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Subject: State FY 2022-2023 Budget - Pass Thru Funds
Date: Wednesday, June 29, 2022 10:32:18 AM
Attachments: [Requirements of Proviso 117-21 \(as of 01 Jul 2022\).docx](#)
[SFAA - 117.21 Data Collection Template.xlsx](#)
[Outlook-Careers em.png](#)

Ms. Crotwell:

The SC Legislature has finalized the State's 2022-2023 General Appropriations Bill. It includes Pass Thru funding designated for AmeriCorps - State Match in the amount of \$338,000 as a part of the budget for the Office of the Adjutant General.

Those funds were listed under Proviso 118 (Statewide Revenue) which is provided by the State based on availability of State-level funds and in accordance with the priority listing provided by the Legislature. Normally the State will not know if funding is available to fund those budget lines and, if available, will not disperse those funds to the Agency for distribution until early-mid Fall.

In accordance with Proviso 117.21. (Organizations Receiving State Appropriations Report), NLT 01 November, organizations receiving state appropriated funds are required to provide to the State Agency providing those funds certain information and documentation prior to receiving those funds. In addition, the organization is required to submit Quarterly Reports on the status of the disbursement of those funds, and a final set of reports prior to the end of the Fiscal Year (prior to 30 Jun 2022). The Agency is required to provide this information to the Chairmen of the House Ways and Means and Senate Finance Committees and to the Office of the State Auditor.

I have attached a document outlining the required documentation to satisfy the requirements for the Proviso, a copy of the initial required spreadsheet, as well as a copy of Proviso 117.21.

I would recommend you begin gathering the required documentation so that, once the Comptroller General's Office determines the availability of funds, the Agency would be able to process your request more quickly.

Please email me to verify that you received this email.

Ken Braddock

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Requirements for the Sub-Recipient for Pass-Thru Funds

Requirements per Proviso 117.21 (Organizations Receiving State Appropriations Report)

1. Prior to receiving the designated funds, the Organization must submit to the Office of the Adjutant General (Agency) by 01 November, a plan of how the State funds will be spent and how the expenditures will provide a public benefit. The request will include:
 - A completed “SFAA - 117.21 Data Collection Template” with all required information to include:
 - Basic information on the organization.
 - An accounting of how the State funds will be spent.
 - List of goals to be accomplished with the state funds to be received.
 - List of success measures that will determine the effectiveness of the use of the state funds to be received.
 - In addition, attach a copy of the following documents (in .pdf format) to the email response:
 - A copy of the Organization’s adopted budget for the current year
 - A copy of the Organization’s most recent annual financial statement.
 - Certification that the Organization does not practice discrimination against persons by virtue of race, creed, color or national origin.
2. Quarterly Requirements (NLT 31 Dec and 31 March)
 - After receiving the funds, the Organization is required to provide quarterly spending updates to the Agency.
3. Year-end Requirements (NLT 30 June)
 - Your organization must provide an accounting of how the funds were spent by submitting a completed “SFAA - 117.21 Data Collection Template for Year-end Reporting” to the Agency with all required information to include:
 - Basic information on your organization.
 - For nonprofit organizations only, names of the organization's governing board and, if applicable, their board position, and the name and title of the organization's executive officer.
 - An accounting of how the State contribution received was spent as compared to the budget which was provided to the State.
 - Detail of the outcome measures used to determine the success of the stated goals.
 - List the goals accomplished with the State funds received.

The Agency will forward the organization information to the Chairs of the Senate Finance and House Ways & Means Committees, and the Office of the SC State Auditor.

Proviso 117.21 (Organizations Receiving State Appropriations Report)

117.21. (GP: Organizations Receiving State Appropriations Report). Each state agency receiving funds that are a direct appropriation to a non-profit organization, prior to disbursing the funds, shall require from each recipient organization a plan of how the state funds will be spent and how the expenditures will provide a public benefit. The Executive Budget Office, Department of Administration shall provide each state agency with a standard form for collecting the information required. After receiving the funds, non-profit organizations shall provide quarterly spending updates to the respective state agency. After all state funds have been expended, each organization shall provide an accounting of how the funds were spent. State agencies receiving funds pursuant to this provision shall report the information collected to the Executive Budget Office, the Chairman of the Senate Finance Committee, and the Chairman of the House Ways and Means Committee by June 30th. No funds in this act shall be disbursed to organizations or purposes which practice discrimination against persons by virtue of race, creed, color or national origin.

State of South Carolina

Data Collection Template - State Contributions

Instructions

This Excel workbook is designed to collect the information required by South Carolina Proviso 117.21 uniformly. The information must be emailed to **Ken Braddock, Chief of Staff for State Operations** as soon as possible but **no later than November 1, 2022**.

There are 4 worksheets to be completed:

Basic Information - Complete each line to provide information about your organization, the organization contact and the appropriation to be received from the State.

Accounting - Provide details of how state funds will be spent in a way which easily relates to how the expenditures will be recorded in the entity's accounting records. Additional information must be provided to categorize expenditures by program or initiative, or to provide additional details for categories that exceed 10% of the total appropriation.

Goals - List the goals to be accomplished with the state funds to be received. Goals should be stated in a way that can be measured.

Success Measures - List the success measures that will determine the effectiveness of the use of the state funds to be received. Success measures should be stated in a way that can be measured.

Please also read the instructions on each worksheet. Additionally, attach a copy of the following documents to your email response:

- 1) Entity's adopted budget for the current year
- 2) Entity's most recent annual financial statement.

These documents should be in Adobe PDF format.

Per Proviso 117.21, contributions are not to be expended until financials are submitted to the state agency making the contribution.

Questions?

If you have questions about this workbook or the information requested, please contact **Ken Braddock, Chief of Staff for State Operations.**

Basic Information for Your Organization

Your Organization	
Name	
Address (Street or PO Box)	
Address (City, State, Zip)	
Organization website address	
Organization type (nonprofit, local government, etc.)	

Organization Contact	
Name	
Position	
Telephone	
Email	

State Contribution	
Amount	
Purpose	
State Agency Providing Contribution	

Accounting of how the funds will be spent

Provide below an accounting of how the state funds will be spent*. Total expenditures should equal the total appropriation received. Expenditure descriptions similar to those used in your organization's accounting records should be used to maximize comparability of this budget to your organization's accounting of actual expenditures. All amounts should be entered in whole dollars. Where applicable, group the expenditures by program or initiative. For any category exceeding 10% of the total state contribution, provide additional details or subcategories of expenditures.

* Per Proviso 11-9-110, a contribution must not be made to an organization until it agrees in writing to allow the contribution to audited by the State Auditor.

Description	Budget
Grand Total	0

Insert additional lines if needed. Grand total should equal the state funds to be received.

Goals to be accomplished

List the goals to be accomplished with the state funds to be received. Goals should be stated in a way that can be measured. At least one goal is required, but if there are more goals than lines provided, copy and paste the last line as needed to expand the list.

Goal	Description
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

Goal	Description
12	
13	
14	
15	

At least one goal is required. If additional lines are needed, copy and paste Goal 15.

Success Measures

List the success measures that will determine the effectiveness of the use of the state funds to be received. Success measures should be stated in a way that can be measured. At least one success measure is required, but if there are more success measures than lines provided, copy and paste the last line as needed to expand the list.

Measure	Description
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

Measure	Description
12	
13	
14	
15	

At least one success measure is required. If additional lines are needed, copy and paste Measure 15.