBP)	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Darlington County Long Term Recovery Group (LTRG)	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Florence County Long Term Recovery Group (LTRG)	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Marion County Long Term Recovery Group (LTRG)	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Tri-County Long Term Recovery Group (LTRG)	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Waccamaw Long Term Recovery Group (LTRG)	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
BCD Long Term Recovery Group (LTRG)	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Edisto Regional Long Term Recovery Group (LTRG)	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Winyah Bay Long Term Recovery Group (LTRG)	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Low Country Long Term Recovery Group (LTRG)	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Lakelands Long Term Recovery Group (LTRG)	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Dillon Long Term Recovery Group (LTRG)	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Feed the Children	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
South Carolina Legal Services	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
American Red Cross	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Samaritan Ministries	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
United Way of South Carolina	Non-Governmental Organization	Assist in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
National Association for the Advancement of Colored People	Non-Governmental Organization	Assists in reaching citizens affected by the 2015, 2016 and 2018 disasters.	3 and 4
South Carolina Habitat for Humanity	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Your Foundation/One SC Fund	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Convoy of Hope	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Mennonite Disaster Services	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
United Methodist Church South Carolina Disaster Services	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Salvation Army	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
United Way of Sumter	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
South Carolina Southern Baptist Disaster Relief	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Harvest Hope Food Bank	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Black River United Way	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Darlington Habitat for Humanity	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Greenwood Habitat for Humanity	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Charleston Catholic Diocese	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Catholic Charities	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
Lutheran Services of South Carolina	Non-Governmental Organization	Assists in the recovery of citizens from the 2015, 2016 and 2018 disasters.	3 and 4
University of South Carolina	Higher Education Institute	Assists in the development of Social Vulnerability Indexes for disasters	3
University of Central Florida	Higher Education Institute	Assists in the development of Social Vulnerability Indexes for disasters	3
Institute of Internal Auditor (IIA)	Professional Association	Assists in the recovery of citizens from disasters and development of potential mitigation projects	4
Association of Certified Fraud Examiners (ACFE)	Professional Association	Assists in the recovery of citizens from disasters and development of potential mitigation projects	4
South Carolina State Internal Auditors Association (SCSIAA)	Professional Association	Assists in the recovery of citizens from disasters and development of potential mitigation projects	4
South Carolina Board of Accountancy for Certified Public	Professional Association	Assists in the recovery of citizens from disasters and development of potential mitigation projects	4
Waccamaw Regional Council of Governments	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 4
Association of Counties	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 4
Municipal Association	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 4
Santee Lynchess Regional Council of Governments	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 4
Berkeley-Charleston-Dorchester Council of Governments	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 4
Pee Dee Regional Council of Governments	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 4
Lower Savannah Regional Council of Governments	Local Government	Assists in the recovery of citizens from disasters and development of potential mitigation projects	2 and 4
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	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

Agency Name:		Department of Administration				Fiscal Year 2019-2020 Accountability Report			
Agency Code:		Section:		093		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	6/30/2020	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	6/30/2020	Review of grant revenues and expenditures	http://osa.sc.gov/	
3	External Review and Report	K-12 Technology Panel	S.C. General Assembly	State	Annually	7/22/2020	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)	S.C. General Assembly	State	Annually	10/1/2019	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	S.C. Department of Social Services (DSS) Internal Audit Division	State	Annually	11/5-6/2019	Compliance review based on IRS Publication 1075	Final copy of report provided to DTO	
6	External Review and Report	Safeguards Inspection	S.C. Department of Revenue (DOR) Internal Audit Division	State	Annually	11/5-6/2019	Compliance review based on IRS Publication 1075	Final copy of report provided to DTO	
7	External Review and Report	K-12 Schools Technology Initiative Progress Report	K-12 Initiative Principals	State	Annually	August 2019	Annual progress report for the K-12 School Technology Initiative in the development and implementation of educational technology across public schools in South Carolina.	https://sck12techinit.sc.gov/sites/default/files/Documents/2018-19NSDC-13%20Progress%20Report.pdf	
8	Internal Review and Report	State Emergency Operations Plan Annex 2	S.C. Emergency Management Division	State	Annually	10/28/2019	ESF-2 Component of the State Emergency Operations Plan	Plan is kept by EMD	
9	External Review and Report	Safeguards Inspection	U.S. Internal Revenue Service	Federal	Other	11/5-6/2019	Compliance review based on IRS Publication 1076	Final copy of report provided to DTO	
10	External Review and Report	Social Security Administration Inspection	U.S. Social Security Administration, S.C. Department of Social Services (DSS) Internal Audit Division	Federal	Annually	1/6/2020	Compliance review based on Social Security Administration data security standards	Available by request from DSS Internal Audit Division	
11	External Review and Report	Discrimination Policy	S.C. General Assembly	State	Annually	10/21/2019	Directs each agency to report employment and filled vacancy data by race and sex to the Human Affairs Commission.	State Human Affairs Commission	
12	External Review and Report	Personal Service Reconciliation	S.C. General Assembly	State	Annually	9/15/2019	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	
13	External Review and Report	Base Budget Analysis	S.C. General Assembly	State	Annually	9/15/2019	Directs each agency to prepare an annual accountability report and submit to the Executive Budget Office.	Executive Budget Office	
14	External Review and Report	Voluntary Separation Incentive Program	S.C. General Assembly	State	Annually	Always available upon request in SCEIS	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	
15	External Review and Report	Debt Collection Reports	S.C. General Assembly	State	Annually	2/26/2020	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	
16	External Review and Report	Organizational Charts	S.C. General Assembly	State	Annually	Always available upon request in SCEIS	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	
17	External Review and Report	Fees and Fines Report	S.C. General Assembly	State	Annually	9/1/2019	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	
18	External Review and Report	Bank Account Transparency and Accountability	State Fiscal Accountability Authority (SFAA)	State	Annually	10/1/2019	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	
19	External Review and Report	IT and INFOSEC Plans	S.C. General Assembly	State	Annually	8/1/2019	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	
20	External Review and Report	Year-End Expenditures	Office of the Comptroller General (OCG)	State	Annually	7/14/2019	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	
21	External Review and Report	South Carolina Enterprise Information System (SCEIS) Status Report	S.C. General Assembly	State	Annually	1/31/2020	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	
22	External Review and Report	Federal Grant Cash Status Reporting	Federal Government	State	Quarterly	07/15/2019	Quarterly cash status reports	Grants.Gov	
23	External Review and Report	Schedule of Federal Financial Awards	Federal Government	State	Annually	No date listed	Schedule of Cash, Receipts, Expenditures, etc.	State Auditor's Office	
24	External Review and Report	Small and Minority Business Expenditures	Small and Minority Business Expenditures (OSMB)	State	Quarterly	Due 30 days after the end of the quarter	Expenditures to Certified Small and Minority Vendors	Office of Small and Minority Businesses	
25	External Review and Report	Year-end Reporting Packages	Office of the S.C. Comptroller General (OCG)	State	Annually	7/10/2019 - 10/23/2019	Financial information to be used in compilation of Comprehensive Annual Financial Report (CAFR)	Office of the Comptroller General	
26	Internal Review and Report	Annual Service Delivery Evaluation	S.C. 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	
27	External Review and Report	Comprehensive Permanent Improvement Plan (CPIP)	S.C. General Assembly	State	Annually	6/18/2020	Complete and submit CPIP to Joint Bond Review Committee and State Fiscal Accountability Authority	Joint Bond Review Committee (JBRC) and State Fiscal Accountability Authority (SFAA)	
28	External Review and Report	State House Operation and Maintenance Account Report	S.C. State House Committee	State	Annually	9/30/2020	Expenditures for State House maintenance and operations	Submitted to Senator Harvey Peeler, State House Committee Chairman	
29	External Review and Report	Federal Grant Cash Status Reporting	Federal Government	Federal	Other	6/30/2020	Cash balances and expenditures	grants.gov	
30	External Review and Report	Schedule of Expenditures of Federal Awards (SEFA)	Office of the State Auditor (OSA)	State	Annually	8/15/2019	Grant reporting by CFDA for cash balances, revenues and expenditures and other debits and credits	Office of the State Auditor	
31	External Review and Report	Procurement Sole Source, Emergency and Unauthorized Procurement Reports	Procurement Services (MMO)	State	Quarterly	Due 30 days after the end of the quarter	Summary of procurements for the quarter by type	State Procurement Office (MMO)	
32	External Review and Report	Statewide Cost Allocation Schedules (SWCAP)	Executive Budget Office (EBO)	State	Annually	12/31/2019	Summary of allocable cost from statewide activities and all internal service funds	Executive Budget Office	
33	Internal Review and Report	Budget Decision Packet	Executive Budget Office (EBO)	State	Annually	09/21/2019	New IT Budget Requests - State Agencies	Distributed to EBO	
34	External Review only	1033 Program Compliance Review	U.S. Defense Logistics Agency	Federal	Other	3/19/20-3/22/20	Bi-annual review by Federal Law Enforcement Support Office staff from the Defense Logistics Agency of the state's 1033 Program to ensure that property accountability records are properly maintained.	U.S. Defense Logistics Agency or SC Surplus Property Office	
35	Internal Review and Report	Motor Vehicle Management Review Report (MVMR)	S.C. General Assembly (SC Code 9A-11-280)	State	Annually	No date listed	Review of statewide fleet performance and operations for the preceding fiscal year.	Hard and electronic copies available upon request	
36	External Review only	Federal General Services Administration (GSA) 3040 Report	U.S. General Services Administration	Federal	Quarterly	No date listed	The Surplus Property Office submits quarterly reports to the GSA listing the amount of property donated to the state, amount of property donated to sub-recipients, and the amount of property sold by GSA that was allocated to the state.	U.S. General Services Administration	
37	External Review only	Federal Sub-recipient Monitoring Report	U.S. General Services Administration	Federal	Annually	No date listed	The Surplus Property Office submits an annual report to GSA of any federal donees that received enough federal property to meet the threshold to require an OMB Circular A-133 Single Audit.	U.S. General Services Administration	
38	External Review only	EPAct 92 Standard Compliance Report	U.S. Department of Energy	Federal	Annually	12/30/2019	Annual survey of alternative fuel vehicles (AFVs) purchased during the prior October 1-September 30 federal fiscal year as required by the Energy Policy Act of 1992. The state is required to make at least 75 percent of its eligible light-duty vehicle purchases be classified as AFVs or earn credits through the use of bio-diesel fuel.	U.S. Department of Energy	
39	External Review and Report	Energy Information Administration EIA - Form EIA-886 Annual Survey of Alternative Fuel Vehicles	U.S. Dept. of Energy / U.S. Energy Information Administration	Federal	Annually	7/31/2019	Collecting information on the number of alternative fuel vehicles (AFVs) made available, the distribution of AFVs in use, and alternative transportation fuels (ATFs) consumed.	U.S. Energy Information Administration and U.S. Department of Energy	
40	External Review and Report	Energy Conservation Report	S.C. State Energy Office (Statutory - 48-52-820 and 48-52-640)	State	Annually	12/18/2019	Energy consumption, energy conservation measures implemented, energy conservation products purchased	Submitted to State Energy Office	
41	External Review and Report	Emissions Inventory Report	S.C. Department of Health and Environmental Control	State	Other	7/19/2019 and 1/27/2020 for Energy Facility; 7/26/2019 and 1/27/2020 for Hayne Lab	Emissions Inventory Report for Energy Facility Building (and the Hayne Laboratory 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.	Department of Administration and S.C. Department of Health and Environmental Control	
42	External Review and Report	Consolidated Annual Performance Evaluation Report	S.C. Department of Commerce	State	Annually	6/25/2020	Environmental, Social, and Governance (ESG) Grant	Integrated Disbursement and Information System (IDIS) of the U.S. Department of Housing and Urban Development	
43	External Review only	Community Services Block Grant (CSBG) Annual Report (Formerly the Information Survey (IS) Report)	National Association for State Community Service Programs (NASCCSP)	Federal	Annually	7/13/2020	Community Services Block Grant (CSBG) subgrantee report compilation	U.S. Department of Health and Human Services MASCSP Database/OEO File Copy	
44	External Review only	Low Income Home Energy Assistance Program (LIHEAP) Grantee Survey	U.S. Department of Health and Human Services	Federal	Annually	2/5/2020	Low Income Home Energy Assistance Program (LIHEAP) Grant	U.S. Department of Health and Human Services OLDC Database/OEO File Copy	
45	External Review only	Low Income Home Energy Assistance Program (LIHEAP) Household Report	U.S. Department of Health and Human Services	Federal	Annually	12/10/2019	Low Income Home Energy Assistance Program (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	9/13/2019	Weatherization Assistance Program (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	10/16/2019, 1/28/2020, 4/30/2020, and 7/30/2020	Weatherization Assistance Program (WAP) Grants, dwellings weatherized, and 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	4/30/2020	Weatherization Assistance Program (WAP) Grants, summary of trainings, and 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	12/31/2019	Annual financial data to include cash disbursements and obligations	OLDC (Online data collection)	
50	External Review only	Federal Financial Report CSBG	U.S. Department of Health and Human Services	Federal	Annually	12/31/2019	Financial data to include cash receipts, disbursement, unliquidated obligations, cash on hand, and year-end balances	OLDC (Online data collection)	

51	External Review only	Quarterly Federal Financial Report Weatherization	U.S. Department of Energy	Federal	Quarterly	10/16/2019, 1/28/2020, 4/30/2020, and 7/30/2020	Fiscal year cash disbursements, cash receipts, cash on hand, obligations, IDC, unliquidated obligations, and budget activity	IDOE website
52	External Review only	Carryover and Re-allotment Report	U.S. Department of Health and Human Services	Federal	Annually	2/5/20	Total award allocation for LIHEAP program only and projected carry forward balance for upcoming year	DLDC (Online data collection)
53	External Review only	S.C. Developmental Disabilities Council (DDC) Program Performance Report	U.S. Administration on Intellectual and Developmental Disabilities (AIDD)	Federal	Annually	12/31/19	The work of council—specific template	Submitted in on-line reporting system
54	External Review only	S.C. Developmental Disabilities Council (DDC) State Plan Amendment	U.S. Administration on Intellectual and Developmental Disabilities (AIDD)	Federal	Annually	12/31/19	Update the S.C. Developmental Disabilities Council 5-year state plan	Submitted in on-line reporting system
55	External Review and Report	U.S. Department of Housing and Urban Development (HUD) Technical Inspections	U.S. Department of Housing and Urban Development	Federal	Annually	9/1/2020	All program information concerning intake process, eligibility, performance, finances, financial controls, environmental compliance, auditing and monitoring.	Available from DRO or HUD upon request
56	External Review and Report	2015 Disaster Recovery Quarterly Progress Report (QPR)	U.S. Department of Housing and Urban Development (HUD)	Federal	Quarterly	07/30/2019,09/30/2019, 01/30/2020, and 04/30/2020	All program information concerning activities, performance, and finances.	HUD Website
57	External Review and Report	2016 Disaster Recovery Quarterly Progress Report (QPR)	U.S. Department of Housing and Urban Development (HUD)	Federal	Quarterly	07/30/2019,09/30/2019, 01/30/2020, and 04/30/2020	All program information concerning activities, performance, and finances.	HUD Website
58	Internal Review and Report	2015 and 2016 Disaster Recovery Program Assessment	S.C. Disaster Recovery Office (DRO)	State	Quarterly	09/18/2019,11/27/2019, 01/15/2020, 04/16/2020	Review of quarterly performance of contractor and SCDRD.	Available from DRO upon request
59	Internal Review and Report	SCDRO Audit Report	CDRG-DR Steering Committee	State	Twice a year	12/15/2019 and 4/3/2020	Report of Audit Findings and Concerns for the past 6 months.	Emailed to Steering Committee members and available upon request from SCDRO Audit Internal team
60	External Review and Report	Interagency Stakeholders Coordination Briefing	Various stakeholder partners involved in disaster recovery	Outside Organization	Monthly	4th Thursday of every month	Update of the disaster recovery and disaster case management programs	Slides are sent to all participants before and after the briefing
61	External Review and Report	Historical Preservation Annual Report for 2015 and 2016 Disaster Recovery Programs	HUD and State Historical and Preservation Office (SHPO)	Federal	Annually	7/10/2020	A list of disaster recipients, by disaster, by county, by construction type, and Tier 2 allowance used.	Available on the DRO website and from SHPO upon request
62	External Review and Report	Member Management Replacement System ADP Assessment	S.C. Department of Health and Human Services (HHS) and U.S. Department of Health and Human Services	Federal	Other	10/21/2019	Compliance review based on MARS-E security controls framework.	SCDHHS MMRS office has the final report. DTD was notified of any findings.
63	External Review and Report	South Carolina SNAP-NDNH Review	S.C. Department of Social Services (DSS) and U.S. Office of Child Support Enforcement	Federal	Other	No date listed	Review of physical, technical, and management security as they related to the protection of information systems and sensitive data under the purview of the Office of Child Support Enforcement, Division of Federal Systems.	SCDSS Child Enforcement Office has the final report. There were no findings against DTO.
64	External Review and Report	Statewide Real Estate Plan Implementation	S.C. General Assembly	State	Annually	12/20/19	State agency compliance with site selection and space standards, use of the real estate chart of accounts, M&O contract consolidation, deferred maintenance plans, and real property inventory reporting.	Senator Hugh Leatherman, Chairman of Senate Finance Committee and Representative Murrell Smith, Chairman of House Ways and Means Committee
65	External Review only	GSA Review of Federal Surplus Program Operations	U.S. General Services Administration	Federal	Other	3/21/2019	Quadrennial review by the U.S. General Services Administration of the operations of the state's Federal Surplus Program to determine if it was operating in accordance with federal law and regulations and the state's plan of operation	U.S. General Services Administration or SC Surplus Property Office
66	Internal Review and Report	Small and Minority Business Contracting and Certification Annual State Minority Report	Governor's Office and the S.C. General Assembly	State	Annually	No date listed	Reviews activities of the program, shares transitional data for children in foster care, and makes recommendations for improvement in child advocacy and permanency.	Hard copies are available in the SMBCC office; electronically available on the SMBCC website
67	Internal Review and Report	Executive Planning Portfolio Dashboard	Admin Leadership	State	Other	Every 2 weeks	Goals/Objectives/Projects Reports to Legislature	Available printed as well as online
68	Internal Review and Report	IT Shared Services Report on Agency Compliance	Admin Leadership and S.C. General Assembly	State	Annually	1/9/2020	The state of Shared Services to the S.C. General Assembly	Available printed as well as online
69	Internal Review and Report	Small and Minority Business Contracting and Certification Annual Utilization Plan Report	S.C. Governor's Office	State	Annually	8/13/2019	Bids awarded to small and minority businesses to include dollar amount	Supplied upon request
70	Internal Review and Report	Minority Business Enterprise Utilization Plan	Small and Minority Business Contracting and Certification (SMBCC)	State	Annually	6/13/2019	Outlines agency minority business enterprise expenditure goal for the upcoming fiscal year	email, mail, and hand-delivered to stakeholders
71	Internal Review and Report	MBE Quarterly Progress Report	Small and Minority Business Contracting and Certification (SMBCC)	State	Quarterly	Due 30 days after the end of the quarter	Agency's quarterly progress report against established goal in the Minority Business Enterprise Utilization Plan	email, mail, and hand-delivered to stakeholders
72	Internal Review and Report	Agency Quarterly Progress Spreadsheet	Small and Minority Business Contracting and Certification (SMBCC)	State	Quarterly	Due 30 days after the end of the quarter	Internal monitoring of goal progression by SMBCC office	Excel spreadsheet available upon request