

# Overview

**STATE OF SOUTH CAROLINA  
DEPARTMENT OF PUBLIC SAFETY  
Office of Highway Safety and Justice Programs  
Justice Assistance Grant Program**

The South Carolina Department of Public Safety's Office of Highway Safety and Justice Programs (OHSJP) has been designated as the State Administrative Agency (SAA) of the Justice Assistance Grant (JAG) Program for South Carolina. The purpose of the JAG Program is to assist state agencies and units of local government in carrying out specific programs which offer a high probability of improving the functioning of the criminal justice system. Special emphasis is placed on projects that advance national and state drug control priorities. In accordance with the JAG, grant funds may be awarded to state agencies and units of local government for the purposes of enforcing state and local laws that establish offenses similar to offenses established in the Controlled Substances Act (21 U.S.C. 801 et seq.); improving the functioning of the criminal justice system; and emphasizing prevention and control of violent crime and serious offenders. Grants may provide for personnel, equipment, training, technical assistance, and criminal justice information systems for the more widespread apprehension, prosecution, adjudication, detention and rehabilitation of persons who violate criminal laws. In addition, funds are available for projects that facilitate the implementation of innovative initiatives aimed at crime and drug control.

Version:

Application Deadline: 2024-03-15

Application #: T25355

Grant #:

Award Date:

State Start Date: 2024-10-01

State End Date: 2025-09-30

# Project Details

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**Project Title:** MDT Replacement

**Project Summary**  
(max. 300  
characters):

This application seeks funding to replace obsolete mobile data terminals (MDTs) critical for efficient operations. Current MDTs are beyond service life and pose operability challenges. Upgrade is essential for seamless communication, ensuring reliability during vital operations.

**Type of Application:** New

**Year of Funds:** 1

**Appropriation of  
Non-Grantor  
Matching Funds:** County

**Other (explain):**

**Program Area:** Local and State Forensic Laboratories

## Agency Details

**Agency Name:** Greenville County Department  
of Public Safety - Forensic  
Division

**Address:** 20 McGee Street

**City:** Greenville

**State:** SC

**9 Digit Zip:** 29601-2210

**(Area) Phone #:** (864) 467-5398

**(Area) Fax #:** (864) 467-5130

**County:** Greenville

**Other county/counties this project will  
serve:** Spartanburg, Oconee, Laurens,  
Anderson and Pickens

**Organization Type:** County

**Other (specify):**

**U.S. Congressional District:** 04

**Has your agency registered in the  
System for Award Management  
(SAM)?** yes<sup>☒</sup> no<sup>☒</sup>

**(<https://uscontractorregistration.com>):**

# Budget

CATEGORIES	GRANTOR	CASH MATCHING	TOTAL FUNDS
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**PERSONNEL - SALARIES:**

Position Title	Annual Salary/Rate	% of Time On Project	
<b>TOTAL SALARIES:</b>			\$ 0                      \$ 0                      \$ 0

**EMPLOYER CONTRIBUTIONS (Fringe Benefits)**

Description	Rate	X Base	
Social Security & Medicare (FICA)			
Retirement			
Workers Compensation Insurance			
Unemployment Insurance (on first \$7,000 only)			
Health Insurance			
Dental Insurance			
Pre-Retirement Death Benefit			
Accident Death Benefit (Police Officers)			
Other Employer Contributions (Itemize)			
<b>TOTAL EMPLOYER CONTRIBUTIONS:</b>			\$ 0                      \$ 0                      \$ 0
<b>TOTAL PERSONNEL:</b>			\$ 0                      \$ 0                      \$ 0

**CONTRACTUAL SERVICES:**

**(Itemize - DO NOT include professional fees for doctors, psychologists, etc.)**

Description	Cost	Quantity
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\$0 \$0 \$0

**TOTAL CONTRACTUAL SERVICES:** \$0 \$0 \$0

**TRAVEL:**

**(Itemize-include mileage, airline cost, lodging, per diem, parking, car rental)**

Description	Cost	Quantity			
			\$0	\$0	\$0

**TOTAL TRAVEL:** \$0 \$0 \$0

**EQUIPMENT (\$1,000 or more per Unit):**

**(Itemize - DO NOT USE BRAND NAME. Also, DO NOT include leased, rented items or software)**

Description	Cost	Quantity			
Mobile Data Terminal, vehicle mount, installation accessories/cables	4462.04	7	\$28,111	\$3,123	\$31,234

SC Sales Tax	267.73	7	\$1,687	\$187	\$1,874
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**TOTAL EQUIPMENT:** \$29,798 \$3,310 \$33,108

**OTHER:**

Description	Cost	Quantity			
			\$0	\$0	\$0

**TOTAL OTHER:** \$0 \$0 \$0

**TOTAL PROJECT COST:** \$29,798 \$3,310 \$33,108

# Budget Narrative

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List items under each Budget Category Heading. Explain exactly how each item listed in your budget (both grantor and match) will be utilized. It is important that the necessity of these items, as they relate to the operation of the project, be established. Dollar amounts DO NOT have to be provided.

## Equipment:

Grant and match funds will be used to purchase new mobile data terminals that function properly and provide the necessary and reliable communication capabilities needed by officers in the field.

SC Sales Tax: South Carolina sales tax is required on all purchases.

# Program Narrative

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**PROBLEM STATEMENT:** First, define the problem exactly as it exists in your particular community. Describe the nature and magnitude of the problem using valid, updated statistical data, and cite the source and date of your information. Prior data may be used to show changes in the magnitude or severity of the problem. Remember to document the problem and not the symptoms or solutions of the problem. Second, identify your existing efforts, current resources and programs being utilized to deal with the problem.

The Forensic Division is part of the Greenville County Department of Public Safety. The Department of Public Safety is an independent county agency funded through the traditional budget process. The Forensic Division serves all agencies within the county to include; Greenville County Sheriff's Office, Greenville Police Department, Travelers Rest Police Department, Mauldin Police Department, Simpsonville Police Department, Greer Police Department, and Fountain Inn Police Department. Upon request, the Forensic Division also provides investigative services and support to the Greenville County Multi-Jurisdictional Drug Enforcement Unit, Spartanburg, Oconee, Laurens, Anderson, and Pickens County law enforcement agencies, as well as multiple federal agencies including the Bureau of Alcohol Tobacco, Firearms, and Explosives, the Drug Enforcement Administration, and Homeland Security. Technicians within the Crime Scene Section of the Forensic Division have the responsibility of properly documenting, preserving, and collecting many different types of forensic evidence related to the crimes that occur within the aforementioned jurisdictions. The Crime Scene Section has a current staff of sixteen (1 Lieutenant, 2 Sergeants, 3 Field Training Officers, and 10 Technicians) who provide services for the jurisdictions mentioned above with 24 hour coverage, 365 days a year. The calls for service range from simple property crimes to complex, multi-victim violent crimes.

The Crime Scene Section responds to a substantial volume of calls annually, heavily relying on mobile data terminals (MDTs) for receiving crucial information from dispatch. The MDTs, which are portable laptops designed to endure the demanding conditions of law enforcement operations, play a pivotal role in enhancing communication and efficiency for Crime Scene Technicians. With an average yearly call volume of 4,593 calls, these devices are essential tools that facilitate the transmission of sensitive information and aid technicians in responding appropriately to scenes with the necessary equipment and personnel.

The technicians utilize the MDTs to complete daily logs, as well as record key details before, during, and after responding to a scene. The MDTs act as mobile lifelines, providing essential information and facilitating communication, ensuring officer safety and efficient response times. Equipped with GPS capability and wireless internet access through SIM cards, each MDT allows real-time relay of a Crime Scene Technicians' location. This feature is vital to dispatch and managerial decisions in emergencies. The unreliability of GPS coordinates on the current MDTs is a pressing concern. Inaccurate location data, showing technicians at the office or prior call locations, compromises the ability of dispatch to locate technicians promptly, especially when communication via radio or cellphone is limited. Many times, technicians are the only ones on scene, as the initial responding deputies may have already left for the next call. In an emergency, dispatch and deputies need to know the location of the technician. Ensuring accurate location tracking is crucial for technicians' confidence in dispatch's ability to provide backup or immediate assistance without distracting them from critical on-scene situations.

The Crime Scene Section currently operates with seven response vehicles, each equipped with a stand and mount to dock the MDT while driving and ensure continuous charging. The current MDTs, manufactured in 2010, are outdated and are no longer in production since 2018. The aging batteries pose a challenge as they do not sustain power for extended periods when disconnected from a power source, necessitating disconnection during lengthy crime scenes. This situation creates officer safety concerns, as dead MDTs hinder dispatch from retrieving technician locations and relaying updates.

Maintenance challenges compound the issues, with spare parts sourced from other agency-discontinued MDTs, which are now limited to approximately six units. Recent incidents include two hard-drive crashes, resulting in the loss of important documentation, and an ongoing issue with a cooling fan, which is unable to be repaired with available spare parts. These incidents impact operational capabilities and vehicle availability, compromising the Crime Scene Section's effectiveness.

In light of these challenges, the Crime Scene Section seeks this funding to upgrade its MDT infrastructure. Reliable, modern MDTs will enhance officer safety, operational efficiency, and ensure a high standard of forensic services to the community.

**PROJECT PURPOSE:** First, describe the broad goals of your project. Then describe a specific plan for conducting the project and a rationale for the tasks and activities to be employed to address the problem outlined above.

The purpose of this project is to upgrade the MDT infrastructure of the Crime Scene Section with modern equipment to ensure continued officer safety and effective response for the community and client agencies. This will be accomplished through the purchase and installation of new MDT's that are serviceable and reliable.

**PROJECT OBJECTIVE(S):** Objectives are specific, quantified statements of expected results of the project. The objectives must be described in terms of measurable events that can be realistically expected under time constraints and resources. Objective must be related to the Problem Statement and Project Purpose outlined above.

1. Increase officer safety by equipping each vehicle with an MDT that maintains correct GPS location data.
2. Increase serviceable life of MDT's for many years by equipping each vehicle with a new MDT.

**PERFORMANCE INDICATOR(S):** State exactly how each objective will be measured. **Performance indicators must be matched to each program objective listed above** (i.e., if there are 5 objectives then there must be 5 corresponding performance indicators). Performance indicators are based on quantitative (numbers) and qualitative (opinions organized in meaningful ways) data gathering procedures which evaluate and document your project.

1. Issues relating to officer safety due to incorrect and unreliable GPS data will be remedied immediately with the installation of new equipment.
2. New MDT's will be serviceable for many years to come upon installation.

**PROJECT EVALUATION:** This requirement is to: (1) establish an evaluation plan or process to assess the impact of your project on the drug and violent crime problem in your jurisdiction, (2) conduct the evaluation during the grant funded period, and (3) submit a formal written evaluation report at the close of the grant period. The purpose of evaluating each project is to assess how well it has been implemented in your jurisdiction and to assess the extent to which the activities funded have achieved the project's goals. The plan or process must describe how the evaluation will be accomplished and must describe the range of activities that will serve as vehicles for obtaining general qualitative and specific quantitative information. **The plan or process must be completed and submitted on this page.**

The performance indicators will guide the evaluation of the impact of this project on officer safety and serviceability. Due to this being an equipment-only project, the greater impact of effective and efficient service to the community and client agencies will not be directly measurable, but is ensured as a general result of the project.

**GRANT-FUNDED PERSONNEL TRAINING:** A formal training plan should be prepared for grant-funded personnel to provide qualification training necessary to adequately implement the first

year of the grant project. For continuation grant projects, sustainment-training needs are encouraged and expected. Cite the training plan and training courses below.

There are no grant-funded personnel for this project.

**PROJECT CONTINUATION POTENTIAL:** Explain how the project activity will be continued after federal assistance is no longer available.

This application is for equipment only and all continuing expenses including maintenance and repairs for the equipment will be absorbed by the County of Greenville after the grant period.

# Program Narrative - Counts

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**Total Population for  
county(ies) or City/Town:** 547950

**Cite source of  
information:** census.gov

**AGENCY INFORMATION: (For Law Enforcement Agencies ONLY)**

**Number of regular  
full-time officers in  
implementing  
agency:** 31

**Number of regular  
part-time officers in  
implementing  
agency:** 1

**Number of reserve  
officers in  
implementing  
agency:** 0

**Total number of  
personnel in  
implementing  
agency:** 39

# Implementation Schedule

## IMPLEMENTATION SCHEDULE

The Implementation Schedule is intended to give our office a proposed list of activities planned, when they are to be implemented, and the person responsible. Exact dates are not necessary in the "Implementation Proposed Time Frame" section. The "Implementation Actual Time Frame" section will be used to reflect the actual activities, dates, etc. when submitting your Progress Report after the grant is approved.

Implementation Tasks	Person Responsible	Implementation Proposed (Proposed Quarters)				Implementation Actual Time Frame (Actual Dates)				Date
		1	2	3	4	1	2	3	4	
		Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	
Purchase Mobile Data Terminals, mounts and installation accessories	Project Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coordinate initial setup of MDT's for use with county E-911 operations	Crime Scene Section Lieutenant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coordinate installation of MDT's in response vehicles with the county vehicle service center	Crime Scene Section Lieutenant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Complete / submit required quarterly reports	Project Director	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Complete / submit final report	Project Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# Acceptance of Audit Requirements

## ACCEPTANCE OF AUDIT REQUIREMENTS

**PLEASE NOTE: State Agencies whose annual audit is covered by the State Auditor's Office do not have to complete this form.**

We agree to have an audit conducted in compliance with 2 CFR 200.501, if required. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$750,000). If required, we will forward for review and clearance a copy of the completed audit(s), including the management letter, if applicable, to:

Accounting - Grants, D1  
S.C. Department of Public Safety  
10311 Wilson Blvd., PO Box 1993  
Blythwood, SC 29016

The following is information on the next organization-wide audit which will include this agency: (Use your Agency's fiscal year)

1. \*Audit Period: Beginning

2024-07-01

Ending

2025-06-30

2. Audit or written certification will be submitted to Accounting - Grants by:

2025-12-31

(Date)

NOTE: The audit or written certification must be submitted to Accounting - Grants, S.C. Department of Public Safety, no later than the ninth month after the end of the audit period.

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit was done in accordance with 2 CFR 200.501.

Any information regarding the CFR audit requirements will be furnished by Accounting - Grants, S.C. Department of Public Safety, upon request.

**\*NOTE: The Audit Period is the organization's fiscal or calendar year to be audited.**

**Failure to complete this form will result in your grant award being delayed and/or cancelled.**

# Terms & Conditions

## OFFICE OF HIGHWAY SAFETY AND JUSTICE PROGRAMS JUSTICE ASSISTANCE GRANT PROGRAM TERMS AND CONDITIONS

1. **Availability of Funds:** This grant award is contingent upon the availability of funds approved by the statutory governing body for those funds. For federal funds, availability is controlled by the United States Congress.
2. **Correspondence:** All correspondence to the State Funding Agency (SFA), regardless of the medium (paper, email, facsimile, etc.), must include either the application number, or in the case of an award, the grant award number to which the correspondence refers.
3. **Applicable Federal Regulations:** The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the United States Department of Justice (DOJ) in 2 C.F.R. Part 2800 (the "Part 200 Uniform Requirements") apply to any award of funds out of Federal Fiscal Year 2015 and forward. The Part 200 Uniform Requirements, which were first adopted by the USDOJ on December 26, 2014, supersede, among other things, the provisions of 28 C.F.R. Parts 66 and 70, as well as those of 2 C.F.R. Parts 215, 220, 225, and 230. For further guidance or specifics, please refer to <http://www.grants.gov/web/grants/learn-grants/grant-policies/omb-uniform-guidance-2014.html>. For any award of funds out of Federal Fiscal Year 2014 and prior the subgrantee must comply with the Office of Management and Budget (OMB) Circulars, as applicable: A-21 Cost Principles for Educational Institutions; A-87 Cost Principles for State and Local Governments; A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions; and, A-122 Cost Principles for Non-Profit Organizations. Also, the Subgrantee must comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part II, Applicability of Office of Management and Budget Circulars; Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 42, Non-discrimination Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures Part 66 (formerly OMB Circular A-102), Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Contact Accounting-Grants staff for further clarification of this requirement.
4. **Standard Assurances:** Upon receipt of federal funds, the State of South Carolina has assured and certified adherence to Standard Assurances to the US Department of Justice and in turn applies these rules to any contract, award, or subaward made under these funds. OMB APPROVAL NO. 1121-140 EXPIRES 5/31/2019
  - a. The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including 2 C.F.R. Part 2800 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards by the Department of Justice), and Ex. Order 12372 (intergovernmental review of federal programs). The applicant also specifically assures and certifies that:
    - b. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
    - c. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.
    - d. It will give the awarding agency or the Government Accountability Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
    - e. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
    - f. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical

Preservation Act of 1974 (16 U.S.C. § 469a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).

g. It will comply (and will require any subgrantees or contractors to comply) with any applicable nondiscrimination provisions, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c) and 10221(a)); the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07). It will also comply with Ex. Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38.

h. If a governmental entity—

A. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and

B. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

5. **Allowable Costs:** The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable Federal or State requirements listed in the application Guidelines and Procedures.

6. **Prohibited Conduct – Trafficking of Persons** The recipient, and any subgrantee at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subgrantees, or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subgrantee. The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the USDOJ-OJP web site at <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> including reporting requirements and OJP authority to terminate award.

7. **Appropriations Restrictions for Federal Funds:** The recipient, and any subgrantee at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Should a question arise as to whether a particular use of federal funds by a recipient (or a subgrantee) would or might fall within the scope of an appropriations-law restriction, the subgrantee is to contact the SFA for guidance and may not proceed without the express prior written approval of the governing entity of those funds.

8. **Environmental Impact Requirements:** The grantee, and by association any subgrantee, agrees to assist any requesting federal funding agency in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the grantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the grantee agrees to contact the federal funding agency. The grantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the grantee, a subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition, which may or may not be allowable by the SFA, are as follows:

a. New construction;

b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on, or eligible for, listing on the National Register of Historic Places;

c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;

- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by the federal funding agency. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <https://www.bja.gov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations.

Application of This Special Condition to Grantee's Existing Programs or Activities: For any of the grantee's or its subgrantees' existing programs or activities that will be funded by these grant funds, the grantee, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

- 9. **Jacob's Law:** The South Carolina Code of Laws Section 56-5-195 prohibits the transportation of children to or from schools or school-related functions using minivans or fifteen-passenger vans. Any vehicle that is purchased or rented with grant funds for the purpose of transporting juveniles or children to or from schools or school-related functions must be classified as a school bus or a mini-school bus.
- 10. **Texting:** Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the U.S. Department of Justice encourages subgrantees to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
- 11. **Indirect Cost Rate Agreements:** If the subgrantee requests an indirect cost rate as an allowable expense item, a copy of the current and in-effect cost rate agreement must be submitted within thirty [30] days of the award date. A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise the SFA in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.
- 12. **Audit Requirements:** The subgrantee agrees to comply with the requirements of §200.501. Further, records with respect to all matters covered by this grant shall be made available for audit and inspection by the SFA and/or any of their duly authorized representatives. If required, the audit report must specifically cite that the report was done in accordance with the applicable requirements. If a compliance audit is not required, a written certification must be provided at the end of each audit period stating that the subgrantee has not expended the amount of federal funds that would require a compliance audit. The subgrantee agrees to accept these requirements by the completion of the audit page of this application. The SFA will pay only the grant portion of compliance audit costs and only if a compliance audit is required. Funding of accounting services is not reimbursable.
- 13. **Non-Discrimination:** The subgrantee understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students. The subgrantee will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Americans with Disabilities Act of 1990 (Pub. L. 101-336), as amended (42 U.S.C. 12101, et seq.), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C.

6101-6107), which prohibits discrimination on the basis of age; (e) the Civil Rights Restoration Act of 1987 (Pub. L. 100-259), which requires Federal-aid recipients and all subgrantees to prevent discrimination and ensure nondiscrimination in all of their programs and activities; (f) the Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (h) Sections 523 and 527 of the Public Health Service Act of 1912, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. 3601, et seq.), relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application. The subgrantee assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will immediately forward a copy of the findings to the SFA.

14. **Equal Employment Opportunity:** No person shall on the grounds of race, creed, color or national origin, be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under subgrants awarded pursuant to the Act governing these funds or any project, program, activity or subgrant supported by such requirements of Title VI of the Civil Rights Act of 1964, and all applicable requirements pursuant to the regulations of the Department of Commerce (Title 15, code of Federal Regulations, Part 8, which have been adopted by the Federal Funding Agency); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Labor Regulation 41 CFR Part 60; and the Department of Justice Non-discrimination Regulations 28 CFR Part 42, Subparts C, D, E and G. The subgrantee must therefore ensure that it has a current Equal Employment Opportunity Program (EEOP) which meets the requirements of 28 CFR 42.301. The subgrantee further agrees to post in a conspicuous place, available to all employees and applicants for employment, notices setting forth the provisions of the EEOP, as supplemented in Department of Labor Regulations 41 CFR Part 60. The subgrantee assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will immediately forward a copy of the findings to the SFA.
15. **Civil Rights Compliance:** No person shall on the grounds of race, creed, color or national origin, be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under subgrants awarded pursuant to the Act governing these funds or any project, program, activity or subgrant supported by such requirements of: Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, and; the Department of Justice Non-discrimination Regulations 28 CFR Part 42, Subparts C, D, E and G. The subgrantee must therefore ensure it has a current Equal Employment Opportunity Program (EEOP) which meets the requirements of 28 CFR 42.301. Depending on the funding source, the subgrantee must be in compliance with the Omnibus Crime Control and Safe Streets Act of 1968, the Juvenile Justice and Delinquency Prevention Act of 1974 and the Victims of Crime Act of 1984, or other applicable DOJ program statutes which provide funding from the SFA to the subgrantee. Subgrantees are also subject to the provisions of Partnerships with Faith-Based and other Neighborhood Organizations, 28 C.F.R. pt. 38; Exec. Order No. 13,559, 75 Fed. Reg. 71,319 (Nov. 17, 2010 – Fundamental Principals and Policymaking Criteria for Partnerships with Faith-Based and Other Neighborhood Organizations), and; Ex. Order No. 13,279, 67 Fed. Reg. 77,141 (Dec. 12, 2002 – Equal Protection of the Laws for Faith-Based and Community Organizations). All grant-funded personnel, and their supervisors, shall view the civil rights training presentation located at [www.scdps.gov/ohsjp](http://www.scdps.gov/ohsjp) within the first month of a grant award and respond to the special condition to attest in writing that viewing occurred with signed forms to be submitted to the SFA.
16. **Faith-Based Organizations:** Executive Order 13279, Executive Order 13559, and the U.S. Department of Justice's (USDOJ) regulations on the Partnerships with Faith-Based and other Neighborhood Organizations, 28 C.F.R. pt. 38, prohibit recipients from using DOJ financial assistance on inherently (or explicitly) religious activities and from discriminating in the delivery of services on the basis of religion. Therefore, programs or activities that are considered inherently (or explicitly) religious activities are not allowable for grant funding. In addition the USDOJ has determined that twelve-step recovery programs are considered inherently (or explicitly) religious activities under federal civil rights laws. The Equal Treatment Regulation provides in part that Department of Justice grant awards of funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in

such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. A document containing Frequently Asked Questions (FAQ) has been developed to provide guidance for State Administering Agencies and subgrantees implementing USDOJ financial assistance on the conditions under which they may offer twelve-step recovery programs consistent with federal civil rights laws as part of the services that they provide. The FAQ may be found on the OJP's Office for Civil Rights' website at [www.ojp.usdoj.gov/about/offices/ocr.htm](http://www.ojp.usdoj.gov/about/offices/ocr.htm). If you have any questions, please contact the Office for Civil Rights at (202) 307-0690. USDOJ amended this federal regulation concerning faith-based organizations on May 4, 2016 to include the following addition: "Compliance with USDOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

- a. The recipient, and any subgrantee at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.
- b. Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subgrantee organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subgrantees that are faith-based or religious organizations.
- c. The text of the regulation, now entitled 'Partnerships with Faith-Based and Other Neighborhood Organizations,' is available via the Electronic Code of Federal Regulations (currently accessible at [www.efcr.gov](http://www.efcr.gov) by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR *current* data.)

17. **Americans with Disabilities Act of 1990 (ADA):** The subgrantee must comply with all requirements of the Americans with Disabilities Act of 1990 (ADA), as applicable.
18. **Compliance with Section 504 of the Rehabilitation Act of 1973 (Handicapped):** All recipients of federal funds must comply with Section 504 of the Rehabilitation Act of 1973 (The Act). Therefore, the federal funds recipient pursuant to the requirements of The Act hereby gives assurance that no otherwise qualified handicapped person shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of or be subject to discrimination, including discrimination in employment, in any program or activity that receives or benefits from federal financial assistance. The recipient agrees it will ensure that requirements of The Act shall be included in the agreements with and be binding on all of its subgrantees, contractors, subcontractors, assignees, or successors.
19. **Compliance with Title VI (Limited English Proficiency)** National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, subgrantees are required to take reasonable steps to ensure that individuals with LEP have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Subrecipients are encouraged to consider the need for language services for individuals with LEP served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for individuals with LEP are considered allowable program costs. The U.S. Department of Justice has issued guidance to assist in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov).
20. **Utilization of Minority Businesses:** Subgrantees are encouraged to utilize qualified minority firms where cost and performance of major contract work will not conflict with funding or time schedules.
21. **Conflict Of Interest:** Personnel and other officials connected with this grant shall adhere to the requirements given below:
  - a. **Advice:** No official or employee of a state or unit of local government or of nongovernment grantees/subgrantees shall participate personally through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, grant, cooperative agreement, claim, controversy, or other particular matter in which these funds are used, where to their knowledge they or their immediate family, partners, organization other than a public agency in which the individual is serving as officer, director, trustee, partner, or employee or any person or organization with whom they are negotiating or has any arrangement concerning prospective employment, has a financial interest.

- b. **Appearance:** In the use of these grant funds, officials or employees of state or local units of government and nongovernmental grantees/subgrantees shall avoid any action which might result in, or create the appearance of:
1. Using an official position for private gain;
  2. Giving preferential treatment to any person;
  3. Losing complete independence or impartiality;
  4. Making an official decision outside official channels; or
  5. Affecting adversely the confidence of the public in the integrity of the government or the program.

**22. Active DUNS number, Central Contractor Registration (CCR) registration, and South Carolina State Vendor ID are required for federal reporting purposes and reimbursement:**

- a. **A DUNS number is required during the application process:** A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point-of-contact information, and registration is required only once. The DUNS number will be used throughout the grant life cycle. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at <https://fedgov.dnb.com/webform>.
- b. **System for Award Management (formerly Central Contractor Registration [CCR]):** The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). SAM is a Federal Government-owned and operated free web site that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. Future phases of SAM will add the capabilities of other systems used in Federal procurement and awards processes. If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires updates to your Entity record(s) in order for you to be paid or to receive an award or you need to renew your Entity(s) prior to its expiration. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the Entity. To update or renew your Entity records(s) in SAM you will need to create a SAM User Account and link it to your migrated Entity records. You do not need a user account to search for registered entities in SAM by typing the DUNS number or business name into the search box. <https://www.sam.gov/portal/public/SAM/>. The details of recipient obligations are posted on the US Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm>
- c. **South Carolina State Vendor Number:** To ensure that your agency is registered with the state, in order to receive reimbursement for grant-eligible expenses, an agency or entity will need to go to the following link and register to obtain a SC State Vendor number. <http://www.mmo.sc.gov/PS/vendor/PS-vendor-registration.phtm>. This information should be sent with the first Request for Reimbursement to the person listed on the cover letter in your award packet.

**23. Federal Funding Accountability and Transparency Act of 2006 (FFATA):** All recipients of awards of \$25,000 or more, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any awards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipients. Further information is available in <https://www.gpo.gov/fdsys/pkg/PLAW-109publ282/pdf/PLAW-109publ282.pdf>

**24. Certifications Regarding Lobbying; Debarment, Suspension And Other Responsibility Matters; And Drug-Free Workplace Requirements:** Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Non-procurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

- a. **Lobbying:** As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:
- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
  - B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
  - C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subgrantees shall certify and disclose accordingly.

b. **Debarment, Suspension, And Other Responsibility Matters (Direct Recipient)**

Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements the applicant certifies that it and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- B. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at [Ojpccompliancereporting@usdoj.gov](mailto:Ojpccompliancereporting@usdoj.gov), and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.
- D. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local); and
- E. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- F. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

c. **Federal Taxes**

- A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to USDOJ OJP at [Ojpccompliancereporting@usdoj.gov](mailto:Ojpccompliancereporting@usdoj.gov), and, after such disclosure, the applicant has received a specific written determination from USDOJ OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.
- B. Where the applicant is unable to certify to any of the statements in this certification,

he or she shall attach an explanation to this application.

**d. Drug-Free Workplace**

A. As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

B. The applicant certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an on-going drug-free awareness program to inform employees about
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement
4. Notifying the employee in the statement required by B1 that, as a condition of employment under the grant, the employee will
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

C. Notifying the agency, in writing, within 10 calendar days after receiving notice from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, Attn: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

D. Taking one of the following actions, within 30 calendar days of receiving notice, with respect to any employee who is so convicted;

E. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

F. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of practices outlined in this section.

**e. Restriction on State Lobbying:** None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with federal funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

**25. Unallowable Vendors:** Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of

Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of USDOJ.

26. **Required Reporting for Misconduct:** The recipient must promptly refer to the USDOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subgrantees. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by

**mail:**

Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W. Room 4706  
Washington, DC 20530

**e-mail:** [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

**hotline:** (contact information in English and Spanish): (800) 869-4499

**or hotline fax:** (202) 616-9881

Additional information is available from the USDOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

27. **Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters:** No subgrantee under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.
- a. In accepting this award, the subgrantee represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
  - b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency. If the subgrantee does, or is authorized to, make subawards or contracts under this award it represents that:
    1. it has determined that no other entity that the subgrantee's application proposes may or will receive award funds (whether through a subaward, contract, or subcontract) that either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
    2. it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
  - c. it certifies that, if it learns or is notified that any contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

28. **Bonding:** It is strongly recommended that all officials identified on this grant who have authority to obligate, expend, or approve expenditures be bonded for an amount no less than the total amount of the grant, including match.
29. **Non-Supplanting Agreement:** The subgrantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action should be filled within 30 days. If the vacancy is not filled within 30 days, the subgrantee should contact the SFA for guidance of how to proceed.
30. **Project Implementation:** The subgrantee agrees to implement this project within 90 days following the grant award effective date or possibly be subject to automatic cancellation of the grant. Evidence of project implementation must be detailed in the first progress report.
31. **Written Approval of Changes:** Any changes to this subgrant that are mutually agreed upon by the applicant and the SFA must be approved in writing by the SFA prior to implementation or obligation and shall be incorporated in written amendments to this grant. This procedure for changes to the approved subgrant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application. Any change to an application is considered a revision and must be accomplished on the grants management system.
32. **Budget Revision Requirements:** Changes to an application before or after award is considered a revision, and is required under Written Approval of Changes with some very specific exceptions. The major budget categories are: Personnel, Contractual Services, Travel, Equipment, and Other. A budget revision will not be required if:
  - a. The expended amount in a major budget category does not exceed the amount budgeted for that major budget category by 10%;
  - b. The quantity of Personnel or Equipment does not increase;
  - c. The item to be purchased is already included in the grant budget.

Final grant revisions are requested to be submitted by the 60th day before the close of the project year listed on the grant award documents. Revisions submitted after this date must have thorough justification as to why the revision is needed for the success of the project and why the revision was not accomplished earlier. Revisions must be completed online through the grants management system. Every change made to the original application or subsequent revisions is considered a revision and will require you to create and justify that revision.

33. **Contract Approval Requirements:** The subgrantee must receive approval of all contract agreements for services and products from the SFA **prior to execution**. The standard Accounting-Grants contract must be used and no changes can be made to the actual contract form. A copy of the contract is located on the SFA website <http://www.scdps.gov/ohsjp/oag.asp>. The contract will require review and approval by appropriate staff. Every contract will identify by name all researchers, agents, or vendors providing the service or product stipulated. If written approval of the contract is given, an executed copy of the contract must be submitted to the SFA prior to payment or within 30 days of signature, whichever comes first.
34. **Individual Consultants:** Billing for consultants who are individuals must include at a minimum: a description of services; dates of services; number of hours services are performed; rate charged for services; and the total cost of services performed. Individual consultant costs must be within the prevailing rates as required by the federal oversight agency. The current federally-approved rate must not exceed \$650.00 per day or \$81.25 per hour.
35. **Dual Employment Compensation:** Dual employment compensation must be approved by the SFA prior to contracting with consultants. An appropriate dual employment compensation form must be completed and submitted to the SFA.
36. **Sole Source Procurement:** Use of sole source procurement is strongly discouraged. Sole source purchases will be awarded only under exceptional circumstances and must follow precisely the procedure set forth in the South Carolina Consolidated Procurement Code. All sole source purchases will require the explicit prior written approval of the SFA.
37. **Bidding Requirements:** The subgrantee must comply with proper competitive bidding procedures as required by 2 CFR 200. On any items, including those bid in the aggregate whose total cost requires a bid, bids must be submitted to the SFA for review and approval prior to acceptance of any quote/bid. Provide a copy of all bids submitted, the bid selected, and the criteria used for selection. If other than the low bid was selected, provide justification. This

includes state agencies. Note that approved, budgeted items purchased through State Purchasing (General Services) under a state contract also **must** be submitted to the SFA for prior approval. Include the state contract number and the contract ending date on the quote when it is submitted for approval and then the invoice when it is submitted with the Request for Payment.

- a. **Purchases \$2,500 and less:** Purchases not exceeding \$2,500 may be accomplished without securing competitive quotations if the prices are considered fair and reasonable. Subgrantee grant budget items equal to or less than \$2,500 will be evaluated by SFA Programmatic and Accounting-Grants staff at the time of grant budget approval or revision.
- b. **Purchases from \$2,500.01 to \$10,000:** On any item, including those bid in the aggregate whose total cost is between \$2,500.01 and \$10,000, written solicitation of written bids/quotes from a minimum of three qualified sources of supply must be made. The award shall be made to the lowest responsive and responsible source. Bid specs, choice of vendor, and other support documentation must be submitted to the SFA for approval prior to any obligation of grant funds.
- c. **Purchases from \$10,000.01 to \$50,000:** Requires bid specification that must be submitted to the SFA prior to solicitation of written quotes, bids, or proposals. Also requires solicitation of written quotes, bids, or proposals that must be advertised at least once in the SC Business Opportunities publication or through a means of central electronic advertising. Award must be made to the lowest responsive and responsible source or when a Request for Proposal is used, the highest ranking offer. Submit to the SFA for approval prior to obligation of grant funds.
- d. **Purchases more than \$50,000.** Please contact Accounting - Grants Program staff for guidance prior to any obligation of grant funds at this level.

38. **Electronic Systems and Computers:** The subgrantee understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
39. **Furniture Purchase Requirements (For State Agencies Only):** The SFA requires that furniture funded by the grant (both grantor and match) be purchased through the South Carolina Department of Corrections, Prison Industries (PI) Program. The subgrantee may purchase grant-funded furniture through another vendor only if, (a) PI is unable to guarantee delivery within eight (8) weeks of the placement of the order, or (b) the subgrantee receives a bid for furniture of equal or higher specifications for less than the PI cost. If (a) or (b) is utilized, the Project Director or Authorized Official must certify this process. The certification must accompany the Request for Payment for the applicable items. The subgrantee may contact a customer services representative at PI at 1-800-922-8121.
40. **Personnel:** All individuals hired for grant-funded positions and those individuals hired to replace employees moved to grant-funded positions must be identified in writing. This and any changes to grant-funded personnel must be submitted within 30 days from the date of hire, or the date the change occurs. All Requests for Payment (RFP) must include timesheets for grant-funded personnel. Payment will not be processed without submission of timesheets. Agency timesheets may be used, or a timesheet can be provided by the SFA upon request. The timesheets must include the time period requested for reimbursement. Personnel partially-funded must keep daily time and activity sheets. These time sheets must show the amount of time spent on each activity. These records must be available for review when a monitoring visit is made by the SFA staff.
41. **Travel Costs:** Personnel and Travel costs must be consistent with the agency's policies and procedures and must be applied uniformly to all activities and personnel of the agency, regardless of the source funding. If travel costs are included in the grant application, a copy of the agency's policies and procedures manual, or the agency Board's signed minutes must be submitted with the application, specifically outlining mileage and per diem rates of reimbursement. However, reimbursable amounts for mileage and per diem must not exceed the amount approved by state guidelines, regardless of the agency's policy. Lodging costs must not exceed the federal rate established by the General Services Administration (GSA). These rates vary by location and season and are updated annually at [www.gsa.gov](http://www.gsa.gov). Attendees will only be reimbursed up to the maximum allowable rate of the GSA, excluding taxes and surcharges.
42. **Training Approval:** All training that grant-funded personnel wish to attend that will be paid for with grant funds, including registration, lodging, meals, or mileage, must receive prior written approval by submitting the training approval form with an attached copy of the agenda to the

SFA.

43. **Eligibility for Employment in the United States:** Subgrantees must agree to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form is to be used to verify that persons employed by the subgrantee, are eligible to work in the United States.
44. **Rental Cost:** The SFA will only pay the grant portion of rental costs. Grant participation in mortgage payments is unallowable. Prior to final approval of rental costs, a copy of the lease agreement must be provided to the SFA as well as the total square footage included in the rental agreement and the amount of square footage requested to be funded under this grant. The subgrantee must request approval, in writing, when the total rental space requirement, including space for files, conference, mail, supply, reproduction and storage rooms, is in excess of 150 square feet per employee. Space required for intermittent and/or part-time employees may be included in the space requirement; and/or the rental charge may not exceed \$16 per square foot per month. The subgrantee must certify in writing that the requested rental charge is consistent with the prevailing rates in the local area and shall maintain documentation in its files to support such a determination.
45. **Obligation of Grant Funds:** Grant funds may not, without advance written approval by the SFA, be obligated prior to the effective date of award or approved revision. No obligations are allowed after the end of the grant period, and the final request for payment must be submitted no later than 45 calendar days after the end of the grant period.
46. **Utilization and Payment of Grant Funds:** Funds awarded are to be expended only for purposes and activities covered by the subgrantee's approved project plan and budget or subsequent approved revisions. Items must be specifically and individually mentioned in the subgrantee's approved grant budget in order to be eligible for reimbursement. Payments will be adjusted to correct previous overpayments and disallowances or under payments resulting from audit. Claims for reimbursement must be submitted no more frequently than once per month and no less frequently than once per quarter. Grants failing to meet this requirement, without prior written approval, are subject to cancellation. Claims for reimbursement must be fully documented and substantiated as detailed in the Request for Payment Instructions.
47. **Recording and Documentation of Receipts and Expenditures:** Subgrantee's accounting procedures must provide for accurate and timely recording of receipt of funds by source, of expenditures made from such funds, and of unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures, and program income. Controls must be established which are adequate to ensure that expenditures charged to the subgrant activities are for allowable purposes. Additionally, effective control and accountability must be maintained for all grant cash, real and personal property, and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc. The accounting system must ensure that agency funds are not co-mingled with other funds from other federal agencies. Each award must be accounted for separately. Subgrantees are prohibited from co-mingling funds on either a program-by-program basis or a project-by-project basis. Funds specifically budgeted and/or received for one grant may not be used to support another.
48. **Financial Responsibility:** The financial responsibility of subgrantees must be such that the subgrantee can properly discharge the public trust which accompanies the authority to expend public funds. At a minimum, adequate accounting systems should meet the following criteria:
  - a. Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.
  - b. Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
  - c. The accounting system should provide accurate and current

# Certification by Project Director

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## CERTIFICATION BY PROJECT DIRECTOR \*

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the fiscal terms and conditions of this grant application; that costs incurred prior to grant approval may result in expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

**Prefix:** Captain

**Name:** Jackie F. Kellett

**Suffix:**

**Title:** Laboratory Director

**Agency:** Greenville County Department of Public Safety  
Forensic Division

**Mailing Address:** 20 McGee Street

**City:** Greenville

**State:** SC

**9 Digit Zip:** 29601-2256

**(Area) Phone Number:** (864) 467-5398

**(Area) Fax Number:** (864) 467-5130

**E-Mail Address:** jkellett@greenvillecounty.org

**Signature:**

**Bonded:** yes<sup>☐</sup> no<sup>☐</sup>

# Certification by Financial Officer

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## CERTIFICATION BY FINANCIAL OFFICER \*

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Financial Officer as they relate to the fiscal terms and conditions of this grant application; that costs incurred prior to grant approval may result in expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

**Prefix:** Ms.

**Name:** Ruth B. Parris

**Suffix:**

**Title:** Budget Director

**Agency:** County of Greenville

**Mailing Address:** 301 University Ridge, Suite N-2400

**City:** Greenville

**State:** SC

**9 Digit Zip:** 29601-3636

**(Area) Phone Number:** (864) 467-7037

**(Area) Fax Number:** (864) 467-7340

**E-Mail Address:** rparris@greenvillecounty.org

**Signature:**

**Bonded:** yes<sup>☒</sup> no<sup>☐</sup>

# Certification by Official Authorized to Sign

## CERTIFICATION BY OFFICIAL AUTHORIZED TO SIGN \*

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; that costs incurred prior to grant approval may result in expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

The Omnibus Appropriations Act of 1996 requires that subgrantees provide assurance that subgrant funds will not be used to supplant or replace local or state funds or other resources that would have otherwise been available for law enforcement and/or criminal justice activities. In compliance with that mandate, I certify that the receipt of federal funds through the State Funding Agency shall in no way supplant or replace state or local funds or other resources that would have been made available for law enforcement and/or criminal justice activities.

**Prefix:** Mr.

**Name:** Joe M. Kernell

**Suffix:**

**Title:** County Administrator

**Agency:** County of Greenville

**Mailing Address:** 301 University Ridge, Suite 2400

**City:** Greenville

**State:** SC

**9 Digit Zip:** 29601-3636

**(Area) Phone Number:** (864) 467-7105

**(Area) Fax Number:** (864) 467-7151

**E-Mail Address:** jkernell@greenvillecounty.org

**Signature:**

**Bonded:** yes  no

\* **NOTE:** THE PROJECT DIRECTOR, FINANCIAL OFFICER AND OFFICIAL AUTHORIZED TO SIGN CANNOT BE THE SAME PERSON. STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS WITHOUT SFA APPROVAL.