## Grant Solicitation Workshop February 25, 2025



Department of Crime Victim Assistance Grants
Victims of Crime Act (VOCA)
Violence Against Women Act (VAWA)
State Victims Assistance Program (SVAP)
Supplemental Allocation for Victims Services (SAVS)



# OFFICE OF THE SOUTH CAROLINA ATTORNEY GENERAL CRIME VICTIM SERVICES DIVISION DEPARTMENT OF CRIME VICTIM ASSISTANCE GRANTS 1205 PENDLETON STREET FOURTH FLOOR COLUMBIA, SOUTH CAROLINA 29201-3756

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#### **Important Grant Dates**

AGO Grants Portal opens for applications on February 25, 2025 at 12:00 p.m.

All applications are due by April 2, 2025, at 5:00:00 p.m.

The grant cycle begins on October 1, 2025\*

\*Contingent upon the availability of federal funds \*\*Applications may be moved to different grant programs



#### Reminders

A copy of the slides as well as other important attachments are included in the handouts section.

Questions may be entered in the question box.

A recorded copy of the presentation will be emailed to you within 24 hrs.



#### Eligible Applicants

- Units of Local Government (Counties, Cities, Towns)
- Private, Non-Profit Agencies
- State Agencies
- Tribal Organizations



#### Eligibility Requirements

- **❖** Agencies must be able to demonstrate a record of providing effective <u>services</u> to <u>victims</u> of <u>violent crime</u>.
- **❖** Agencies must provide documentation of substantial financial support from sources other than our grants.
- **❖** Agencies must document <u>at least 25%</u> of the agency's funding comes from other sources:
  - May include other state/local/private funding.
- Due to funding shortages and uncertainty, continuation projects will be prioritized.



## Victims of Crime Act (VOCA)

FFY2025 not yet announced

\*FFY2024 was \$12.4 million



## State Victims Assistance Program (SVAP)

FY2026 total expected to be \$500,000



## Supplemental Allocation for Victims Services (SAVS)

FY2026 funding is unknown

\*SCAG is requesting \$15 million for FY2026.



#### VOCA, SVAP, and SAVS Program Priority Areas

- Sexual Assault
- Domestic Violence
- Child Abuse and Neglect
- Underserved Victims of Violent Crime



## VOCA, SVAP, and SAVS Allowable Projects

Programs that provide direct services to victims of violent crime



## VOCA, SVAP, and SAVS Unallowable Projects

- Prosecution
- Investigation
- Lobbying activities
- Prevention
- Fundraising
- Capital expenses including capital improvements
- Property losses and expenses
- Real estate purchases
- Mortgage payments
- Vehicles



## Violence Against Women Act (VAWA)

## FFY2025 total not yet announced

\*FFY2024 was \$2.7 million



## VAWA Priority Program Areas

VAWA funds may be used for projects that primarily focus on adult female victims of domestic violence, sexual assault, dating violence, and/or stalking.

For more information on VAWA Priority Program areas, visit the OVW website: <a href="http://www.justice.gov/ovw">http://www.justice.gov/ovw</a>



## Allowable vs. Unallowable Projects-VAWA

#### **Allowable:**

Projects serving victims of Domestic Violence, Sexual Assault, Stalking, and Teen Dating age 11 and up.

#### **Unallowable:**

Services to children under the age of 11.



### Allowable Expenditures VOCA-VAWA-SVAP-SAVS

- ❖ Salary
  - ➤ Includes up to 5% of Executive Director salary for time providing services
  - > Includes up to 10% of Administrator salary
- Fringe benefits
- Equipment (emergency use only)
- Training expenses (with prior approval)
- ❖ In-State travel
- Software to support programs
- Contractual services
- Communication expenses
- Publication/Printing expenses (with prior approval)
- Supplies
- Indirect cost (based on Personnel costs only)



### **Unallowable Expenditures VOCA-VAWA-SVAP-SAVS**

- Lobbying
- Fundraising
- Out-of-state travel (with exceptions)
- Activities that endanger victims or hinder survivorship
- Purchases on behalf of another organization or for another organization's use
- Billboards
- Overtime, retention pay, shift differential pay, on call pay, or bonuses
- Promotional items
- Vehicles
- Directors and Officers (D&O) insurance



## Pre-Award Required Documents

- Organizational Chart
- **❖** 501C3 Documentation (Non-Profit only)
- Job Descriptions (Only if personnel are included in the application)
- Volunteer Job Descriptions (VOCA, SVAP, and SAVS only)
- Travel Policy (Only if travel is included in the application)
- Lease (Only if Rent is included in the application)
- Contracts
- Agency Leave Policy



#### **VSP** Requirement

- All non-exempt, grant-funded personnel who work directly with victims must be certified Victim Service Providers.
- Exceptions include Attorneys, Paralegals, Medical Professionals, Investigators, Licensed Counselors, Licensed Social Workers.



#### **VSP** Requirement

- New hires have 12 months from the hire date to take VSP Basic Core course and become certified.
- Contact your Programmatic Point of Contact with any questions.
- CVST Website: <a href="https://www.scag.gov/inside-the-office/crime-victim-services-division/crime-victim-services-training-provider-certification-and-statistical-analysis/">https://www.scag.gov/inside-the-office/crime-victim-services-division/crime-victim-services-division/crime-victim-services-division/crime-victim-services-division-and-statistical-analysis/</a>



#### **Cost Sharing (Match)**

- Cost sharing funds are additional funds that support your program.
- Cost sharing cannot include other federal funds.
- Funds used to match another project cannot be used.
- Tribal organizations are exempt from cost sharing requirements.



#### VOCA, SVAP, and SAVS Cost Sharing Requirements:

20% cash or in-kind requirement\*

(\*Waiver for upcoming grant year *is not guaranteed;* however, our office will be seeking another blanket waiver. Please submit application with cost sharing/match included)

#### **VAWA** Cost Sharing Requirements:

- 25% cash or in-kind cost sharing requirement.
- Non-profit agencies are exempt from cost sharing under VAWA.
- No waiver for the upcoming grant year. Please submit application with cost share included.



#### **Cash Cost Sharing:**

- Will be listed on each applicable line.
- May also be positions funded by other sources.

#### Sources:

- Funds from state or local units of government.
- Funds contributed from private sources.



#### Sources of In-Kind Cost Sharing:

- Volunteer hours (allowable volunteer activities are valued at \$25 per hour).
  - If Volunteer hours are used, list them in the "Personnel" section.
  - Project Directors, Board Members, and grant-funded staff cannot be used as volunteers for cost sharing purposes.
- In-kind rent (if rented space is being donated).
  - ❖ If rent is used, list once in the "Other" section.



## Calculating Cost Sharing – VOCA/SAVS/SVAP

- ❖Grantor Amount Divided by 0.8 = X
- ❖X multiplied by 20% = Cost Share

#### ❖Example:

- ❖Grantor amount is \$100,000
- **\$**\$100,000 / 0.80 = \$125,000
- **♦**\$125,000 x 20% = \$25,000
- ♦\$25,000 is the cost sharing requirement



### Calculating Cost Sharing – VAWA

- ❖Grantor Amount Divided by 0.75 = X
- ❖X multiplied by 25% = Cost Share

#### ❖Example:

- Grantor amount is \$90,000
- **\$**\$90,000 / 0.75 = \$120,000
- **♦**\$120,000 x 25% = \$30,000
- ❖\$30,000 is the cost share requirement



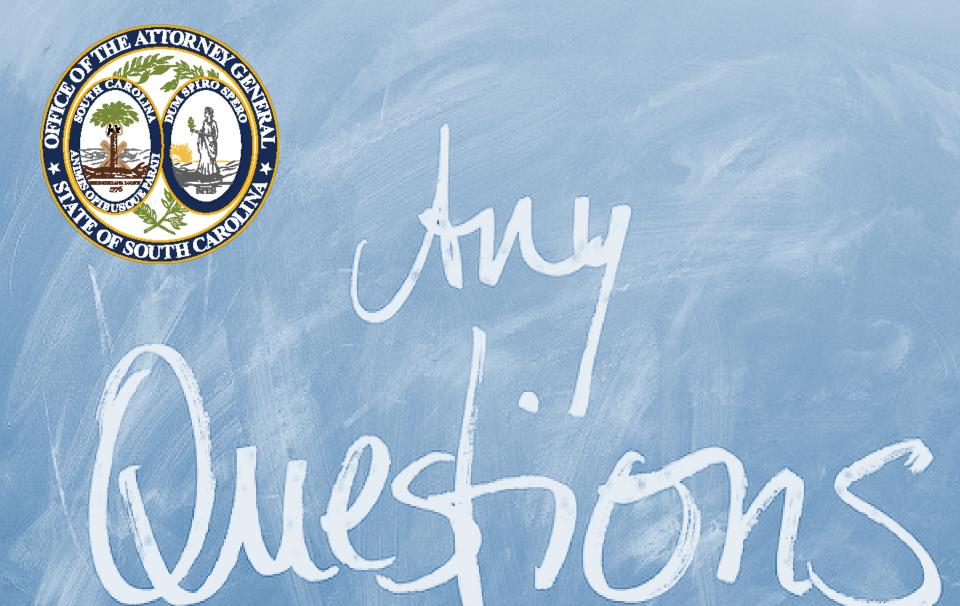
#### How to Calculate Match

Formula					
Step 1	Award Amount	÷	% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	% of Recipient's Share	=	Required Match
Example					
Match Requirement - 80/20 (Federal/Recipient) Federal Award = \$100,000					
Step 1	\$100,000	÷	80% Federal Share	=	\$125,000
Step 2	\$125,000	x	20% Recipient's Share	=	\$25,000



#### **Application Review**

- Staff will review every application.
- Staff will evaluate applications based on prior year reverted amounts, programmatic performance, and agency need.
- Agencies may be facing potential cuts depending on availability.
- Recommendations are drafted during the summer and presented to the SC Public Safety Coordinating Council in August.
- Agencies will be notified shortly afterward.
- Awarded applications will begin the Negotiation process.



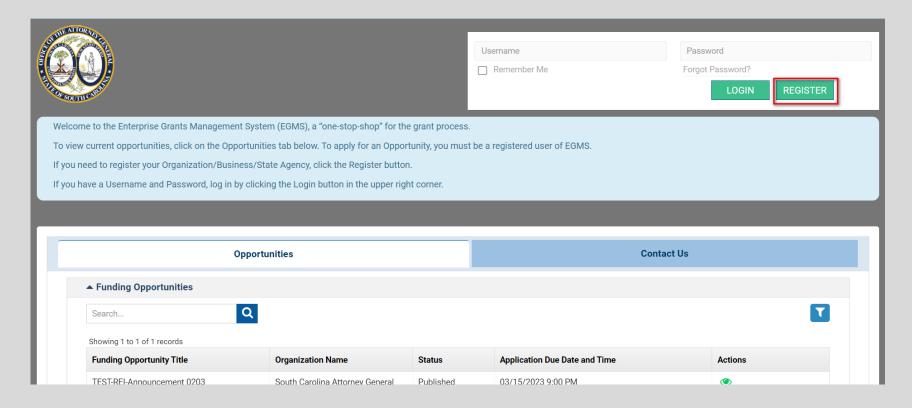


#### AGO Grants Portal URL

https://scattorneygeneral.my.site.com/

\*bookmark this URL in your favorites

#### Registration



- Registration is required for new organizations before you can apply.
- Site will allow registration without a UEI number but will be required before you can be awarded and reimbursed.
- If you have an existing grant, you do **NOT** need to register again.

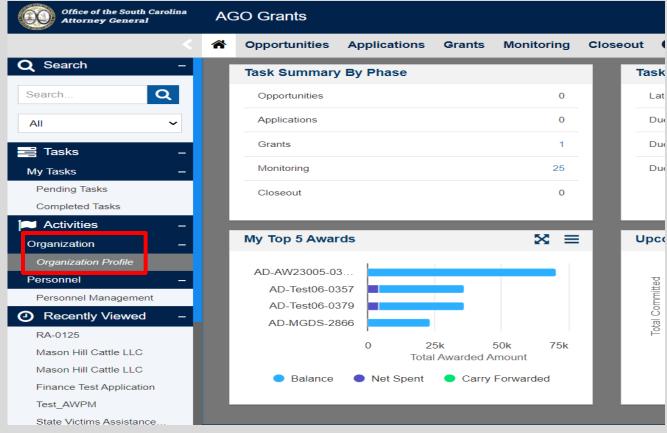


#### Risk Assessment

- This year's risk assessment will be completed in the AGO Grants Portal.
- Follows the application timeline
  - **❖** Opens February 25<sup>th</sup> at 12:00 p.m.
  - ❖ Due by April 2<sup>nd</sup> at 5:00 p.m.
- Series of 35 multiple choice questions about your agency's policies and procedures on:
  - Financial Management
  - **Audits**
  - **❖** Governance



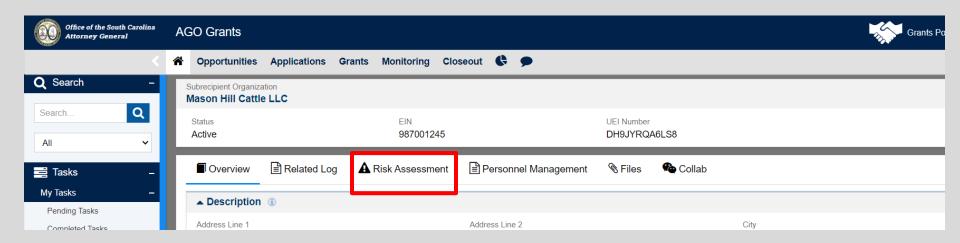
#### Risk Assessment



- Access the Risk Assessment from the Organization Profile on your homepage.
- \* May already be a Pending Task for existing agencies.

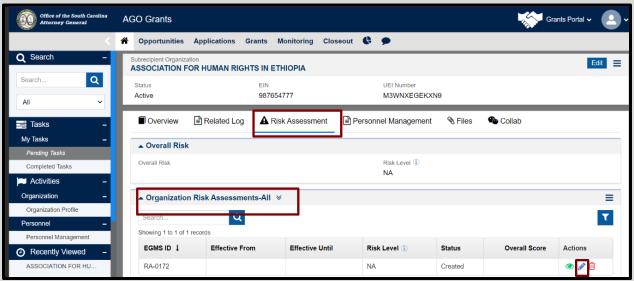


#### Risk Assessment



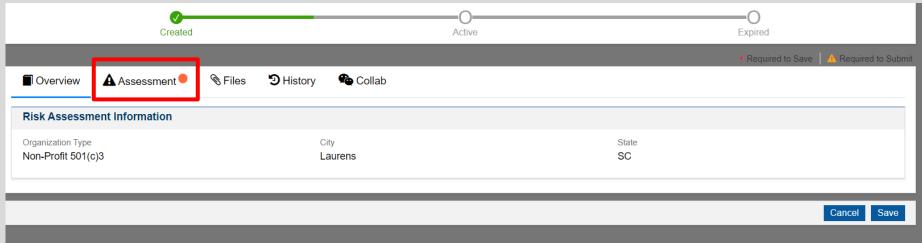
**❖** Navigate to the Risk Assessment tab.





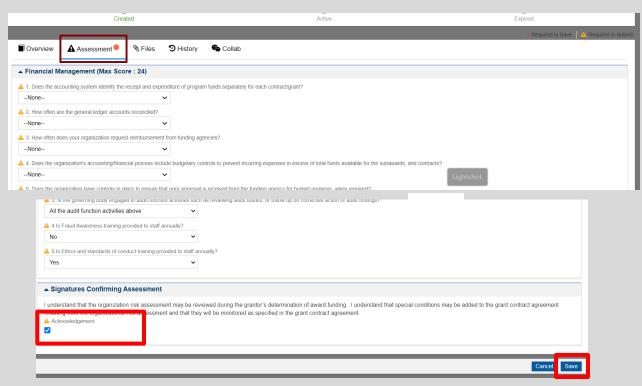
- The Risk Assessment will be in Created status on the Organization Risk Assessment table.
- Click the pencil to open the Assessment.





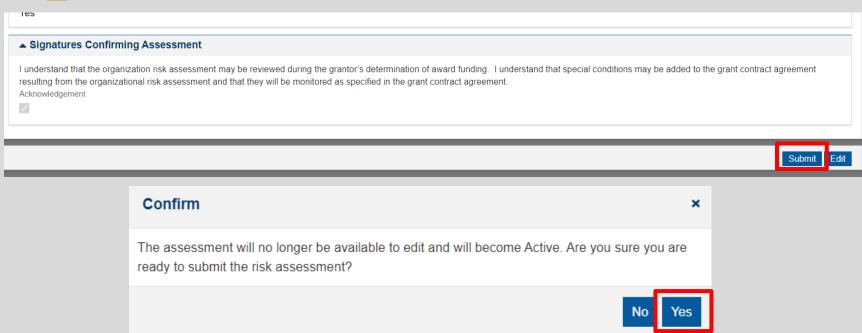
- When you open the Assessment, you will land on the Overview tab.
- Navigate to the Assessment tab to answer the questions. The orange circle means there is information you need to complete.





- **❖** You must answer all questions.
- When complete, you must check the Acknowledgment box at the bottom of the page and save.
- **❖Your risk assessment <u>has not been submitted yet.</u>**





- After you save, a Submit button will appear.
- Click submit, and a confirmation box will appear.
- Click Yes to Confirm.





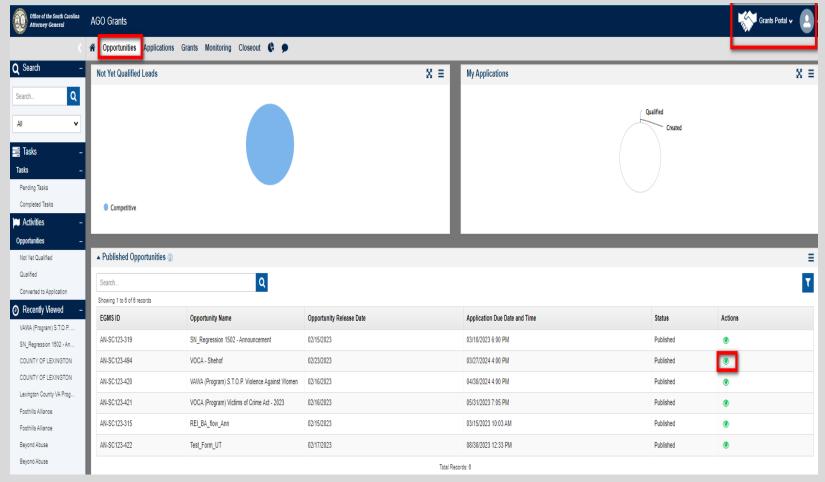
- After you confirm, your screen will refresh with the submission date.
- **❖The status bar at the top of the screen will also change from Created to Active.**





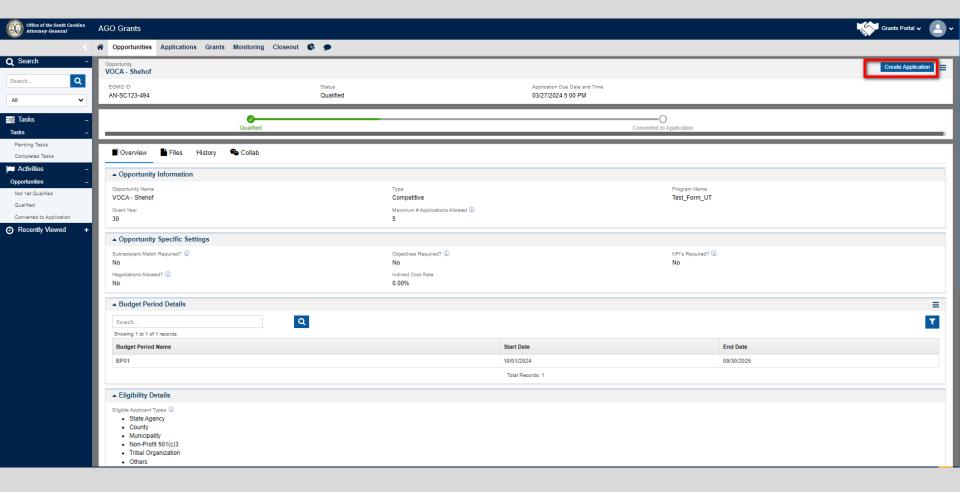
- **❖**To view your Risk Assessment score, navigate to the Overview tab. There are three risk levels.
  - **❖Low Risk is green, Overall Score of 21%or lower.**
  - ❖Medium Risk is yellow, Overall Score between 22% and 45%.
  - ❖High Risk is red, Overall Score greater than 46%.

# **Creating an Application**



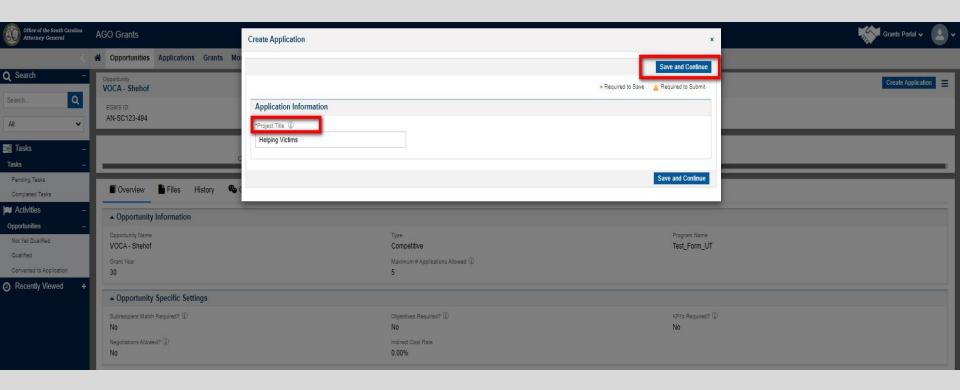
- On the top toolbar, select Opportunities.
- Scroll down to the Published Opportunities section, find your desired grant program, and select the green eye icon to view.

# **Creating an Application**



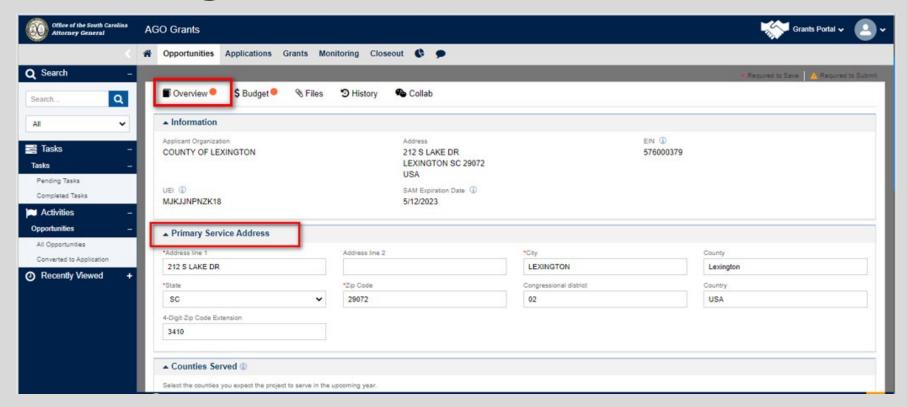
Select Create Application in the right corner.

# Creating an Application

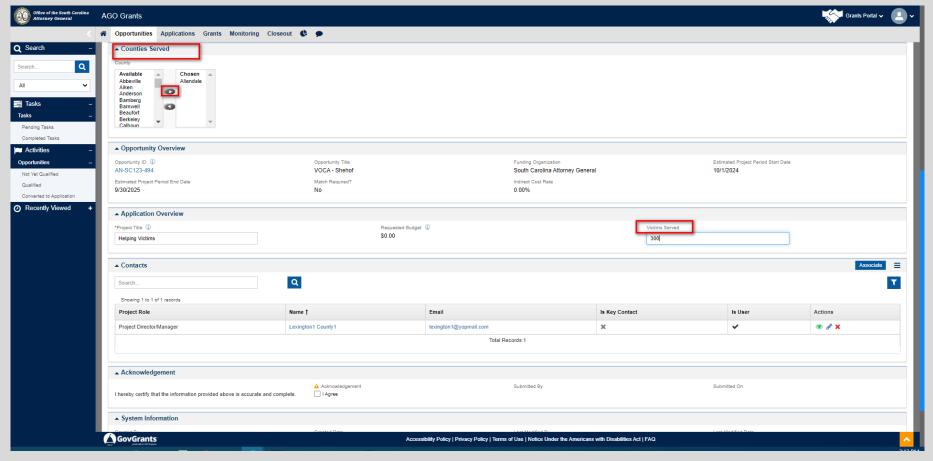


- The Create Application button will open a second screen.
- Enter your Project Title.
- Project Title should generally match the previous year.
- Select "Save and Continue".

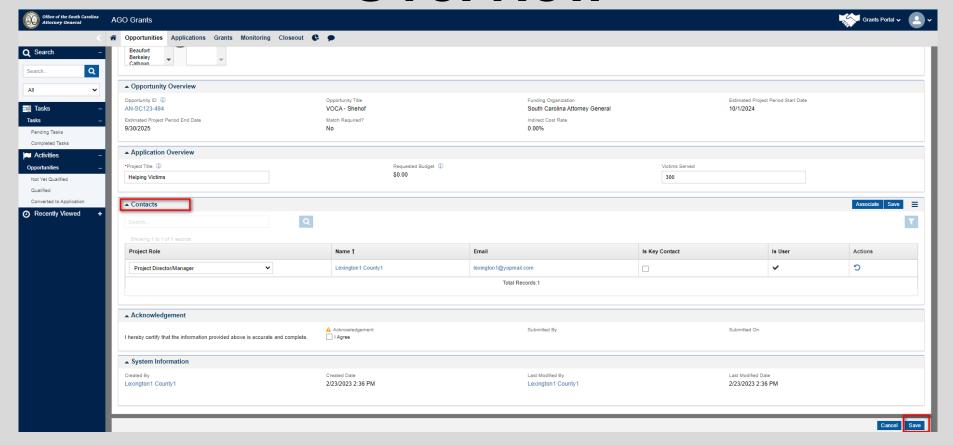
# Creating an Application – Overview



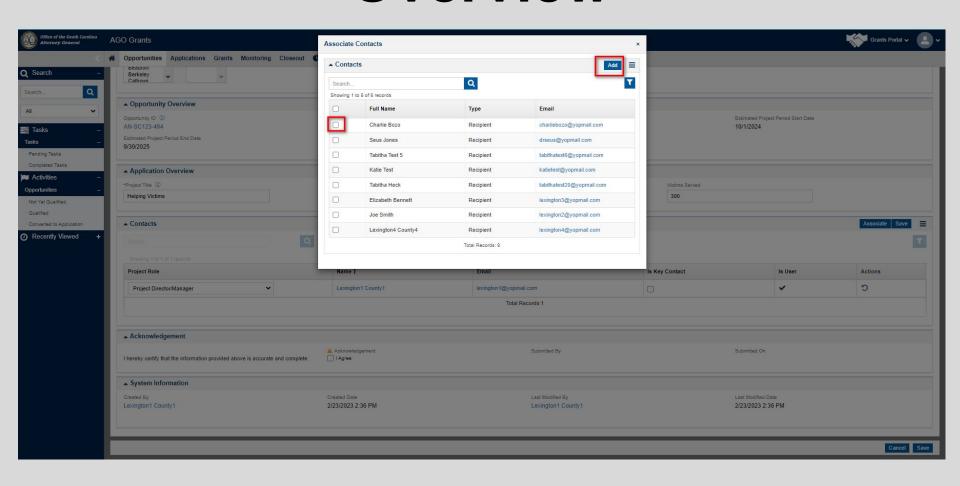
- The Application Page will open, landing on the Overview Tab.
- Orange dot indicates required information missing.
- Primary Service Address will populate based on your Organization Profile.
- Update as necessary. If anything has changed, make sure to update your Organization Profile accordingly.



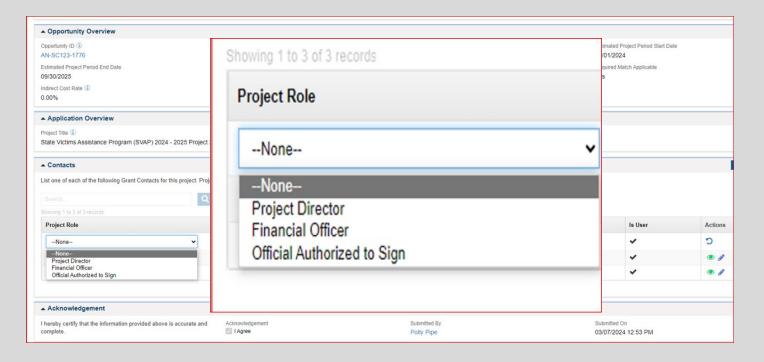
- Select the counties your project serves and click the right-facing arrow to move your selection to the "Chosen" box. There is a "Statewide" option for projects serving the entire state.
- Enter the estimated number of victims served by the project.



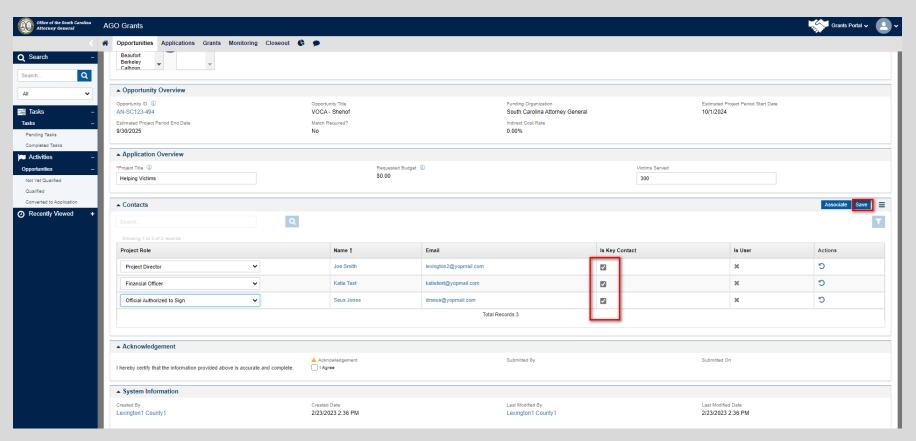
- Each project must have three contacts: Project Director, Financial Officer, and Official Authorized to Sign.
- The staff you associate with these roles must already be contacts on the Organization Profile.
- Select "Associate".



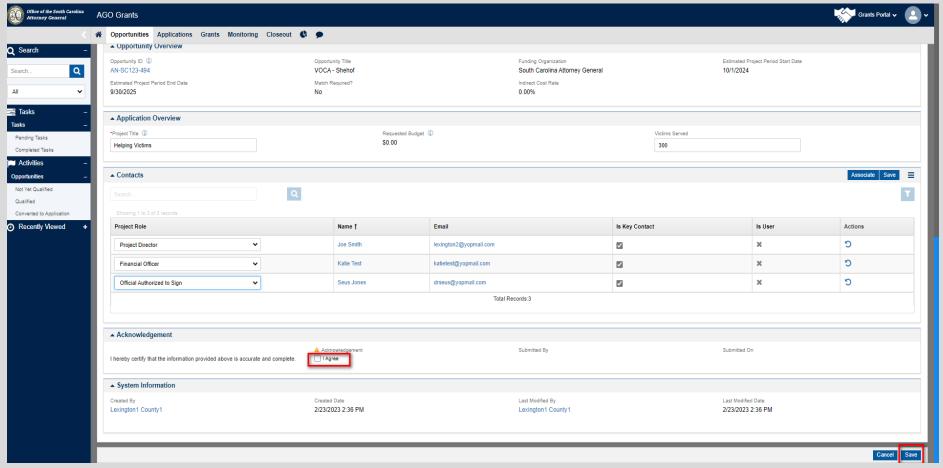
- Select the check box next to the person you wish to associate with the role.
- Select Add.



- Select the edit icon from the Action column and select the role from the drop-down menu to choose the Project Roles.
- Only three roles should appear: Project Director, Financial Officer, and Official Authorized to Sign.
- Agencies may only list one of each contact type and no person may fill more than one role.
- Select Save.

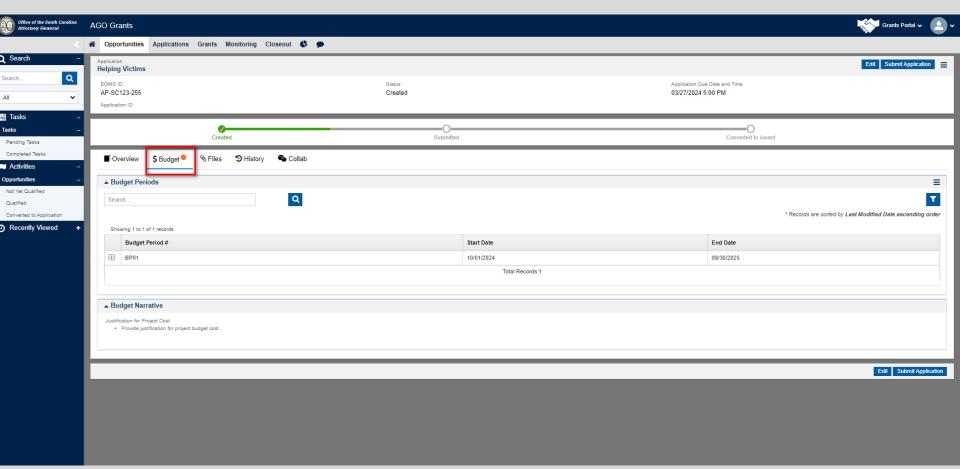


- After you have assigned Project Roles, you must select the Official Authorized to Sign as the "Key Contact."
  - There can only be ONE "Key Contact."



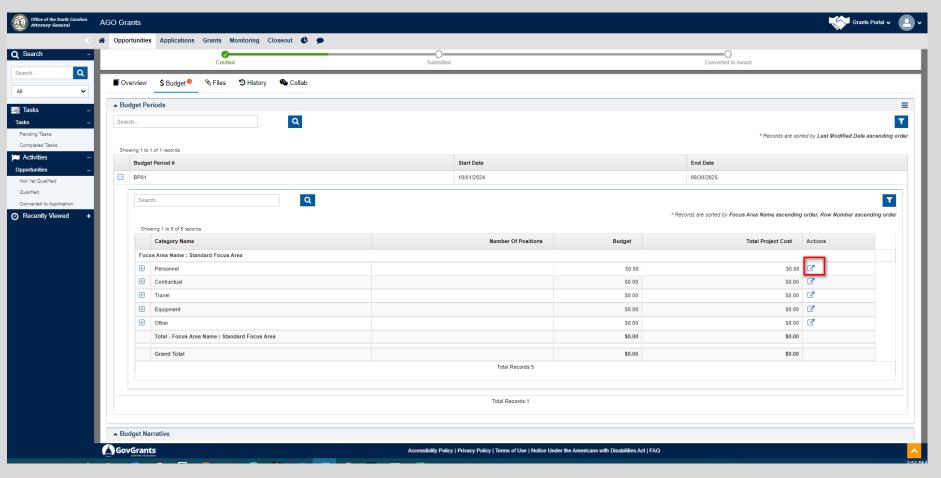
- Acknowledgment You are acknowledging the information entered to this point is accurate.
- · Click on the box next to "I Agree".
- Select Save.

# **Budget**



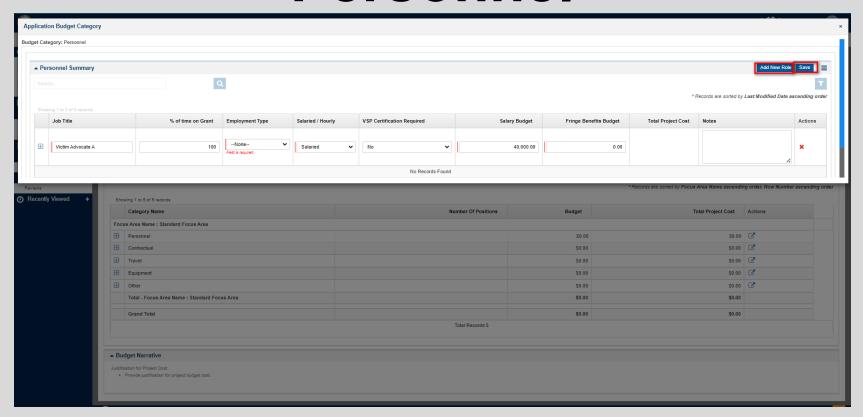
- Select the Budget tab. The budget categories are Personnel, Contractual, Travel, Equipment, and Other.
- On the Budget table, complete each applicable category.

# **Budget Categories**



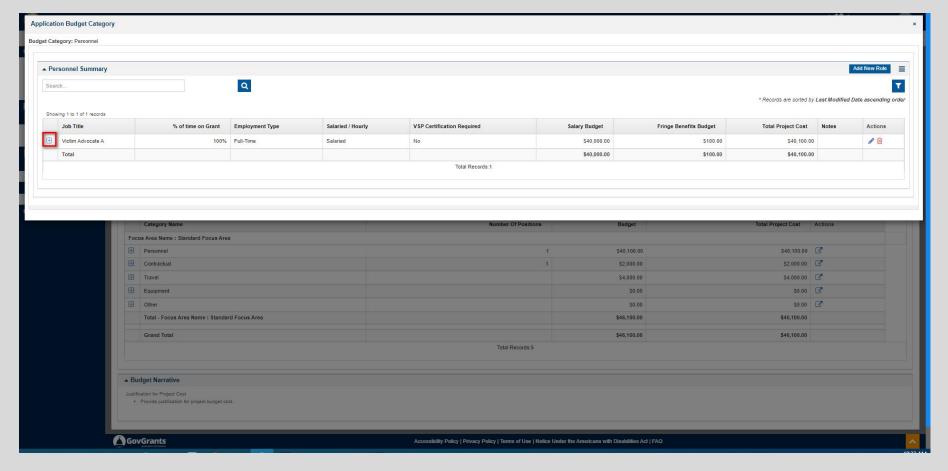
 For each applicable section of the budget, select the arrow box from the Actions column.

## Personnel



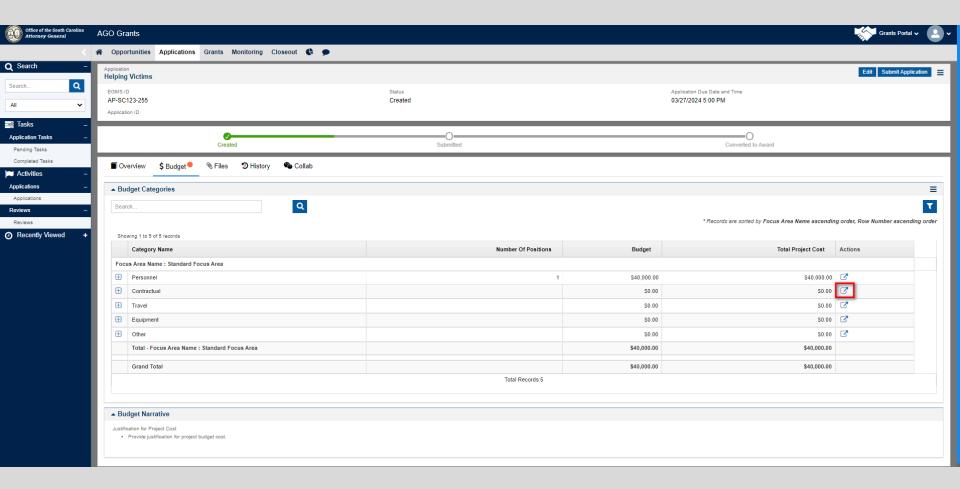
- Select "Add New Role".
- Complete open fields, including the VSP Certification, from drop down field.
- Importance of "% of time on Grant".
- Don't forget to add in line for Volunteer(s).
- · Select Save.

#### Personnel



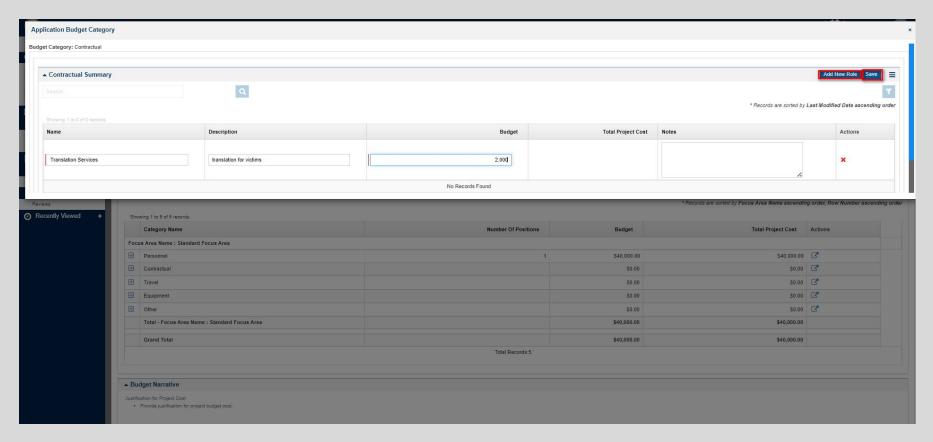
- All fringes are selected by default for each position.
- Select the plus button next to the job title to view the list of fringe benefits.

# Contractual



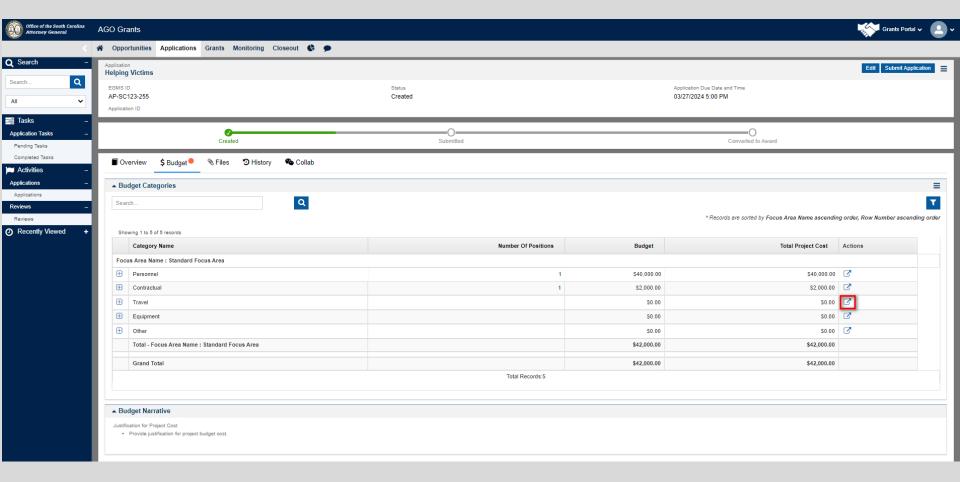
Select the arrow box from the Actions column.

# Contractual



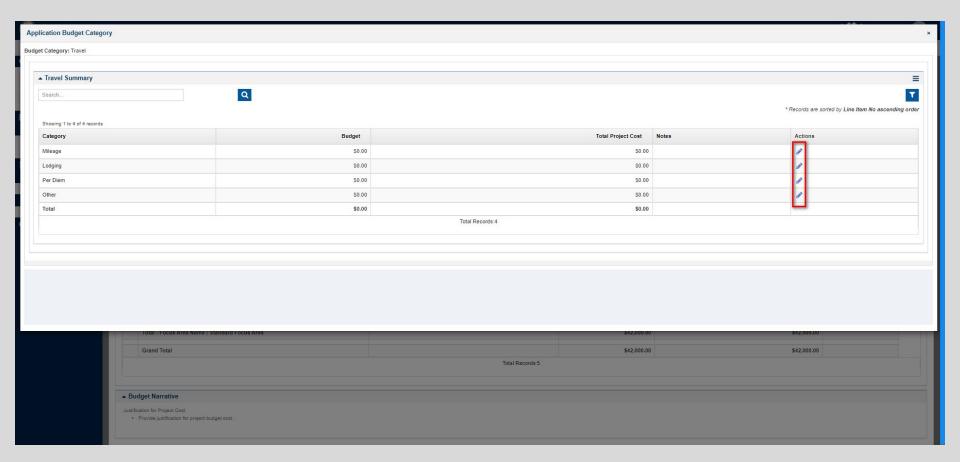
- Select "Add New Role".
- Complete open fields.
- If you have multiple contracts included, please give them unique names and provide brief detail in Notes.
- Upload copy of contract later in application under "Supporting Documentation".
- · Select Save.

# **Travel**



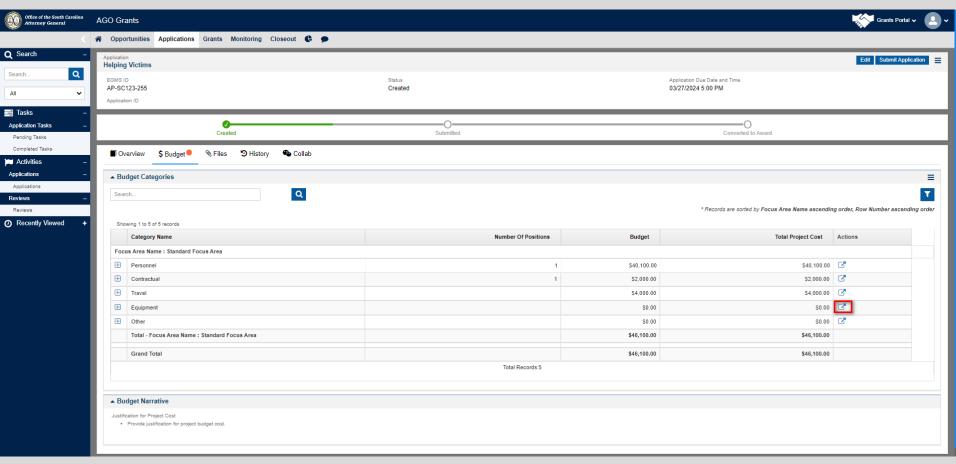
Select arrow box from the Actions column.

### **Travel**



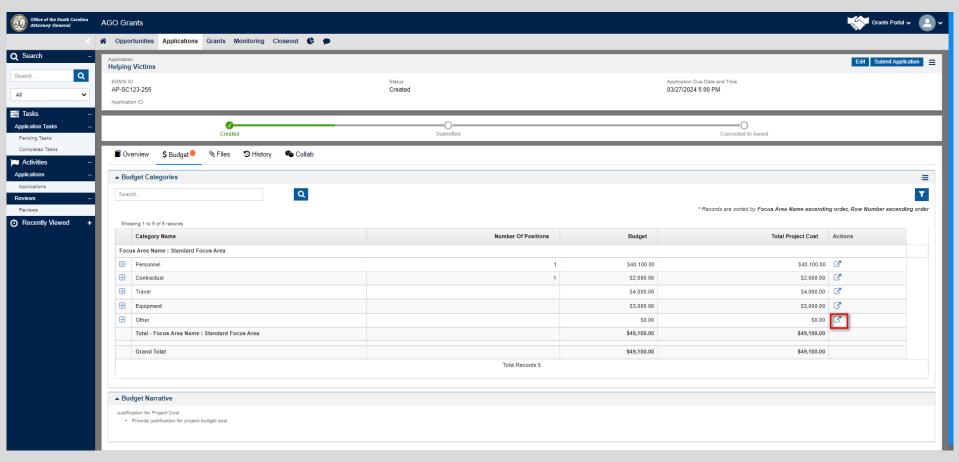
- Select the edit icon for the section(s) you want to add the budget.
- Complete all open fields for the section(s) you are applying.
- If selecting "Other" here, be sure to add notes (parking, baggage, etc).
- Select Save.

# Equipment



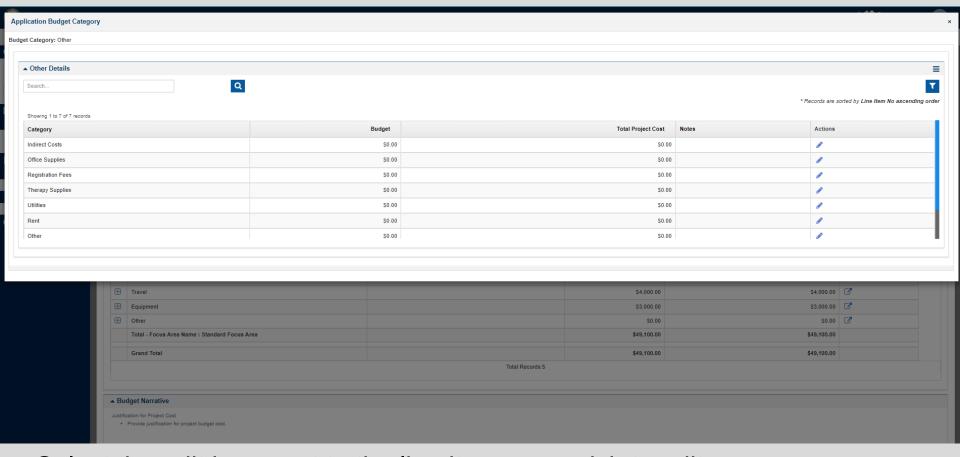
 Select the arrow box details icon from the Actions column.

## Other



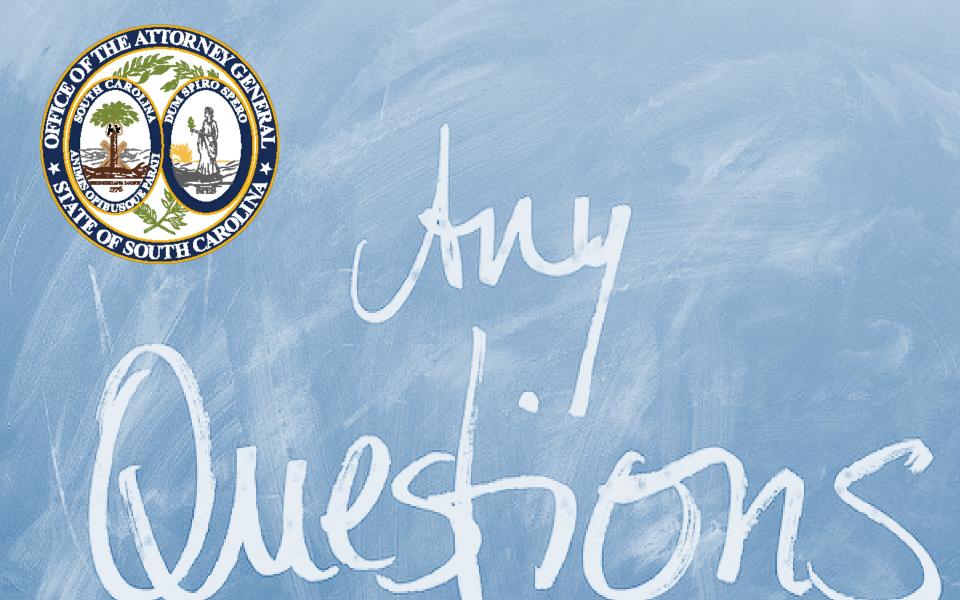
Select the arrow box icon from the Actions column.

## **Other**

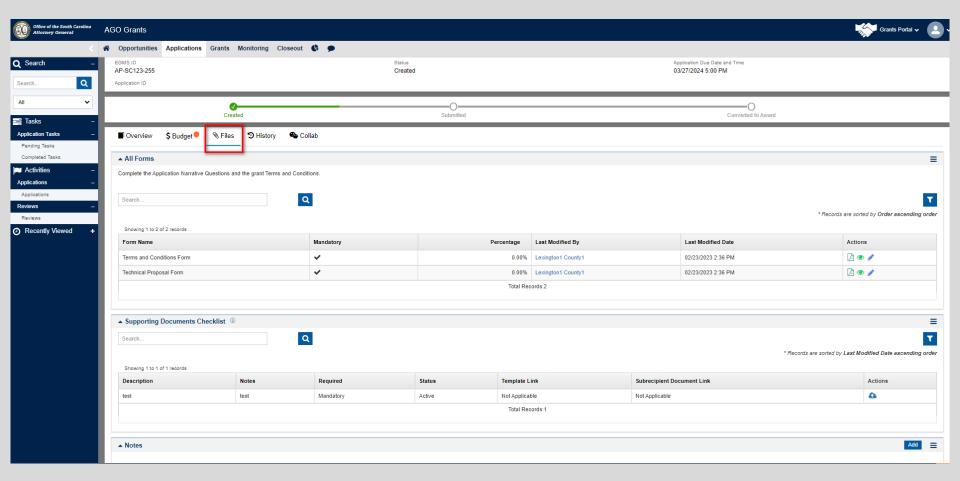


- Select the edit icon next to the line items you wish to edit.
- · Complete all open fields.
- If you have items included in the "Other Other" line item, please list them. (example: software, hotline, payroll/HR fees)
- Select Save.

3

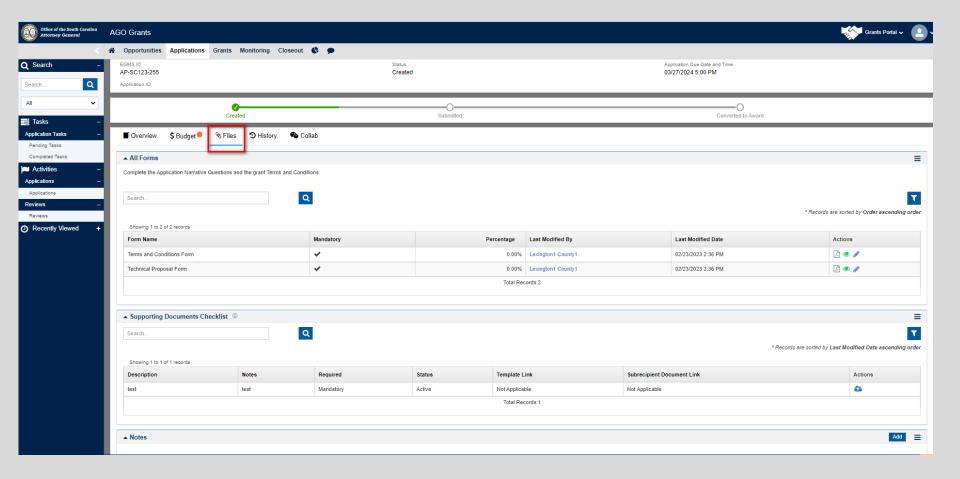


# **Files**



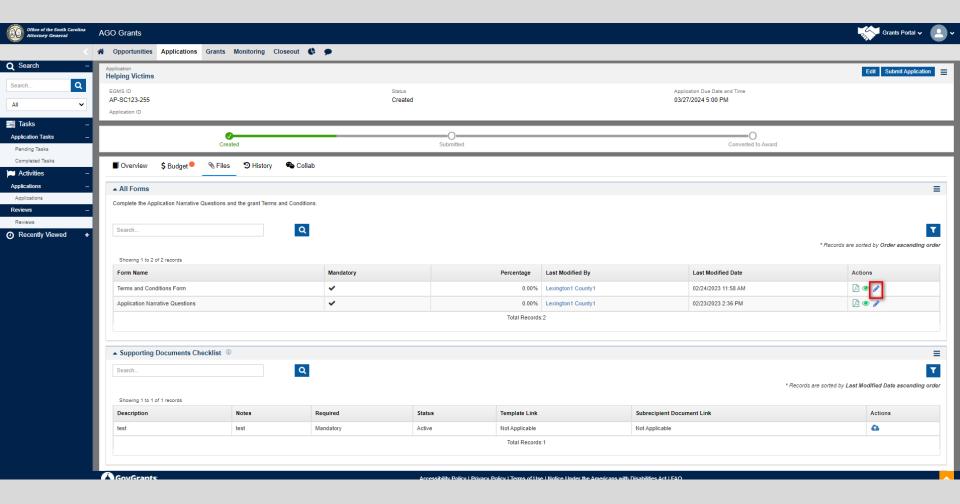
 When you have completed your budget, navigate to the files tab.

# **Files**



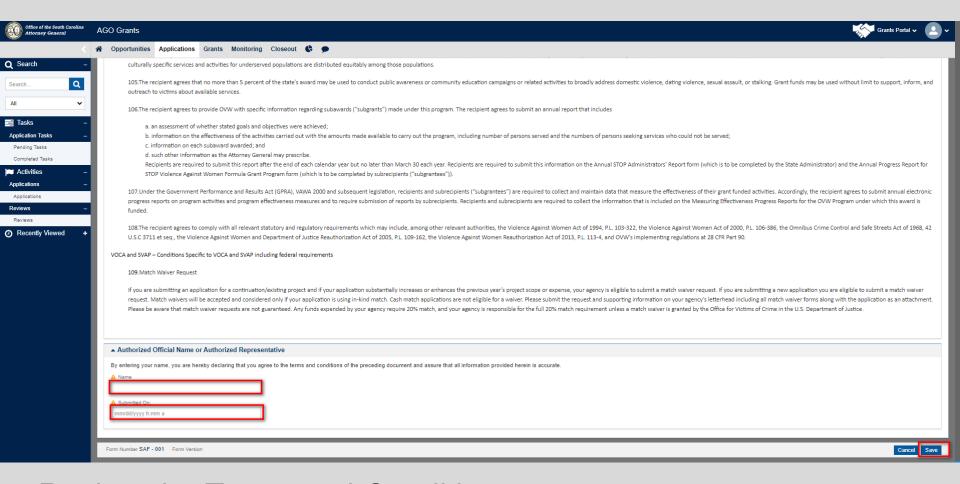
- The Files Tab includes:
  - Terms and Conditions.
  - Application Form.
  - Supporting Documents Checklist.

# **Terms and Conditions**



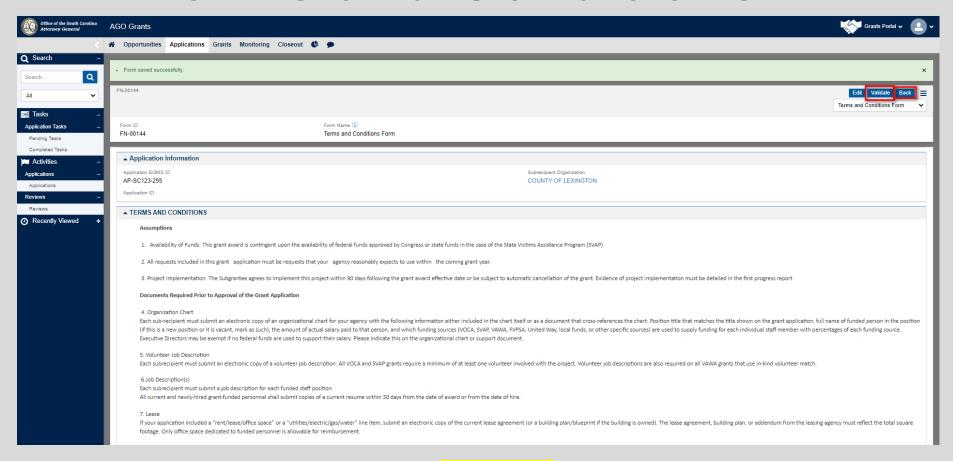
• Select the edit icon beside the Terms and Conditions Form.

# **Terms and Conditions**



- Review the Terms and Conditions.
- Once you review, sign and date at the bottom of the screen.
- Select Save.

# **Terms and Conditions**



- Once you have saved, select "Validate" at the top right of the form.
- This verifies that you have read and agree to all Terms and Conditions. You will receive an error message if applicable.
- After you have validated, select the Back button. This will take you back to the actual application form.



# Helpful Notes on the Application

- ❖ Do not leave any fields blank. Blank fields may prevent the saving of your application should you need to return to it prior to submitting.
- ❖ To be safe, enter either N/A or an "x" in any fields you need to leave blank.



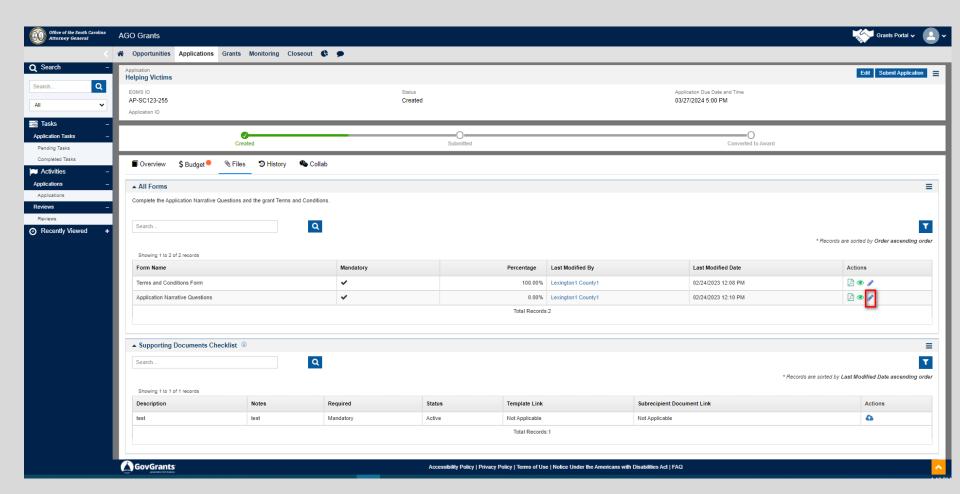
# Helpful Notes on the Application

- If you have begun your application, and upon returning to the system, cannot find it, please do not start another application without talking to one of us.
- Your application may be saved and we can usually help you find it.

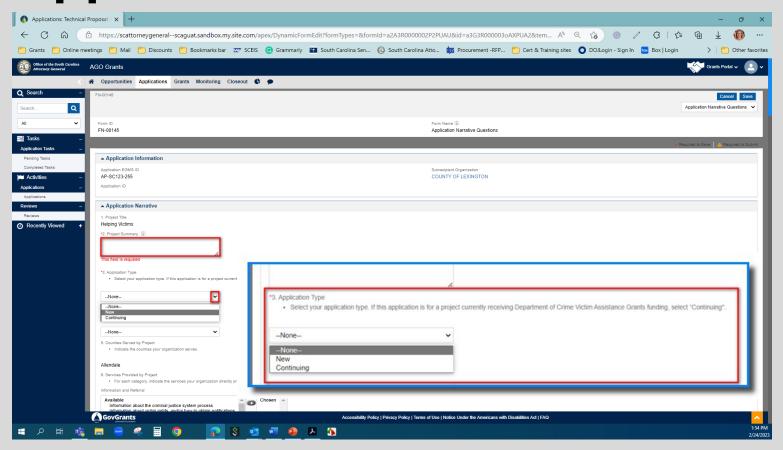


# Helpful Notes on the Application

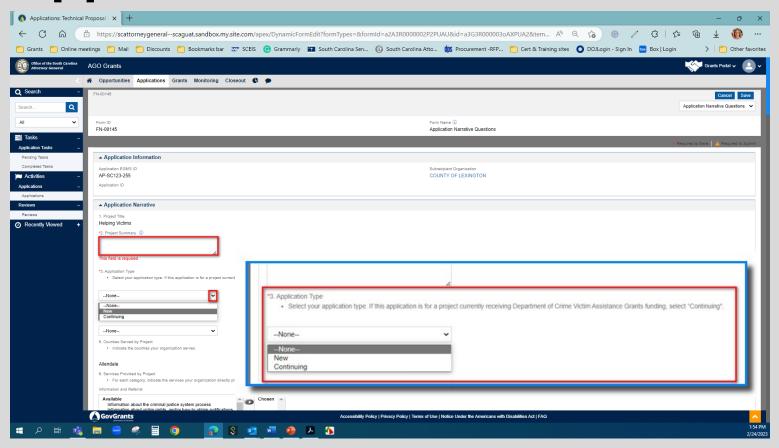
- Red asterisks indicate required fields.
- ❖ A lower case "i" in a circle indicates that there is information there for you – usually about field length.



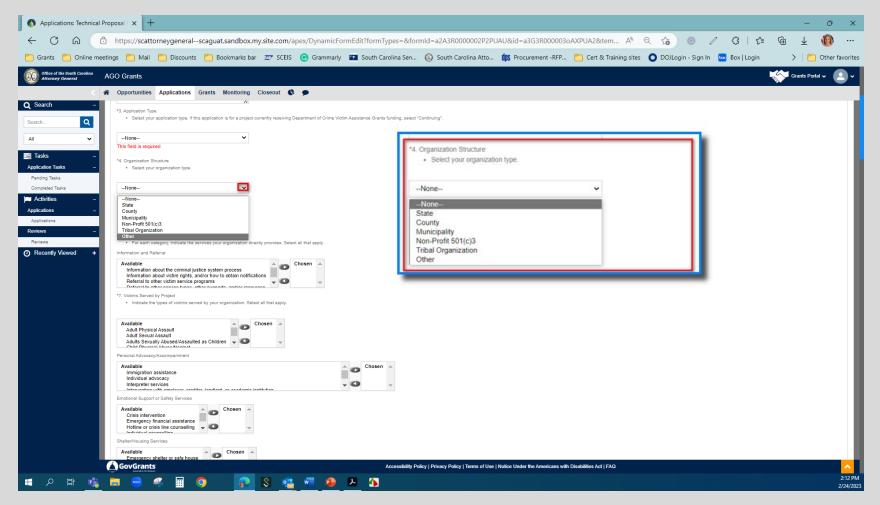
 Select the edit icon beside Application Narrative Questions form to begin.



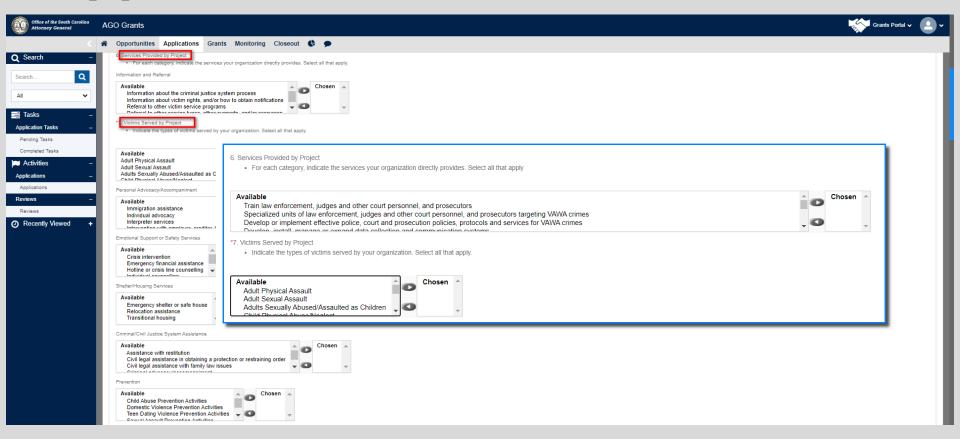
 Complete all fields in Application Narrative Questions Form.



- Application type is a drop-down field.
- Select Continuing if this project is currently funded by SCAG. Select New if this project is not currently funded by SCAG.

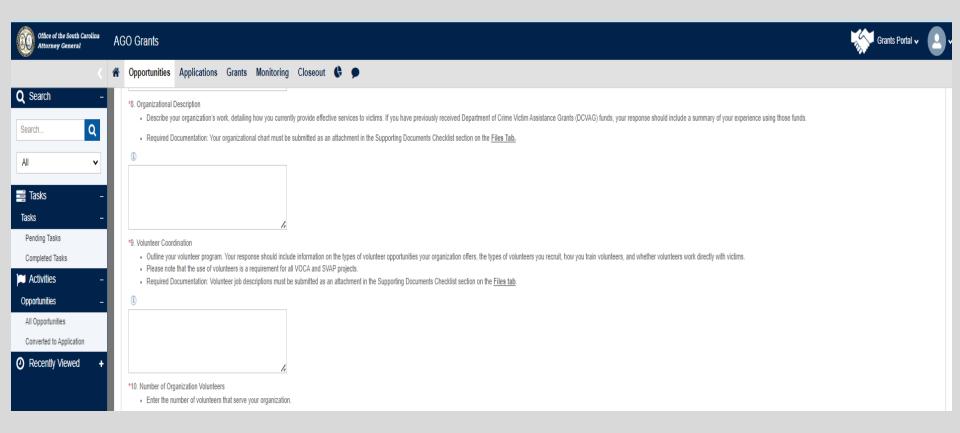


Select your organization type.



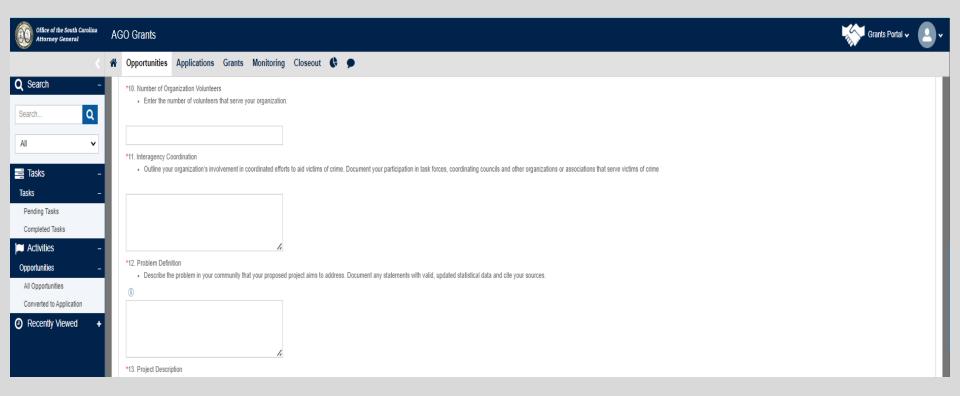
 Select all the services you will provide on this project by sliding them into the Chosen box using the right-facing arrow.

# Organizational Description and Volunteer Coordination



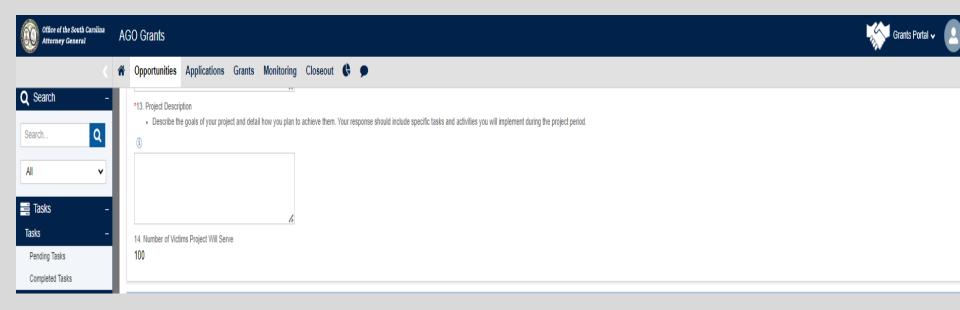
- Complete each section as directed.
- Text box allows 5,000 characters.

## Organization Volunteers, Interagency Coordination, and Problem Definition



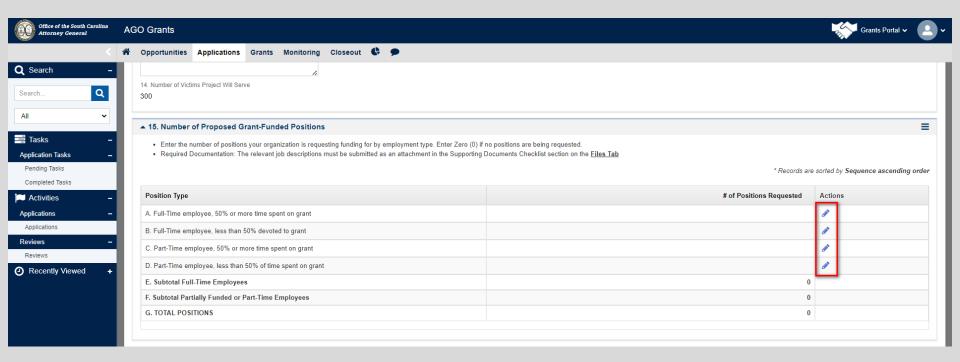
Complete each section as directed.

## **Project Description**



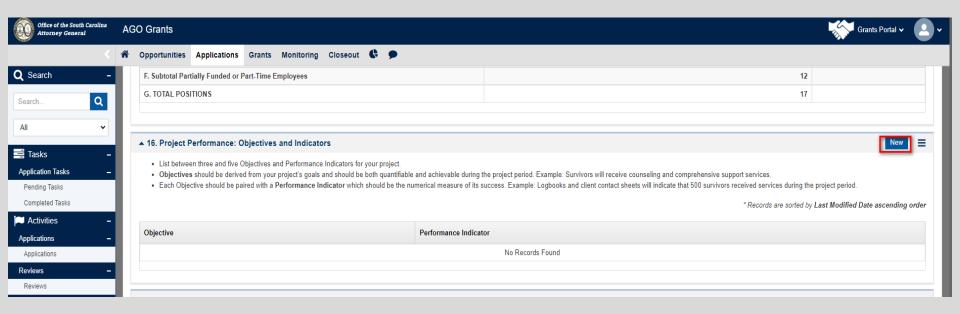
- Complete the Project Description section as directed.
- Number of Victims the Project Will Serve should autopopulate from the Overview section.

#### **Grant-Funded Positions**



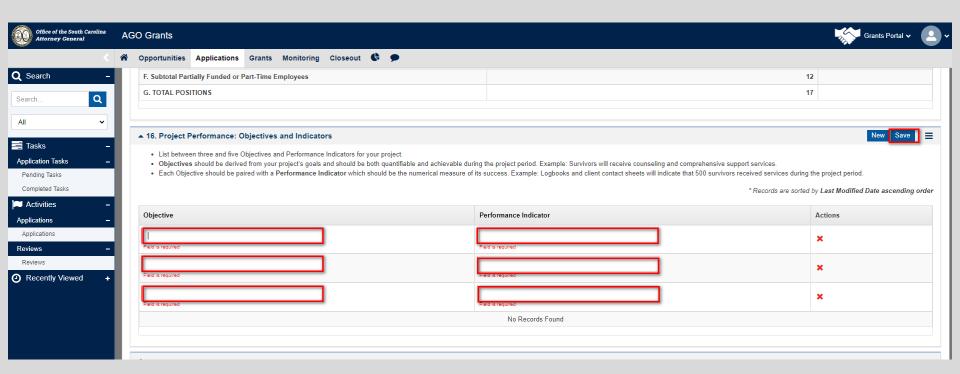
- Select the edit icon next to each position type that you are requesting funding for.
- Select save.
- The grid will update subtotals accordingly as you complete.

## Project Performance: Objectives and Indicators



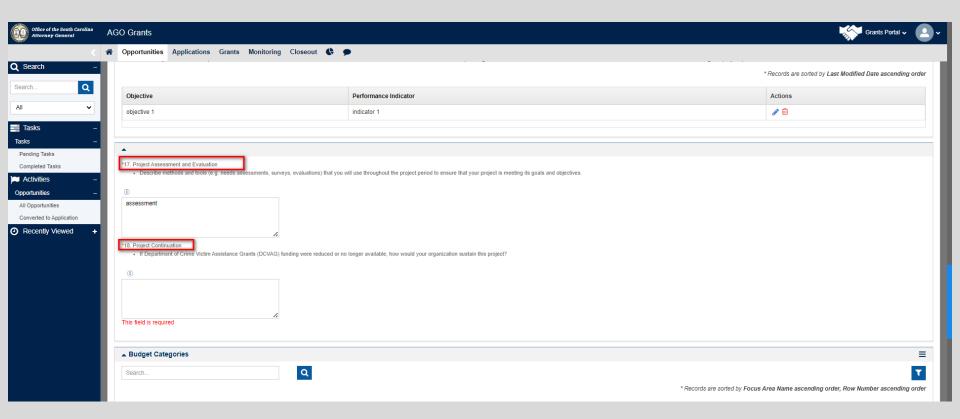
 Select New to begin entering your project Objectives and Performance Indicators.

# Project Performance: Objectives and Indicators



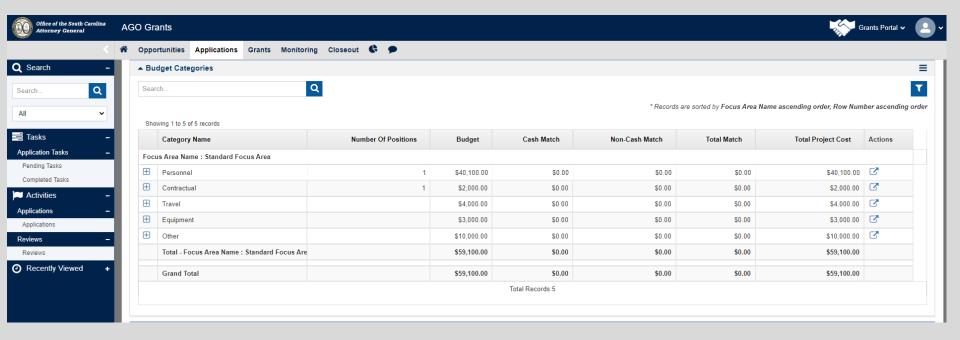
- List a minimum of three and a maximum of five Objectives and Performance Indicators for your project.
- Objective text fields have a limit of 500 characters.
- Performance Indicators have a limit of 1000 characters.
- Once you have completed, select Save.

## Project Assessment and Evaluation and Project Continuation



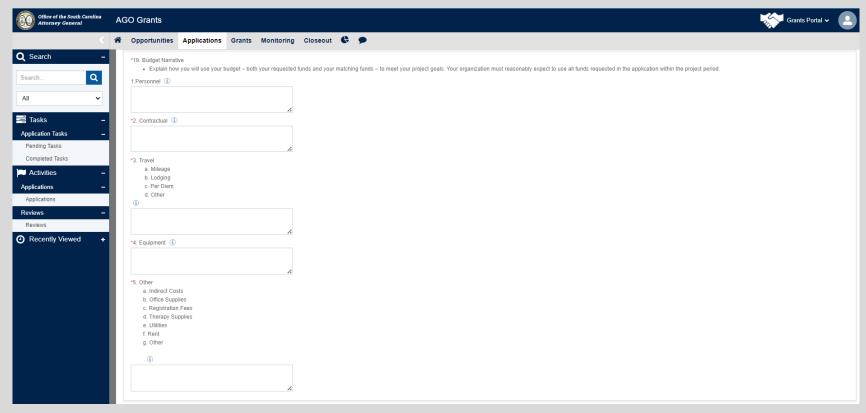
- · Complete each section as directed.
- · Select Save.

### **Budget Categories**



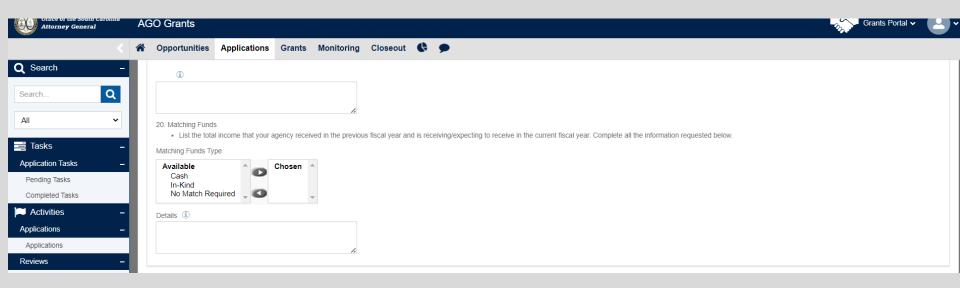
 The Budget table will pull in from the budget tab you completed earlier.

## **Budget Narrative**



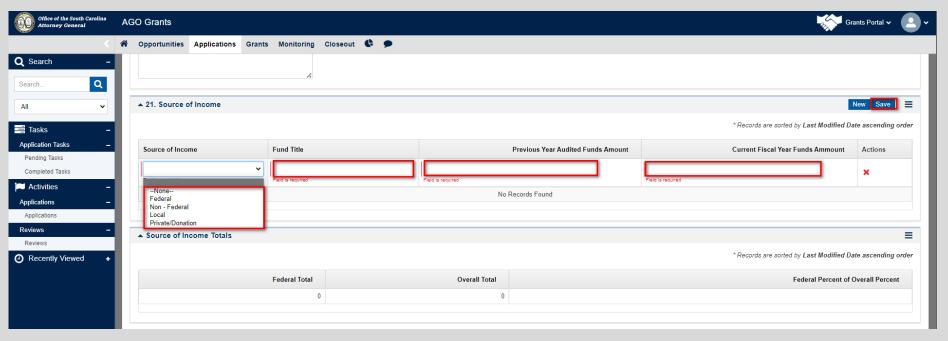
- Complete the applicable budget narrative(s) for your project.
- Enter N/A for any category you are not requesting.
- · Select Save.

## **Matching Funds**



- Complete the applicable narrative for your project even if your project has a cost share/match waiver.
- Select Save.

#### Sources of Income

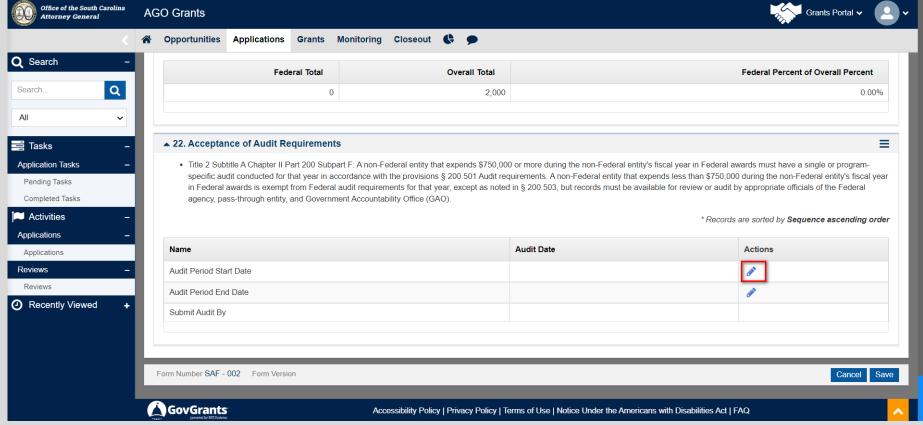


- Select New for each necessary field.
- Agency must enter the previous year and current fiscal year funds by funding sources. These are based on your agency's fiscal year.
- If you were audited in previous year, use those figures for Previous Year field.
- Please consult your agency's Finance Director/Treasurer to verify Sources of Income
- Select Save.

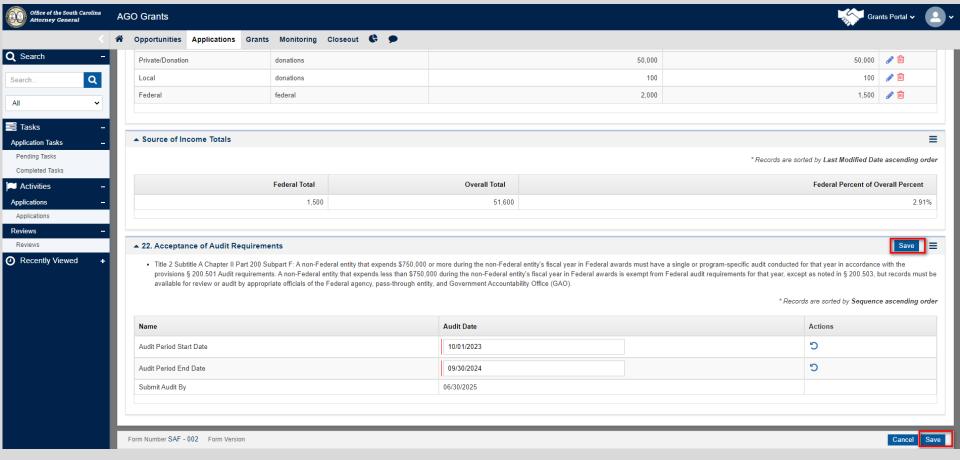
#### **Source of Income Definitions**

#### 21. Source of Income Click 'Reset Table' under the menu icon to refresh the table's default values Please provide total of all federal, Non-Federal, local, and private donation funds received annually. Definitions of each are below. ederal: Revenue received directly from federal government or as a subrecipient of a federal source (i.e., VOCA or VAWA subrecipient from a state or local agency). Non-Federal: Revenue received from state appropriation or at the option of a state (excluding federal subrecipient revenue). ocal-Revenue received by any city, county, or entity (public or private). rivate/Donation: Revenue received from a non-public source (i.e., Individual, family, or corporation). Source of Income † Fund Title Previous Year Audited Funds Amount \* Current Fiscal Year Funds Amount Actions Federal VOCA 10,000 Federal VAWA 7.500 Local Appropriations 3.500 Local Non - Federal State Appropriations 15,000 Non - Federal State Fees and Fines 2 500 Private/Donation Private Contributions 3,100

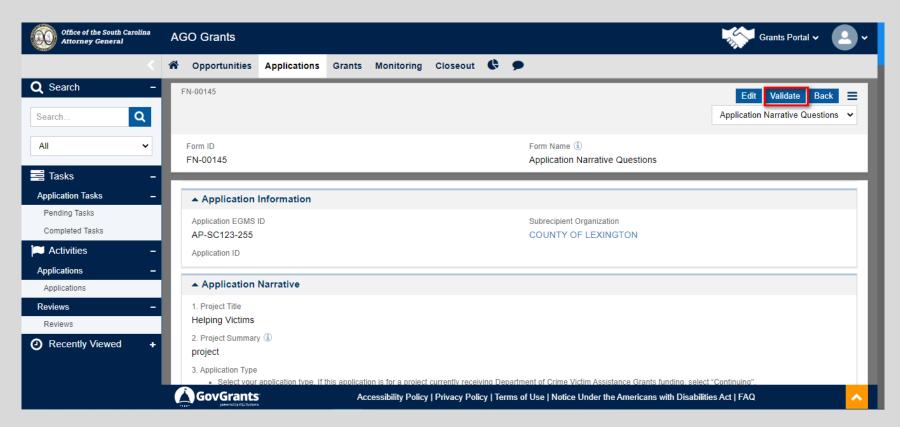
## **Acceptance of Audit Requirements**



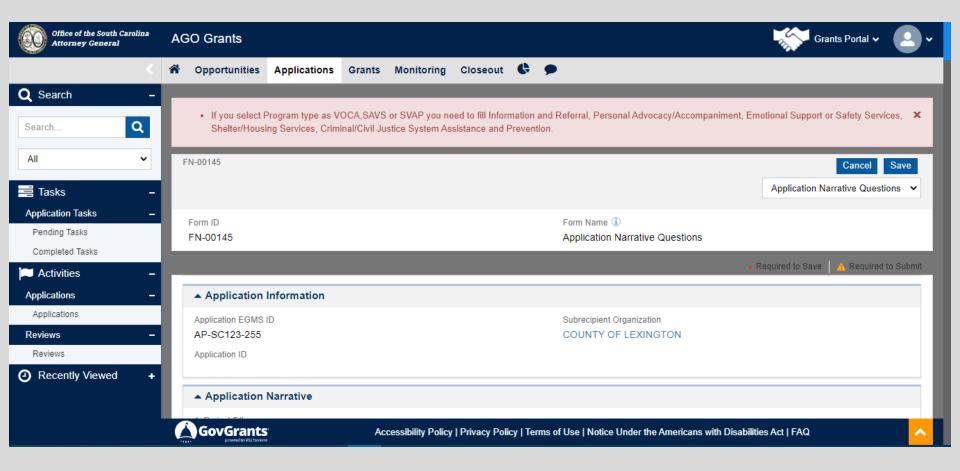
- Select the edit icon next to the Audit Period Start Date and Audit Period End Date and enter the appropriate dates.
- Please consult your agency's Finance Director or Treasurer to verify dates.
- The Submit Audit field will auto-populate for you.
- Select Save.



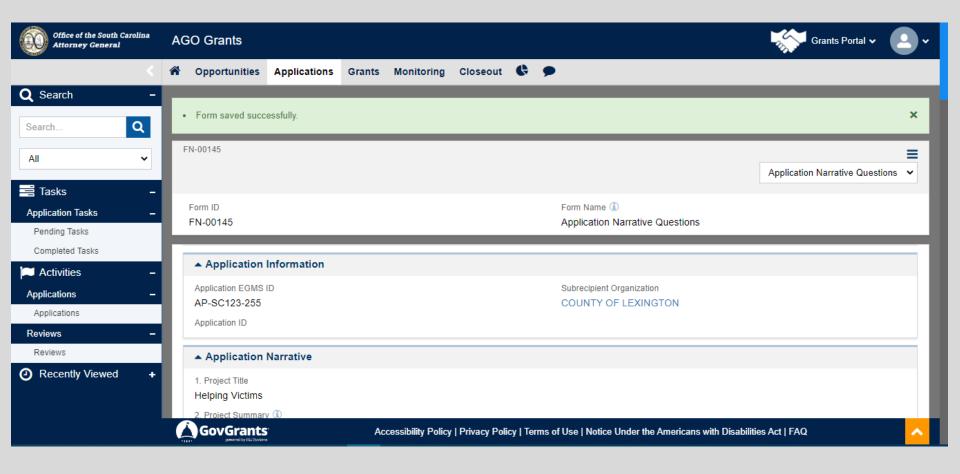
- Once you completed the Acceptance of Audit section and hit "Save", select the Save Button at the bottom of the page.
- \*\*\*This saves your application it does <u>NOT</u> submit the application.\*\*\*



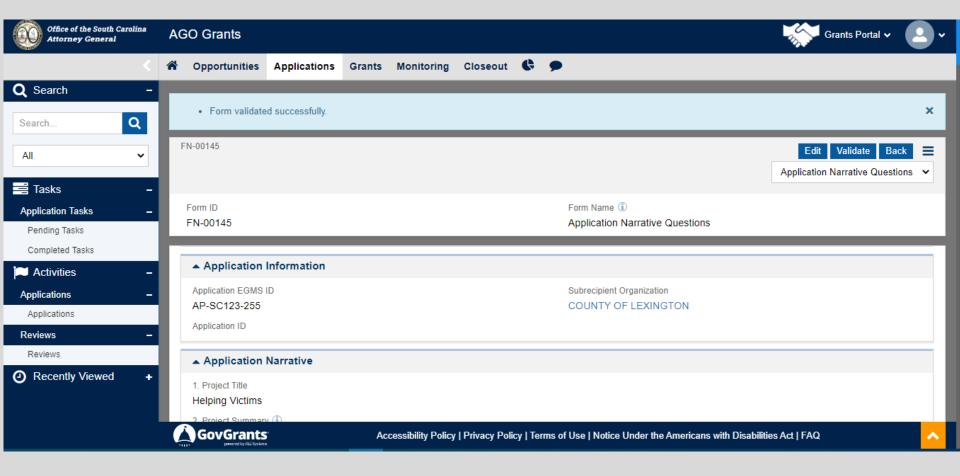
 Once you have saved your application, select "Validate" to check required fields.



 You will receive a message in the top banner in pink if there are any sections that are missing information.

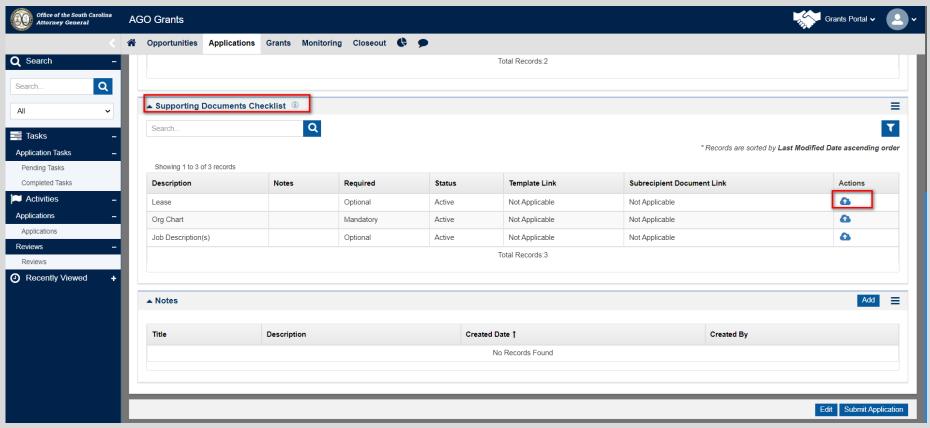


- Once all required fields are satisfied, a green banner saying "Form saved successfully" will appear.
- This only saves the application it does **NOT** submit the application.



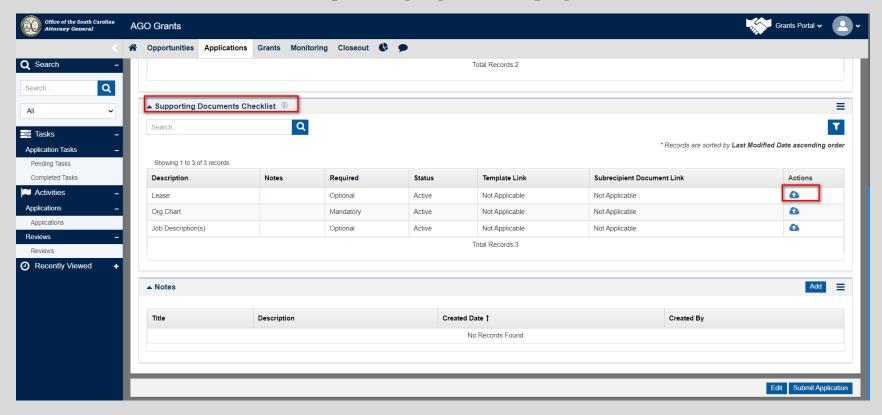
- A blue banner saying "Form validated successfully" will appear.
- Select "back" to return to the Application.

## Supporting Documents Checklist



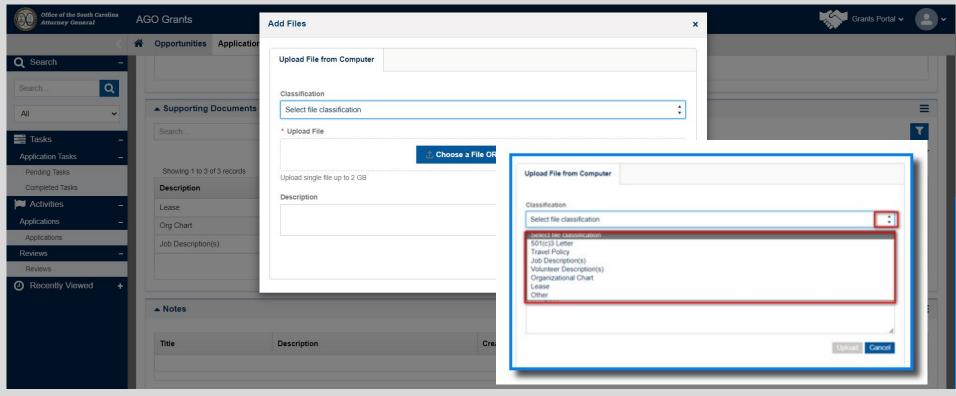
- On the Files tab, scroll down to the Supporting Documents Checklist.
- The Announcement will tell you all of the documents that you need to include with your application.

## Supporting Documents Checklist



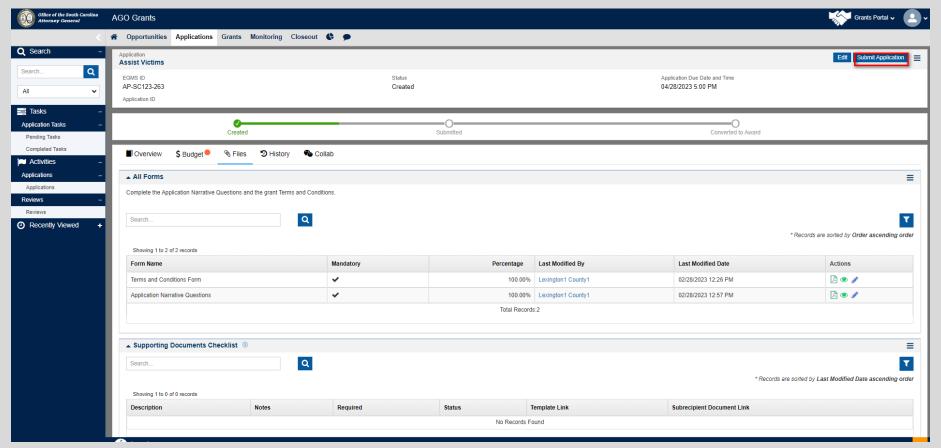
 Select the cloud icon to upload all documents required for your application.

## Supporting Documents Checklist



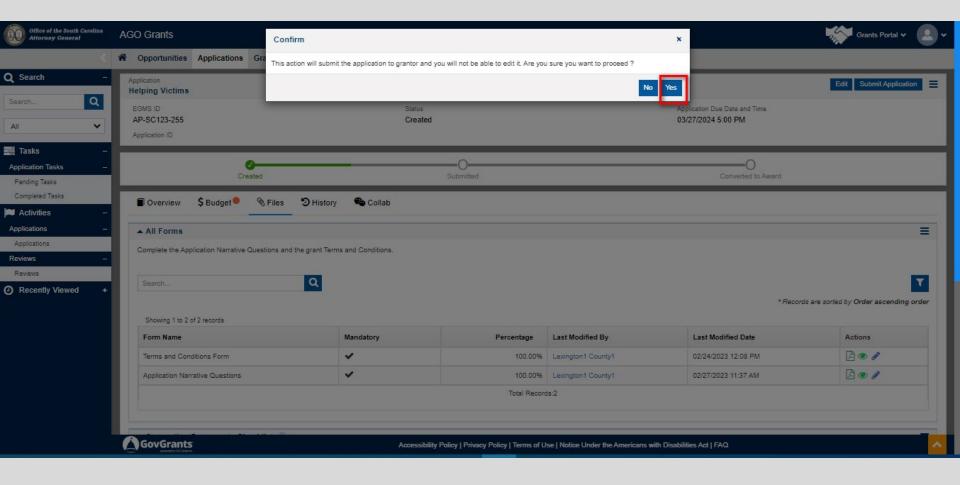
- You can upload or drag and drop your attachments.
- Select the correct classification for your document.
- For documents loaded as "other", please provide a descriptive title for the document.

## **Application Submission**



- When all information has been entered and all forms completed, select Submit Application in the top right.
- \*Once you submit your application you will not be able to edit.\*

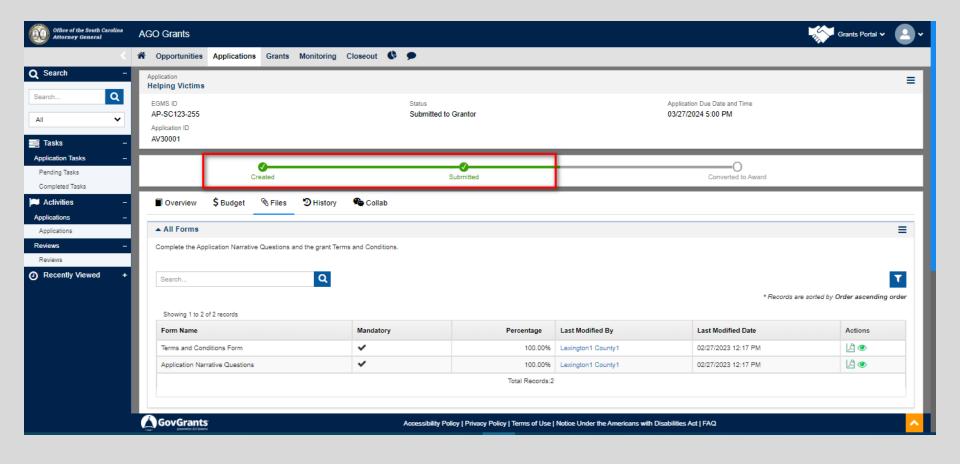
## **Application Submission**



- Select Yes to continue with submission.
- Once you select Yes, you will NOT be able to edit the application.

1 0 0

## **Application Submission**



 After submitting, the progress bar will show the status as "Submitted".





#### Personnel

- List all the grant-funded positions under the Personnel category section.
  - ❖Use legal names, no nicknames
  - ❖Identify positions with the same title using A, B, C or I, II, III.
- Include in-kind cost share and cash cost share.
- Grant-funded positions cannot be claimed as an in-kind cost sharing but can be reflected as a cash cost sharing.
  - Example: 60% of J. Smith is funded via VOCA. The agency cannot claim the other 40% as an in-kind cost sharing but can be reflected as a cash cost sharing.



#### **Personnel - Volunteers**

- ❖Personnel Management Section.
  - Create an employee, Volunteers
  - ❖ Volunteers are not maintained individually
  - ❖Associate the 'Volunteers' record in the position.
  - ❖For a position to be reflected on the RFP an individual must be associated in the personnel line, otherwise, the system considers the position vacant.
  - ❖May use the Project Director's email for the Volunteer position.
  - ❖Data, such as email, and phone numbers may be duplicated in this section.



## **Employer Contributions**

Agency must list all the fringe benefits in the narrative. Ex: Other fringe details, such as, wellness fees, etc.\*

\*Note: If the agency is using a combined fringe rate and listing it under "Other", documentation to support the percentage will be required.

Workers Compensation Policy listing effective dates and rates will be required at the time of award as a "Post Award" required document.



#### **Travel**

- ❖List all items to be reimbursed in the grant period in the notes section, especially for the 'Other' category. This includes but is not limited to:\*
  - Airfare
  - Parking
  - Baggage
  - Ground Transportation
  - Ride-share services (uber, taxi, etc.)
    - \* Note: Must be consistent with your agency's policies/procedures. In the absence of travel policies, or if state policy is more restrictive, you must follow state policy.



## **Equipment**

- Only Emergency Equipment purchases will be allowed in 2025 with prior approval.\*
- ➤ Total cost of equipment should include tax, installation, shipping, warranty, and any other costs associated with the initial purchase.
- ➤ Maintenance costs and training are not included in cost of equipment for purposes of deciding this threshold purchases and approvals.

(\*The state considers equipment when the cost is \$2,500 or more, and one year or more of useful life.)



#### Other-Rent

- \*Rent: Grant-funded positions can receive a maximum of 150 square feet per position.
- Rent for multiple locations is allowable
  - Only a total of 150 sq. ft. will be allowed for each grant funded position across all locations.
  - How to calculate rent?
    - Example: The agency has 6 employees. The total square footage of the building is 3,500 and the monthly rent amount is \$2,300.

6 x 150 = 900 sq. ft. 900 / 3,500 = 25.7% or 26% \$2,300 x 26% = \$598



## Other - Multiple Locations

- Claiming rent, utilities, telecommunications, and other charges for personnel who work at multiple locations are allowable.
- ❖The reimbursable rate will be determined by the percent of time spent at each location to not exceed 100% total.
  - Example: J. Smith spends 60% at Columbia and 40% in Newberry. J. Smith will be calculated as 0.6 in Columbia's Rent and 0.40 in Newberry's reimbursements.



#### **Other - Shared Cost**

- ❖If the agency is claiming utilities, such as water, sewer, electricity, and gas, they will be reimbursed at the shared cost percentage:
  - Example 1: Subrecipient agency has 5 grant-funded VOCA positions and 5 non-grant-funded positions at location B. The shared VOCA cost percentage for that location would be 50%.
  - Example 2: Subrecipient agency has 4.5 grant-funded VOCA positions and 7 non-grant-funded positions at location C. The shared VOCA cost percentage for that location would be 39%.
- ❖An Excel spreadsheet or other supporting documentation must be provided to show the grant-funded employee names along with the total employees for each location.\*
- \* Note: Shared cost percentages do not need to be refigured for each subsequent RFP unless the number of grant-funded positions and/or total subrecipient positions at a location have changed.



#### **Other Cost**

- Reimbursement of other services/bills shared among all personnel at a location such as a copier, internet, software purchases, updates, etc., will be reimbursed at the shared cost.
- Individual services, such as, desk phone, cell phone, etc., reimbursed at the prorate percentage of grant funding personnel utilizing the product or service at the location.
  - ➤ An Excel spreadsheet or other supporting documentation must be provided to show the grant-funded employee names along with the total employees for each location.\*
    - \*Note: Shared cost percentages do not need to be refigured for each subsequent RFP unless the number of grant funded positions and/or total subrecipient positions at a location has changed.



#### Other

- ❖Ensure a descriptive narrative is provided for items to be purchased i.e., Therapy Supplies – to include stress balls, dolls, light bars, and other like items for therapy sessions.
- ❖Office Supplies: Office supplies are consumables items regularly used in office setting by businesses and other organizations. The range of items classified as office supplies varies, and typically includes small, expendable, daily use items, consumable products, and small machines.
  - A general supply list will be provided at grant opening of allowable office supplies.
    - ➤ Emergency Equipment: an individual item with a total cost of \$2,500 or more should be listed in the equipment category.
    - ➤ General office supplies purchased that are listed on the general supply list do not need to be individually stated in the office supply line-item narrative.
    - ➤ Any items outside of the general office supply list will need to be stated in the narrative/notes section for approval.

Example: Something unique to your agency that would not be a commonly purchased item.



#### **Indirect Cost**

- ❖Only personnel will be allowed.
- ❖The agency can use its approved federally negotiated rate or up to the 15% de minimis.
  - If the de minimis rate is used, it must be used across all federal awards
  - Expired indirect cost rates are not eligible for reimbursement.
  - Approved federally negotiation rates must be provided for reimbursement.
  - Subrecipients actively negotiating a new rate cannot apply the deminimis rate.
  - Should negotiations discontinue the option to use the de minimis rate moving forward is permitted.



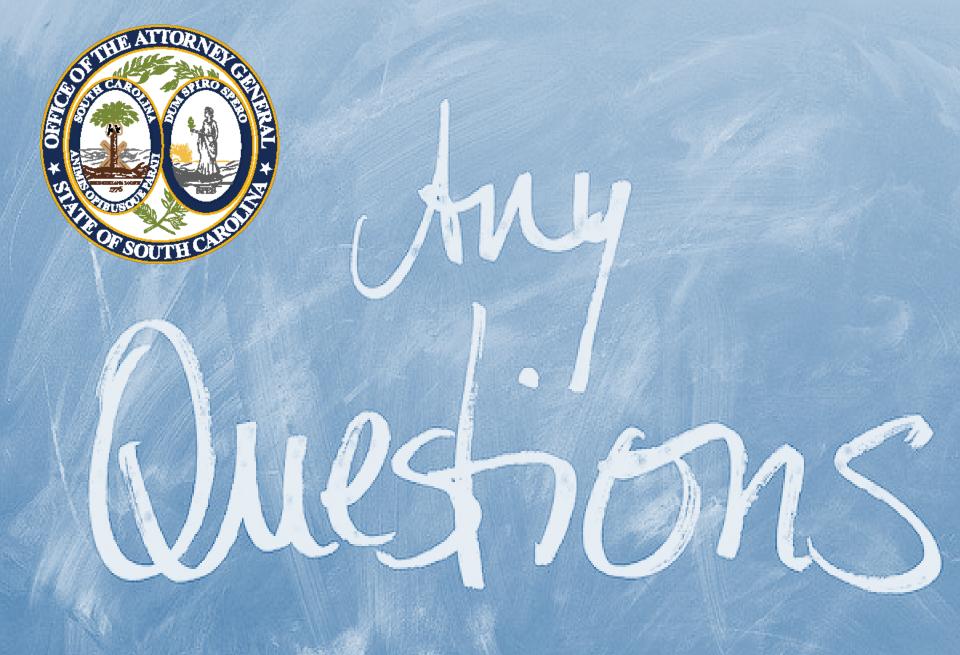
#### Reminder

AGO Grants Portal opens for applications on February 25, 2025, at 12:00 p.m.

All Applications and Risk Assessments are due no later than April 2, 2025, by 5:00 p.m.

Please do not wait until the last date to complete your application(s) or assessment. START EARLY!

Note some applications may need to be moved from one funding announcement to another due to funding availability.





## THANK YOU!

https://scattorneygeneral.my.site.com/