

From: [_STO - Appropriated Contributions](#)
To: [Propps-Wright, Carol](#)
Cc: [_STO - Appropriated Contributions](#)
Subject: RE: [External] City of Columbia's Legislative Earmarked Appropriations Disbursement Request Form
Date: Wednesday, November 30, 2022 4:50:19 PM

Thank you Carol!

I did a quick review and noticed there were a few areas left blank.

Please complete the "Organization Information" section and then have the form signed in the "Organization Certifications" section.

Once I have the updated form and the City of Columbia is registered with the Secretary of State's Office, we will be able to move this request form as well as the others forward for review and payment.

If you have any questions, please let me know.

-Meg

Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office
1200 Senate Street, Suite 214
Wade Hampton Bldg., Columbia, SC 29201
803-734-2658 | Meg.Romaniello@sto.sc.gov

From: Propps-Wright, Carol <Carol.ProppsWright@columbiasc.gov>
Sent: Wednesday, November 30, 2022 9:38 AM
To: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Subject: [External] City of Columbia's Legislative Earmarked Appropriations Disbursement Request Form

Good morning.

Please find the City of Columbia's Legislative Earmarked Appropriations Disbursement Request Form. If you require any further information, please feel free to contact our office.

Regards,
Carol

Carol Propps-Wright, Grants Administrator
Budget, Program Management & Grants Office
City of Columbia
1136 Washington Street, 5th Floor
Columbia, SC 29201

Phone: 803-545-4143

Cell: 803-319-7235

www.columbiasc.net

From: [Propps-Wright, Carol](#)
To: [_STO - Appropriated Contributions](#)
Subject: [External] City of Columbia's Legislative Earmarked Appropriations Disbursement Request Form
Date: Wednesday, November 30, 2022 9:38:08 AM
Attachments: [Legislative Earmarked Appropriations Disbursement Request_updated 112322....xlsx](#)

Good morning.

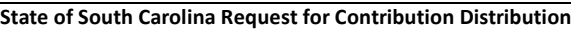
Please find the City of Columbia's Legislative Earmarked Appropriations Disbursement Request Form. If you require any further information, please feel free to contact our office.

Regards,
Carol

Carol Propps-Wright, Grants Administrator
Budget, Program Management & Grants Office
City of Columbia
1136 Washington Street, 5th Floor
Columbia, SC 29201

Phone: 803-545-4143
Cell: 803-319-7235

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Contribution Information		
Amount	State Agency Providing the Contribution	Purpose
\$2,000,000.00	Treasury	Beltline Community Enhancement Project

Organization Contact Information	
Contact Name	Randy Davis
Position/Title	Director, Parks and Recreation
Telephone	803-545-3085
Email	randy.davis@columbiasc.gov

Plan/Accounting of how these funds will be spent:		
Description	Budget	Explanation
Site preparation and grading activities for a Community Center.	\$2,000,000.00	Prepare site by grading for a community center and recreational area
Grand Total	\$2,000,000.00	

The funds for this project will revitalize the community in an effort to promote healthier lifestyle through various opportunities for recreational and leisure experiences to include but not limited to educational outreach, physical activity and economic development as well as employment opportunities. The community will be enriched with these opportunities and literacy programs to include mentoring and mental health outreach for youth and adults. The investment in this community will give residence a safe place where they can live, work and play. Having these resources available in the community will ensure the access to many programs and services that currently does not exist with walking distance. The City plans to collaborate with social service agencies to ensure that services are made available at the planned facility to be built.

- 1) Organization hereby gives assurance that no person shall, upon the grounds of race, creed, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity for which this organization is responsible.
- 2) Organization certifies that it will provide quarterly spending reports to the Agency Providing Contribution listed above.
- 3) Organization certifies that it will provide an accounting at the end of the fiscal year to the Agency Providing Contribution listed above.
- 4) Organization certifies that it will allow the State Auditor to audit or cause to be audited the contributed funds.

Title

Date _____

- 1) State Agency certifies that the planned expenditure aligns with the Agency's mission and/or the purpose specified in the appropriations act of 2022.
- 2) State Agency certifies that the Organization has set forth a public purpose to be served through receipt of the expenditure.
- 3) State Agency certifies that it will make distributions directly to the organization.
- 4) State Agency certifies that it will provide the quarterly spending reports and accounting received from the organization to the Senate Finance Committee, House Ways and Means Committee, and the Executive Budget Office by June 30, 2023.
- 5) State Agency certifies that it will publish on their website any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21 of the appropriations act of 2022.
- 6) State Agency will certify to the Office of the Governor that it has complied with the requirements of Executive Order 2022-19 by June 30, 2023.

Date _____

Printed Name _____

Governing Board and Executive Officer - Nonprofit Organizations Only

For nonprofit organizations only, provide below the names of the individuals who serve on your organization's governing board and, if applicable, their board position. Please also provide the name and title of your organization's executive officer.

[illegible]

Your Organization's Executive Officer	
Name	Title

Communication Log

Date: 11/30/2022



Outgoing/Incoming Call: Incoming





Call Details: Carol Propps-Wright called Meg Romaniello to confirm the email address to submit the disbursement request form.

From: [_STO - Appropriated Contributions](#)
To: [Missy Gentry; Propps-Wright, Carol](#)
Cc: [_STO - Appropriated Contributions](#)
Subject: RE: [External] Request for Contribution Distribution City of Columbia Submission
Date: Tuesday, November 22, 2022 10:36:19 AM
Attachments: [image002.png](#)
[image004.png](#)




Hi Missy and Carol,

When I was verifying the vendor number you listed on your request forms, I noticed that the address was different than what you listed on your form. The tax ID listed with vendor number 7000091006 is 57-6000229. I looked to see if there was a different vendor number that used that tax ID and the address you listed and found vendor number 7000202981. I checked and both vendor numbers are set up to receive ACHs and use the same bank account number. At this time, I plan to use vendor number 7000202981 when we process payment. Please let me know if there would be any issue with using that vendor number. I have also included screen shots below for reference.


 **Display Vendor: Address**

 **MENA Certificate** **Additional Fields**

Vendor

 **Preview** 

Name

Title	<input type="text"/>	
Name	<input type="text" value="CITY OF COLUMBIA"/>	
	<input type="text"/>	

Search Terms

Search term 1/2	<input type="text" value="COLUMBIA"/>	<input type="text"/>
------------------------	---------------------------------------	----------------------

Street Address

House Number/Street	<input type="text"/>	<input type="text"/>
City/State/ZIP Code	<input type="text" value="COLUMBIA"/>	<input type="text" value="SC"/> <input type="text" value="29202-7997"/>
Country	<input type="text" value="US"/> <input type="text" value="USA"/>	<input type="text" value="South Carolina"/>
Time zone	<input type="text" value="EST"/>	Jurisdiction <input type="text" value="4107902300"/>

PO Box Address

PO Box	<input type="text" value="7997"/>
Postal Code	<input type="text" value="29202-7997"/>

Display Vendor: Address

MENA Certificate Additional Fields

Vendor

Preview

Name

Title

Name

Search Terms

Search term 1/2

Street Address

House Number/Street

District

City/State/ZIP Code

Country South Carolina

Time zone Jurisdiction

PO Box Address

PO Box

Postal Code

-Meg

Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office
 1200 Senate Street, Suite 214
 Wade Hampton Bldg., Columbia, SC 29201
 803-734-2658 | Meg.Romaniello@sto.sc.gov

From: Propps-Wright, Carol <Carol.ProppsWright@columbiasc.gov>
Sent: Friday, October 28, 2022 4:18 PM
To: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Subject: [External] Request for Contribution Distribution City of Columbia Submission

Please find the City of Columbia's applications attached.

Carol Propps-Wright, Grants Administrator
Budget, Program Management & Grants Office
City of Columbia
1136 Washington Street, 5th Floor
Columbia, SC 29201

Phone: 803-545-4143

Cell: 803-319-7235

www.columbiasc.net

From: [Kyle Michel](#)
To: [_STO - Appropriated Contributions](#)
Cc: [Missy Gentry](#); [Propps-Wright, Carol](#)
Subject: Re: [External] City of Columbia reprogrammed Convention Center funds
Date: Tuesday, November 15, 2022 12:37:50 PM

Thank you!!

On Tue, Nov 15, 2022 at 12:26 PM _STO - Appropriated Contributions
<STO.Appropriated.Contributions@sto.sc.gov> wrote:

Thank you Kyle.

I provided information to Missy Caughman on staff at the Secretary of State's ("SOS") Office that would be able to assist with the registration questions. I have included the same information below for your reference. They would be the best ones to answer registration questions. The link you listed though is the link that was provided to me.

Kim Wickersham, CPM, Director, Public Charities Division of the SC SOS's Office at (803) 734-2174 or kwickersham@sos.sc.gov

Shannon Wiley, General Counsel & Public Information Director of the SC SOS's Office at (803) 734-0246 or swiley@sos.sc.gov

If there is anything else I can assist with please don't hesitate to ask.

-Meg



Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office

[1200 Senate Street, Suite 214](#)

Wade Hampton Bldg., Columbia, SC 29201

803-734-2658 | Meg.Romaniello@sto.sc.gov

From: Kyle Michel <kmichel@michellawfirm.com>
Sent: Tuesday, November 15, 2022 11:44 AM

To: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Cc: Missy Gentry <missy.gentry@columbiasc.gov>; Propps-Wright, Carol <Carol.ProppsWright@columbiasc.gov>
Subject: Re: [External] City of Columbia reprogrammed Convention Center funds

Meg:

Thank you so much for this update. We will get you the information for Beltline Boulevard Community Enhancements ASAP.

The Secretary of State registration has been a little confusing, not just for us, but for all local governments receiving budget earmarks. When you click through the link to register with the Secretary of State, the only options you have are filing as a charity, a raffle or a professional fundraiser. Obviously, the City of Columbia is not any of these. If you have any good intel on how the City is supposed to register with the Secretary of State other than through the link below, can you let us know?

<https://sos.sc.gov/before-you-file-online>

Thanks again!

—

Kyle Michel
803-546-2458 - cell
803-851-0622 - office

michellawfirm.com

On Mon, Nov 14, 2022 at 4:56 PM _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov> wrote:

Hi Kyle,

I apologize for the delay in response.

Currently I have received two of the three forms for the City of Columbia. I am missing the one for Beltline Blvd Community Enhancements.

The City of Columbia is also not registered with the Secretary of State's ("SOS") Office at this time, but I just sent an email to Missy Caughman a few minutes ago in regards to it. I also provided her with contact information for SOS staff in case assistance was needed with registering.

I also called Missy Gentry to discuss what was still needed and left a voicemail.

I am working through the group of submissions I have received to date and plan to provide management with what has been submitted for review and approval this week. If they are approved and all necessary registrations are completed, I hope to have payments processed next week. I looked up the vendor number that was provided to be for City of Columbia (7000091006), and it shows that the payment will be sent electronically.

If there is any additional assistance I can provide, please do not hesitate to reach out.

-Meg



Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office

[1200 Senate Street, Suite 214](#)

Wade Hampton Bldg., Columbia, SC 29201

[803-734-2658](tel:803-734-2658) | Meg.Romaniello@sto.sc.gov

From: Kyle Michel <kmichel@michellawfirm.com>

Sent: Tuesday, November 8, 2022 11:15 AM

To: Romaniello, Meg <Meg.Romaniello@sto.sc.gov>

Cc: Missy Gentry <Missy.Gentry@columbiasc.gov>; Propps-Wright, Carol <Carol.ProppsWright@columbiasc.gov>

Subject: [External] City of Columbia reprogrammed Convention Center funds

Meg:

The City of Columbia is my client at the State House. On October 28, we sent you the paperwork for the City's three projects to be funded with the reprogrammed Convention Center funds that are coming through your office.

I'm just checking on when you think the City might see the funds for these projects and also confirming that the funds will come by wire transfer.

I appreciate any information you can give us.

Thanks!

—

Kyle Michel
803-546-2458 - cell

803-851-0622 - office

michellawfirm.com

--

Kyle G. Michel
803-851-0622
803-546-2458 -cell
michellawfirm.com

From: [_STO - Appropriated Contributions](#)
To: [Kyle Michel](#)
Cc: [Missy Gentry](#); [Propps-Wright, Carol](#); [_STO - Appropriated Contributions](#)
Subject: RE: [External] City of Columbia reprogrammed Convention Center funds
Date: Tuesday, November 15, 2022 12:26:55 PM

Thank you Kyle.

I provided information to Missy Caughman on staff at the Secretary of State's ("SOS") Office that would be able to assist with the registration questions. I have included the same information below for your reference. They would be the best ones to answer registration questions. The link you listed though is the link that was provided to me.

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1200 Senate Street, Suite 214
Wade Hampton Bldg., Columbia, SC 29201
803-734-2658 | Meg.Romaniello@sto.sc.gov

From: Kyle Michel <kmichel@michellawfirm.com>
Sent: Tuesday, November 15, 2022 11:44 AM
To: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Cc: Missy Gentry <missy.gentry@columbiasc.gov>; Propps-Wright, Carol <Carol.ProppsWright@columbiasc.gov>
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Thanks again!

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Kyle Michel
803-546-2458 - cell
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From: Kyle Michel <kmichel@michellawfirm.com>

Sent: Tuesday, November 8, 2022 11:15 AM

To: Romaniello, Meg <Meg.Romaniello@sto.sc.gov>

Cc: Missy Gentry <Missy.Gentry@columbiasc.gov>; Propps-Wright, Carol
<Carol.ProppsWright@columbiasc.gov>

Subject: [External] City of Columbia reprogrammed Convention Center funds

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michellawfirm.com

From: [Kyle Michel](#)
To: [_STO - Appropriated Contributions](#)
Cc: [Missy Gentry](#); [Propps-Wright, Carol](#)
Subject: Re: [External] City of Columbia reprogrammed Convention Center funds
Date: Tuesday, November 15, 2022 11:44:30 AM

Meg:

Thank you so much for this update. We will get you the information for Beltline Boulevard Community Enhancements ASAP.

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Thanks again!

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-Meg



Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

[803-734-2658](tel:803-734-2658) | Meg.Romaniello@sto.sc.gov

From: Kyle Michel <kmichel@michellawfirm.com>

Sent: Tuesday, November 8, 2022 11:15 AM

To: Romaniello, Meg <Meg.Romaniello@sto.sc.gov>

Cc: Missy Gentry <Missy.Gentry@columbiasc.gov>; Propps-Wright, Carol <Carol.PropsWright@columbiasc.gov>

Subject: [External] City of Columbia reprogrammed Convention Center funds

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I appreciate any information you can give us.

Thanks!

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Kyle Michel
803-546-2458 - cell
803-851-0622 - office

michellawfirm.com

From: [Caughman, Missy A](#)
To: [_STO - Appropriated Contributions](#)
Subject: RE: [EXTERNAL] Disbursement Requirement: Registration with Secretary of State's Office
Date: Monday, November 14, 2022 9:32:53 PM
Attachments: [image004.png](#)

Hi Meg

Thank you for the follow up. We will start the process with the SOS.

Missy

Missy Caughman, Budget, Program Management & Grants Director

City of Columbia
1136 Washington Street, Ste 504
Columbia, SC 29201

Phone: 803-545-3201
Cell: 803-528-7991

www.columbiasc.net

From: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Sent: Monday, November 14, 2022 4:37 PM
To: Caughman, Missy A <Missy.Caughman@columbiasc.gov>
Cc: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Subject: RE: [EXTERNAL] Disbursement Requirement: Registration with Secretary of State's Office

You don't often get email from sto.appropriated.contributions@sto.sc.gov. [Learn why this is important](#)

Hi Missy,

I do not believe there is another option, but I can double check. Below is what I received from the Comptroller General's Office earlier this fiscal year in regards to cities, towns, and counties registering with the Secretary of State.

"Over the past couple of weeks, we have received several inquiries concerning the need for political subdivision ("PSD") receivers to have registered with the South Carolina Secretary of State's ("SOS") Office prior to disbursement of funds.

Remember, Proviso 118.19(D) states *"For purposes of item (B)(78) and **all items** thereafter, funds shall not be disbursed until verification that receiver's organization is registered as a business, nonprofit, or charitable organization with the South Carolina Secretary of State's office."*

After discussion with the SOS's Office, PSD's do register with the SC SOC's Office and may either receive a registration or a registration exemption (*since they are a governmental entity subject to FOIA*)."

I have included the contact information for two individuals from the SOS Office that would be able to assist with any questions regarding registering with the SOS.

Kim Wickersham, CPM, Director, Public Charities Division of the SC SOS's Office at (803) 734-2174 or kwickersham@sos.sc.gov

Shannon Wiley, General Counsel & Public Information Director of the SC SOS's Office at (803) 734-0246 or swiley@sos.sc.gov

I will let you know if I hear anything different about registering with the SOS.

-Meg

Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

[803-734-2658](tel:803-734-2658) | Meg.Romaniello@sto.sc.gov

From: Caughman, Missy A <>

Sent: Friday, November 11, 2022 2:37 PM

To: Romaniello, Meg <Meg.Romaniello@sto.sc.gov>

Subject: RE: [EXTERNAL] Disbursement Requirement: Registration with Secretary of State's Office

Hi Meg

I hope all is well. The city is not registered with the Secretary of State as a charity. Is there another option we can consider?

Thank you

Missy Caughman, Budget, Program Management & Grants Director

City of Columbia

1136 Washington Street, Ste 504

Columbia, SC 29201

Phone: 803-545-3201

Cell: 803-528-7991

www.columbiasc.net

From: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>

Sent: Thursday, November 10, 2022 12:17 PM

To: Gentry, Missy A <Missy.Gentry@columbiasc.gov>

Cc: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>

Subject: [EXTERNAL] Disbursement Requirement: Registration with Secretary of State's Office

CAUTION: This email originated outside of the organization. Do not click links or open attachments from unknown senders or suspicious emails. Never enter a username or password on a site that you did not knowingly access. For suspicious emails, please report using the "Phish Alert Report" button.

You don't often get email from sto.appropriated.contributions@sto.sc.gov. [Learn why this is important](#)

In order to process disbursements, it is a requirement for receiving organizations to register with the South Carolina Secretary of State's ("SOS") Office. This includes political subdivision ("PSD") receivers. PSD's after registering with the SC SOC's Office may either receive a registration or a registration exemption (*since they are a governmental entity subject to FOIA*). Therefore, if the:

Receiving organization has not registered or obtained an exemption from the SC SOS's office:

The receiving organization should follow the link below to complete registration or to request a registration exemption. If selecting a registration exemption, local PSDs would select exemption A(6). There is no filing fee for this application.

[Before You File Online | SC Secretary of State](#)

Upon registration or approval of the registration exemption, the receiver will receive a confirmation letter from the SC SOS's office via email. Please provide a copy of the confirmation letter to the SC Treasurer's Office so we can include it with the disbursement request.

-

Receiving organization has a registration on file with the SC SOC's Office or if a registration exemption has been granted by the SC SOC's Office:

Please use the following link to obtain confirmation of your registration or exemption:

<https://search.scsos.com/charities>

An organization that is currently registered will have a status that says "registered." An organization that is currently exempt from registration will have a status that says "exempt." Please provide a copy of the webpage showing your status to the SC Treasurer's Office so we can include it with the disbursement request.

Thank you,
Meg

Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office
1200 Senate Street, Suite 214
Wade Hampton Bldg., Columbia, SC 29201
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From: [_STO - Appropriated Contributions](#)
To: [Kyle Michel](#)
Cc: [Missy Gentry](#); [Propps-Wright, Carol](#); [_STO - Appropriated Contributions](#)
Subject: RE: [External] City of Columbia reprogrammed Convention Center funds
Date: Monday, November 14, 2022 4:56:23 PM

Hi Kyle,

I apologize for the delay in response.

Currently I have received two of the three forms for the City of Columbia. I am missing the one for Beltline Blvd Community Enhancements.

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I also called Missy Gentry to discuss what was still needed and left a voicemail.

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From: Kyle Michel <kmichel@michellawfirm.com>
Sent: Tuesday, November 8, 2022 11:15 AM
To: Romaniello, Meg <Meg.Romaniello@sto.sc.gov>
Cc: Missy Gentry <Missy.Gentry@columbiasc.gov>; Propps-Wright, Carol <Carol.ProppsWright@columbiasc.gov>
Subject: [External] City of Columbia reprogrammed Convention Center funds

Meg:

The City of Columbia is my client at the State House. On October 28, we sent you the paperwork for the City's three projects to be funded with the reprogrammed Convention Center funds that are coming through your office.

I'm just checking on when you think the City might see the funds for these projects and also confirming that the funds will come by wire transfer.

I appreciate any information you can give us.

Thanks!

—

Kyle Michel

803-546-2458 - cell

803-851-0622 - office

michellawfirm.com

From: [_STO - Appropriated Contributions](#)
To: Missy.Caughman@columbiasc.gov
Cc: [_STO - Appropriated Contributions](#)
Subject: RE: [EXTERNAL] Disbursement Requirement: Registration with Secretary of State's Office
Date: Monday, November 14, 2022 4:36:43 PM
Attachments: [image005.png](#)
[image003.png](#)

Hi Missy,

I do not believe there is another option, but I can double check. Below is what I received from the Comptroller General's Office earlier this fiscal year in regards to cities, towns, and counties registering with the Secretary of State.

"Over the past couple of weeks, we have received several inquiries concerning the need for political subdivision ("PSD") receivers to have registered with the South Carolina Secretary of State's ("SOS") Office prior to disbursement of funds.

Remember, Proviso 118.19(D) states *"For purposes of item (B)(78) and **all items** thereafter, funds shall not be disbursed until verification that receiver's organization is registered as a business, nonprofit, or charitable organization with the South Carolina Secretary of State's office."*

After discussion with the SOS's Office, PSD's do register with the SC SOC's Office and may either receive a registration or a registration exemption (*since they are a governmental entity subject to FOIA*)."

I have included the contact information for two individuals from the SOS Office that would be able to assist with any questions regarding registering with the SOS.

Kim Wickersham, CPM, Director, Public Charities Division of the SC SOS's Office at (803) 734-2174 or kwickersham@sos.sc.gov

Shannon Wiley, General Counsel & Public Information Director of the SC SOS's Office at (803) 734-0246 or swiley@sos.sc.gov

I will let you know if I hear anything different about registering with the SOS.

-Meg

Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office
1200 Senate Street, Suite 214
Wade Hampton Bldg., Columbia, SC 29201
[803-734-2658](tel:803-734-2658) | Meg.Romaniello@sto.sc.gov

From: Caughman, Missy A <>
Sent: Friday, November 11, 2022 2:37 PM
To: Romaniello, Meg <Meg.Romaniello@sto.sc.gov>
Subject: RE: [EXTERNAL] Disbursement Requirement: Registration with Secretary of State's Office

Hi Meg

I hope all is well. The city is not registered with the Secretary of State as a charity. Is there another option we can consider?

Thank you

Missy Caughman, Budget, Program Management & Grants Director

City of Columbia

1136 Washington Street, Ste 504

Columbia, SC 29201

Phone: 803-545-3201

Cell: 803-528-7991

www.columbiasc.net

From: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>

Sent: Thursday, November 10, 2022 12:17 PM

To: Gentry, Missy A <Missy.Gentry@columbiasc.gov>

Cc: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>

Subject: [EXTERNAL] Disbursement Requirement: Registration with Secretary of State's Office

CAUTION: This email originated outside of the organization. Do not click links or open attachments from unknown senders or suspicious emails. Never enter a username or password on a site that you did not knowingly access. For suspicious emails, please report using the "Phish Alert Report" button.

You don't often get email from sto.appropriated.contributions@sto.sc.gov. [Learn why this is important](#)

In order to process disbursements, it is a requirement for receiving organizations to register with the South Carolina Secretary of State's ("SOS") Office. This includes political subdivision ("PSD") receivers. PSD's after registering with the SC SOC's Office may either receive a registration or a registration exemption (*since they are a governmental entity subject to FOIA*). Therefore, if the:

Receiving organization has not registered or obtained an exemption from the SC SOS's office:

The receiving organization should follow the link below to complete registration or to request a registration exemption. If selecting a registration exemption, local PSDs would select exemption A(6). There is no filing fee for this application.

[Before You File Online | SC Secretary of State](#)

Upon registration or approval of the registration exemption, the receiver will receive a confirmation letter from the SC SOS's office via email. Please provide a copy of the confirmation letter to the SC Treasurer's Office so we can include it with the disbursement request.

-

Receiving organization has a registration on file with the SC SOC's Office or if a registration exemption has been granted by the SC SOC's Office:

Please use the following link to obtain confirmation of your registration or exemption:

<https://search.scsos.com/charities>

An organization that is currently registered will have a status that says "registered." An organization that is currently exempt from registration will have a status that says "exempt." Please provide a copy of the webpage showing your status to the SC Treasurer's Office so we can include it with the disbursement request.

Thank you,
Meg

Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office
1200 Senate Street, Suite 214
Wade Hampton Bldg., Columbia, SC 29201
803-734-2658 | Meg.Romaniello@sto.sc.gov

From: [Caughman, Missy A](#)
To: [Romaniello, Meg](#)
Subject: RE: [EXTERNAL] Disbursement Requirement: Registration with Secretary of State's Office
Date: Friday, November 11, 2022 2:37:34 PM
Attachments: [image002.png](#)

Hi Meg

I hope all is well. The city is not registered with the Secretary of State as a charity. Is there another option we can consider?

Thank you

Missy Caughman, Budget, Program Management & Grants Director

City of Columbia

1136 Washington Street, Ste 504

Columbia, SC 29201

Phone: 803-545-3201

Cell: 803-528-7991

www.columbiasc.net

From: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Sent: Thursday, November 10, 2022 12:17 PM
To: Gentry, Missy A <Missy.Gentry@columbiasc.gov>
Cc: _STO - Appropriated Contributions <STO.Appropriated.Contributions@sto.sc.gov>
Subject: [EXTERNAL] Disbursement Requirement: Registration with Secretary of State's Office

CAUTION: This email originated outside of the organization. Do not click links or open attachments from unknown senders or suspicious emails. Never enter a username or password on a site that you did not knowingly access. For suspicious emails, please report using the "Phish Alert Report" button.

You don't often get email from sto.appropriated.contributions@sto.sc.gov. [Learn why this is important](#)

Hello,

In order to process disbursements, it is a requirement for receiving organizations to register with the South Carolina Secretary of State's ("SOS") Office. This includes political subdivision ("PSD") receivers. PSD's after registering with the SC SOC's Office may either receive a registration or a registration exemption (*since they are a governmental entity subject to FOIA*). Therefore, if the:

Receiving organization has not registered or obtained an exemption from the SC SOS's office:

The receiving organization should follow the link below to complete registration or to request a registration exemption. If selecting a registration exemption, local PSDs would select exemption A(6). There is no filing fee for this application.

[Before You File Online | SC Secretary of State](#)

Upon registration or approval of the registration exemption, the receiver will receive a confirmation letter from the SC SOS's office via email. Please provide a copy of the confirmation letter to the SC Treasurer's Office so we can include it with the disbursement request.

-
Receiving organization has a registration on file with the SC SOC's Office or if a registration exemption has been granted by the SC SOC's Office:

Please use the following link to obtain confirmation of your registration or exemption:

<https://search.scsos.com/charities>

An organization that is currently registered will have a status that says "registered." An organization that is currently exempt from registration will have a status that says "exempt." Please provide a copy of the webpage showing your status to the SC Treasurer's Office so we can include it with the disbursement request.

Thank you,
Meg

Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office

1200 Senate Street, Suite 214

Wade Hampton Bldg., Columbia, SC 29201

803-734-2658 | Meg.Romaniello@sto.sc.gov

From: [Kyle Michel](#)
To: [Romaniello, Meg](#)
Cc: [Missy Gentry](#); [Propps-Wright, Carol](#)
Subject: [External] City of Columbia reprogrammed Convention Center funds
Date: Tuesday, November 8, 2022 11:14:13 AM

Meg:

The City of Columbia is my client at the State House. On October 28, we sent you the paperwork for the City's three projects to be funded with the reprogrammed Convention Center funds that are coming through your office.

I'm just checking on when you think the City might see the funds for these projects and also confirming that the funds will come by wire transfer.

I appreciate any information you can give us.

Thanks!

—
Kyle Michel
803-546-2458 - cell
803-851-0622 - office
michellawfirm.com

From: [giSTT Message](#)
To: [Romaniello, Meg](#)
Subject: [External] Voice Message from SC STATE GOVT (803-545-3037) on 11/8/22 9:04 AM for 8037342658
Date: Tuesday, November 8, 2022 9:06:01 AM
Attachments: [8035453037-110822-090442-8037342658-880748-1.wav](#)



Voice Message from SC STATE GOVT (803-545-3037) on 11/8/22 9:04 AM
(35 second msg)

MESSAGE:

" Hi, Meg. This is Mr. Gentry with the City of Columbia. I was calling to follow up on the forms that the city had submitted to Treasury for the allocations that the state has made last fiscal year for the current year one being the belt with their project and the other being blocked and Atlas Road. I just wanted to check and see if y'all had any questions or if we needed to provide any additional information or not you can give me a call back 803-315-5125. Thank you Meg bye."

There are 0 new and 0 old messages in your mailbox.

From: [_STO - Appropriated Contributions](#)
To: [Missy Gentry](#)
Cc: [_STO - Appropriated Contributions](#)
Subject: Disbursement Requirement: Registration with Secretary of State's Office
Date: Thursday, November 10, 2022 12:16:50 PM

Hello,

In order to process disbursements, it is a requirement for receiving organizations to register with the South Carolina Secretary of State's ("SOS") Office. This includes political subdivision ("PSD") receivers. PSD's after registering with the SC SOC's Office may either receive a registration or a registration exemption (*since they are a governmental entity subject to FOIA*). Therefore, if the:

Receiving organization has not registered or obtained an exemption from the SC SOS's office:

The receiving organization should follow the link below to complete registration or to request a registration exemption. If selecting a registration exemption, local PSDs would select exemption A(6). There is no filing fee for this application.

[Before You File Online | SC Secretary of State](#)

Upon registration or approval of the registration exemption, the receiver will receive a confirmation letter from the SC SOS's office via email. Please provide a copy of the confirmation letter to the SC Treasurer's Office so we can include it with the disbursement request.

Receiving organization has a registration on file with the SC SOC's Office or if a registration exemption has been granted by the SC SOC's Office:

Please use the following link to obtain confirmation of your registration or exemption:

<https://search.scsos.com/charities>

An organization that is currently registered will have a status that says "registered." An organization that is currently exempt from registration will have a status that says "exempt." Please provide a copy of the webpage showing your status to the SC Treasurer's Office so we can include it with the disbursement request.

Thank you,
Meg

Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office
1200 Senate Street, Suite 214
Wade Hampton Bldg., Columbia, SC 29201
803-734-2658 | Meg.Romaniello@sto.sc.gov

Communication Log

Date: 10/20/2022

Outgoing/Incoming Call: Outgoing

Call Details: Meg Romaniello called Missy Gentry with the City of Columbia regarding a voicemail she received from her. Meg left a voicemail stating the date and time that the email was sent to Ms. Gentry as well as confirming that the email Ms. Gentry supplied in her voicemail matched the address where the email was sent. She also stated that the three projects were listed on the one cover letter, but three separate disbursement request forms would need to be submitted. Meg included in her email that Ms. Gentry is welcome to contact her if there were any questions or if she was unable to locate the email.

From: [giSTT Message](#)
To: [Romaniello, Meg](#)
Subject: [External] Voice Message from WIRELESS CALLER ([REDACTED]) on 10/20/22 3:03 PM for 8037342658
Date: Thursday, October 20, 2022 3:05:10 PM
Attachments: [REDACTED] [-102022-150333-8037342658-874271-1.wav](#)



Voice Message from WIRELESS CALLER ([REDACTED]) on 10/20/22 3:03 PM (54 second msg)

MESSAGE:

" Hi, Meg. This is Mrs. Gentry with the City of Columbia. I am calling in reference to state funding that I believe is being handled by Treasury for three projects that are in the city limits. One is the Atlas Road project that I believe the funding amount is \$4 million. The Belvedere storm water project off, but impacted homes. I think that's 3 million and then the belt land project is 2 million and I was told that I would receive forms from the treasurer's office, but we would need to complete that I have yet to receive anything. So just wanted to make sure you had my correct contact information my phone number is [REDACTED] and my email address is Missy M S S Y dot Gentry G E N T R Y at Columbia S a dot gov. Thank you."

There are 0 new and 0 old messages in your mailbox.

From: [_STO - Appropriated Contributions](#)
To: missy.gentry@columbiasc.gov
Cc: [_STO - Appropriated Contributions](#)
Subject: FY23 Appropriated Contributions Enrollment Packet
Date: Thursday, October 20, 2022 10:55:18 AM
Attachments: [STO Appropriated Funds Cover Letter - City of Columbia.pdf](#)
[Earmarked Appropriations Disbursement Request form updated.xlsx](#)

Hello,

The State of South Carolina Fiscal Year 2022-2023 Appropriations Act provides the revenue for State government to meet its budgetary expenses. This year's Act included allocations to the Office of the State Treasurer (STO) reserved as one-time appropriations for contributions to outside organizations. Your organization was selected as one of those outside organizations. I have attached 2 files as part of your enrollment packet. Please read the Appropriated Funds Cover Letter first. There you will find important information regarding FY 2022-2023 reporting requirements and guidance on how to complete the Earmarked Appropriations Disbursement Request form.

In order for funds to be disbursed to your organization, you will not only need to submit the Earmarked Appropriations Disbursement Request form but also be registered as a vendor with the State of South Carolina. If you do not have a vendor number, please use the link below to access new vendor registration. If you need to update your vendor information you may also do that from the link below.

<https://procurement.sc.gov/doing-biz/registration>

Once you receive your vendor number or if you already have a vendor number, please include it on the Earmarked Appropriations Disbursement Request form in the "Vendor #" section.

All completed forms should be submitted to the STO - Appropriated Contributions email address listed below.

STO.Appropriated.Contributions@sto.sc.gov

In accordance with Executive Order 2022-19, STO is required to promptly make available for public review and inspection on our website any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21. Below is the link to where the information will be available on our website.

<https://treasurer.sc.gov/about-us/transparency/earmark-transparency/>

If you have any questions, please do not hesitate to contact us.

Thank you,
Meg

Meg Romaniello, MBA, CPM | Accounting/Fiscal Manager II

South Carolina Treasurer's Office
1200 Senate Street, Suite 214
Wade Hampton Bldg., Columbia, SC 29201
[803-734-2658](tel:803-734-2658) | Meg.Romaniello@sto.sc.gov

10/20/2022

Missy Gentry
City of Columbia
1737 Main Street
Columbia, SC 29201

RE: State Appropriated Contributions, FY 22-23 Reporting Requirements

Dear Missy Gentry:

The State of South Carolina Fiscal Year 2022-2023 Appropriations Act provides the revenue for State government to meet its budgetary expenses. This year's Act included allocations to the Office of the State Treasurer (STO) reserved as one-time appropriations for contributions to outside organizations. The amount below indicates the funds which have been allotted in our agency's budget for your organization.

<u>Organization receiving appropriated funds:</u>	<u>Amount</u>
Belvedere Neighborhood Flood Mitigation	\$3,000,000.00
Bluff Rd and Atlas Rd Area Improvements	\$4,000,000.00
Beltline Blvd Community Enhancements	\$2,000,000.00

Budget Proviso 117.21 outlines reporting requirements for recipients of appropriated contributions. In addition, please note that Section 11-9-110 of the South Carolina Code requires that you agree to be audited by the State Auditor. (A copy of these applicable laws is attached for your convenience.)

Please see enclosed Excel workbook for data we must collect to be able to disburse these funds. This initial report, along with other information as detailed within the Instructions, must be submitted in electronic format to STO prior to funds being dispersed. After the funds have been dispersed, you must also file quarterly reports in addition to a year-end report with STO by **June 30, 2023** via a format to be provided prior to that date. Your submissions will be forwarded to the Chairman of the Senate Finance Committee, the Chairman of the House Ways and Means Committee, and the Executive Budget Office by the STO. Per Governor McMaster's Executive Order, any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21 will be made available for public review and inspection on the STO website.

Please note that to be paid by the State of South Carolina, you must be a registered vendor of the State. If you are not already a registered vendor, please see <https://procurement.sc.gov/doing-biz/registration> to complete this required task. Once known, please ensure you include your State of SC vendor number on the enclosed Earmarked Appropriations Disbursement Request form when you return it to the STO.

Should you have any questions or concerns, please do not hesitate to email the Division of Treasury Management at STO.Appropriated.Contributions@sto.sc.gov. We look forward to working with you.

Sincerely,



Meg Romaniello | Accounting/Fiscal Manager II
South Carolina Treasurer's Office
1200 Senate Street, Suite 214
Wade Hampton Office Building
Columbia, SC 29201

SOUTH CAROLINA OFFICE OF THE STATE TREASURER APPROPRIATED CONTRIBUTIONS REPORTING REQUIREMENTS

INSTRUCTIONS

The South Carolina General Assembly tasked the South Carolina Office of State Treasurer (STO) with distributing appropriated contributions to your organization. State Budget Proviso 117.21 mandates that each organization receiving a contribution render to the state agency making the contribution specific information.

The information collection process will take place in multiple parts, Earmarked Appropriations Disbursement Request form and Quarterly Expenditure Reports. All responses submitted by your organization should be provided to the STO via STO.Appropriated.Contributions@sto.sc.gov. If your organization was appropriated contributions for more than one purpose, please complete **separate** forms and reports for **each project**.

The Earmarked Appropriations Disbursement Request form is due to STO prior to funds being dispersed.

The Quarterly Expenditure Reports are due to STO every quarter after receiving the funds. Should the initiative continue beyond June 30, 2022, the organization must continue to provide a quarterly report until completion.

All responses should reflect the actual expenditures made by the organization as compared to the appropriated funds provided by STO.

Applicable Law on Reporting Responsibilities

(For additional information, see the document entitled, Law Related to Appropriated Contributions)

Proviso 117.21 requires the following:

- The funds appropriated in this act for contributions ***shall not be disbursed*** until a plan of how the state funds will be spent and how the expenditures will provide a public benefit are filed with the appropriate state agency.
- 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.
- After receiving the funds, 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 such data from organizations shall forward the information to the Executive Budget Office, the Chairman of the Senate Finance Committee, and the Chairman of the House Ways and Means Committee.

Law Related to Appropriated Contributions

Proviso 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:

1. a plan of how the state funds will be spent and
2. 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.

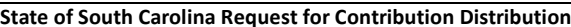
Executive Order No. 2022-19 Section 1. C.

I hereby order and direct, pursuant to article IV, section 17 of the South Carolina Constitution and sections 1-1-840 and 1-3-10 of the South Carolina Code of Laws, that any Executive Branch agency or department, as further defined herein, that receives earmarked appropriations, as further defined herein, in the annual Appropriations Act shall promptly make available for public review and inspection on the agency or department's website any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21.

SECTION 11-9-110. Organization to which contribution is appropriated to submit statement to Executive Budget Office and the Revenue and Fiscal Affairs Office as to nature and function of organization and use of contribution.

Each organization to which a contribution is made in the contributions section of the general appropriation bill shall submit to the Executive Budget Office and the Revenue and Fiscal Affairs Office by the end of the applicable fiscal year a detailed statement explaining the nature and function of the organization as well as a detailed statement explaining the use that was made of the contribution. The statements must be available at the office of the Executive Budget Office and the Revenue and Fiscal Affairs Office for public inspection and given to a member of the General Assembly upon request.

A contribution must not be made to an organization until it agrees in writing to allow the State Auditor to audit or cause to be audited the contributed funds.



Contribution Information		
Amount	State Agency Providing the Contribution	Purpose

Organization Contact Information	
Contact Name	
Position/Title	
Telephone	
Email	

Please explain how these funds will be used to provide a public benefit:

- 1) Organization hereby gives assurance that no person shall, upon the grounds of race, creed, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity for which this organization is responsible.
- 2) Organization certifies that it will provide quarterly spending reports to the Agency Providing Contribution listed above.
- 3) Organization certifies that it will provide an accounting at the end of the fiscal year to the Agency Providing Contribution listed above.
- 4) Organization certifies that it will allow the State Auditor to audit or cause to be audited the contributed funds.

Title

Date _____

- 1) State Agency certifies that the planned expenditure aligns with the Agency's mission and/or the purpose specified in the appropriations act of 2022.
- 2) State Agency certifies that the Organization has set forth a public purpose to be served through receipt of the expenditure.
- 3) State Agency certifies that it will make distributions directly to the organization.
- 4) State Agency certifies that it will provide the quarterly spending reports and accounting received from the organization to the Senate Finance Committee, House Ways and Means Committee, and the Executive Budget Office by June 30, 2023.
- 5) State Agency certifies that it will publish on their website any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21 of the appropriations act of 2022.
- 6) State Agency will certify to the Office of the Governor that it has complied with the requirements of Executive Order 2022-19 by June 30, 2023.

Date _____

Printed Name _____

Governing Board and Executive Officer - Nonprofit Organizations Only

For nonprofit organizations only, provide below the names of the individuals who serve on your organization's governing board and, if applicable, their board position. Please also provide the name and title of your organization's executive officer.

[illegible]

Your Organization's Executive Officer	
Name	Title