

From: [Sferrazza, Corinne](#)
To: [STO - Appropriated Contributions](#)
Cc: [Cooper, Drew](#); [Bagley, Jimmy](#); [Winkler, Jeremy](#)
Subject: [External] RE: FY25 Appropriated Disbursement Request form
Date: Tuesday, September 17, 2024 9:52:05 AM
Attachments: [Copy of FY25 Earmarked Appropriations Disbursement Request form update.pdf](#)

Hi,

I had to make a slight change to the attached form. Please let me know if I am missing anything or if you need further information on this form.

Thanks,
Corinne

Corinne Sferrazza, LMSW
Housing & Community Development Manager
City Management
City of Rock Hill
P.O. Box 11706
332 West Main Street (29730)
Rock Hill, South Carolina 29731-1706
o: 803-326-2463

corinne.sferrazza@cityofrockhill.com
www.cityofrockhill.com

From: Sferrazza, Corinne
Sent: Wednesday, September 11, 2024 3:53 PM
To: STO.Appropriated.Contributions@sto.sc.gov
Cc: Cooper, Drew <Drew.Cooper@cityofrockhill.com>
Subject: FY25 Appropriated Disbursement Request form

Hi,

Please find the City of Rock Hill's Appropriations Disbursement Request form attached. If you have any questions please let me know.

Thanks,
Corinne

Corinne Sferrazza, LMSW
Housing & Community Development Manager
City Management
City of Rock Hill
P.O. Box 11706
332 West Main Street (29730)
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Email correspondence along with any related attachments to and from this address may be subject to the South Carolina Freedom of Information Act and may be disclosed to third parties in accordance with applicable law.



State of South Carolina Request for Contribution Distribution

This form is designed to collect the information required by South Carolina in accordance with Proviso 117.21 of the appropriations act and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution for the designated organization. The state agency providing the contribution should use this form to collect information from the designated organization. The information must be collected from the designated organization before the funds can be disbursed.

Contribution Information		
Amount	State Agency Providing the Contribution	Purpose
\$500,000.00	X220 - Aid to Subdivisions - Treasurer	Southside Home Improvement Program

Organization Information	
Entity Name	City of Rock Hill
Address	PO Box 11706
City/State/Zip	Rock Hill, SC 29731
Website	cityofrockhill.com
Tax ID #	57 6000244
Entity Type	Municipality
Vendor #	7000142572

[Link to Search Vendor Number](#)

Organization Contact Information	
Contact Name	Corinne Sferrazza
Position/Title	Housing and Community Development Manager
Telephone	803-326-2463
Email	corinne.sferrazza@cityofrockhill.com
Secondary Organization Contact Information	
Name	Drew Cooper
Position/Title	Financial Compliance Manager
Telephone	803-329-7062
Email	Drew.Cooper@cityofrockhill.com

Plan/Accounting of how these funds will be spent:		
Description	Budget	Explanation
Repairs at properties to assist with storm damage.	\$500,000.00	
Grand Total	\$500,000.00	

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

On April 20, 2024, Rock Hill was struck by a devastating hailstorm, unleashing 90 mph winds and massive, softball-sized hail. The storm caused widespread destruction, particularly impacting homes in the historic south side area. This community, home to many low-income residents, saw roofs torn apart, windows shattered, and trees uprooted. Unfortunately, a significant number of homeowners in this area lack adequate insurance coverage to repair their properties.

This project aims to provide crucial repairs to the damaged homes affected by the storm on 4/20/2024. By restoring these homes, we prevent further deterioration, which could render them uninhabitable and pose a serious risk to the community's stability. Without immediate assistance, these homes will continue to decline, endangering the residents' safety and undermining the neighborhood's historic character. The funds from this program will not only restore individual homes but also preserve affordable housing and protect the integrity of this long-standing community.

This initiative is a vital investment in the public good, ensuring that low-income families can remain in their homes and helping to sustain Rock Hill's rich cultural heritage.

- Organization Certifications**
- 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.

Corinne Sferrazza, LMSW
Organization Signature

Housing and Community Development
Title

Corinne Sferrazza
Printed Name

9/17/2024
Date

- Certifications of State Agency Providing Contribution**
- 1) State Agency certifies that the planned expenditure aligns with the Agency's mission and/or the purpose specified in the appropriations act.
 - 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, 2025.
 - 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.
 - 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, 2025.

*

Agency Head Signature

Date

Printed Name

***The undersigned is signing on behalf of the Office of the State Treasurer (STO) and the State Treasurer. Note that STO is not an agency as defined by Executive Order 2022-19 and therefore, is not subject to the requirements therein.**

This packet has been reviewed and is ready for approval and payment.

Reviewed by: _____

Reviewed by: _____

From: [Sferrazza, Corinne](#)
To: [_STO - Appropriated Contributions](#)
Cc: [Cooper, Drew](#)
Subject: [External] FY25 Appropriated Disbursement Request form
Date: Wednesday, September 11, 2024 3:53:25 PM
Attachments: [Copy of FY25 Earmarked Appropriations Disbursement Request form update.pdf](#)

Hi,

Please find the City of Rock Hill's Appropriations Disbursement Request form attached. If you have any questions please let me know.

Thanks,
Corinne

Corinne Sferrazza, LMSW
Housing & Community Development Manager
City Management
City of Rock Hill
P.O. Box 11706
332 West Main Street (29730)
Rock Hill, South Carolina 29731-1706
o: 803-326-2463

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www.cityofrockhill.com

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From: [_STO - Appropriated Contributions](#)
To: jimmy.bagley@cityofrockhill.com
Cc: [_STO - Appropriated Contributions](#)
Subject: FY25 Appropriated Contributions Enrollment Packet
Date: Wednesday, September 11, 2024 11:56:11 AM
Attachments: [STO Appropriated Funds Cover Letter - City of Rock Hill - Southside Home Improvement Program.pdf](#)
[FY25 Earmarked Appropriations Disbursement Request form update.xlsx](#)

Hello,

The State of South Carolina Fiscal Year 2024-2025 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 2024-2025 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 with the Secretary of State's ("SOS") Office and as a vendor with the State of South Carolina. Details on how to register with the SOS and as a vendor will be included in the attached letter. The registration with the SOS is required per Proviso 118.20.D, but it does not apply to governmental entities or entities created by statute. 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 | Meg.Romaniello@sto.sc.gov

September 10, 2024

Jimmy Bagley
City of Rock Hill
P.O. Box 11706
Rock Hill, South Carolina 29731

RE: State Appropriated Contributions, FY 24-25 Reporting Requirements

Dear Jimmy Bagley:

The State of South Carolina Fiscal Year 2024-2025 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>
City of Rock Hill - Southside Home Improvement Program	\$500,000.00

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 complete quarterly spending reports until funds are fully expended. The quarterly report template will be provided at a future 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 2022-19, 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 registered, 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.

In accordance with Proviso 118.20.D, 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 (SOS). This requirement does not apply to governmental entities or entities created by statute. If your organization has not registered or obtained an exemption from the SC SOS's office, please follow the link below to complete registration or to request a registration exemption.

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

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, 2025, the organization must continue to provide a quarterly report until completion.

Quarterly Update Schedule				
Time Frame	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
Due Date	10/15	1/15	4/15	7/15

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, ***including an accounting of funds provided to subgrantees and affiliated non-profits.***
- 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.

SOUTH CAROLINA OFFICE OF THE STATE TREASURER REQUEST FOR CONTRIBUTION DISTRIBUTION

INSTRUCTIONS

Below are details about the various sections of the disbursement request form and some answers to frequently asked questions.

- Contribution Information
 - Amount
 - This amount should match the amount awarded in Proviso 118.20.B.99.
 - Purpose
 - This should be a very brief explanation (no more than one sentence) of the purpose the funds will be used for.
- Organization Information
 - Website
 - If you do not have a website, please leave blank.
 - Entity Type
 - Please select one of the options from the drop down rather than typing in this cell.
 - Vendor Number
 - If you do not know your vendor number, please use the following link to search for it: <https://webprod.cio.sc.gov/SCVendorSearch/vendorSearch.do>
 - If you do not have a vendor number, please use the following link: <https://procurement.sc.gov/doing-biz/registration>
 - For vendor registration questions and assistance contact the Division of Procurement Services at 803-737-0600.
- Organization Contact Information and Secondary Organization Contact Information
 - Two contacts are required.
 - An email address for both contacts is also required.
- Plan/Accounting of how these funds will be spent.
 - Description
 - Expenditure descriptions similar to those used in your organization's accounting records should be used.
 - Budget
 - It is normal for these to be estimates since many organizations are not certain the exact amounts needed for each line item at the start of their projects.
 - The total should match the amount listed in the contribution information.
 - Even if the total to complete the project is more than what has been awarded, please only list what the awarded funds will be used toward.
 - Explanation
 - When applicable, can be used to provide additional information to categorize expenditures by program or initiative.
- Please explain how these funds will be used to provide a public benefit.
 - Explanations typically do not go over the space provided, but if needed, please email STO.Appropriated.Contributions@sto.sc.gov.
- Organization Certifications
 - The signer for the organization can be whomever the organization chooses to sign. The proviso does not state who the organization's signer has to be.
- Certifications of State Agency Providing Contribution
 - Please leave blank. This section is to be completed by STO.
- Governing Board and Executive Tab
 - Only needs to be completed by Non-profit Organizations.
 - If additional lines are needed, please email STO.Appropriated.Contributions@sto.sc.gov.

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, including an accounting of funds provided to subgrantees and affiliated non-profits.

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.



State of South Carolina Request for Contribution Distribution

This form is designed to collect the information required by South Carolina in accordance with Proviso 117.21 of the appropriations act and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution for the designated organization. The state agency providing the contribution should use this form to collect information from the designated organization. The information must be collected from the designated organization before the funds can be disbursed.

Contribution Information		
Amount	State Agency Providing the Contribution	Purpose
	X220 - Aid to Subdivisions - Treasurer	

Organization Information	
Entity Name	
Address	
City/State/Zip	
Website	
Tax ID #	
Entity Type	
Vendor #	

[Link to Search Vendor Number](#)

Organization Contact Information	
Contact Name	
Position/Title	
Telephone	
Email	

Secondary Organization Contact Information	
Name	
Position/Title	
Telephone	
Email	

Plan/Accounting of how these funds will be spent:		
Description	Budget	Explanation
Grand Total	\$0.00	

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

- Organization Certifications**
- 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.

Organization Signature

Title

Printed Name

Date

- Certifications of State Agency Providing Contribution**
- 1) State Agency certifies that the planned expenditure aligns with the Agency's mission and/or the purpose specified in the appropriations act.
 - 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, 2025.
 - 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.
 - 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, 2025.

*

Agency Head Signature

Date

Printed Name

***The undersigned is signing on behalf of the Office of the State Treasurer (STO) and the State Treasurer. Note that STO is not an agency as defined by Executive Order 2022-19 and therefore, is not subject to the requirements therein.**

This packet has been reviewed and is ready for approval and payment.

Reviewed by: _____

Reviewed by: _____

