



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

FORM A - BUDGET PLAN SUMMARY

**OPERATING
 REQUESTS
 (FORM B1)**

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

**NON-RECURRING
 REQUESTS
 (FORM B2)**

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

**CAPITAL
 REQUESTS
 (FORM C)**

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

**PROVISOS
 (FORM D)**

For FY 2021-2022, my agency is (mark "X"):	
<input checked="" 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 type="checkbox"/>	Not requesting any proviso changes.

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

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PRIMARY CONTACT:	Jason Epting	(803) 737-3061	jason.epting@admin.sc.gov
SECONDARY CONTACT:	Thomas Kaminer	(803) 737-0526	thomas.kaminer@admin.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.

	<u>Agency Director</u>	<u>Board or Commission Chair</u>
SIGN/DATE:	<i>Marcia S. Adams</i> 9/25/20	
TYPE/PRINT NAME:	Marcia S. Adams	

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

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

BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B1 - Recurring	Division of State Human Resources – Class & Comp Reform	312,750	0	0	0	312,750	3.00	0.00	0.00	0.00	3.00
2	B2 - Non-Recurring	Division of State Human Resources – Class & Comp Reform	500,000	0	0	0	500,000	0.00	0.00	0.00	0.00	0.00
3	B1 - Recurring	Budget Development System	500,000	0	0	0	500,000	0.00	0.00	0.00	0.00	0.00
4	C - Capital	Deferred Maintenance Projects	6,198,000	0	0	0	6,198,000	0.00	0.00	0.00	0.00	0.00
5	B1 - Recurring	CARES Act Funds for Community Services Block Grant (CSBG), Low Income Home Energy Assistance Program (LIHEAP) and Emergency Solutions Grant (ESG)	0	19,000,000	0	0	19,000,000	0.00	0.00	0.00	0.00	0.00
6	B1 - Recurring	Statewide Interoperability Coordinator Transfer to SLED	-110,200	0	0	0	-110,200	-1.00	0.00	0.00	0.00	-1.00
TOTALS			7,400,550	19,000,000	0	0	26,400,550	2.00	0.00	0.00	0.00	2.00

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

FORM B1 – RECURRING OPERATING REQUEST

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

TITLE	Division of State Human Resources – Class & Comp Reform
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$312,750 Federal: \$0 Other: \$0 Total: \$312,750
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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	3.00
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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 checked="" type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input checked="" type="checkbox"/>	Non-mandated program change in service levels or areas
	<input checked="" 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 checked="" type="checkbox"/>	Consulted DTO during development
<input checked="" type="checkbox"/>	Related to a Non-Recurring request – If so, Priority # 2	

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

ACCOUNTABILITY OF FUNDS	<p>Proviso 93.33 in the 2015–2016 General Appropriation Act mandated that the South Carolina Department of Administration procure a qualified contractor to conduct an in-depth study of the State’s classification and compensation system. The final Classification and Compensation System Study Project Report was released in January 2016. Since the Report’s release, the Division of State Human Resources has been making incremental improvements to the state’s classification and compensation system, but most of the report’s recommendations have not been implemented. In FY21, DSHR had a budget request to support a strategic goal of reviewing the state's classification and compensation system and make recommendations for a new structure and for new compensation packages. Due to the impact of COVID-19, the Agency did not receive the funding and continued to make incremental improvements to the classification system. This funding request for three FTEs, along with the non-recurring request (Priority No. 2) would allow DSHR to fully implement the recommendations of the report.</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?

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RECIPIENTS OF FUNDS

Funds will be utilized to support all state agencies as the South Carolina Department of Administration works to improve the quality of human resources programs and services across the state by reforming the classification and compensation system.

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

The mission of the Division of State Human Resources is to partner with our customers to ensure excellence in human resources, and to improve agency performance. The Division supports state agencies concerning human resources issues through consultation and oversight, professional development, and alternative dispute resolution.

Classification & Compensation: Proviso 93.33 in the 2015–2016 General Appropriation Act mandated that the South Carolina Department of Administration procure a qualified contractor to conduct an in-depth study of the State's classification and compensation system.

The study, conducted between October and December 2015, included interviews with the Department of Administration's Division of State Human Resources, staff from the Governor's office, Senate Finance Committee and House Ways and Means Committee, and agency and human resources directors from eight state agencies. The final Classification and Compensation System Study Project Report was released in January 2016. The report found that the "current [classification and compensation] plan is experiencing some 'signs of age,' having been in place for 20 years" and the current "decentralized decision making, coupled with broad banded classifications and very wide salary bands, are contributing factors to the internal equity and salary disparity issues" found in the study. At the time of the study, state government's salaries lagged behind other states by an average of 15%, the in-State public sector market by 16% and the in-State private sector market by 18% making current pay bands and actual pay uncompetitive. The study noted the current salaries "create[s] challenges both in recruitment and retention of qualified employees."

Since the Report's release, the Division of State Human Resources has been making incremental improvements to the state's classification and compensation system, but most of the report's recommendations have not been implemented. The requested funds would be used to fund three new FTEs (Senior Consultants AH42) that will focus exclusively on classification and compensation related initiatives and projects. In particular, the Division would hire consultants to assist the Division's leadership in implementing the recommendations of the study and complete tasks including, but not limited to, the development of a compensation philosophy, review and update of the more than 400 existing classifications, review and update the pay structure to determine whether more pay bands are required, and obtain market survey data and salary surveys to guide compensation decisions.

The Division aims to provide human resources related data to the Governor's office, the General Assembly, and state agencies as requested to enable the state's leadership to make data driven decisions regarding personnel related matters and funding. The requested funds for three consultants will allow the Division to provide data and information to stakeholders on personnel related funding requests. The three new positions, combined with a consultant (See non-recurring request – priority #2) will allow Admin to completely implement the recommendations in the classification and compensation study released in January 2016.

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:	Department of Administration		
Agency Code:	D500	Section:	93

FORM B1 – RECURRING OPERATING REQUEST

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

TITLE	Budget Development System
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$500,000 Federal: \$0 Other: \$0 Total: \$500,000
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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 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 checked="" 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 checked="" type="checkbox"/>	Consulted DTO during development	
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #	

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

ACCOUNTABILITY OF FUNDS	4.4.1 – Develop and deploy a new operating budget development and reporting system by June 30, 2021.
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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	Selected vendor for annual maintenance/licenses, Division of Technology Operations for shared services hosting, salary of a new EBO system administrator
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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

The Executive Budget Office (EBO) supports the budget development process for the State of South Carolina. This includes establishing the guidelines and managing the process by which state agencies and higher education institutions use during the budget request process. This process is currently a manual process with Excel-based templates. EBO has engaged a vendor to develop a new web-based budget development system that will automate and add greater efficiencies to the state's budget development process. In addition to improving the process for EBO staff, it will also provide enhanced reporting capabilities for state agencies and the staff that support the state's decisionmakers. EBO has also been asked by legislative staff to assume responsibility for the production of the Appropriations Bills which is contemplated within this request. This request will fund a System Administrator that will support the new system, annual maintenance/software licensing and other costs associated with ongoing support of the new system, and future enhancements to integrate additional budget development processes into the new system.

Cost Breakdown:

System Administrator - \$100,000 (\$70,000 salary plus fringe)

Annual Maintenance/Licenses/Hosting - \$150,000

Future Enhancements - \$250,000

Total - \$500,000

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:	Department of Administration		
Agency Code:	D500	Section:	93

FORM B1 – RECURRING OPERATING REQUEST

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

TITLE	CARES Act Funds for Community Services Block Grant (CSBG), Low Income Home Energy Assistance Program (LIHEAP) and Emergency Solutions Grant (ESG)
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Provide a brief, descriptive title for this request.

AMOUNT	<p>General: \$0</p> <p>Federal: \$19,000,000</p> <p>Other: \$0</p> <p>Total: \$19,000,000</p>
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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 checked="" type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/>	Non-mandated program change in service levels or areas
	<input type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
	<input type="checkbox"/>	IT Technology/Security related
	<input type="checkbox"/>	Consulted DTO during development
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #	

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

ACCOUNTABILITY OF FUNDS	<p>These funds are intended to supplement and expand existing programs administered under the existing grants. The funds will be monitored and reported on as required by the federal funding sources to ensure they were received by the intended individuals affected by COVID-19.</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?

	CSBG and LIHEAP are awarded to subgrantees (Community Action Agencies) based
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RECIPIENTS OF FUNDS

on existing formulas.

ESG is awarded to subgrantees based on combination of competitive process and predetermined eligibility criteria

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

These are all federal funds that were part of the CARES Act passed in order to deal with the effects of COVID-19.

Grant Desc -Award Amount – (Grant Period) - Projected FY22 Spend

LIHEAP CARES Act - \$18.29M – (3/27/2020 – 9/30/2021) -\$0

ESG CARES Act - \$27M – (3/1/2020 – 09/30/2022) - \$19M

CSBG CARES Act - \$15.36M – (03/27/2020 – 9/30/2022) -\$0

All three grant periods extend into FY22 but it is anticipated that the LIHEAP and CSBG funding will be exhausted in FY21.

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:	Department of Administration		
Agency Code:	D500	Section:	93

FORM B1 – RECURRING OPERATING REQUEST

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

TITLE	Statewide Interoperability Coordinator Transfer to SLED
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Provide a brief, descriptive title for this request.

AMOUNT	<p>General: (\$110,200)</p> <p>Federal: \$0</p> <p>Other: \$0</p> <p>Total: (\$110,200)</p>
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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	-1.00
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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 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 checked="" 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	N/A. Requesting to transfer a position and its responsibilities to another agency.
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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 funding transferred to SLED will fund the payroll and fringe for 1 Full Time Equivalent position.
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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

The Department of Administration (Admin) and the State Law Enforcement Division (SLED) have agreed to transfer the Statewide Interoperability Coordinator (SWIC) position, personal services funding and responsibilities from Admin to SLED.

The SWIC works with emergency response leaders across all levels of government to implement a statewide strategic vision for interoperability. The SWIC's responsibilities include overseeing the daily operation of the state's interoperability efforts, coordinating interoperability and communications projects, maintaining governance structures, assembling working groups to develop and implement key initiatives and updating and implementing the Statewide Communication Interoperability Plan (SCIP).

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:	Department of Administration		
Agency Code:	D500	Section:	93

FORM B2 – NON-RECURRING OPERATING REQUEST

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

TITLE	Division of State Human Resources – Class & Comp Reform
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Provide a brief, descriptive title for this request.

AMOUNT	\$500,000
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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.

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 checked="" type="checkbox"/>	Non-mandated program change in service levels or areas
	<input checked="" 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"/>	Request for Non-Recurring Appropriations
	<input checked="" type="checkbox"/>	Request for Federal/Other Authorization to spend existing funding
<input checked="" type="checkbox"/>	Related to a Recurring request – If so, Priority # Division of State Human Resources – Class & Comp Reform	

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

ACCOUNTABILITY OF FUNDS	<p>Proviso 93.33 in the 2015–2016 General Appropriation Act mandated that the South Carolina Department of Administration procure a qualified contractor to conduct an in-depth study of the State’s classification and compensation system. The final Classification and Compensation System Study Project Report was released in January 2016. Since the Report’s release, the Division of State Human Resources has been making incremental improvements to the state’s classification and compensation system, but most of the report’s recommendations have not been implemented. In FY21, DSHR had a budget request to support a strategic goal of reviewing the state’s classification and compensation system and make recommendations for a new structure and for new compensation packages. Due to the impact of COVID-19, the Agency did not receive the funding and continued to make incremental improvements to the classification system. This funding request for three FTEs, along with the non-recurring request (Priority No. 2) would allow DSHR to fully implement the recommendations of the report.</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 FUNDS	<p>Funds will be utilized to support all state agencies as the South Carolina Department of Administration works to improve the quality of human resources programs and services across the state, increase the competitiveness of the state compensation system, and recruit more quality applicants to state government. The funds include selecting a consultant through a competitive process to provide guidance on compensation reform, including development of a statewide compensation philosophy and revision of the state’s pay bands.</p>
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What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST

The mission of the Division of State Human Resources is to partner with our customers to ensure excellence in human resources, and to improve agency performance. The Division supports state agencies concerning human resources issues through consultation and oversight, professional development, and alternative dispute resolution.

Classification & Compensation: Proviso 93.33 in the 2015–2016 General Appropriation Act mandated that the South Carolina Department of Administration procure a qualified contractor to conduct an in-depth study of the State's classification and compensation system.

The study, conducted between October and December 2015, included interviews with the Department of Administration's Division of State Human Resources, staff from the Governor's office, Senate Finance Committee and House Ways and Means Committee, and agency and human resources directors from eight state agencies. The final Classification and Compensation System Study Project Report was released in January 2016. The report found that the "current [classification and compensation] plan is experiencing some 'signs of age,' having been in place for 20 years" and the current "decentralized decision making, coupled with broad banded classifications and very wide salary bands, are contributing factors to the internal equity and salary disparity issues" found in the study. At the time of the study, state government's salaries lagged behind other states by an average of 15%, the in-State public sector market by 16% and the in-State private sector market by 18% making current pay bands and actual pay uncompetitive. The study noted the current salaries "create[s] challenges both in recruitment and retention of qualified employees."

Since the Report's release, the Division of State Human Resources has been making incremental improvements to the state's classification and compensation system, but most of the report's recommendations have not been implemented. The requested funds would be used to fund the following items:

- Retain a consultant for the implementation of the recommendations of the classification & compensation study
- Develop, implement and update a statewide compensation philosophy
- Review and update the more than 400 classifications
- Review and update the pay structure, including revising the current broad band structure
- Obtain market survey data tools and salary surveys

The Division aims to provide human resources related data to the Governor's office, the General Assembly, and state agencies as requested to enable the state's leadership to make data driven decisions regarding personnel related matters and funding. The requested funds will enable the Division to develop a system to provide information and data to stakeholders on personnel related budget requests. The consultant, combined with the three new classification and compensation positions requested in Admin recurring request – priority #1, will allow Admin to completely implement the recommendations in the Classification and Compensation Report released in January 2016.

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:	Department of Administration		
Agency Code:	D500	Section:	93

FORM C – CAPITAL REQUEST

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

TITLE	Deferred Maintenance Projects
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Provide a brief, descriptive title for this request.

AMOUNT	\$6,198,000
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How much is requested for this project in FY 2021-2022? This amount should correspond to the total for all funding sources on the Executive Summary.

CPIP PRIORITY	Priorities 17-21 in FY22. These projects were included in the 2020 CPIP. If funding is not provided, these projects will continue to be deferred.
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Identify the project's CPIP plan year and priority number, along with the first year in which the project was included in the agency's CPIP. If not included in the agency's CPIP, please provide an explanation. If the project involves a request for appropriated state funding, briefly describe the agency's contingency plan in the event that state funding is not made available in the amount requested.

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

LONG-TERM PLANNING AND SUSTAINABILITY	No other funds have been invested in these projects and additional capital and/or operating funds as a result of these projects will not be requested in the future. The expected useful life of the capital improvement is 15-20 years.
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What other funds have already been invested in this project (source/type, amount, timeframe)? Will other capital and/or operating funds for this project be requested in the future? If so, how much, and in which fiscal years? Has a source for those funds been identified/secured? What is the agency's expectation with regard to additional annual costs or savings associated with this capital improvement? What source of funds will be impacted by those costs or savings? What is the expected useful life of the capital improvement?

LONG-TERM PLANNING AND SUSTAINABILITY	Through the use of facility condition assessments (FCAs) conducted on our buildings by an independent engineering firm, the Department of Administration has created a long-term plan for addressing deferred maintenance and asset recapitalizations. The 2020 CPIP addresses approximately \$99M in deferred maintenance and projected capital costs over the next five years. Admin funds the maintenance and operations of our facilities through a lease rate charged to agency tenants, which has not increased since 1998. Any monies remaining after funding our day-to-day operations are allocated to our depreciation reserve account for capital projects. Over the past few years, we have worked to increase operational efficiencies to maximize those funds through the implementation of best practices such as contract consolidation in order to maximize funds available in our depreciation reserve account. However, this is still not enough. While we have prioritized projects to fund through depreciation reserve, in order to adequately address our building needs, we require additional annual capital and, as such, are requesting appropriated state funding for those projects that cannot be
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addressed through existing resources.

This funding request will provide the resources necessary to complete 5 projects:

SUMMARY

1. North Towers - Flooring Repair and Replacement - \$1M
2. Senate Street - Flooring Repair and Replacement - \$500K
3. Gressette Building - Limestone Veneer Envelope Repointing and Cleaning - \$1.25M
4. Blatt Building - Limestone Veneer Repointing and Cleaning - \$1.25M
5. McEachern Parking Facility - Replace High Voltage Switches and Unit Substations - \$2.198M

These projects are prioritized in fiscal year 2021-2022 because they present life/safety issues or are integral to the structural integrity of the building. The flooring requests for North Towers/Senate Street are primarily intended to improve the safety of the flooring and to prevent injuries while the Limestone Repointing at the Gressette/Blatt buildings are intended to prevent water leakage and damage to the structural integrity of the buildings. The McEachern Parking Facility project is intended to improve the safety of the electrical infrastructure of the facility to help protect against an electrical fire.

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

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

FORM D – PROVISO REVISION REQUEST

NUMBER	117.122
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Cite the proviso according to the renumbered list (or mark "NEW").

TITLE	GP: Catastrophic Weather Event
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Provide the title from the renumbered list or suggest a short title for any new request.

BUDGET PROGRAM	III. CDBG – DISASTER RECOVERY OFFICE
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Identify the associated budget program(s) by name and budget section.

RELATED BUDGET REQUEST	N/A
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Is this request associated with a budget request you have submitted for FY 2021-2022? If so, cite it here.

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

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

SUMMARY & EXPLANATION	<p>Proviso prohibits counties from re-appraising personal residences that were damaged and repaired/improved using HUD block grant funds as a result of the October 2015 weather event, Hurricane Matthew of 2016, and Hurricane Florence. Gives counties the discretion to also exclude improvements that were made by volunteer organizations active in a disaster. Establishes cutoff date for improvements as June 30, 2020.</p> <p>This amendment is needed to extend the cutoff date for improvements to June thirtieth of the current fiscal year to coincide with the upcoming fiscal year.</p>
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Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.

FISCAL IMPACT

None

Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.

**PROPOSED
PROVISO TEXT**

117.122. (GP: Catastrophic Weather Event) (A) Any improvements made to real property or personal property used as a residence, such as a mobile home or manufactured housing unit, damaged during the catastrophic weather event in October 2015, Hurricane Matthew of 2016, or Hurricane Florence of 2018, after the event and before June 30, ~~2020~~ **thirtieth of the current fiscal year**, is not considered an improvement and does not require a re-appraisal. This provision only applies if as a result of the catastrophic weather event, the improvements made to the property were funded by the United States Department of Housing and Urban Development Block Grant - Disaster Recovery program. This provision also applies if, at the discretion of the county and using qualifications determined by the county, the improvements were made with the assistance of a volunteer organization active in disaster, or a similar volunteer organization.

Paste existing text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.

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

FORM D – PROVISO REVISION REQUEST

NUMBER	117.129
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Cite the proviso according to the renumbered list (or mark "NEW").

TITLE	GP: Statewide Administrative Services
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Provide the title from the renumbered list or suggest a short title for any new request.

BUDGET PROGRAM	I. Administration
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Identify the associated budget program(s) by name and budget section.

RELATED BUDGET REQUEST	N/A
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Is this request associated with a budget request you have submitted for FY 2021-2022? If so, cite it here.

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

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

SUMMARY & EXPLANATION	<p>Proviso states that the Department of Administration may provide consolidated administrative services that promote cost savings for the state to agencies that receive \$20M or less in total appropriations. Proviso is based on the results of a study performed by the former Budget and Control Board pursuant to the requirements of FY 2013-2014 Proviso 101.33, and included in a report provided to the General Assembly in January of 2014.</p>
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Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.

FISCAL IMPACT

None

Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.

**PROPOSED
PROVISO TEXT**

The Department of Administration may provide consolidated administrative services to all agencies to promote cost savings, process integrity and other efficiencies, and to reduce duplication, overlap and redundancies, or any combination thereof and to provide for consistency in transactions and processes and to advance a statewide approach to agency administration. Consolidated administrative services may include, but are not limited to: 1) financial and accounting support, such as accounts payable and receivable processing, procurement processing, journal entry processing and financial reporting assistance; 2) human resources administrative support, such as transaction processing and reporting, payroll processing, and human resources training; and 3) budget support, such as budget transaction processing and budget reporting assistance.

Agencies that receive twenty million dollars or less in total appropriations in the current fiscal year shall consult with the Department of Administration to determine whether the use of consolidated administrative services offered by the department would be beneficial to the agency. The Legislative Branch, the Judicial Branch, public institutions of higher learning and technical colleges shall be exempt from the requirements of this provision.

The Department of Administration shall provide a report to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee regarding agency utilization of administrative services offered by the department no later than December ~~31, 2019~~ **thirty-first of the current calendar year**.

Paste existing text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.

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

FORM D – PROVISIO REVISION REQUEST

NUMBER	117.138
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Cite the proviso according to the renumbered list (or mark "NEW").

TITLE	GP: CDBG-DR Flexibility
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Provide the title from the renumbered list or suggest a short title for any new request.

BUDGET PROGRAM	II.I CDBG – Disaster Recovery
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Identify the associated budget program(s) by name and budget section.

RELATED BUDGET REQUEST	N/A
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Is this request associated with a budget request you have submitted for FY 2021-2022? If so, cite it here.

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

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

SUMMARY & EXPLANATION	<p>Directs Commerce to transfer any funds remaining from the amount appropriated in FY 2018 (Proviso 118.14(B)(13) 2015 Flood - Non-CDBG Disaster Recovery \$250K) to be used on any Disaster Recovery program.</p> <p>Remaining funds \$207,175.81 were expended in FY2019-2020 on pre-award activities (planning) for disaster recovery grants pursuant to Executive Order 2018-59.</p>
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Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.

FISCAL IMPACT

None

Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.

**PROPOSED
PROVISO TEXT**

~~The Department of Commerce is directed to transfer any funds remaining from the appropriation it received through Act 97 of 2017 for 2015 – Non-CDBG – Disaster Recovery to the Department of Administration which shall utilize these funds for any disaster recovery program.~~

Paste existing text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.

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

FORM D – PROVISO REVISION REQUEST

NUMBER	117.142
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Cite the proviso according to the renumbered list (or mark "NEW").

TITLE	GP: Voting System Funds Transfer
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Provide the title from the renumbered list or suggest a short title for any new request.

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

RELATED BUDGET REQUEST	N/A
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Is this request associated with a budget request you have submitted for FY 2021-2022? If so, cite it here.

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

OTHER AGENCIES AFFECTED	State Election Commission
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Which other agencies would be affected by the recommended action? How?

SUMMARY & EXPLANATION	<p>Directs the State Election Commission to transfer any funds which have been appropriated for the purchase of a new statewide voting system or for the refurbishment of the current statewide voting system to the Dept of Administration. Directs Admin to hold funds in a separate account and use the funds in FY20 to purchase a new statewide voting system.</p> <p>Admin transferred all funds in its custody to the State Election Commission. Admin transferred \$942,694.95, which represents funds appropriated from the Capital Reserve Fund -2014 Act 298 (51) \$1M (less expenditures incurred by Admin to Freeman Craft McGregor Group \$57,305.05). Additionally, Admin transferred \$40M appropriated in 2019 Act 91, Part IB Proviso 118.16(B)(4)(a) on 9/20/2019.</p>
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Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.

FISCAL IMPACT

None

Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.

**PROPOSED
PROVISO TEXT**

~~The State Election Commission is directed to transfer any funds which have been appropriated to the commission for the purchase of a new statewide voting system or for the refurbishment of the current statewide voting system to the Department of Administration. The Department of Administration shall hold these funds and any other funds appropriated to the department for the same purpose in a separate account. This transfer requirement shall not apply to any federal funds granted to the State Election Commission. Any funds available to the State Election Commission or the Department of Administration shall be used in Fiscal Year 2019-20 to purchase a new statewide voting system.~~

Paste existing text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.

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

FORM D – PROVISO REVISION REQUEST

NUMBER	117.New <i>Cite the proviso according to the renumbered list (or mark "NEW").</i>
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TITLE	Statewide Strategic Personnel Budgeting <i>Provide the title from the renumbered list or suggest a short title for any new request.</i>
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BUDGET PROGRAM	II.A. Executive Budget Office / II.B State Human Resources Division <i>Identify the associated budget program(s) by name and budget section.</i>
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RELATED BUDGET REQUEST	N/A <i>Is this request associated with a budget request you have submitted for FY 2021-2022? If so, cite it here.</i>
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REQUESTED ACTION	Add <i>Choose from: Add, Delete, Amend, or Codify.</i>
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OTHER AGENCIES AFFECTED	None <i>Which other agencies would be affected by the recommended action? How?</i>
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SUMMARY & EXPLANATION	<p>The mission of the Division of State Human Resources is to partner with our customers to ensure excellence in human resources, and to improve agency performance. The Division supports state agencies concerning human resources issues through consultation and oversight, professional development, and alternative dispute resolution.</p> <p>Proviso 93.33 in the 2015–2016 General Appropriation Act mandated that the South Carolina Department of Administration procure a qualified contractor to conduct an in-depth study of the State’s classification and compensation system. The final Classification and Compensation System Study Project Report was released in January 2016. Since the Report’s release, the Division of State Human Resources has been making incremental improvements to the state’s classification and compensation system, but most of the report’s recommendations have not been implemented.</p> <p>One of the recommendations of the Report was to prepare an annual compensation report to be used as a basis for and justification of appropriation for compensation changes. The purpose of this proviso is to begin implementation of that recommendation.</p>
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Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.

FISCAL IMPACT

None. The Division of State Human Resources and Executive Budget Office will review personnel related budget requests using existing resources and provide data related to the requests using existing resources.

The Agency has requested additional recurring and non-recurring funds to move beyond providing resources to being able to approve personnel related budget requests in subsequent fiscal years.

Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.

PROPOSED PROVISO TEXT

117.New (GP: Statewide Strategic Personnel Budgeting) (A) To encourage consistency in human resources compensation decisions, support data driven decisions regarding expenditure of funds for personnel in state government, and improve the state's ability to recruit and retain top talent, all state agencies are directed as follows: With regard to the annual Appropriations Act budget plan submission, agencies shall submit all human resources and personnel related budget requests to the Department of Administration's Executive Budget Office and Division of State Human Resources on or before September 1 of the current fiscal year. The Executive Budget Office and the Division of State Human Resources shall jointly review the budget requests and provide information and data to inform funding considerations. This information shall be submitted to the Governor, the Chairman of the House Ways and Means Committee, and the Chairman of the Senate Finance Committee. Agencies shall comply with all human resources rules, regulations, standards, plans, policies, and directives of the Division of State Human Resources. (B) The Judicial Department, Legislative Department, political subdivisions, and quasi-governmental bodies are exempt from the requirements of this provision.

Paste existing text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.

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

FORM D – PROVISIO REVISION REQUEST

NUMBER	91.23
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Cite the proviso according to the renumbered list (or mark "NEW").

TITLE	Leg: Technology Panel
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Provide the title from the renumbered list or suggest a short title for any new request.

BUDGET PROGRAM	II.G. State Technology Operations-Special Item:K-12 School Technology
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Identify the associated budget program(s) by name and budget section.

RELATED BUDGET REQUEST	N/A
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Is this request associated with a budget request you have submitted for FY 2021-2022? If so, cite it here.

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

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

SUMMARY & EXPLANATION	<p>Directs the K-12 Technology Initiative partnership to submit a report by June 1, 2020 outlining the state's efforts in providing connectivity and internet bandwidth, minimizing and detecting internet security threats as well as other educational technology related activities to schools and libraries.</p>
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Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.

FISCAL IMPACT

N/A

Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.

**PROPOSED
PROVISO TEXT**

Of the funds appropriated in the Department of Education's program VIII.D. for Technology the K-12 Technology Initiative partnership shall provide a report to the House Education and Public Works Committee, the House Ways and Means Committee, the Senate Education Committee and the Senate Finance Committee, describing the state's efforts to facilitate the cost effective provision of connectivity and internet bandwidth to schools and libraries on a statewide basis, regardless of location, activities to assist schools and libraries in minimizing and detecting internet security threats, the development and utilization of technological and online resources to support student development and achievement, the development and utilization of curriculum and professional training to support the use of instructional technology in schools and libraries, and other educational technology related activities engaged in by the partnership. Further, the report must detail information on the expenditure of the K-12 Technology funds by each district as well as a list of the districts requesting flexibility in the use of those funds. The report shall be submitted ~~no later than~~ **by June 1, 2020. first of the current fiscal year.**

Paste existing text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.

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

FORM D – PROVISO REVISION REQUEST

NUMBER	93.2
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Cite the proviso according to the renumbered list (or mark "NEW").

TITLE	DOA: State House Operation & Maintenance Account
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Provide the title from the renumbered list or suggest a short title for any new request.

BUDGET PROGRAM	II.C.2 Facilities Management – Special Item: Capitol Complex & Mansion
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Identify the associated budget program(s) by name and budget section.

RELATED BUDGET REQUEST	N/A
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Is this request associated with a budget request you have submitted for FY 2021-2022? If so, cite it here.

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

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

SUMMARY & EXPLANATION	<p>Directs the funds appropriated to ADMIN for State House Maintenance and Operations and Renovations be held in a separate account for operation and maintenance of the State House. Directs ADMIN to report annually to the State House Commission on the amount expended from these funds.</p> <p>This change conforms the proviso language to the change made in the budget last year. In the FY 2018-2019 Appropriations Act, funds were appropriated as special items for State House Maintenance - \$658K, Capitol Complex Rent - \$719,781, and Mansion & Grounds \$126K. In FY 2019-2020, these special items were combined into a single line item entitled Capitol Complex & Mansion.</p>
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Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.

FISCAL IMPACT

None

Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.

**PROPOSED
PROVISO TEXT**

Funds appropriated to the Department of Administration - for ~~State House~~ **Capitol Complex & Mansion** Maintenance & Operations & Renovations must be set aside in a separate account for the operation and maintenance of the ~~State House~~ **Capitol Complex & Mansion**. The department shall report annually to the State House Committee on the amount expended from this fund **for the operation and maintenance of the State House**.

Paste existing text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.

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

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

TITLE	Agency Cost Savings and General Fund Reduction Contingency Plan
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AMOUNT	\$1,824,265
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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	5 FTEs
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How many FTEs would be reduced in association with this General Fund reduction?

PROGRAM / ACTIVITY IMPACT	<p>The South Carolina Enterprise Information System (SCEIS) would be impacted as it receives approximately 31% of Admin’s general fund appropriations. SCEIS supports the administrative functions of all state agencies and the implementation of SCEIS eliminated nearly 170 outdated legacy systems used by 70+ state agencies. In addition to SCEIS, the Division of Technology (DTO), which provides IT shared services across agencies would be impacted by a budget reduction. DTO’s appropriation represents approximately 10% of Admin’s general fund appropriation budget.</p>
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What programs or activities are supported by the General Funds identified?

SUMMARY	<p>The Department of Administration (Admin) would employ several strategies to achieve the planned reduction of \$1.8M. First, Admin would eliminate travel for all SAP contractors, which would achieve a savings of approximately \$150K. Because of remote work requirements during COVID-19, Admin has been able to establish processes to allow contractors to work remotely. Therefore, elimination of travel will have minimal impact on service level performance. An additional savings of \$350K would be achieved by reducing SAP contractors’ time and releasing contractors immediately at project completion for projects such as replacement of agency billing systems (SAP Sales and Distribution module). SCEIS would rely on the existing Full-Time Equivalent position base to resolve issues without supplementing those resources with contractors. Reductions in SAP contractors will increase the time it takes to resolve agencies’ issues and adversely impact agency service levels.</p> <p>The Division of Technology (DTO) would realize cost savings by not hiring project management contractors, IT contractors and/or releasing contract positions. Admin estimates that this reduction item could save as much as \$850K. Reduction of contract staff would impact DTO’s ability to manage current projects, causing project timelines to extend as much as 12 months or more. Additionally, DTO would lose highly technical contractors which would increase time needed to resolve network issues and adversely affect IT shared services performance levels. Finally, DTO would not backfill vacant FTE positions in shared services and network areas. DTO could achieve salary and fringe savings of approximately \$500K by maintaining vacancies for five technical positions. Reduction of these positions would delay future agency migrations to the data center and negatively impact cloud workloads.</p>
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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.

See summary above for estimated savings and associated measures.

**AGENCY COST
SAVINGS PLANS**

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:	Department of Administration		
Agency Code:	D500	Section:	93

FORM F – REDUCING COST AND BURDEN TO BUSINESSES AND CITIZENS

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

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

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

METHOD OF CALCULATION	The methodology and description of actual and anticipated cost savings are outlined below in the Summary Section of this form.
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Describe the method of calculation for determining the expected cost or time savings to businesses or citizens.

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

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

SUMMARY	<p>During FY 19-20, the South Carolina Department of Administration (Admin) continued collaborative efforts to achieve efficiencies and cost savings in state government and enhance security across state systems. While Admin advanced these efforts greatly, the agency also redirected human capital and resources to provide other agencies needed assistance, so those agencies could continue to deliver vital services during the state's response to the novel coronavirus (COVID-19).</p> <p>Admin's COVID-19 specific statewide efficiencies and response began mid-March with the Division of State Human Resources (DSHR) providing guidance and direction on how to transition the majority of state employees to remote work. The Office of Technology and Information Services (OTIS) deployed the necessary tools and technology to enable those employees to work remotely. The Division of Facilities Management and Property Services (DFMPS) immediately implemented appropriate cleaning measures in state owned buildings where essential employees continued to report to work. The Division of Program Management assisted with technology deployment and developed COVID-19 related communications and communication channels for state agencies, state employees and the public. The South Carolina Enterprise Information System (SCEIS) built necessary reporting mechanisms to help agencies track COVID-19 related leave requests and leave pay.</p> <p>Admin's participated in accelerateSC by overseeing the Information and Resources Components. Between March and June of this year, Admin identified and executed the following COVID-19 special projects which yielded specific statewide, collaborative efficiencies:</p> <ul style="list-style-type: none"> • Provided support to agencies to reduce the number of employees physically present at the workplace for all agencies while increasing telework opportunities. • Conducted Families First Coronavirus Relief Act (FFCRA) Implementation.
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- Developed State Employee Re-entry Plan (Covid-19).
- Provided support to agencies to allow employees to work remotely.
- Established a statewide contract for specialized cleaning services.
- Conducted the centralized procurement and distribution of cleaning supplies and Personal Protective Equipment (PPE) for state agencies.
- Deployed a one-stop-shop, ombudsman-style website to house COVID-19 information.
- Established accelerateSC social media pages.
- Deployed the accelerateSC Call Center.
- Identified, procured and deployed an e-learning system to offer state employees training while working remotely.
- Oversaw CARES Act implementation.

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