Grant Management and Implementation Workshop

Crime Victim Services Division

Department of Crime Victim Assistance Grants

Victims of Crime Act (VOCA)

Violence Against Women Act (VAWA) and

State Victims Assistance Program (SVAP)

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Special Conditions/Grant Terms and Conditions

- A signed grant award is a contract that means the agency agrees to comply with all of the Special Conditions as well as the Grant Terms and Conditions. You will need to review and fulfill these Special Conditions and Grant Terms and Conditions.

- Note: Many items that were previously Special Conditions were moved to Terms and Conditions.

- Refer to the Financial Guidelines provided and available on the AGO Grants Support Tab. Note: this does not replace internal agency policies. The stricter policy applies.

- Support Tab link for AGO Grants: http://www.scag.gov/crime-victims-grants-help-desk.

Victim Service Provider Certification

- As required by state law, all non-exempt VOCA, VAWA, and SVAP funded staff are required to be certified Victim Service Providers.

- New hires must be certified within one year from the date of hire.

- The Personnel Management section in the new system will require that employees be marked as exempt/nonexempt and there will be a section to input VSP numbers for staff.

Progress Reports

VOCA

- Progress Reports must be submitted through PMT site, which is administered by the Office of Justice Programs.

- PMT contacts must be updated when there are staff changes.

  https://ojpsso.ojp.gov

- Reports are due once per quarter.

- Questions are data based. For any information that does not fit a particular prompt include under "Additional Comments".

Progress Reports

VOCA

- 1st QUARTER - October 1 through December 31
  (Due Date - January 15)

- 2nd QUARTER - January 1 through March 31
  (Due Date - April 15)

- 3rd QUARTER - April 1 through June 3
  (Due Date - July 15)

- 4th QUARTER - July 1 through September 30
  (Due Date - October 15)

Progress Reports

VAWA

Annual MEI Report

- Covers calendar year 2022 (January-December)

- Notification will be sent out in December

- Due to DCVAG February 15, 2023

- Technical assistance website https://www.vawamei.org/

Progress Reports

SVAP

- Reports due twice a year

- 1st Report - October 1 through March 31
  (Due Date - May 1)

- 2nd Report - April 1 through September 30
  (Due Date - November 1)

Site Monitoring

- Periodically, programmatic and/or financial staff will conduct an on-site monitoring visit with your agency.

- Our goal is to site-monitor each project at least once per project period.

- On-site monitoring has resumed after a pause during the pandemic.

NEW DCVAG "Point of Contact"

- This year, each subrecipient will have a designated point of contact with DCVAG.

- Your DCVAG point of contact will also be responsible for conducting site monitoring visits, following up with progress reports, and assisting with the new system.

- Staff will be reaching out in the coming days to introduce themselves and answer any questions.

- While we transition to the new AGO Grants system, agencies are required to send Special Conditions documentation to their designated point of contact with DCVAG.

Match

- All match has been waived for VOCA and SVAP for 2022/2023.

- For this grant cycle volunteer hours are **not required** on RFPs. Agencies must retain logs for internal records.

- VAWA match was waived for FFY 2021/2022, we will be applying for another waiver for FFY 2022/2023 when that is available to us.

NEW Registration

- Before we can begin the process of transitioning to the new system, agencies must first register in the new AGO Grants system.

- Please have your agency UEI and FEIN numbers available as these will be required for registration with the new system.

- System will be going live on October 5 for agencies to begin the registration process.

- An invite will be going out shortly with a link to attend the registration walkthrough/Q&A session on October 5 at 10:00 am.

Contact Management for Subgrantees

- After registering your agency, the Project Director for each agency is responsible for entering and maintaining the Contacts section within the AGO Grants portal.

- Officer positions: There can only be one Project Director, one Official Authorized to Sign, and one Financial Officer per agency. An individual can only hold one officer position at a time for the agency account.

- When a contact needs to be added or updated, it must be done in AGO Grants.

Contact Management for Subgrantees (continued)

- You will be limited in the new AGO Grants as to how many contacts can be assigned as "System Users".

- "Systems Users" are those people at your organization that are responsible for entering applications, requesting training approvals, or completing RFPs.

- We are asking agencies to limit themselves to two users or less. If your agency needs more users with system access, please contact programmatic staff.

- Officials Authorized to Sign and Financial Officers who do not need system access can be entered as "Non Users".

Upcoming Workshops

- Registration Q&A Session/Walkthrough is scheduled for October 5 at 10:00 am. An invitation will be going out later today with the registration link.

- Request For Payment and Revision Requests will be covered October 26 at 10:00 am. The registration invitation will be going out at a later date.

- We may hold additional Q&A sessions after October 26 as needed.

- All workshops and Q&A sessions will be recorded for later viewing.

Request for Payment (RFP)

DOJ Financial Guide

- Financial Guidelines are a summary of Federal and State guidelines and do not replace internal agency policies. The stricter policy applies.

- Grant funds must be obligated for expenses that occur during the grant period. (October 1, 2022 – September 30, 2023)

- The costs and activities in the grant must be allowable, necessary, and reasonable.

- All items in the Request For Payment (RFP) must be in the pre-approved grant budget. New items will require a pre-approval and a budget revision. **RFPs will not be processed until the revision has been approved.**

- All products or services must be **received by September 30th** to claim reimbursement on your final RFP.

NEW Multi-Grant Year Payment Policy

- Continuation grants may request reimbursement for annual payments that run on an alternate schedule from the grant cycle that crosses grant years.

  - Example: Annual taxes that run on a January – December schedule – alternate schedule crossing 2 grant years.

- This does not include regular monthly expenses, such as payroll or supplies/services, that can be reasonably paid in full upon receipt.

- Costs must be allowable and approved within the grant budget category. Expenses that cross fiscal years must be requested in the original award or during the initial revision period.

- Subrecipients must submit records as listed in the policy: agency's policy including the current payment schedule, dated invoice, and proof of payment. In some cases an additional justification may be requested.

- Approval is on a case by case basis.

RFP Submissions

- All RFPs are due monthly

Monthly

- Monthly RFP Due Dates
  - RFP 1* - December 15
  - RFP 2 - January 15
  - RFP 3 - February 15
  - RFP 4 – March 15
  - RFP 5 – April 15
  - RFP 6 – May 15
  - RFP 7* – June 15
  - RFP 8* – July 15
  - RFP 9 – August 15
  - RFP 10 – September 15
  - RFP 11 – October 15
  - RFP 12* – November 15

*Pro-rated RFPs:
    Monthly RFP 1, 12

**Failure to submit RFPs and required backup documentation in a timely fashion may result in corrective action leading to an elevated risk status placement for the agency.

Shared Costs

Only items that are related to the grant funded staff should be charged to the grant.

- Rent and Utilities: Grant-funded personnel can receive a maximum of 150 sq. ft.

- Rent for multiple locations is allowable.
  - Only a total of 150 sq. ft. will be allowed for each grant funded personnel across all locations.
  - Utilities such as water, sewer, electricity, and gas will be reimbursed at rental percentage.

- How to calculate rent?
  - Example: The agency has 6 FTEs. The total square footage of the building is 3,500 and the monthly rent amount is $2,300.

  6 x 150 = 900

  900 / 3,500 = 25.7% or 26%

  $2,300 x 26% = $598

Shared Costs (continued)

- Expenses used by the agency and the grant funded personnel. These costs are reimbursed based on total FTE and grant-funded FTE.

  ➢Example: Agency has 100 FTEs who use a copier that costs $1,000. Of the 100 FTEs, 15 are fully funded by the grant.

  15 Fully grant-funded FTEs / 100 Total agency FTEs = 15%

  $1,000 * 15% = $150 reimbursable amount.

Shared Costs (continued)

- Keep in mind grant funded employees at less than 100% are counted as less than 1 FTE in the calculation of shared costs.

  ➢Example:
    An agency with four 100% grant-funded FTEs and one 50% grant-funded FTE would have a total of 4.5 FTEs for the purposes of calculating shared costs.

- If there is turnover during the grant year leaving some positions unfilled the shared cost percentage does not need to be adjusted as long as the space or other shared cost is still being used by the grant.

Travel – Per Diem

- Travel costs must be consistent with your agency's policies and procedures. In the absence of policies, or if state policy is more restrictive, you must follow state policy.

Per Diem: Follow your policy, up to SC limits.

Meals	In State	Out of State
Breakfast	$8	$10
Lunch	$10	$15
Dinner	$17	$25
Per Day limit	$35	$50

Travel – Meals and Lodging

- All conference attendees must ensure that any provided meal at a conference is deducted from their claimed per diem. For example, if lunch is provided, the recipient must deduct the value of the lunch from the amount of per diem claimed (based on state allowable amount).

- For reimbursement, agency must submit an itemized invoice/bill from the hotel. It should show the person's name and the daily rate charged not to exceed GSA rate for the area.

- If staff are sharing a room you must write both names on invoice and explain that they shared the room.

- If more than one room is reserved in the same person's name you must write on the invoice who actually stayed in each room.

Travel - Meals and Lodging continued

- Follow your policy, up to SC allowable limits, which are controlled by the General Services Administration (GSA) rate.

- Verify lodging rates on the GSA website at http://www.gsa.gov

- Note: rates vary by location and season. If your location is not listed, check for and use the default rate.

Travel - Mileage

- Follow your agency's policy, up to current allowable rate. SC follows posted IRS rate ruling through the SC Comptroller General.

- Current rate was revised to $0.625, new mileage rate was effective July 1, 2022.

- Complete travel support document for reimbursement, which must include origin address, destination address, total miles and the purpose of the trip.

- In the event that confidentiality needs to be maintained, a landmark within a 5 mile radius can be used in place for actual address.

- Whenever possible use 'approved IRS reimbursement mileage rate to prevent editing policies yearly.

Travel – Mileage continued

- For vehicles previously purchased with VOCA funds, mileage logs must be completed and submitted every quarter for the life of the vehicle, and include the name of the driver as well as the other fields on the regular mileage forms. The vehicle must be used exclusively and solely for the provision of direct services to victims of violent crime. Logs can be submitted to jcorey@scag.gov.

- Mileage between an employees home and his/her place of employment is not subject to reimbursement. However, when an employee leaves on a business trip directly from his/her home, and does not go by the employees headquarters, the employee shall be eligible for reimbursement for actual mileage beginning at his/her residence.

NEW Overlapping Grant Year Travel Policy

- Occasionally subrecipients may attend a training event that crosses grant years, because they occur during the last week of September *and* first week of October. In these cases, subrecipients must submit 2 training requests, but may request full registration reimbursement in their first request.

  - ➢ Example: Training takes place 9/28/21 – 10/1/21
    - ❖ Training Request 1 (current grant) = full reimbursement of registration cost plus associated travel costs through 9/30 (reimbursed in final RFP)
    - ❖ Training Request 2 (subsequent grant) = associated travel costs on 10/1 (reimbursed in RFP 1)

- Costs must be allowable and approved within the grant budget categories of both grants.

Attachments – Backup Documentation

Payroll	Itemized payroll register or employee paystubs Timesheets signed by supervisor and employee (handwritten or electronic signatures) Time and effort sheets for partially funded VOCA employees who don't spend 100% of their time working on grant
Fringe	Itemized payroll register showing employer portion of fringe Copies of fringe-related invoices and proof of payment Worker's Compensation current policy (on file)
Travel	Mileage logs with origin and destination or local landmarks listed Travel support document for training and other expenses outside of mileage Receipts required when applicable, to include: itemized lodging, parking, flights and associated costs, rental cars, tolls, etc. Additional receipts if required by agency policy (on file).

Attachments – Backup Documentation

Contractual	Approved policy/contract listing rate for service and effective dates A contractual budget detail page, invoices, and proof of payment
Equipment	An equipment budget detail page, invoices, and proof of payment For items $10,000 to $25,000: three written quotes are required and quotes must be reviewed and approved prior to purchase For items $2,500 or above: a property control form is required
Other	An other budget detail sheet breaking down all expenses, invoices, and proof of payment Updated IDC Negotiated Rate Agreement
Rent	Current lease including square footage Periodic lease billing or proof of payment Sheet showing where grant funded staff are located and calculation if agency has multiple locations

Questions?