

Agency Name: Prosecution Coordination Commission
 Agency Code: E210 Section: 60



**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 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:	Lisa H. Catalanotto	(803) 343-0765	lisacatalanotto@cpc.sc.gov
SECONDARY CONTACT:	Tina Thompson	(803) 343-0765	tinathompson@cpc.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>Lisa H. Catalanotto</i> 9/25/2020	<i>Isaac M. Stone, III</i> 9-25-20
TYPE/PRINT NAME:	Lisa H. Catalanotto	ISAAC M. STONE, III

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

Agency Name:	Prosecution Coordination Commission
Agency Code:	E210
Section:	60

BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B1 - Recurring	SCCPC: Agency Administrative & Legal Staff	375,000	0	0	0	375,000	2.00	0.00	0.00	0.00	2.00
2	B1 - Recurring	SCCPC: Agency Technology & IT Staff	408,420	0	0	0	408,420	2.00	0.00	0.00	0.00	2.00
3	B2 - Non-Recurring	SCCPC: Agency Technology & IT Staff	514,300	0	0	0	514,300	0.00	0.00	0.00	0.00	0.00
4	B1 - Recurring	Circuit Solicitors: Intelligence Led Prosecution Programs	2,400,000	0	0	0	2,400,000	0.00	0.00	0.00	0.00	0.00
5	B2 - Non-Recurring	Circuit Solicitors: Intelligence Led Prosecution Program	2,400,000	0	0	0	2,400,000	0.00	0.00	0.00	0.00	0.00
6	B1 - Recurring	SCCPC: Operating Cost Increases	18,570	0	0	0	18,570	0.00	0.00	0.00	0.00	0.00
7	C - Capital	SCCPC: Office Renovation & Security	194,000	0	0	0	194,000	0.00	0.00	0.00	0.00	0.00
8	B1 - Recurring	SCCPC: Educaton Services Unit Training Expenses	39,000	0	0	0	39,000	0.00	0.00	0.00	0.00	0.00
9	B1 - Recurring	Circuit Solicitors: Drug Court Funding	3,200,000	0	0	0	3,200,000	0.00	0.00	0.00	0.00	0.00
10	B1 - Recurring	Circuit Solicitors: Administrative Assistant Salary Increases	74,642	0	0	0	74,642	0.00	0.00	0.00	0.00	0.00
11	B1 - Recurring	Circuit Solicitors: Intake & Review Programs	3,302,000	0	0	0	3,302,000	0.00	0.00	0.00	0.00	0.00
12	B1 - Recurring	Circuit Solicitors: Caseload Equalization & Prosecutor Retention	6,604,000	0	0	0	6,604,000	0.00	0.00	0.00	0.00	0.00
13	B1 - Recurring	Circuit Solicitors: Funding of Proviso 117.61 (Prosecutors and Defenders Public Service Incentive Program)	500,000	0	0	0	500,000	0.00	0.00	0.00	0.00	0.00
14	B2 - Non-Recurring	SCCPC: Agency Administrative &	6,000	0	0	0	6,000	0.00	0.00	0.00	0.00	0.00

Legal Staff

15	B2 - Non-Recurring	SCCPC: Office Renovation Furniture & Equipment	29,000	0	0	0	29,000	0.00	0.00	0.00	0.00	0.00
16	B2 - Non-Recurring	Circuit Solicitors: Intake & Review Programs	127,000	0	0	0	127,000	0.00	0.00	0.00	0.00	0.00
17	B2 - Non-Recurring	Circuit Solicitors: Caseload Equalization & Prosecutor Retention	254,000	0	0	0	254,000	0.00	0.00	0.00	0.00	0.00
TOTALS			20,445,932	0	0	0	20,445,932	4.00	0.00	0.00	0.00	4.00

Agency Name:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM B1 – RECURRING OPERATING REQUEST

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

TITLE	SCCPC: Agency Administrative & Legal Staff
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Provide a brief, descriptive title for this request.

AMOUNT	<p>General: \$375,000</p> <p>Federal: \$0</p> <p>Other: \$0</p> <p>Total: \$375,000</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	2.00
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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 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 checked="" 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 checked="" type="checkbox"/>	Related to a Non-Recurring request – If so, Priority # 14	

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>Strategy: Operate in an effective and efficient manner with available resources and seek funding for the additional staff and resources needed to accomplish the mission of the agency.</p> <p>Strategy: Strengthen and modernize the collection, analysis and distribution of meaningful criminal justice data.</p> <p>Strategy: Support the programmatic and administrative operations of the Offices of Solicitor.</p> <p>Strategy: Develop, coordinate and conduct regular training and continuing education for Circuit Solicitors, prosecutors and staff.</p> <p>Accountability: Funding and authorization will be used to allow the SCCPC to fully support existing agency staff with recurring funding and to hire 3 legal and administrative support staff needed to meet increased demands for services and to sustain and maintain existing services provided for the Offices of Solicitor, legislators, the Judicial Department, criminal justice partners, and interested non-governmental entities.</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

\$184,000 recurring funds will be used by the agency to fully fund FTE positions occupied by existing staff and partially fund a vacant FTE position for hiring an Executive Assistant to provide administrative support for the Executive Director.

\$191,000 recurring funds and authorization for 2 additional FTE positions will be used by the agency to hire a Statistician to design, plan, collect and analyze data for, prepare and present statistical research, reports, findings, trends, and graphic models; and to hire a Staff Attorney to assist with legal training, research, assistance, updates and materials.

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?

The SCCPC requests FTE authorization and both recurring and non-recurring funding to pay existing agency staff entirely with recurring funding, and to hire administrative and legal support staff to sustain and maintain existing services provided by the agency.

Partial Funding for Existing FTE Positions (\$184,000 Recurring)

\$184,000 recurring funding is needed to allow the SCCPC's existing staff to be paid entirely with recurring funds. This is the 3rd budget cycle for which this funding has been requested and remains the agency's number 1 budget request priority. The requested funding will eliminate the partial payment of salary and fringe from carryforward funds for existing agency staff, including the agency's Director of Business Services & Communications and the agency's Staff Attorney & Education Coordinator, and to hire an Executive Assistant (Executive Assistant I) to fill the agency's single FTE vacancy, which cannot be filled until existing staff is fully-funded.

The Director of Business Services & Communications is responsible for and assists with the coordination and management of statewide projects related to solicitor diversion programs; grants; data collection; legislative and media responses; agency information security and privacy; and contract and policy development. The Staff Attorney & Education Coordinator assists with the coordination and development of legal training, research, updates and materials; provides legal and technical assistance for the Executive Director and prosecution staff in the Offices of Solicitor; assists with subpoenas and FOIA responses; and reviews and analyzes legislation. Finally, an Executive Assistant (is needed to provide administrative support for the Executive Director and the office, which has no administrative assistant on staff.

Funding & Authorization to Hire a Statistician II and Attorney III (\$191,000 Recurring; 2 FTEs)

\$191,000 recurring funding and FTE authorization is requested for 2 new agency positions to maintain the services and support provided for the Offices of Solicitor. As the demands placed upon the Offices of Solicitor have increased, likewise, the service, training, project management and reporting responsibilities imposed upon the SCCPC have also increased.

A Statistician (\$65,000 Salary/\$26,000 Fringe/\$1,000 Operating) is needed to design, plan, collect and analyze data for, prepare and present statistical research, reports, findings, trends, and graphic models. The new statistician will assist with identifying prosecution data accessible by all solicitors currently, and develop data measures and reporting formats to be incorporated in prosecution case management systems acquired by solicitors in the future and in a central prosecution data collection database planned for development by the SCCPC. The requested Statistician position is part of the Commission's long-term strategic plan to establish a Prosecution Strategies Unit at the agency for the collection of statewide data from the 16 Circuit Solicitors, and for the Circuit Solicitors to also establish Prosecution Strategies Units in their individual offices to gather information from law enforcement, community partners, detention facilities, as well as their own offices that will be transferred to a central repository at the SCCPC managed by its Prosecution Strategies Unit. The information collected is needed by and will be shared with the Circuit Solicitors, the General Assembly, law enforcement, and entities such as the SC Domestic Violence Advisory Committee and the State Office of Victim Assistance. The establishment of the SCCPC's Prosecution Strategies Unit requires additional staff (3 new FTEs: an IT Manager II, Database Administrator I and Statistician II) and the development of a database (Prosecution Data Collection System), all of which funding is requested for within in the SCCPC's FY 22 Budget Plan. A key component of the Commission's plan is the acquisition and operation of web-based Prosecution Case Management Systems by the Circuit Solicitors, which is required for the establishment of their

JUSTIFICATION OF REQUEST

individual Prosecution Strategies Units and for which funding is also requested in the SCCPC's FY 22 Budget Plans.

An additional Staff Attorney (\$70,000 Salary/\$28,000 Fringe/\$1,000 Operating) is needed to assist with legal trainings, research, assistance, updates and materials. \$6,000 in non-recurring funds are also being requested for a computer and equipment for the 2 new FTEs (\$3,000 per FTE).

The SCCPC operates with a limited staff of four (4) state-funded FTEs and one (1) grant-funded FTE along with the Executive Director. The SCCPC provides administrative and programmatic support for 1,100 prosecutors and staff in the Offices of Solicitor statewide by coordinating and managing statewide efforts and initiatives; by staying abreast of and providing assistance and updates on legal issues, criminal laws, legislation, criminal procedure, evidence and other matters; and by analyzing and reporting statewide prosecution data. Further, the SCCPC develops and provides general and specialized training for prosecutors, paralegals, investigators, victim/witness advocates, diversion program coordinators, administrative staff and others in the Offices of Solicitor. Outside the Offices of Solicitor, the SCCPC also assists and provides information and training for summary court prosecutors, law enforcement, other state agencies and victim advocacy groups, and the General Assembly.

Without the requested funding and authorization, agency operations cannot be maximized, many initiatives will be hindered, and critical services cannot be accomplished accurately or efficiently.

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:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM B1 – RECURRING OPERATING REQUEST

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

TITLE	SCCPC: Agency Technology & IT Staff
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Provide a brief, descriptive title for this request.

AMOUNT	<p>General: \$408,420</p> <p>Federal: \$0</p> <p>Other: \$0</p> <p>Total: \$408,420</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	2.00
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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 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 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 checked="" type="checkbox"/>	Related to a Non-Recurring request – If so, Priority # 3	

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	

	<p>Strategy: Operate in an effective and efficient manner with available resources and seek funding for the additional staff and resources needed to accomplish the mission of the agency.</p> <p>Strategy: Strengthen and modernize the collection, analysis and distribution of meaningful criminal justice data.</p> <p>Strategy: Support the programmatic and administrative operations of the Offices of Solicitor.</p> <p>Strategy: Coordinate legislative efforts with the General Assembly and state agencies involved in the criminal justice system.</p> <p>Accountability: Prosecution Data Collection System and Database Administrator I Position</p> <p>Database development and implementation of a statewide prosecution data collection system as well as the hiring of a Database Administrator will streamline the agency's data collection ability and processes so it can easily review, analyze and report data based on information entered by various circuit solicitor offices. The system will maximize the accuracy and efficiency of existing statewide reporting requirements and will support additional data collection and analysis that will improve the assessment</p>
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ACCOUNTABILITY OF FUNDS

of prosecution and programs, support the identification and tracking of criminal activity trends, and provide information to assist solicitors with developing targeted strategies for improving the management of their offices and suppressing criminal activity in their communities.

Accountability: Technology Operations Manager (IT Manager II) Position

The SCCPC has no IT staff. In addition to the Database Administrator to support the prosecution data collection system described above, funds will be used to hire a Technology Operations Manager (IT Manager II) to provide much-needed in-house technology and IT support for the SCCPC, provide centralized coordinated IT support for the Offices of Solicitor, facilitate IT hardware and software development for the SCCPC and Offices of Circuit Solicitor, assist with and promote interface between SCCPC and circuit solicitor software systems, and ensure the efficient and economical management and development of technology resources within the SCCPC.

Accountability: Software, Service & Equipment

The annual costs of existing technology support services, software programs and storage have increased. Also, additional remote network connectivity (VPN) through DTO and software program licenses have been necessary to acquire for the SCCPC to provide virtual training courses through the agency's education/training program, for remote access to the agency server. These additional expenses were initially incurred at the end of FY 20 in response to and for the prevention of COVID-19. Additionally, ongoing maintenance, support and security monitoring/enhancements is required for the agency's newly launched website. Finally, the purchase and periodic replacement of equipment is essential for conducting educational training programs and supporting the agency's office and training operations.

Additional recurring funding is needed to pay for the increased cost of Department of Technology services; increased software licensing and support costs; maintenance, support and security monitoring/enhancement costs for the agency's website; and the purchase of computers on a five-year rotation schedule.

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

\$150,000 will be paid to the procured database developer of the Prosecution Data Collection System for annual database support/maintenance, testing, modifications and upgrades.

\$106,000 will be used to hire a Database Administrator (Database Administrator I) at the SCCPC to operate and maintain the requested Prosecution Data Collection System, build and incorporate data fields and reports, and provide technical assistance on the database and portal to users (SCCPC and Offices of Circuit Solicitor).

\$128,000 will be used to hire an experienced Technology Operations Manager (IT Manager II) at the SCCPC to lead IT hardware and software development and to provide IT support for the SCCPC and the Office of Circuit Solicitor.

\$24,420 will be distributed to software, service & equipment vendors and agencies for increases in annual contractual costs for existing technology software, storage, maintenance and support services; for VPN and additional software program licenses; for maintenance, support and security monitoring/enhancements of the agency's website; and for the five-year rotation of computers for the agency's office and training operations.

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?

The Commission's long-term strategic plan is to establish a Prosecution Strategies Unit at the agency for the collection of statewide data from the 16 Circuit Solicitors, and for the Circuit Solicitors to also establish Prosecution Strategies Units in their individual offices to gather information from law enforcement, community partners, detention facilities, as well as their own offices that will be transferred to a central repository at the SCCPC managed by its Prosecution Strategies Unit. The information collected is needed by and will be shared with the Circuit Solicitors, the General Assembly, law enforcement, and entities such as the SC Domestic Violence Advisory Committee and the State Office of Victim Assistance. The establishment of the SCCPC's Prosecution Strategies Unit requires additional staff (3 new FTEs: an IT Manager II, Database Administrator I and Statistician II) and the development of a database (Prosecution Data Collection System), all of which funding is requested for within in the SCCPC's FY 22 Budget Plan. A key component of the Commission's plan

is the acquisition and operation of web-based Prosecution Case Management Systems by the Circuit Solicitors, which is required for the establishment of their individual Prosecution Strategies Units and for which funding is also requested in the SCCPC's FY 22 Budget Plans.

Prosecution Data Collection System (\$150,000 Recurring) and Database Administrator I (\$106,000 Recurring; 1 FTE)

The South Carolina Commission on Prosecution Coordination (SCCPC) requests FTE authorization and both recurring and non-recurring funding for the development and implementation of a Prosecution Data Collection System and to hire a database administrator to implement and maintain the system.

The new recurring funding requested to support this database project include: **1) \$150,000** recurring for annual database support/maintenance costs, testing, modifications and upgrades for the Prosecution Data Collection System; **and 2) \$106,000** recurring (\$75,000 Salary/\$30,000 Fringe/\$1,000 Operating) and authorization for 1 new FTE to hire a database administrator (Database Administrator I) to operate and maintain the Prosecution Data Collection System, build and incorporate data fields and reports, and provide technical assistance on the database to users (SCCPC and Offices of Circuit Solicitor).

The SCCPC coordinates and supports South Carolina's sixteen elected circuit solicitors and their offices. As a vital component of this role, the SCCPC facilitates the collection, aggregation and reporting of administrative, programmatic and statistical case data of the Offices of Circuit Solicitor statewide as required by state law and as requested by legislators, other agencies, criminal justice partners and circuit solicitors. Additionally, statewide prosecution data collection and analysis, beyond that which is required by state law, improves the solicitors' assessments of their processes and programs, aids in identifying and tracking criminal activity trends, and assists solicitors with developing targeted strategies to improve the management of their offices and suppress criminal activity in their communities.

Despite the large volume of reporting the SCCPC is tasked with producing and additional statewide prosecution data the solicitors would like access to, the agency, due to limited resources available, does not have a database or any software system to facilitate the central collection of data or to aggregate and produce reports from information provided. Data collection and transmission for legislative and other reporting remains a primarily manual, non-uniform and unsound process that takes a great deal of time and effort, requires duplicate entry of data fields, and results in increased opportunities for human error. The deficiencies of the existing manual process for reporting, compounded with the agency's limited authorized staff of six FTEs (including the executive director) reduces the agency's capacity and efficiency in the performance of other vital services and responsibilities as well as the implementation new initiatives.

The development of a portal and database system tailored to the data collection requirements of the SCCPC was identified as the best solution after consultation with the SC Department of Administration's Division of Technology, prosecution coordinators from other states, and commercial case management system companies. This solution also considers the foreseeable resources of the Offices of Circuit Solicitor, including compatibility with all case management platforms and the capability to interface with modern cloud-based prosecution case management systems (if or when such systems can be acquired in each circuit based on funding availability). A prosecution data collection system is essential to streamline and maximize the accuracy and efficiency of existing statewide reporting requirements and will support future enhancements to accommodate additional data collection and analysis that will improve the assessment of existing processes and programs and provide information to help identify and develop new initiatives.

The proposed Prosecution Data Collection System will function and operate much in the same manner as the SC Department of Administration's IT Data Collection and Planning System which provides access to state agencies to enter current and planned IT resources and needs. The IT Data Collection and Planning System allows the Department of Administration to streamline its data collection processes so it can easily review, analyze and report data based on information entered by various state agencies. Likewise, the SCCPC's Prosecution Data Collection System will streamline the agency's data collection processes so it can easily review, analyze and report data based on information entered by various circuit solicitor offices. The Prosecution Data Collection System will be a central repository that will:

- allow solicitors' offices to access/interface with the system, transfer information, enter data, upload documents, and submit completed information;
- support the organization/addition of data fields and development of automated reports;
- eliminate manual dual entry of data fields by the SCCPC and reduce opportunities for human error;
- support electronic submission of reports by circuits and eliminate handwritten and facsimile transmission of reports currently often used;
- support uniform data entry;
- automatically integrate submitted data into report forms;

JUSTIFICATION OF REQUEST

- provide access to available data and allow manipulation for creating ad hoc reports;
- support report and data sharing; and
- track and notify users of reporting requirements and deadlines.

Without the requested support to develop, implement and maintain a Prosecution Data Collection System, manual and other antiquated data collection and reporting methods will continue to be used, additional data reflecting true measures of success will not be identified or collected, and any measure of efficiency in the collection, analysis and reporting of data cannot be achieved.

Technology Operations Manager (IT Manager II) (\$128,000 Recurring; 1 FTE)

The SCCPC requests **\$128,000** recurring (\$90,000 Salary/\$36,000 Fringe/\$2,000 Operating) and authorization for 1 new FTE to hire a Technology Operations Manager (IT Manager II) to provide in-house technology and IT support for the SCCPC, provide centralized coordinated IT support for the Offices of Solicitor, facilitate IT hardware and software development for the SCCPC and Offices of Circuit Solicitor, assist with and promote interface between SCCPC and circuit solicitor software systems, and ensure the efficient and economical management and development of technology resources within the SCCPC.

The SCCPC has no in-house technology staff to provide much-needed IT support and guidance. Meanwhile, the data collection, reporting, communication, training, document preparation, research, and programmatic needs of the agency continue to increase. A technology operations manager is essential for supporting modern and secure operation of the SCCPC and will serve dual roles as project manager and systems/security analyst to develop and manage technology projects. The technology operations manager will:

- support cloud-based data interface among the Offices of Solicitor and the SCCPC office;
- manage the agency's technology resources and development;
- develop and maintain IT management and security guidelines, IT planning, and IT support;
- provide guidance and assistance to circuit solicitors, as requested, in the acquisition, set-up of prosecution case management systems and their features;
- serve as technology advisor for the SCCPC and technology liaison with the Offices of Solicitor;
- develop and format system reports;
- evaluate IT needs and recommend solutions;
- use project management principles to complete projects;
- lead implementation of new technology and lifecycle replacements; and
- study and incorporate new and evolving technologies.

Without the requested funding and authorization to hire a technology operations manager, agency operations cannot be maximized, many initiatives will be hindered, and centralized IT assistance cannot be provided for the Offices of Circuit Solicitor.

Increase in Annual Software, Service & Equipment Costs (\$24,420 Recurring)

The SCCPC requests **\$24,420** for increases in annual contractual costs for existing technology software, storage, maintenance and support services; for VPN and additional software program licenses; for maintenance, support and security monitoring/enhancements of the agency's website; and for the five-year rotation of computers for the agency's office and training operations. These additional annual expenses include:

- \$9,000 – Annual cost of Capital Impact training registration software and support
- \$3,109 – Annual cost of Zoom online meeting and training licenses
- \$2,025– Increased cost of Westlaw legal research software
- \$4,300 – Increased cost of Department of Administration, Division of Technology Operations (DTO) IT network support services
- \$622 – Increased cost of Dropbox file-sharing & storage service
- \$564 – Increased cost of Survey Monkey survey licenses
- \$4,800 - Five-year computer rotation schedule to replace 1/5 of the agency's office and training computers each year

Without the requested increase in recurring funding to support these cost increases, non-recurring carryforward funds will continue to be drawn down and unavailable for allocation as intended for existing one-time projects and other expenses.

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:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM B1 – RECURRING OPERATING REQUEST

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

TITLE	Circuit Solicitors: Intelligence Led Prosecution Programs
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$2,400,000 Federal: \$0 Other: \$0 Total: \$2,400,000
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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 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 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 checked="" type="checkbox"/>	Related to a Non-Recurring request – If so, Priority # 5	

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>Strategy: Strengthen and modernize the collection, analysis and distribution of meaningful criminal justice data.</p> <p>Strategy: Support the programmatic and administrative operations of the Offices of Solicitor.</p> <p>Strategy: Coordinate legislative efforts with the General Assembly and state agencies involved in the criminal justice system.</p> <p>Strategy: Communicate regularly with non-governmental entities involved with criminal justice efforts and participate in initiatives that promote coordination of efforts and information sharing among criminal justice partners.</p> <p>Accountability: Web-based Prosecution Case Management Systems and IT Infrastructure for the Offices of Solicitor is needed to allow solicitors to maintain, access and share case data and information, and enable accurate and uniform data collection and reporting. Funding to enable acquisition of these systems has been a top priority for years because they will significantly increase the efficiencies and capabilities of the Offices of Solicitor and because interface and connectivity with courts, law enforcement, public defenders, and databases that compile data from the unique case management systems for these criminal justice partners is not possible until Circuit Solicitors, too, are able to purchase and maintain modern prosecution</p>
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case management systems capable of supporting interface and connectivity.

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

\$2,400,000 recurring funding will be distributed equally among the Offices of Solicitor (\$150,000 per circuit) for annual maintenance, interface and integration costs, system support & upgrade, and user fees associated with the acquisition and implementation of web-based Prosecution Case Management Systems. Any remaining funds will be used by the Circuit Solicitor for recurring IT Infrastructure needs.

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

\$2,400,000 recurring funding is needed for annual maintenance, interface and integration costs, system support & upgrade, and user fees associated with the acquisition and implementation of web-based Prosecution Case Management Systems. Funding will be distributed equally among the Offices of Solicitor (\$150,000 recurring per circuit). Any remaining funds will be used by the Circuit Solicitors for recurring IT Infrastructure needs. The systems will replace existing case management systems that are antiquated and lack interface and integration capabilities.

The Commission's long-term strategic plan is to establish a Prosecution Strategies Unit at the agency for the collection of statewide data from the 16 Circuit Solicitors, and for the Circuit Solicitors to also establish Prosecution Strategies Units in their individual offices to gather information from law enforcement, community partners, detention facilities, as well as their own offices that will be transferred to a central repository at the SCCPC managed by its Prosecution Strategies Unit. The information collected is needed by and will be shared with the Circuit Solicitors, the General Assembly, law enforcement, and entities such as the SC Domestic Violence Advisory Committee and the State Office of Victim Assistance. A key component of the Commission's plan is the acquisition and operation of web-based Prosecution Case Management Systems by the Circuit Solicitors, which is required for the establishment of their individual Prosecution Strategies Units and for which funding is being requested. In addition, the establishment of the SCCPC's central Prosecution Strategies Unit requires additional staff (3 new FTEs: an IT Manager II, Database Administrator I and Statistician II) and the development of a database (Prosecution Data Collection System), all of which funding is also requested for within in the SCCPC's FY 22 Budget Plan.

Circuit Solicitors will set up prosecution strategies units in their individual offices in order to gather information from law enforcement, community partners, detention facilities and their Case Management Systems. They will then transfer information collected in the web-based Case Management Systems to the SCCPC's Prosecution Strategies Unit through a database (the Prosecution Data Collection System for which funding is also requested) that will be the central repository for the information. The web-based Prosecution Case Management Systems will also be able to gather information that will be shared with other Solicitors on criminal activity, court status, bench warrant and failure to appear status, and Brady material concerning police officers.

The information the SCCPC's and Circuit Solicitors' Prosecution Strategy Units gathers will be used by the General Assembly in the form of various required or requested reports that are received and reviewed, to develop evidence-based decisions in budgeting, and in establishing accountability. For Law Enforcement, information will be available on criminals that have been arrested in other parts of the State and, prior to hiring, on police officers that have Brady material. The information will also assist other entities such as the State Office of Victim Assistance and the SC Domestic Violence Advisory Committee with gathering statistics on things like victimology and batterers' intervention programs.

Funding to enable acquisition of web-based Prosecution Case Management Systems has been a top priority for years because they will significantly increase the efficiencies and capabilities of the Offices of Solicitor and because interface and connectivity with courts, law enforcement, public defenders, and databases that compile data from the unique case management systems for these criminal justice partners is not possible until Circuit Solicitors, too, are able to purchase and maintain modern prosecution case management systems capable of supporting interface and connectivity.

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

Agency Name:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM B1 – RECURRING OPERATING REQUEST

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

TITLE	SCCPC: Operating Cost Increases
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Provide a brief, descriptive title for this request.

AMOUNT	<p>General: \$18,570</p> <p>Federal: \$0</p> <p>Other: \$0</p> <p>Total: \$18,570</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 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 checked="" 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>Strategy: Operate in an effective and efficient manner with available resources and seek funding for the additional staff and resources needed to accomplish the mission of the agency.</p> <p>Accountability: The cost of Insurance Reserve Fund (IRF) liability insurance premiums has increased and the cost of building security implemented in all buildings on the State House Complex has been apportioned among all tenants. The requested funds will be used to pay these additional costs imposed on the SCCPC.</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?

AMOUNT	\$13,770 will be paid along with the previous amount charged for insurance premiums
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RECIPIENTS OF FUNDS

to the SC Insurance Reserve Fund.

\$4,800 will be paid to the SC Department of Administration for SCCPC's pro-rata cost for security officers that began staffing the Wade Hampton, Edgar A. Brown and Rembert C. Dennis buildings on the State House Complex beginning March 1, 2020.

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

\$18,570 recurring funding is needed to pay the increased cost of operational expenses associated with the SCCPC's lease of office space in the Wade Hampton Building on the State House grounds and liability insurance coverage. The agency's liability insurance premiums paid to the Insurance Reserve Fund increased \$13,770 effective October 1, 2020. Additionally, the Department of Administration deployed new security measures in the Wade Hampton Building beginning March 1, 2020, which includes the staffing of officers at the security desk within the building. This expense has been passed along to the tenants within the building, and the SCCPC's share of this new expense is \$4,800 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:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	8
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	SCCPC: Educaton Services Unit Training Expenses
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Provide a brief, descriptive title for this request.

AMOUNT	<p>General: \$39,000</p> <p>Federal: \$0</p> <p>Other: \$0</p> <p>Total: \$39,000</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 checked="" 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>Strategy: Operate in an effective and efficient manner with available resources and seek funding for the additional staff and resources needed to accomplish the mission of the agency.</p> <p>Strategy: Support the programmatic and administrative operations of the Offices of Solicitor.</p> <p>Strategy: Develop, coordinate and conduct regular training and continuing education for Circuit Solicitors, prosecutors and staff.</p> <p>Strategy: Improve accessibility of legal training and assistance to prosecution staff statewide.</p> <p>Accountability: Recurring funding is needed to establish an agency training budget for meeting and travel expenses to meet increased demands for regional training programs.</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

\$39,000 will be used by the agency to pay training space fees, travel costs and other expenses to provide increased general and specialized training opportunities regionally as demanded by the increased staffing, legal changes, procedural complexities, and scheduling difficulties of the Offices of Solicitor.

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

\$39,000 is requested to establish a training budget for the SCCPC's Educational Services Unit. An established budget will be used to pay for expenses associated with coordinating trainings for prosecution staff statewide and include rental costs for meeting space and speaker fees and travel costs. A dedicated training budget will allow the agency to provide increased general and specialized training opportunities regionally as demanded by the increased staffing, legal changes, procedural complexities, and scheduling difficulties of the Offices of Solicitor.

Chief among the support services the SCCPC provides for the Offices of Solicitor is training and continuing education for their staff, including prosecutors, paralegals, investigators, victim advocates, diversion program staff, and/or administrative staff. Every training that is conducted has resource materials intended for future reference and use. The majority of all trainings are accredited by the Supreme Court of South Carolina Commission on CLE and Specialization, South Carolina Criminal Justice Academy, and/or Department of Crime Victim Services Training, Provider Certification & Statistical Analysis.

As the workloads and staffing of and demands placed upon the Offices of Solicitor have increased, the demand for the SCCPC to conduct more training (especially specialized training) has also increased. The overwhelming majority of trainings conducted by the SCCPC are held (and will continue to be held) in Columbia; however, there is an increasing need to conduct trainings at the regional level across the state. Regional trainings not only provide the opportunity to address regional issues (for example, local gang issues, witness intimidation, and local trends in illegal drug activity), but also allow for team training (prosecutors and local law enforcement; prosecutors and paralegals, prosecutors and victim advocates, etc.) and minimizes the time Solicitors' staff have to divert from their cases to travel for training.

Without the requested funding, the SCCPC will be unable to establish a training budget to support more specialized and regional trainings.

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:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	9
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Circuit Solicitors: Drug Court Funding
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$3,200,000 Federal: \$0 Other: \$0 Total: \$3,200,000
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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 checked="" type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input checked="" 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 checked="" 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>Strategy: Support the programmatic and administrative operations of the Offices of Solicitor.</p> <p>Strategy: Coordinate legislative efforts with the General Assembly and state agencies involved in the criminal justice system.</p> <p>Strategy: Communicate regularly with non-governmental entities involved with criminal justice efforts and participate in initiatives that promote coordination of efforts and information sharing among criminal justice partners.</p> <p>Accountability: Establish one additional drug court program in each of the 16 judicial circuits and replace reductions in court fee funding received for the operation of drug courts.</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?

AMOUNT	\$3,200,000 recurring funding will be distributed to the Circuit Solicitors to
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RECIPIENTS OF FUNDS

establish one new drug court program in each circuit and to maintain existing drug court programs. Funds will be distributed pro-rata (\$200,000 per circuit) to establish one additional drug court program in each circuit and to replace declining court fee revenue needed to maintain the operation of existing drug courts.

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

\$3,200,000 recurring funding is needed to establish one new drug treatment court program in each circuit and to maintain the operation of existing drug court programs, the funding for which comes from court fee revenue that has continued to decline over the past several years. Funding will be distributed equally among the Offices of Solicitor (\$200,000 recurring per circuit).

The average annual cost of operating a drug court is \$175,000. Recurring funding of \$2,000,000 for each circuit will support the establishment of one new drug/treatment court per circuit that will operate in addition to existing drug courts.

Additionally, available funding for the operation of existing drug courts has steadily declined over the past several years as revenue from court fees has declined. Statewide, court fee revenue allocated specifically for the operation of drug court programs declined over \$870,000 between FY 19 and FY 20, and has declined an average of nearly \$375,000 over the past three years (FY 18 - FY 20). State recurring funding of \$400,000 will replace funding lost as a result of dwindling and unreliable court fee revenue.

Drug Court provides a cost-effective alternative to traditional prosecution and incarceration of offenders with substance use and/or alcohol use disorders through intensive court supervision and treatment rehabilitation. It is a collaborative, multi-disciplinary team that includes a judge, prosecutor, defense attorney, treatment, testing, coordinator, probation, law enforcement and vocational rehabilitation. Individuals with pending criminal charges and/or probation violations must plea guilty to charges and/or probation violations with a negotiated sentence and deferral upon successful completion of the program. The programs require mandatory drug testing, intensive treatment, strong aftercare, and increasing sanctions for noncompliance with court orders. Upon successful completion, the charges are dismissed.

The goal of drug courts is to lead people living with substance use disorders out of the justice system and into lives of recovery and stability. By doing so, drug court reduces recidivism and enhances public safety. The recidivism rate for individuals that complete drug/treatment court is very low, saving taxpayers money through reduced prison and court costs. In a nationally representative study of more than 2,000 graduates from more than 90 drug courts, the average recidivism rate was only 16% in the first year after leaving the program, and 27% after the second year. This compares very favorably to recidivism rates on conventional probation, in which 46% commit a new offense and more than 60% commit a probation violation.

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:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	10
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Circuit Solicitors: Administrative Assistant Salary Increases
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$74,642 Federal: \$0 Other: \$0 Total: \$74,642
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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 checked="" 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>Strategy: Support the programmatic and administrative operations of the Offices of Solicitor.</p> <p>Accountability: Additional recurring funding is needed to support the Pay Band 4 midpoint salary for the Circuit Solicitors' state-funded administrative assistant provided for pursuant to Section 1-7-325 of the 1976 Code.</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	\$74,642 recurring funds (\$59,881 Salary/\$14,761 Fringe) will support salary increases for the Circuit Solicitors' state-funded administrative assistant positions to the midpoint salary for Pay Band 4 of \$39,228.
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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

\$74,642 in recurring funds (\$59,881 Salary/\$14,761 Fringe) will support salary increases for the Circuit Solicitors' state-funded administrative assistant positions to the midpoint salary for Pay Band 4 of \$39,228. The 16 Circuit Solicitor Administrative Assistants are provided for pursuant to Section 1-7-325 of the 1976 Code. There are no available funds in the Circuit Solicitors' allocation for administrative assistant salaries (currently \$597,211) to increase salaries to midpoint pay. If funds are not received, the Circuit Solicitors will have difficulty retaining and finding a qualified administrative assistant for the position.

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:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	11
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Circuit Solicitors: Intake & Review Programs
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Provide a brief, descriptive title for this request.

AMOUNT	<p>General: \$3,302,000</p> <p>Federal: \$0</p> <p>Other: \$0</p> <p>Total: \$3,302,000</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 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 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"/>	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>Strategy: Support the programmatic and administrative operations of the Offices of Solicitor.</p> <p>Accountability: Establish an Intake and Review Program in each of the 16 judicial circuits.</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>\$3,302,000 recurring funding will be distributed to the Circuit Solicitors to establish an intake and review program in each circuit. \$1,248,000 will be distributed pro-rata (\$78,000 per circuit) to support salary and fringe costs for one attorney in each circuit</p>
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FUNDS

dedicated to the review and, if appropriate, assignment of charges. The remaining \$2,054,000 will be distributed based on each county's average incoming caseload.

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

\$3,302,000 recurring funding is needed to establish one Intake and Review Program in each circuit. \$1,248,000 of the funding will be distributed equally among the Offices of Solicitor (\$78,000 per circuit) and the remaining \$2,054,000 will be distributed based on each county's average incoming caseload.

Charges sent to the Solicitor's Office will, through its Intake and Review Program, undergo intake screening to ensure charges are proper and, if appropriate, removed from the court system by dismissal or participation in a diversion / intervention program. Each circuit program will have a dedicated intake prosecutor that will review charges for possible placement in a diversion program or treatment court, or assignment to a prosecutor or special unit.

The goals of establishing Intake and Review Programs in the Offices of Solicitor are to: 1) Reduce or eliminate jail time; 2) Reduce the number of initial hearings & efficiently schedule initial hearings when necessary to address backlog; 3) Assign cases to a prosecutor or special unit early to promote swift justice; and 4) quickly dismiss cases where the charges are not warranted or appropriate.

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:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	12
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Circuit Solicitors: Caseload Equalization & Prosecutor Retention
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Provide a brief, descriptive title for this request.

AMOUNT	<p>General: \$6,604,000</p> <p>Federal: \$0</p> <p>Other: \$0</p> <p>Total: \$6,604,000</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 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 checked="" type="checkbox"/>	Consulted DTO during development
<input checked="" type="checkbox"/>	Related to a Non-Recurring request – If so, Priority # 17	

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>Strategy: Support the programmatic and administrative operations of the Offices of Solicitor.</p> <p>Accountability: The Circuit Solicitors will use the funding to hire additional prosecutors and retain talented prosecutors to reduce prosecutor caseloads and support the efficient disposition of cases in a manner that promotes justice.</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>\$6,604,000 recurring funding will be distributed to the Circuit Solicitors to establish an intake and review program in each circuit. \$1,248,000 will be distributed pro-rata (\$78,000 per circuit) to support salary and fringe costs for one attorney in each circuit</p>
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FUNDS

dedicated to the review and, if appropriate, assignment of charges. The remaining \$5,356,000 will be distributed based on each county's average incoming caseload.

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 SCCPC requests new funding for distribution among the Offices of Solicitor as follows: **\$6,604,000** in recurring funding for salary and fringe to hire additional prosecutors (with varying levels of experience) and retain experienced and talented prosecutors to meet increased caseload demands, reduce backlogs and properly move cases more efficiently.

\$1,248,000 will be distributed pro-rata (\$78,000 per circuit) to support the salary and fringe equivalent for one prosecutor in each circuit. The remaining \$5,356,000 will be distributed based on each county's average incoming caseload.

Statewide, the average caseload for General Sessions prosecutors in the Offices of Solicitor is 384 warrants per prosecutor. The goal of the circuit solicitors is to retain experienced prosecutors and to have enough prosecutors so that general sessions caseloads do not exceed 200 warrants per prosecutor. The requested funding is based on the cost of hiring additional prosecutors using the average salary and fringe of a prosecutor with approximately 5 years of experience (\$55,000 Salary/\$22,000 Fringe/\$1,000 Operating). The total funding could allow up to 84 additional attorneys to be hired in the Offices of Solicitor to dispose of warrants more quickly and reduce prosecutor caseloads.

The Offices of Solicitor must maintain an adequate number of prosecutors to handle the growth in criminal charges statewide and to thoroughly assess and fairly dispose of those charges efficiently. The ability of solicitors to hire and retain prosecution staff ultimately protects citizens and communities and provides effective, efficient and fair prosecution of those who violate the law. No additional state funding has been provided since 2016 to hire new prosecutors and retain experienced prosecutors. Since that time, prosecutor caseloads have continued to grow as the number of new warrants statewide has increased from 120,678 warrants in FY 16 to a three-year average (FY 18 through FY 20) of 131,966 warrants at the close of FY 20, a 9.35% increase.

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:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	13
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Circuit Solicitors: Funding of Proviso 117.61 (Prosecutors and Defenders Public Service Incentive Program)
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Provide a brief, descriptive title for this request.

AMOUNT	<p>General: \$500,000</p> <p>Federal: \$0</p> <p>Other: \$0</p> <p>Total: \$500,000</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 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 checked="" 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>Strategy: Support the programmatic and administrative operations of the Offices of Solicitor.</p> <p>Accountability: Reinstating funding for Proviso 117.61, which establishes the Prosecution and Defenders Public Service Initiative Program, will contribute to the successful operation of the Offices of Solicitor by reducing prosecutor turnover rates and enhancing the level of experience contained within the Offices of Solicitor.</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>\$500,000 recurring funding will be distributed, pursuant to Proviso 117.61, to full-time attorneys at the Office of Attorney General, Commission on Prosecution Coordination, Commission on Indigent Defense, a Circuit Solicitor's Office or a Circuit Public</p>
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FUNDS

Defender's Office who have demonstrated a commitment to public service and are deserving of an award to lessen the financial strain of student loan debt. Administrative costs will also be paid with funds appropriated.

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 Commission requests reinstatement of funding for Proviso 117.62 of the FY 20 Appropriations Act (Prosecutors and Defenders Public Service Incentive Program) to assist with the retention of experienced prosecutors, as well as public defenders. The intent of Proviso 117.62 was to offer partial student loan forgiveness for prosecutors and public defenders who demonstrate commitment to public service over accepting higher paying jobs. This proviso has not been funded for several years; however, such funding would assist with efforts to retain talented prosecutors and public defenders.

The program is available, subject to funding, for full-time attorneys with more than three years of continuous service with the Office of Attorney General, Commission on Prosecution Coordination, Commission on Indigent Defense, a Circuit Solicitor's Office or a Circuit Public Defender's Office. Qualifying attorneys may be reimbursed up to \$1,000 of student loan payments made in the preceding calendar year, and subsequent annual reimbursements made be increased by up to \$1,000, not to exceed a total reimbursement of \$5,000 in any year.

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:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM B2 – NON-RECURRING OPERATING REQUEST

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

TITLE	SCCPC: Agency Technology & IT Staff
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Provide a brief, descriptive title for this request.

AMOUNT	\$514,300
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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 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 checked="" type="checkbox"/>	Request for Non-Recurring Appropriations	
<input type="checkbox"/>	Request for Federal/Other Authorization to spend existing funding	
<input checked="" type="checkbox"/>	Related to a Recurring request – If so, Priority # SCCPC: Agency Technology & IT Staff	

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>Strategy: Operate in an effective and efficient manner with available resources and seek funding for the additional staff and resources needed to accomplish the mission of the agency.</p> <p>Strategy: Strengthen and modernize the collection, analysis and distribution of meaningful criminal justice data.</p> <p>Strategy: Support the programmatic and administrative operations of the Offices of Solicitor.</p> <p>Strategy: Coordinate legislative efforts with the General Assembly and state agencies involved in the criminal justice system.</p> <p>Accountability: Database (Prosecution Data Collection System)</p> <p>Database development and implementation of a statewide prosecution data collection system will streamline the agency's data collection ability and processes so it can easily review, analyze and report data based on information entered by various circuit solicitor offices. The system will maximize the accuracy and efficiency of existing statewide reporting requirements and will support additional data collection and analysis that will improve the assessment of processes and programs, support the identification and tracking of criminal activity trends, and provide information to assist solicitors with developing targeted strategies for improving the management of their offices and suppressing criminal activity in their communities.</p> <p>Accountability: Equipment for 2 Requested FTEs (IT Manager II and Database Administrator I)</p> <p>Funds will be used to purchase a computer and equipment for a new Technology Operations Manager (IT Manager II) and Database Administrator (Database</p>
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Administrator I), for which recurring funds are also requested.

Accountability: Software, Service & Equipment

The purchase and periodic replacement of equipment is essential for conducting educational training programs and supporting the agency's office and training operations. Additionally, non-recurring funding is needed for the purchase of technology and equipment for a training studio to provide virtual live and pre-recorded webinar trainings for circuit solicitor offices.

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

\$500,000 will be distributed pursuant to a contractual agreement for the database development of the Prosecution Data Collection System.

\$6,000 will be used to purchase a computer and equipment for 2 new requested positions (IT Manager II and Database Administrator I) at the SCCPC, which currently has no IT staff, to lead IT hardware and software development and to provide IT support for the SCCPC, and to operate and maintain the agency's requested prosecution data collection system.

\$8,300 non-recurring funds will be used to purchase technology and equipment for in-person training programs conducted by the agency.

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?

The Commission's long-term strategic plan is to establish a Prosecution Strategies Unit at the agency for the collection of statewide data from the 16 Circuit Solicitors, and for the Circuit Solicitors to also establish Prosecution Strategies Units in their individual facilities, as well as their own offices that will be transferred to a central repository at the SCCPC managed by its Prosecution Strategies Unit. The information collected is needed by and will be shared with the Circuit Solicitors, the General Assembly, law enforcement, and entities such as the SC Domestic Violence Advisory Committee and the State Office of Victim Assistance. The establishment of the SCCPC's Prosecution Strategies Unit requires additional staff (3 new FTEs: an IT Manager II, Database Administrator I and Statistician II) and the development of a database (Prosecution Data Collection System), all of which funding is requested for within the SCCPC's FY 22 Budget Plan. A key component of the Commission's plan is the acquisition and operation of web-based Prosecution Case Management Systems by the Circuit Solicitors, which is required for the establishment of their individual Prosecution Strategies Units and for which funding is also requested in the SCCPC's FY 22 Budget Plans.

Database (Prosecution Data Collection System)

\$500,000 is requested to procure a contract with a vendor for the development and implementation of a Prosecution Data Collection System for the SCCPC that is accessible by and interface compatible with the Offices of Circuit Solicitor.

Despite the large volume of reporting the SCCPC is tasked with producing and additional statewide prosecution data the solicitors would like access to, the agency, due to limited resources available, does not have a database or any software system to facilitate the central collection of data or to aggregate and produce reports from information provided. Data collection and transmission for legislative and other reporting remains a primarily manual, non-uniform and unsound process that takes a great deal of time and effort, requires duplicate entry of data fields, and results in increased opportunities for human error. The deficiencies of the existing manual process for reporting, compounded with the agency's limited authorized staff of six FTEs (including the executive director) reduces the agency's capacity and efficiency in the performance of other vital services and responsibilities as well as the implementation new initiatives.

The development of a portal and database system tailored to the data collection requirements of the SCCPC was identified as the best solution after consultation with the SC Department of Administration's Division of Technology, prosecution coordinators from other states, and commercial case management system companies. This solution also considers the foreseeable resources of the Offices of Circuit Solicitor, including compatibility with all case management platforms and the capability to interface with modern cloud-based prosecution case management systems (if or when such systems can be acquired in each circuit based on funding availability). A prosecution data collection system is essential to streamline and maximize the accuracy and efficiency of

JUSTIFICATION OF REQUEST

existing statewide reporting requirements and will support future enhancements to accommodate additional data collection and analysis that will improve the assessment of existing processes and programs and provide information to help identify and develop new initiatives.

The proposed Prosecution Data Collection System will function and operate much in the same manner as the SC Department of Administration's IT Data Collection and Planning System which provides access to state agencies to enter current and planned IT resources and needs. The IT Data Collection and Planning System allows the Department of Administration to streamline its data collection processes so it can easily review, analyze and report data based on information entered by various state agencies. Likewise, the SCCPC's Prosecution Data Collection System will streamline the agency's data collection processes so it can easily review, analyze and report data based on information entered by various circuit solicitor offices. The Prosecution Data Collection System will be a central repository that will:

- allow solicitors' offices to access/interface with the system, transfer information, enter data, upload documents, and submit completed information;
- support the organization/addition of data fields and development of automated reports;
- eliminate manual dual entry of data fields by the SCCPC and reduce opportunities for human error;
- support electronic submission of reports by circuits and eliminate handwritten and facsimile transmission of reports currently often used;
- support uniform data entry;
- automatically integrate submitted data into report forms;
- provide access to available data and allow manipulation for creating ad hoc reports;
- support report and data sharing; and
- track and notify users of reporting requirements and deadlines.

Without the requested support to develop this database, manual and other antiquated data collection and reporting methods will continue to be used, additional data reflecting true measures of success will not be identified or collected, and any measure of efficiency in the collection, analysis and reporting of data cannot be achieved.

Equipment for 2 Requested FTEs (IT Manager II and Database Administrator I)

The SCCPC requests **\$6,000** (\$3,000 per FTE) to purchase a computer and equipment for a new Technology Operations Manager (IT Manager II) and Database Administrator (Database Administrator II) (for which recurring funding is requested).

The SCCPC has no IT staff SCCPC to provide much-needed IT support and guidance. The new Technology Operation Manager will provide in-house technology and IT support for the SCCPC, provide centralized coordinated IT support for the Offices of Solicitor, facilitate IT hardware and software development for the SCCPC and Offices of Circuit Solicitor, assist with and promote interface between SCCPC and circuit solicitor software systems, and ensure the efficient and economical management and development of technology resources within the SCCPC. The new Database Administrator will operate and maintain the Prosecution Data Collection System, build and incorporate data fields and reports, and provide technical assistance on the database to users (SCCPC and Offices of Circuit Solicitor);

The SCCPC has no in-house technology staff to provide much-needed IT support and guidance. Meanwhile, the data collection, reporting, communication, training, document preparation, research, and programmatic needs of the agency continue to increase. A technology operations manager is essential for supporting modern and secure operation of the SCCPC and will serve dual roles as project manager and systems/security analyst to develop and manage technology projects. The technology operations manager will:

- support cloud-based data interface among the Offices of Solicitor and the SCCPC office;
- manage the agency's technology resources and development;
- develop and maintain IT management and security guidelines, IT planning, and IT support;
- provide guidance and assistance to circuit solicitors, as requested, in the acquisition, set-up of prosecution case management systems and their features;
- serve as technology advisor for the SCCPC and technology liaison with the Offices of Solicitor;
- develop and format system reports;
- evaluate IT needs and recommend solutions;
- use project management principles to complete projects;
- lead implementation of new technology and lifecycle replacements; and
- study and incorporate new and evolving technologies.

The SCCPC currently has a staff of 6 (including the Executive Director) to support the operations of the agency and the services provided for all circuit solicitor offices statewide. Without the requested funding and authorization to hire a technology operations manager, agency operations cannot be maximized, many initiatives will be hindered, and centralized IT assistance cannot be provided for the Offices of Circuit Solicitor.

Software, Service & Equipment (Non-recurring)

The SCCPC requests **\$8,300** non-recurring funding to replace end-of-life and malfunctioning equipment needed for in-person education trainings conducted by the SCCPC. Inoperable, malfunctioning and aging equipment that is not replaced would limit the number and quality of training programs offered. The equipment needed for in-person trainings include:

- 2 portable projectors (\$3,900)
- 2 Laptops (\$4,000)
- 6 Wireless Presenters (\$200)
- Pull-down Projection Screen (\$200)

The SCCPC organizes and conducts annually an average of 15-20 trainings providing 100-150 hours of continuing education credit hours for over 1,400 participants, including prosecutors, victim advocates, diversion coordinators, law enforcement officers and judges. **Reliable technology is essential for conducting these trainings.**

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:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM B2 – NON-RECURRING OPERATING REQUEST

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

TITLE	Circuit Solicitors: Intelligence Led Prosecution Program
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Provide a brief, descriptive title for this request.

AMOUNT	\$2,400,000
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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 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 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 checked="" type="checkbox"/>	Request for Non-Recurring Appropriations
<input type="checkbox"/>	Request for Federal/Other Authorization to spend existing funding	
<input checked="" type="checkbox"/>	Related to a Recurring request – If so, Priority # Circuit Solicitors: Intelligence Led Prosecution Programs	

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>Strategy: Strengthen and modernize the collection, analysis and distribution of meaningful criminal justice data.</p> <p>Strategy: Support the programmatic and administrative operations of the Offices of Solicitor.</p> <p>Accountability: The acquisition of web-based Prosecution Case Management Systems and IT Infrastructure for the Offices of Solicitor has been a top priority for years because the systems will significantly increase the efficiencies and capabilities of the Offices of Solicitor and because interface and connectivity with courts, law enforcement, public defenders, and databases that compile data from the unique case management systems for these criminal justice partners is not possible until Circuit Solicitors, too, are able to purchase and maintain modern prosecution case management systems capable of <u>supporting interface and connectivity.</u></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>\$2,400,000 non-recurring funding will be distributed equally among the Offices of Solicitor (\$150,000 per circuit) for the acquisition and implementation of web-based Prosecution Case Management Systems to replace existing case management systems that are antiquated and lack interface capabilities. Remaining funds will be used by the Circuit Solicitor for non-recurring IT Infrastructure needs.</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

\$2,400,000 non-recurring funds is needed for the acquisition of web-based Prosecution Case Management Systems in the Offices of Solicitor and costs associated therewith, including licensing and system conversion. Funding will be distributed equally among the Offices of Solicitor (\$150,000 recurring per circuit). Any remaining funds will be used by the Circuit Solicitors for non-recurring IT Infrastructure needs. The systems will replace existing case management systems that are antiquated and lack interface and integration capabilities.

The Commission's long-term strategic plan is to establish a Prosecution Strategies Unit at the agency for the collection of statewide data from the 16 Circuit Solicitors, and for the Circuit Solicitors to also establish Prosecution Strategies Units in their individual offices to gather information from law enforcement, community partners, detention facilities, as well as their own offices that will be transferred to a central repository at the SCCPC managed by its Prosecution Strategies Unit. The information collected is needed by and will be shared with the Circuit Solicitors, the General Assembly, law enforcement, and entities such as the SC Domestic Violence Advisory Committee and the State Office of Victim Assistance. A key component of the Commission's plan is the acquisition and operation of web-based Prosecution Case Management Systems by the Circuit Solicitors, which is required for the establishment of their individual Prosecution Strategies Units and for which funding is being requested. In addition, the establishment of the SCCPC's central Prosecution Strategies Unit requires additional staff (3 new FTEs: an IT Manager II, Database Administrator I and Statistician II) and the development of a database (Prosecution Data Collection System), all of which funding is also requested for within in the SCCPC's FY 22 Budget Plan.

Circuit Solicitors will set up prosecution strategies units in their individual offices in order to gather information from law enforcement, community partners, detention facilities and their Case Management Systems. They will then transfer information collected in the web-based Case Management Systems to the SCCPC's Prosecution Strategies Unit through a database (the Prosecution Data Collection System for which funding is also requested) that will be the central repository for the information. The web-based Prosecution Case Management Systems will also be able to gather information that will be shared with other Solicitors on criminal activity, court status, bench warrant and failure to appear status, and Brady material concerning police officers.

The information the SCCPC's and Circuit Solicitors' Prosecution Strategy Units gathers will be used by the General Assembly in the form of various required or requested reports that are received and reviewed, to develop evidence-based decisions in budgeting, and in establishing accountability. For Law Enforcement, information will be available on criminals that have been arrested in other parts of the State and, prior to hiring, on police officers that have Brady material. The information will also assist other entities such as the State Office of Victim Assistance and the SC Domestic Violence Advisory Committee with gathering statistics on things like victimology and batterers' intervention programs.

Funding to enable acquisition of web-based Prosecution Case Management Systems has been a top priority for years because they will significantly increase the efficiencies and capabilities of the Offices of Solicitor and because interface and connectivity with courts, law enforcement, public defenders, and databases that compile data from the unique case management systems for these criminal justice partners is not possible until Circuit Solicitors, too, are able to purchase and maintain modern prosecution case management systems capable of supporting interface and connectivity.

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:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM B2 – NON-RECURRING OPERATING REQUEST

AGENCY PRIORITY	14
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	SCCPC: Agency Administrative & Legal Staff
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Provide a brief, descriptive title for this request.

AMOUNT	\$6,000
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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 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 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 checked="" 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 checked="" 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 # SCCPC: Agency Administrative & Legal Staff	

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>Strategy: Operate in an effective and efficient manner with available resources and seek funding for the additional staff and resources needed to accomplish the mission of the agency.</p> <p>Strategy: Strengthen and modernize the collection, analysis and distribution of meaningful criminal justice data.</p> <p>Strategy: Support the programmatic and administrative operations of the Offices of Solicitor.</p> <p>Strategy: Develop, coordinate and conduct regular training and continuing education for Circuit Solicitors, prosecutors and staff.</p> <p>Accountability: Funding will be used to purchase a computer and equipment for two requested positions: a new Statistician (Statistician II) and Staff Attorney (Attorney III), for which recurring funds are also requested. These positions are needed to meet increased demands for services and to sustain and maintain existing services provided for the Offices of Solicitor, legislators, the Judicial Department, criminal justice partners, and interested non-governmental entities.</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	\$6,000 non-recurring funds will be used to purchase computers and equipment for 2 new FTE positions (\$3,000 each) at the SCCPC: 1) a Statistician to design, plan, collect and analyze data for, prepare and present statistical research, reports, findings, trends,
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FUNDS

and graphic models; and 2) a Staff Attorney to assist with legal training, research, assistance, updates and materials.

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 SCCPC requests **\$6,000** (\$3,000 per FTE) to purchase a computer and equipment for a new Statistician (Statistician II) and Staff Attorney (Attorney III) (for which recurring funding is requested) to help sustain and maintain existing services provided by the agency.

A Statistician (\$65,000 Salary/\$26,000 Fringe/\$1,000 Operating) is needed to design, plan, collect and analyze data for, prepare and present statistical research, reports, findings, trends, and graphic models. The new statistician will assist with identifying prosecution data accessible by all solicitors currently, and develop data measures and reporting formats to be incorporated in prosecution case management systems acquired by solicitors in the future and in a central prosecution data collection database planned for development by the SCCPC. An additional Staff Attorney (\$70,000 Salary/\$28,000 Fringe/\$1,000 Operating) is needed to assist with legal trainings, research, assistance, updates and materials. \$6,000 in non-recurring funds are also being requested for a computer and equipment for the 2 new FTEs (\$3,000 per FTE).

Without the requested non-recurring and associated recurring funding for the 2 positions described, agency operations cannot be maximized, many initiatives will be hindered, and critical services cannot be accomplished accurately or efficiently.

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:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM B2 – NON-RECURRING OPERATING REQUEST

AGENCY PRIORITY	15
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	SCCPC: Office Renovation Furniture & Equipment
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Provide a brief, descriptive title for this request.

AMOUNT	\$29,000
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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 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 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 checked="" type="checkbox"/>	Request for Non-Recurring Appropriations
<input type="checkbox"/>	Request for Federal/Other Authorization to spend existing funding	
<input type="checkbox"/>	Related to a 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>Strategy: Operate in an effective and efficient manner with available resources and seek funding for the additional staff and resources needed to accomplish the mission of the agency.</p> <p>Strategy: Support the programmatic and administrative operations of the Offices of Solicitor.</p> <p>Strategy: Develop, coordinate and conduct regular training and continuing education for Circuit Solicitors, prosecutors and staff.</p> <p>Strategy: Improve accessibility of legal training and assistance to prosecution staff statewide.</p> <p>Accountability: Cumulative construction, security, furniture and equipment funding requests for Agency Office Renovation & Security Update will allow the agency to meet increased demands for specialized trainings and meetings. Funding will also support the agency's funding requests for IT staff by providing economical workspace for the new FTEs.</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>\$29,000 will be used for furniture and equipment needs associated with the agency's request for renovations to existing office space. The SCCPC will purchase movable nesting tables and chairs, white boards and equipment for the new multi-use training/meeting room; and basic cubicle and work space furnishings for new IT staff requested.</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 SCCPC requests \$29,000 in non-recurring funding for the purchase of furniture and equipment to upfit existing office space upon completion of renovations simultaneously requested pursuant to a capital request.

The SCCPC's associated non-recurring Office Renovation and Security Update capital request of \$194,000 for construction costs and updating the office's physical security will support the efficient use of the agency's existing office space to meet increased training, meeting and workspace needs by accommodating workspace for 2-3 additional staff, a multi-functional training/meeting room, and updated physical security. As the demands placed upon the Offices of Solicitor have increased, likewise, the service, training, project management, reporting and technology demands imposed upon the SCCPC have also increased. The SCCPC needs additional funding, staff and other resources to sustain and maintain existing services provided.

Requested funding will be used to purchase the following furniture and equipment:

- Training Furniture / Equipment = **\$23,000**
 - Moveable Nesting Tables (\$8,200)
 - Nesting Chairs (\$8,300)
 - White Boards (\$4,300)
 - Mounted Projector (\$2,200)
- Office Furniture = **\$6,000**
 - Cubicles (\$3,000)
 - Miscellaneous Workspace Seating and Furniture (\$3,000)

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:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM B2 – NON-RECURRING OPERATING REQUEST

AGENCY PRIORITY	16
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Circuit Solicitors: Intake & Review Programs
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Provide a brief, descriptive title for this request.

AMOUNT	\$127,000
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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 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 checked="" type="checkbox"/>	Request for Non-Recurring Appropriations
<input type="checkbox"/>	Request for Federal/Other Authorization to spend existing funding	
<input checked="" type="checkbox"/>	Related to a Recurring request – If so, Priority # Circuit Solicitors: Intake & Review Programs	

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>Strategy: Support the programmatic and administrative operations of the Offices of Solicitor.</p> <p>Accountability: The Circuit Solicitors will use the funding to purchase computers and equipment for prosecutors funded with funding provided for Circuit Intake and Review Programs in each of the 16 judicial circuits.</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>\$127,000 non-recurring funding will be distributed to the Circuit Solicitors for computers and equipment for prosecutors funded to establish an intake and review program in each circuit. \$48,000 will be distributed pro-rata (\$3,000 per circuit) and the remaining \$79,000 will be distributed based on each county's average incoming caseload.</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 SCCPC requests **\$127,000** (\$3,000 per FTE) in non-recurring funding for computers and equipment for prosecutors funded to establish an intake and review program in each circuit.

Of non-recurring funds requested, \$48,000 will be distributed pro-rata (\$3,000 per circuit) to purchase computers and equipment for one funded prosecutors and \$79,000 will be distributed based on each county's average incoming caseload.

The requested funding is based on \$3,000 for a computer and equipment for prosecutors funded for circuit intake and review programs (for which recurring funding is also requested).

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:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM B2 – NON-RECURRING OPERATING REQUEST

AGENCY PRIORITY	17
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Circuit Solicitors: Caseload Equalization & Prosecutor Retention
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Provide a brief, descriptive title for this request.

AMOUNT	\$254,000
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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 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 checked="" type="checkbox"/>	Request for Non-Recurring Appropriations
	<input checked="" type="checkbox"/>	Request for Federal/Other Authorization to spend existing funding Related to a Recurring request – If so, Priority # Circuit Solicitors: Caseload Equalization & Prosecutor Retention

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>Strategy: Support the programmatic and administrative operations of the Offices of Solicitor.</p> <p>Accountability: The Circuit Solicitors will use the funding to purchase computers and equipment for prosecutors funded with caseload equalization funding provided to reduce prosecutor caseloads and support the efficient disposition of cases in a manner that promotes justice.</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>\$254,000 non-recurring funding will be distributed to the Circuit Solicitors for computers and equipment for prosecutors funded with caseload equalization funding. \$48,000 will be distributed pro-rata (\$3,000 per circuit) and the remaining 206,000 will be distributed based on each county's average incoming caseload.</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

**JUSTIFICATION
OF REQUEST**

The SCCPC requests **\$254,000** (\$3,000 per FTE) in non-recurring funding for computers and equipment for prosecutors funded with caseload equalization funding.

Of non-recurring funds requested, \$48,000 will be distributed pro-rata (\$3,000 per circuit) to purchase computers and equipment for one funded prosecutors and \$206,000 will be distributed based on each county's average incoming caseload.

The requested funding is based on \$3,000 for a computer and equipment for each of up to 84 additional prosecutors that could be funded with additional recurring caseload equalization and prosecutor retention funding being requested.

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:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM C – CAPITAL REQUEST

AGENCY PRIORITY	7
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	SCCPC: Office Renovation & Security
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Provide a brief, descriptive title for this request.

AMOUNT	\$194,000
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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	<p>The agency submits its projects through the South Carolina Department of Administration (DOA). This project is included in DOA's CPIP for plan year 2020-2021 as priority number 24. This is the first time that the project has been included in a CPIP.</p> <p>If the funding is not made available in the amount requested, the agency will be unable to renovate the space as needed, adversely impacting the agency's ability to effectively and efficiently fulfill its statutory obligations.</p>
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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	<p>Approvals already obtained: Phase I – A1 Pre-Design Proposal</p> <p>Additional approvals that must be secured for the project to succeed: Phase II - A1 construction plan review by DOA and approval by JBRC staff</p>
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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	<p>The agency has already invested \$3,225 from carry-forward funds in this project to obtain schematic designs and cost estimates for the renovation and upfit of existing office space to accommodate 2-3 additional staff and a multi-use training/meeting room. Upfit will include the construction of new walls and the renovation/replacement of ceilings, flooring, lighting, mechanical systems, electrical systems, security system, etc.</p> <p>If the requested funding is received through the FY21 budget, the agency does not anticipate requesting other capital and/or operating funds for this project.</p> <p>The agency does not expect this capital improvement to result in either an increase or savings in annual operating costs associated with the leased space.</p> <p>The expected useful life of the capital improvement is at least 10 years.</p>
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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	<p>The SCCPC requests \$194,000 in non-recurring funds for the renovation and upfit of existing office space for accommodating 2-3 additional staff, a multi-use training/meeting room, and updated physical security (\$182,000 Construction / \$12,000 Security Update). As the demands placed upon the Offices of Solicitor have increased, likewise, the service, training, project management, reporting and technology demands imposed upon the SCCPC have also increased. The SCCPC needs additional funding, staff and other resources to sustain and maintain existing services provided. The requested renovation and upfit will provide a multi-functional space with flexible seating for 25-34 persons (depending on configuration and use for training or meeting) to accommodate increased training and meeting needs and to support workspace for critically-needed IT staff.</p>
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SUMMARY

The agency moved from non-state property to the basement of the Wade Hampton Building on the State House Complex in February 2012 under a lease with the Department of Administration. On October 1, 2016, the agency acquired an additional open-space room (753 square-feet) between the main office suite and the agency's small work/conference room. The SCCPC has made no renovations to this room. Since acquisition, the open-space room has been used as a storage, file and work room, except for two short periods of time during which the agency allowed utilization and occupancy of the room by the Comptroller General's Office and the Bureau of Protective Services of the Department of Public Safety to accommodate critical short-term space needs of these offices.

The project will include renovations to the open-space room and minor renovations to other office space. The renovations are necessary to accommodate additional staff for which funding is requested in the FY 21 budget, and provide a usable multi-use space for trainings, meetings and project work. The project also includes updating the agency's office security system as recommended in FY 19 by the Bureau of Protective Services of the S.C. Department of Public Safety following a physical security assessment of the agency's office space.

The SCCPC has submitted an associated request of \$29,000 in non-recurring funding for furniture and equipment to purchase movable nesting tables and chairs, white boards and equipment for the new multi-use training/meeting room; and basic cubicle and work space furnishings for new FTEs.

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:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM D – PROVISO REVISION REQUEST

NUMBER	60.11
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Cite the proviso according to the renumbered list (or mark "NEW").

TITLE	PCC: Caseload Equalization Funding
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Provide the title from the renumbered list or suggest a short title for any new request.

BUDGET PROGRAM	II. Offices of Circuit Solicitors-Special Items
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Identify the associated budget program(s) by name and budget section.

RELATED BUDGET REQUEST	12 & 17 - Circuit Solicitors: Caseload Equalization & Prosecutor Retention
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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>AMEND – Proviso 60.11 (PCC: Caseload Equalization Funding) Existing proviso requires distribution of Caseload Equalization funding as follows: \$3,450,000 distributed at an amount of \$75,000 per county, and the remaining \$4,376,872 distributed based upon the average incoming caseload for each county as reported by the Judicial Department for the prior three fiscal years.</p> <p>SCCPC REQUEST: AMEND proviso to increase the amounts referenced based on new funding requested and allocated in FY 21 for Caseload Equalization and Prosecutor Retention. The distributions under the existing proviso will remain intact. For additional new recurring funding of \$6,604,000 for Caseload Equalization the first \$1,248,000 shall be distributed at an amount of \$78,000 per circuit. The remaining \$5,356,000 shall be distributed based upon the average incoming caseload for each county as reported by the Judicial Department for the prior three fiscal years. Based on the distribution of the new recurring funding, the adjusted total recurring appropriation (\$14,430,872) will be distributed such that \$3,450,000 will be distributed at an amount of \$75,000 per <u>county</u>, \$1,248,000 shall be distributed at an amount of \$78,000 per <u>circuit</u>, and the remaining \$9,732,872 shall be distributed based upon the average incoming caseload for each county as reported by the Judicial Department for the prior three fiscal years.</p> <p>Additional non-recurring funding for FY 21 only (\$254,000) shall be distributed with the first \$48,000 distributed at an amount of \$3,000 per <u>circuit</u>. The remaining \$206,000 shall be distributed based upon the average incoming caseload for each county as reported by the Judicial Department for the prior three fiscal years.</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

For FY 22, the general fund fiscal impact is \$6,858,000. For FY 22 and beyond, the general fund fiscal impact is \$6,604,000. There is no impact to federal or other funds.

\$6,858,000 in new recurring funding for salary and fringe will be distributed to the Circuit Solicitors to hire additional attorneys and retain experienced and talented prosecutors. \$1,248,000 will be distributed pro-rata (\$78,000 per circuit) to support the equivalent of salary and fringe costs for one attorney in each circuit. The remaining \$5,356,000 will be distributed based on each county's average incoming caseload.

\$254,000 non-recurring funding for computers and equipment for prosecutors funded under this initiative will be distributed with the first \$48,000 distributed pro-rata (\$3,000 per circuit) for one funded prosecutors. The remaining \$206,000 will be distributed based on each county's average incoming caseload.

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

60.11. (PCC: Caseload Equalization Funding) The amount appropriated in this Act and authorized for Caseload Equalization will have the first \$3,450,000 distributed at an amount of \$75,000 per county and the next \$1,248,000 distributed at an amount of \$78,000 per circuit. ~~The remaining \$4,376,872~~—\$9,732,872 shall be distributed based upon the average incoming caseload for each county as reported by the Judicial Department for the prior three fiscal years. Additional amounts appropriated in the current fiscal year shall be distributed with the first \$48,000 distributed at an amount of \$3,000 per circuit and remaining funds based upon the average incoming caseload for each county as reported by the Judicial Department for the prior three fiscal years.

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

Agency Name:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM D – PROVISO REVISION REQUEST

NUMBER	60.12
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Cite the proviso according to the renumbered list (or mark "NEW").

TITLE	PCC: Summary Court Domestic Violence Fund Distribution
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Provide the title from the renumbered list or suggest a short title for any new request.

BUDGET PROGRAM	II. Offices of Circuit Solicitors-Special Items
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Identify the associated budget program(s) by name and budget section.

RELATED BUDGET REQUEST	None
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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>AMEND – Proviso 60.12 (PCC: Summary Court Domestic Violence Fund Distribution) Existing proviso requires distribution of Summary Court Domestic Violence Prosecution funding based upon ten percent of the average incoming caseload for each county, as reported by the South Carolina Judicial Department for the prior 3 fiscal years.</p> <p>SCCPC REQUEST: AMEND proviso to correct the formula for distribution from a fraction of the average incoming caseload to the entire average caseload. This is a technical amendment only and does not affect calculations or distributions.</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

No fiscal impact. This is a technical amendment only.

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**

60.12. (PCC: Summary Court Domestic Violence Fund Distribution) The Summary Court Domestic Violence Prosecution funding shall be distributed based upon ten percent of on the average incoming caseload for each county as reported by the South Carolina Judicial Department for the prior 3 fiscal years.

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

Agency Name:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM D – PROVISO REVISION REQUEST

NUMBER	60.4
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Cite the proviso according to the renumbered list (or mark "NEW").

TITLE	PCC: Solicitor Carry Forward
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Provide the title from the renumbered list or suggest a short title for any new request.

BUDGET PROGRAM	I. Administration; II. Offices of Circuit Solicitors-Special Items; III. Employee Benefits
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Identify the associated budget program(s) by name and budget section.

RELATED BUDGET REQUEST	None
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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>AMEND – Proviso 60.4 (PCC: Solicitor Carry Forward) Existing proviso provides that carry forward funds may be expended for the operation of the solicitor’s office relating to operational expenses.</p> <p>SCCPC REQUEST: AMEND proviso to recognize that carry forward funds may be used for the operation of the Commission on Prosecution Coordination or the Offices of Solicitor. This is a technical amendment only and does not affect calculations or distributions.</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

No fiscal impact. This is a technical amendment only.

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**

60.4. (PCC: ~~Solicitor~~ Carry Forward) Any unexpended balance on June thirtieth, of the prior fiscal year, may be carried forward into the current fiscal year and expended for the operation of the ~~solicitor's office~~ Commission on Prosecution Coordination or the Offices of Solicitor relating to operational expenses.

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

Agency Name:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM D – PROVISO REVISION REQUEST

NUMBER	60.ir-NEW <i>Cite the proviso according to the renumbered list (or mark "NEW").</i>
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TITLE	PCC: Intake & Review Funding <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. Offices of Circuit Solicitors-Special Items <i>Identify the associated budget program(s) by name and budget section.</i>
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RELATED BUDGET REQUEST	11 & 16 - Circuit Solicitors: Intake & Review Programs <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>ADD – Proviso 60.ir (PCC: Intake & Review Funding) New proviso requires distribution of funding for Intake and Review Programs as follows: \$1,248,000 shall be distributed at an amount of \$78,000 per <u>circuit</u>, and the remaining \$2,054,000 shall be distributed based upon the average incoming caseload for each county as reported by the Judicial Department for the prior three fiscal years.</p> <p>Additional non-recurring funding for FY 21 only (\$127,000) shall be distributed with the first \$48,000 distributed at an amount of \$3,000 per <u>circuit</u>. The remaining \$79,000 shall be distributed based upon the average incoming caseload for each county as reported by the Judicial Department for the prior three fiscal years.</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

For FY 22, the general fund fiscal impact is \$3,429,000. For FY 22 and beyond, the general fund fiscal impact is \$3,302,000. There is no impact to federal or other funds.

\$3,302,000 in new recurring funding will be distributed to the Circuit Solicitors to establish an intake and review program in each circuit. \$1,248,000 will be distributed pro-rata (\$78,000 per circuit) to support the equivalent of salary and fringe costs for one attorney in each circuit. The remaining \$2,054,000 will be distributed based on each county's average incoming caseload.

\$127,000 non-recurring funding for computers and equipment for prosecutors funded under this initiative will be distributed with the first \$48,000 distributed pro-rata (\$3,000 per circuit) for one funded prosecutors. The remaining \$79,000 will be distributed based on each county's average incoming caseload.

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**

Proviso 60.ir (Intake and Review Funding). The amount appropriated in this Act and authorized for Intake and Review Programs will have the first \$1,248,000 distributed at an amount of \$78,000 per circuit. \$2,054,000 shall be distributed based upon the average incoming caseload for each county as reported by the Judicial Department for the prior three fiscal years. Additional amounts appropriated in the current fiscal year shall be distributed with the first \$48,000 distributed at an amount of \$3,000 per circuit and remaining funds based upon the average incoming caseload for each county as reported by the Judicial Department for the prior three fiscal years.

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

Agency Name:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM D – PROVISO REVISION REQUEST

NUMBER	60.pt-NEW <i>Cite the proviso according to the renumbered list (or mark "NEW").</i>
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TITLE	PCC: Exemption for Pass Through Funding <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. Offices of Circuit Solicitors (CURRENT); III. Community Programs (PROPOSED NEW) <i>Identify the associated budget program(s) by name and budget section.</i>
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RELATED BUDGET REQUEST	None <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>ADD – Proviso 60.pt (PCC: Exemption for Pass Through Funding) Exempt funding distributed by the Commission on Prosecution Coordination to and allocated for any entity other than the Offices of Solicitor from budget reduction calculations.</p> <p>\$400,000 in general fund recurring appropriations is included within the SCCPC’s budget that are for direct pass-through distribution to a non-state entity, the South Carolina Center for Fathers and Families. Services provided by the South Carolina Center for Fathers and Families are not contracted for by the SCCPC or the Offices of Solicitor with funds appropriated. Therefore, the SCCPC requests pass-through appropriations for this or another entity receiving state-funding in a similar manner be excluded from the agency’s budget for purposes of calculating any budget reductions. The South Carolina Commission on Indigent Defense has a similar budget proviso, Proviso 61.8, regarding pass through funds for the Legal Services Corporation.</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**

Proviso 60.pt (Exemption for Pass Through Funding to Outside Entities). The funds distributed by the Commission on Prosecution Coordination that are appropriated for the South Carolina Center for Fathers and Families or other community program, and not for the Offices of Solicitor shall not be considered part of the Commission's budget for purposes of calculating budget reductions.

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

Agency Name:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM D – PROVISO REVISION REQUEST

NUMBER	60.tf-NEW <i>Cite the proviso according to the renumbered list (or mark "NEW").</i>
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TITLE	PCC: Solicitor Technology Funding Distribution <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. Offices of Circuit Solicitors-Special Items <i>Identify the associated budget program(s) by name and budget section.</i>
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RELATED BUDGET REQUEST	4 & 5 - Circuit Solicitors: Prosecution Case Management Systems & IT Infrastructure <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>ADD - Proviso 60.tf (PCC: Technology Funding Distribution) Direct new funding requested and allocated in FY 22 for Circuit Solicitor Intelligence Led Prosecution Programs be apportioned in equal amounts to each of the 16 circuits. Funding allocated for each circuit must first be distributed for the development and implementation of a CJIS compliant prosecution case management system. The system must be capable of integrating with the Commission and other circuit solicitors' offices. Unexpended program funds from the prior fiscal year may be carried forward into the current fiscal year to be used for the same purposes.</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

For FY 22, the general fund fiscal impact is \$4,800,000. For FY 23 and beyond, the general fund fiscal impact is \$2,400,000. There is no impact to federal or other funds.

\$2,400,000 non-recurring funds will be distributed pro-rata to the Offices of Solicitor (\$150,000 per circuit) for the acquisition and implementation of web-based Prosecution Case Management Systems to replace existing case management systems that are antiquated and lack interface capabilities. Funding is based on the average cost of licensing and system conversion per circuit. Remaining funds will be used by the Circuit Solicitor for non-recurring IT Infrastructure needs.

\$2,400,000 recurring funding will be distributed pro-rata to the Offices of Solicitor (\$150,000 per circuit) for interface, annual maintenance, system support, user fees and upgrades associated with the Prosecution Case Management Systems acquired. Remaining funds will be used by the Circuit Solicitor for recurring IT Infrastructure needs.

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**

60.tf. (PCC: Solicitor Technology Funding Distribution) The amount appropriated in this Act and authorized for Circuit Solicitor Intelligence Led Prosecution Programs shall be apportioned in equal amounts among the 16 circuits. Funding allocated for each circuit must first be distributed for the development and implementation of a CJIS compliant prosecution case management system capable of integration with the South Carolina Commission on Prosecution Coordination and other Offices of Circuit Solicitor. Unexpended program funds from the prior fiscal year may be carried forward into the current fiscal year to be used for the same purposes.

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

Agency Name:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

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	\$872,261
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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	11 FTEs or more
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How many FTEs would be reduced in association with this General Fund reduction?

PROGRAM / ACTIVITY IMPACT	<p>The SCCPC, in FY 21, only retains 2.83% of state funding allocated to the agency, with the remainder distributed as required to the Offices of Solicitor or other entities. The agency cannot absorb a 3% cut without the total elimination of all staff and statutorily required support services for the Offices of Solicitor. Thus, a 3% General Fund budget reduction would be taken from funds allocated to the Offices of Solicitor, specifically from funds supporting magistrate-level domestic violence and driving under the influence prosecutions.</p>
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What programs or activities are supported by the General Funds identified?

SUMMARY	<p>Funding for domestic violence prosecution in magistrates' court was originally appropriated in FY 07 and funding for DUI prosecution in magistrates' court was originally appropriated in FY 08 for the prosecution of magistrate-level domestic violence and DUI cases, which were then prosecuted predominantly by law enforcement officers. Funding for both of these initiatives was eliminated in FY 10. Partial funding was restored FY 13 and FY 14.</p> <p>Additional state funding in FY 16 for the prosecution of domestic violence cases by the Offices of Solicitor has all but eliminated the practice of law enforcement officers prosecuting these cases. The current level of funding for DUI prosecution, however, many lower level DUI cases are still being prosecuted by law enforcement officers.</p> <p>If the agency's budget is reduced by 3%, the amount distributed to the Offices of Solicitor for DUI prosecution would be cut by \$436,131 and that for domestic violence prosecution would be cut by \$436,130. This reduction would reduce the ability of the Offices of Solicitor to prosecute magistrate-level domestic violence and driving under the influence cases, and adversely impact the quality of justice received by the citizens of our state.</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.

**AGENCY COST
SAVINGS PLANS**

The SCCPC only retains 2.83% of state funding allocated to the agency, with the remainder distributed to the Offices of Solicitor or other entities. Cost and operating expense reductions totaling \$50,000 could not be sustained within the agency. As the workloads and staffing of the Offices of Solicitor continue to increase, additional responsibilities are being imposed upon prosecutors by the General Assembly and the courts, and the law and criminal procedure have become more complex, the service, training, project management, and reporting demands imposed upon the SCCPC have also increased. The agency has been experiencing and continues to experience a dire staffing and resource shortage as a result of existing funding levels. Any reduction in costs and operating expenses by more than \$50,000 would be taken from the funds distributed to the Offices of Solicitor and adversely impact their prosecutions, programs and services.

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:	Prosecution Coordination Commission		
Agency Code:	E210	Section:	60

FORM F – REDUCING COST AND BURDEN TO BUSINESSES AND CITIZENS

TITLE	Protection of Citizens and Communities through the Administration of Justice
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Provide a brief, descriptive title for this request.

EXPECTED SAVINGS TO BUSINESSES AND CITIZENS	Unknown
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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 checked="" type="checkbox"/> Other

METHOD OF CALCULATION	Survey of sixteen Circuit Solicitor offices
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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	<p>The SCCPC is unable to identify any spending excess, fees and fines that should be reduced, or any regulations that should be amended or eliminated. In fact, with an annual state budget that supports only the Executive Director and partial funding for 4 state-funded FTEs, the SCCPC is requesting funding for FY 22 to allow the agency to operate and provide its core services.</p> <p>If the SCCPC does not meet its goals and objectives, the criminal justice system and the safety of South Carolina's local communities will be adversely impacted. The SCCPC coordinates communication and collaboration among the Offices of Solicitor and criminal justice partners; gathers and reports data and information for the benefit of the General Assembly, Circuit Solicitors, other criminal justice agencies and the public; develops and provides training for prosecutors, law enforcement, judges, diversion coordinators, victim advocates and others; and provides legal assistance to the Offices of Solicitor.</p> <p>The number of general sessions cases has increased and continues to do so. In fact, new criminal charges have increased an average of 9.35% over the past three years. Statewide, the average caseload for General Sessions prosecutors in the Offices of Solicitor is now 384 warrants per prosecutor. The Offices of Solicitor must have adequate numbers of prosecutors and staff to handle the increased volume of criminal cases and the ability to retain experience and talent.</p> <p>Perhaps the biggest change in criminal justice over the past ten years has been the use of technology by criminals. Cell phone and social media use is prevalent in our society and criminals take advantage of it. They use cell phones and social media to plan, execute, photograph and publish their crimes. They also use technology to threaten, bully and exploit people. Technology can and must be used to stop crime as well. Accordingly, the Offices of Solicitor need to have modern technology hardware and software to deal with these issues.</p>
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Both of these challenges require enhanced prosecutor training and continuing legal education, and additional support and assistance from the SCCPC; however, limited resources remain the primary challenge for the agency. The SCCPC operates with an annual budget of less than \$825,000 to support 1,100 prosecutors and support staff in the Offices of Solicitor statewide. The SCCPC's administrative responsibilities continue to increase as the level of project management and legal assistance provided for Circuit Solicitors also increases. Accordingly, the SCCPC also needs additional funding, staff and other resources to sustain and maintain existing services provided.

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