

**Fiscal Year FY 2021-2022
Agency Budget Plan**

FORM A - BUDGET PLAN SUMMARY

OPERATING REQUESTS <i>(FORM B1)</i>	For FY 2021-2022, my agency is (mark "X"):	
	<input checked="" type="checkbox"/>	Requesting General Fund Appropriations.
	<input type="checkbox"/>	Requesting Federal/Other Authorization.
	<input type="checkbox"/>	Not requesting any changes.

NON-RECURRING REQUESTS <i>(FORM B2)</i>	For FY 2021-2022, my agency is (mark "X"):	
	<input type="checkbox"/>	Requesting Non-Recurring Appropriations.
	<input type="checkbox"/>	Requesting Non-Recurring Federal/Other Authorization.
	<input checked="" type="checkbox"/>	Not requesting any changes.

CAPITAL REQUESTS <i>(FORM C)</i>	For FY 2021-2022, my agency is (mark "X"):	
	<input type="checkbox"/>	Requesting funding for Capital Projects.
	<input checked="" type="checkbox"/>	Not requesting any changes.

PROVISOS <i>(FORM D)</i>	For FY 2021-2022, my agency is (mark "X"):	
	<input type="checkbox"/>	Requesting a new proviso and/or substantive changes to existing provisos.
	<input type="checkbox"/>	Only requesting technical proviso changes (such as date references).
	<input checked="" type="checkbox"/>	Not requesting any proviso changes.

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

	<i>Name</i>	<i>Phone</i>	<i>Email</i>
PRIMARY CONTACT:	George Davis	(803) 896-4732	georgedavis@oig.sc.gov
SECONDARY CONTACT:	Brian D. Lamkin	(803) 896-1287	brianlamkin@oig.sc.gov

I have reviewed and approved the enclosed FY 2021-2022 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

SIGN/DATE: TYPE/PRINT NAME:	<i>Agency Director</i>	<i>Board or Commission Chair</i>
		9/14/20
	Brian D. Lamkin	

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

Agency Name:	Office Of Inspector General
Agency Code:	D250
Section:	94

BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B1 - Recurring	Information Technology Needs	3,918	0	0	0	3,918	0.00	0.00	0.00	0.00	0.00
2	B1 - Recurring	Cost Escalation in Office Lease	5,474	0	0	0	5,474	0.00	0.00	0.00	0.00	0.00
3	B1 - Recurring	Health Insurance Adjustment - Number of Covered Employees	6,873	0	0	0	6,873	0.00	0.00	0.00	0.00	0.00
4	B1 - Recurring	Tort Liability Premium Increase	4,038	0	0	0	4,038	0.00	0.00	0.00	0.00	0.00
5	B1 - Recurring	Increased Office Space and Physical Security Need	13,983	0	0	0	13,983	0.00	0.00	0.00	0.00	0.00
6	B1 - Recurring	Employee Training and Training-Related Travel	4,800	0	0	0	4,800	0.00	0.00	0.00	0.00	0.00
TOTALS			39,086	0	0	0	39,086	0.00	0.00	0.00	0.00	0.00

Agency Name:	Office Of Inspector General		
Agency Code:	D250	Section:	94

FORM B1 – RECURRING OPERATING REQUEST

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

TITLE	Information Technology Needs
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$3,918 Federal: \$0 Other: \$0 Total: \$3,918
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What is the net change in requested appropriations for FY 2021-2022? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	0.00
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Please provide the total number of new positions needed for this request.

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

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

ACCOUNTABILITY OF FUNDS	<p>The addition of these funds supports all of the Agency's activities including the Agency's investigative efforts and general operations under the Statewide Enterprise Strategic Objectives of "Maintaining Safety, Integrity and Security" (Strategies no. 1.1, 1.2, 2.1, and 3.1). This request supports all activities of the Agency and is evaluated through the overall performance of the Agency in assuring integrity within Executive Branch agencies through its investigations and reviews; identifying waste in Executive Branch agencies; and assisting the public in receiving and addressing complaints concerning Executive Branch agencies.</p>
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What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF	<p>The funds will be disbursed to state contract vendors who have provided software to the SIG, and the Division of Technology Operations (DTO) for the mobile device management service.</p>
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FUNDS

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST

This request seeks an increase in appropriation for two information technology items.

The first item is funding for the purchase of updates to certain software and the renewal of other software that was purchased on a subscription basis, where it previously had been purchased on a one-time basis. The cost of the updates and subscriptions is \$3,330 annually. Maintaining up-to-date software assures the availability of technical support and avoids incompatibility situations between older application software and operating systems such as Windows 10, which is routinely updated.

The second item is funding for the purchase of the mobile device management service offered through DTO. The cost of the service is \$588 annually. The service will assure the SIG's devices are configured according the SIG policies and bring the SIG into compliance with several information security and privacy statewide standards.

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

Agency Name:	Office Of Inspector General		
Agency Code:	D250	Section:	94

FORM B1 – RECURRING OPERATING REQUEST

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

TITLE	Cost Escalation in Office Lease
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$5,474 Federal: \$0 Other: \$0 Total: \$5,474
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What is the net change in requested appropriations for FY 2021-2022? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	0.00
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Please provide the total number of new positions needed for this request.

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

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

ACCOUNTABILITY OF FUNDS	<p>The addition of these funds supports all of the Agency's activities including the Agency's investigative efforts and general operations under the Statewide Enterprise Strategic Objectives of "Maintaining Safety, Integrity and Security" (Strategies no. 1.1, 1.2, 2.1, and 3.1). This request supports all activities of the Agency and is evaluated through the overall performance of the Agency in assuring integrity within Executive Branch agencies through its investigations and reviews; identifying waste in Executive Branch agencies; and assisting the public in receiving and addressing complaints concerning Executive Branch agencies.</p>
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What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF	The funds would be disbursed to the landlord providing the leased office space to the agency.
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FUNDS

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST

This request seeks an increase in appropriation to offset the 3% annual lease cost increases instituted in FY2019 under the agency's present office space lease. The additional funds are needed to offset the accumulated lease cost increases through FY2022 totaling \$5,474.

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

Agency Name:	Office Of Inspector General		
Agency Code:	D250	Section:	94

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	3
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Health Insurance Adjustment - Number of Covered Employees
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$6,873 Federal: \$0 Other: \$0 Total: \$6,873
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What is the net change in requested appropriations for FY 2021-2022? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	0.00
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Please provide the total number of new positions needed for this request.

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

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

ACCOUNTABILITY OF FUNDS	<p>The addition of these funds supports all of the Agency's activities including the Agency's investigative efforts and general operations under the Statewide Enterprise Strategic Objectives of "Maintaining Safety, Integrity and Security" (Strategies no. 1.1, 1.2, 2.1, 3.1). This request supports all activities of the Agency and is evaluated through the overall performance of the Agency in assuring integrity within Executive Branch agencies through its investigations and reviews; identifying waste in Executive Branch agencies; and assisting the public in receiving and addressing complaints concerning Executive Branch agencies.</p>
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What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF	<p>These funds will be expended in premiums paid to the State Employee Health Plan. It will be allocated based on the insurance elections made by SIG employees.</p>
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FUNDS

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST

Employee turnover in an agency can result in significant variation in employee health insurance expense where new employees elect different categories of coverage from their predecessors. Premiums vary from approximately \$4,800 annually for individual coverage to \$12,000 for full family coverage. These variations from year-to-year can have a greater proportional impact on a small agency's budget than on a large agency with hundreds of employees.

In addition to these cost variations, the SIG is somewhat unique in that during its first year of existence, three of the seven employees were federal retirees who elected not to take state health insurance. Going forward, the SIG's budget included the savings from those employees not taking the coverage.

One of those employees without state health insurance has left the agency and this request seeks an increase in the appropriation to provide the health insurance premium for the employee's replacement. The amount requested is the composite annual premium provided by PEBA - \$ 6,873 annually.

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

Agency Name:	Office Of Inspector General		
Agency Code:	D250	Section:	94

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	4
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Tort Liability Premium Increase
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$4,038 Federal: \$0 Other: \$0 Total: \$4,038
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What is the net change in requested appropriations for FY 2021-2022? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	0.00
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Please provide the total number of new positions needed for this request.

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

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

ACCOUNTABILITY OF FUNDS	<p>The addition of these funds supports all of the Agency's activities including the Agency's investigative efforts and general operations under the Statewide Enterprise Strategic Objectives of "Maintaining Safety, Integrity and Security" (Strategies no. 1.1, 1.2, 2.1, and 3.1). This request supports all activities of the Agency and is evaluated through the overall performance of the Agency in assuring integrity within Executive Branch agencies through its investigations and reviews; identifying waste in Executive Branch agencies; and assisting the public in receiving and addressing complaints concerning Executive Branch agencies.</p>
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What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF	The funds will be disbursed to the Insurance Reserve Fund.
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FUNDS

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST

To request continuing funding to offset the increased cost of the existing tort liability insurance coverage effective with fiscal year 2021.

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

Agency Name:	Office Of Inspector General		
Agency Code:	D250	Section:	94

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	5
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Increased Office Space and Physical Security Need
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$13,983 Federal: \$0 Other: \$0 Total: \$13,983
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What is the net change in requested appropriations for FY 2021-2022? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	0.00
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Please provide the total number of new positions needed for this request.

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

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

ACCOUNTABILITY OF FUNDS	<p>The addition of these funds supports all of the Agency's activities including the Agency's investigative efforts and general operations under the Statewide Enterprise Strategic Objectives of "Maintaining Safety, Integrity and Security" (Strategies no. 1.1, 1.2, 2.1, and 3.1). This request supports all activities of the Agency and is evaluated through the overall performance of the Agency in assuring integrity within Executive Branch agencies through its investigations and reviews; identifying waste in Executive Branch agencies; and assisting the public in receiving and addressing complaints concerning Executive Branch agencies.</p>
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What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF	<p>The funds would be disbursed to a vendor providing commercial office space. The funds would be allocated through a competitive process conducted by the Department of Administration.</p>
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FUNDS

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST

During its first year of existence (FY2013), the SIG acquired the small office suite it presently occupies. The present office suite accommodates the staff but is inadequate in support space, particularly meeting space and storage for the growing numbers of files and supplies. Its small conference room was eliminated to provide an office for a new employee joining the agency with the increase in FTE staffing during fiscal year 2020. In addition, information security and privacy needs have required the addition of equipment that is not adequately housed in the existing space.

Further, the present office space provides inadequate security for SIG personnel and members of the public visiting the SIG office. The present space lacks a dedicated reception area and a separate secured entrance to staff offices. Several persons with apparent mental illness have fixated on the SIG and directed vitriol toward SIG personnel. A recent incident involving threatening language required the intervention of SLED and its Behavioral Science Unit, as well as a temporary uniformed, armed law enforcement presence.

To address these space needs, funding is sought to acquire approximately 800 additional square feet of space. The cost of this increased space is projected at \$13,953 based on the FY2021 lease rate of \$16.44 under the current lease.

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

Agency Name:	Office Of Inspector General		
Agency Code:	D250	Section:	94

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	6
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Employee Training and Training-Related Travel
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$4,800 Federal: \$0 Other: \$0 Total: \$4,800
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What is the net change in requested appropriations for FY 2021-2022? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	0.00
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Please provide the total number of new positions needed for this request.

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

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

ACCOUNTABILITY OF FUNDS	<p>The addition of these funds supports all of the Agency's activities including the Agency's investigative efforts and general operations under the Statewide Enterprise Strategic Objectives of "Maintaining Safety, Integrity and Security" (Strategies no. 1.1, 1.2, 2.1, and 3.1). This request supports all activities of the Agency and is evaluated through the overall performance of the Agency in assuring integrity within Executive Branch agencies through its investigations and reviews; identifying waste in Executive Branch agencies; and assisting the public in receiving and addressing complaints concerning Executive Branch agencies.</p>
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What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF	<p>The funds would be disbursed to vendors and organizations including governmental agencies providing job-specific training opportunities for SIG employees.</p>
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FUNDS

What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST

SIG employees have obtained or are in the process of obtaining certifications offered by two organizations, the Association of Inspectors General (IG Institute) and the Association of Certified Fraud Examiners (ACFE). The training and certifications offered by these two organizations provide a knowledge base directly related to the work of the SIG and benefit the agency through providing a better-equipped staff to address complaints involving fraud, waste, abuse and mismanagement in the Executive Branch. SIG employees also attend other job-related training such as performance auditing and various classes to maintain their certifications.

Previously, the SIG funded the training and related travel costs with carryover funds. The purpose of this request is to establish a continuing source of funds to provide training to new employees, and for existing employees to further increase their job-specific knowledge and maintain their certifications.

The funding will provide the following:

- One employee to the IG Institute annually ----- \$2,150
- One employee provided the ACFE course/exam annually --- 1,000
- Other training for various employees ----- 1,650
- Total Funds Requested ----- \$4,800

Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.

Agency Name:	Office Of Inspector General		
Agency Code:	D250	Section:	94

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

TITLE	Agency Cost Savings and General Fund Reduction Contingency Plan
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AMOUNT	\$25,047
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What is the General Fund 3% reduction amount? This amount should correspond to the reduction spreadsheet prepared by EBO.

ASSOCIATED FTE REDUCTIONS	Two of the office's eight employees would have their hours reduced by 7 hours per week. The two employees' hours would be reduced from 37.5 hours per week to 30.5 hours per week. This would be an overall reduction of 0.38 FTEs.
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How many FTEs would be reduced in association with this General Fund reduction?

PROGRAM / ACTIVITY IMPACT	The investigation of fraud, waste, abuse and mismanagement involving the Executive Branch of State Government.
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What programs or activities are supported by the General Funds identified?

SUMMARY	A 3% budget reduction would reduce employee hours devoted to the investigations from 11,700 hours annually to 10,972 hours, or a reduction of 728 hours annually - a 6% reduction in investigative capacity.
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Please provide a detailed summary of service delivery impact caused by a reduction in General Fund Appropriations and provide the method of calculation for anticipated reductions. Agencies should prioritize reduction in expenditures that have the least significant impact on service delivery.

**AGENCY COST
SAVINGS PLANS**

A reduction in costs in excess of \$50,000 would amount to a reduction of 6% of the agency's budget. Since 92% of the agency's budget is in the personnel area, the only way to achieve a cost reduction in excess of \$50,000 would be to eliminate a position. No measures have been taken for such a reduction. If the agency was ordered to do so, the savings would amount to \$76,530.

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

Agency Name:	Office Of Inspector General		
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FORM F – REDUCING COST AND BURDEN TO BUSINESSES AND CITIZENS

TITLE	N/A - See below.
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Provide a brief, descriptive title for this request.

EXPECTED SAVINGS TO BUSINESSES AND CITIZENS	The SIG does not generate revenue or assess fees or fines through its statutory authority, and the SIG does not have the statutory authority to promulgate regulations on businesses and citizens in South Carolina.
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What is the expected savings to South Carolina's businesses and citizens that is generated by this proposal? The savings could be related to time or money.

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:	
	<input type="checkbox"/>	Repeal or revision of regulations.
	<input type="checkbox"/>	Reduction of agency fees or fines to businesses or citizens.
	<input type="checkbox"/>	Greater efficiency in agency services or reduction in compliance burden.
	<input type="checkbox"/>	Other

METHOD OF CALCULATION	N/A
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Describe the method of calculation for determining the expected cost or time savings to businesses or citizens.


REDUCTION OF FEES OR FINES	N/A
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Which fees or fines does the agency intend to reduce? What was the fine or fee revenue for the previous fiscal year? What was the associated program expenditure for the previous fiscal year? What is the enabling authority for the issuance of the fee or fine?

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

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