Grant Solicitation Workshop
March 9, 2022

Department of Crime Victim Assistance Grants
Victims of Crime Act (VOCA)
Violence Against Women Act (VAWA)
State Victims Assistance Program (SVAP)
OFFICE OF THE SOUTH CAROLINA ATTORNEY GENERAL
CRIME VICTIM SERVICES DIVISION
DEPARTMENT OF CRIME VICTIM ASSISTANCE GRANTS
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Important Grant Dates

AGO Grants Portal opens for applications on March 9, 2022 at 12:00 p.m.

All applications are due no later than April 27, 2022 at 5:00:00 p.m.

Grant cycle begins on October 1, 2022*

*Contingent upon the availability of federal funds
Eligible Applicants

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

FFY2022 total expected to be $16 million*

*Continuation grants will take priority
State Victims Assistance Program (SVAP)

FY2023 total expected to be $500,000
VOCA and SVAP Program Priority Areas

- Sexual Assault
- Domestic Violence
- Child Abuse and Neglect
- Underserved Victims of Violent Crime
VOCA and SVAP
Allowable Projects

❖ Programs that provide direct services to victims of violent crime
VOCA and SVAP
Unallowable Projects

❖ Prosecution
❖ Investigation
❖ Lobbying activities
❖ Fundraising
❖ Capital expenses including capital improvements
❖ Property losses and expenses
❖ Real estate purchases
❖ Mortgage payments
VOCA and SVAP Requirements

❖ Agencies must be able to demonstrate a record of providing effective services to victims of violent crime.

❖ Agencies must provide documentation of substantial financial support from sources other than VOCA/SVAP.

❖ Agencies must document at least 25% of the agency’s funding comes from other sources:
  • May include other federal funds
  • May include state/local funding
  • Non-federal funding support may be used towards the match requirement
Violence Against Women Act (VAWA)

FFY2022 total expected to be $2.4 million
VAWA Priority Program Areas

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

❖ There are 20 priority purpose areas listed on the OVW website.  
http://www.justice.gov/ovw
Allowable:  
❖ Projects serving victims of Domestic Violence, Sexual Assault, Stalking, and Teen Dating violence above the age of 11.

Unallowable:  
❖ Services to children under the age of 11.
Allowable Expenditures
VOCA-VAWA-SVAP

❖ Salary*

(*NEW: Includes up to 5% of Executive Director or other Administrator salary for time providing direct services. Time and effort sheets will be required.)

❖ Fringe benefits

❖ Equipment (items over $2,500 will be allowed with prior written approval)

❖ Training expenses (with prior approval)

❖ Travel (In-state travel only)

❖ Software

❖ Contractual services

❖ Communication expenses

❖ Publication/Printing expenses (with prior approval)

❖ Supplies

❖ Indirect cost (based on Personnel costs only)

❖ Administrative costs (10% of Award)
Unallowable Expenditures

VOCA-VAWA-SVAP

❖ Lobbying
❖ Fundraising
❖ Out of state travel
❖ Activities that endanger victims or hinder survivorship
❖ Purchases on behalf of another organization or for another organization’s use
❖ Billboards
❖ Overtime, shift differential pay
❖ Promotional items
❖ Prevention activities (allowable under VAWA)
Pre-Award Required Documents

❖ Organizational Chart
❖ Volunteer Job Descriptions (VOCA & SVAP only)
❖ Job Descriptions
❖ 501C3 Documentation (Non-Profit only)
❖ Travel Policy (Only if travel is included in the application)
❖ Lease (Only if Rent is included in the application)
Documents No Longer Required

- Signed Memorandum of Agreements
- Board of Director Letter
- Outcome Based Evaluations (VAWA)
- Non-Governmental Inclusion Letter (VAWA)
- Legal Project Certification (VAWA)
Match

- Match funds are additional funds not previously allocated to activities funded under another project.
- Match funds cannot be other federal funds.
- Match funds used to match another project cannot be used.
- Native American tribal organizations are exempt from match requirements.
VOCA and SVAP Match Requirements:

❖ Requires a 20% cash or in-kind match*

(*Waiver for upcoming grant year is approved. Please submit application with match for the record.)

VAWA Match Requirements:

❖ Requires a 25% cash or in-kind match*

(*Waiver may be available for upcoming grant year. Please submit application with match until waiver is received.)

❖ Non-profit victims service agencies in the Direct Services category are exempt
Cash Match:
❖ Hard Match that is listed on each line and totaled at the end of each category.

Sources of Cash Match:
❖ Funds from state or local units of government.
❖ Funds contributed from private sources.
In-Kind Match:
❖ Soft Match that is listed once in the application.
   If volunteer hours or salary match is used, list in the “Personnel” section. If rent is used, list once in the “Other” section.

Sources of In-Kind Match:
❖ Volunteer hours* (Allowable volunteer activities used as match are valued at $25 per hour).
❖ Salary match from supporting staff funded with allowable sources.
❖ In-kind rent (if rented space is being donated).

*Project Directors, Board members, and grant-funded staff cannot be used as volunteers for match purposes.
Calculating Match

❖ Grantor Amount Divided by 0.8 = X
❖ X multiplied by 20% = Match

❖ Example:
❖ Grantor amount is $100,000
❖ $100,000 / 0.80 = $125,000
❖ $125,000 x 20% = $25,000
❖ $25,000 is the match requirement
# How to Calculate Match

## Formula

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Award Amount</th>
<th>÷</th>
<th>% of Federal Share</th>
<th>=</th>
<th>Total (Adjusted) Project Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Total (Adjusted) Project Cost</td>
<td>x</td>
<td>% of Recipient’s Share</td>
<td>=</td>
<td>Required Match</td>
</tr>
</tbody>
</table>

## Example

**Match Requirement - 80/20 (Federal/Recipient)**

<table>
<thead>
<tr>
<th>Federal Award</th>
<th>$100,000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td><strong>$100,000</strong></td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
<td><strong>$125,000</strong></td>
</tr>
</tbody>
</table>
VOCA Match Waivers

- Until further notice, all match requirements for FFY2022-2023 VOCA (and SVAP) projects are being waived per Office for Victims of Crime (OVC).

**NOTE**: Match waivers are for VOCA and SVAP projects only. OVW does not give match waivers for VAWA projects.
Personnel

❖ List all of the grant-funded positions under the Personnel category.

❖ Includes in-kind salaries and volunteer hours.

❖ Grant funded positions cannot be claimed as in-kind match.

➢ Example: 60% of J. Smith is funded via VOCA. The agency cannot claim the other 40% as in-kind match.
Employer Contributions

❖ Agency must list all of the fringe benefits in the narrative. Ex: Other will consist of LTD and AD&D

• 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.
List all of the items to be reimbursed in the grant period. This includes but is not limited to:

- Airfare
- Lodging
- Per Diem
- 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 purchases will be allowed in 2022 awards (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 for purchases and approvals.

(*The state considers equipment to be over $2,500 and one year or more of useful life.*)
Rent

❖ Rent: Grant-funded positions can receive a maximum of 150 square feet

❖ Rent for multiple locations is allowable

• Only a total of 150 sq. ft. will be allowed for each grant funded position across all locations.

• Utilities such as water, sewer, electricity, and gas will be reimbursed at shared cost percentage.

• 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.

\[
6 \times 150 = 900 \\
900 / 3,500 = 25.7\% \text{ or } 26\% \\
$2,300 \times 26\% = $598
\]
Multiple Locations

❖ Claiming rent, utilities, telecommunications, and other charges for personnel who work at multiple locations is 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 Rent.
Shared Cost

❖ If the agency is claiming utilities:

• Utilities will be reimbursed at the subrecipients shared costs 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 costs 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.
Reimbursement of other bills shared among all personnel at a location such as copier maintenance/lease, telecommunications, etc.:

- The reimbursement will be at the prorated percentage of grant funded personnel utilizing the products or services 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 costs 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 and equipment regularly used in offices by businesses and other organizations, by individuals engaged in written communications, recordkeeping or bookkeeping, janitorial and cleaning, and for storage of supplies or data. The range of items classified as office supplies varies, and typically includes small, expendable, daily use items, consumable products, small machines, higher cost equipment such as computers, as well as office furniture and art.

  - A general list will be supplied at grant opening of allowable office supplies.
    
    - Equipment and tangible supplies with an individual total costs above $2,500 should be listed in the equipment category.
    - General office supplies do not need to be individually stated in the office supply line item narrative.
    - Any items outside of general office supplies will need to be stated for approval.

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

❖ Only payroll and fringe will be allowed.

❖ The agency can use their approved federally negotiated rate or the 10% de minimis.

• De minimus rate can only be used if the agency has not previously had a federally negotiated rate.
• Expired rates-agency will not be allowed to claim indirect cost on RFPs if rate is expired.
Revisions

❖ A maximum of three revisions will be allowed for a grant award period.
  • The first revision requested by the awarding agency will not count toward the three-revision maximum.
  • Revisions for emergency purchases will be waived in counting the three-revision maximum.
  • Non-material changes to grant award may be waived as a counted revision.
    ➢ i.e. amending a grant narrative to include an item that falls under a previously approved line item.

❖ No revisions will be accepted after June 30th unless extenuating circumstances arise.
Any Questions
AGO Grants Portal opens for applications on March 9, 2022 at 12:00 p.m.

All applications are due no later than April 27, 2022 by 5:00 p.m.
Sign In Overview

- Navigate to [Https://AgoGrants.SCAG.GOV](https://AgoGrants.SCAG.GOV)
- Do not share sign-in credentials or passwords
- Sign in with your username and password
Sign In with Username and Password

- If you need assistance with your login or password, please email the jcorey@scag.gov, shoffman@scag.gov

- Password Policy
  - 8 Characters
  - At least one number, one upper case letter, one lower case letter, and a special character
Reset Password

- Select “Forgot Your Password”
- Enter your email address
- Email will be sent with instructions to reset password
Creating an Application

- Navigate to Grants and Applications Section
- Options are:
  - Create
  - View Details
  - Edit this version (when in Draft status)
Section Navigation Tab

- Section Navigation allows you to select the page you want to return to.
Required Fields

- All required fields will have a red asterisk *
- Select Save to move to the next page
Counties Served

- Select the county or counties the project will serve
- Or select Statewide if project applies to all counties
- Select Save to move to the next page

<table>
<thead>
<tr>
<th>Counties this Project will Serve</th>
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</thead>
<tbody>
<tr>
<td>Abbeville-01</td>
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<tr>
<td>Aiken</td>
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<tr>
<td>Allendale</td>
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<td>Anderson</td>
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<td>Marion</td>
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<td>Orangeburg</td>
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<td>Spartanburg</td>
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<td>Sumter</td>
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<td>Union</td>
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<tr>
<td>Williamsburg</td>
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<tr>
<td>York</td>
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</tbody>
</table>
Grant Information

- Complete “Addresses to be Served” first
- Select Save to return to Grant Information page
Grant Information

- Complete all sections
- FEIN and DUNS, Agency Account
- Grant Starting and Ending Period will auto populate
Grant Information

- Project Title
- Project Summary
- Type of Application & Number of Years Funded (0 for new)
Grant Information

- Organization Type
- Budget Summary (Read-only)
Grant Information

• Select Appropriation of Non-Grantor Matching Funds
• List all sources in the box below
• Select Save to move to the next page
Creating Budget Line Items

- Select Create to add new Line Item for:
  - Personnel Salaries
  - Employer Contributions (Fringe Benefits)
  - Contractual Services
  - Travel
  - Equipment
  - Other
Creating Budget Line Item for Personnel

- Select Create to add new Line Item
- Select same Budget Line Item Title (must be the same as the Budget Description)
Creating Budget Line Item for Personnel

- Use the EXACT job title under both Budget Line Item Name and Personnel Title
- Complete all fields including Percentage (%) of Time and Hours/Pay Period
- Enter zero (0) to all fields non-applicable
- Select submit to return to Budget Description page
Once the Personnel line items have been entered, complete the new field for Number of Positions Funded by the grant
Creating Budget Line Item for Employer Contribution

- Budget Line Item Name
  Employer Contributions (Fringe Benefits)

- All applicable fringe benefits that will be charged must be listed in the narrative

- Health and Dental must be separated
Creating Budget Line Item for Employer Contributions

- Make sure grantor and match funds are entered on line item for each fringe the agency needs
- Enter zeros for fields not applicable
- Select submit to return to Budget Description page
Creating Budget Line Item for Contractual Services

- List name Contractual Services

- All Contractual Services that will be charged must be listed in detail in the narrative

- Example: Language translation services to be used for victim

- Select submit to return to Budget Description page
Creating Budget Line Item for Travel

- All Travel items must be listed as an individual line item:
  - Mileage
  - Airfare
  - Per Diem
  - Lodging
  - Transportation
  - Baggage

*No out of state travel

Select submit to return to Budget Description page
Creating Budget Line Item for Equipment

- New line details
- Description of each item and the quantity to be purchased (prior approval required before expenditure)
- Select submit to return to Budget Description page
Creating Budget Line Item for Other

- Each Other expense will need an individual line item description.

Individual line items would be as follows:
- Office Supplies
- Therapy Supplies
- Telecommunications
- Cell Phone Service
- Utilities
- Copier maintenance and Supplies
- Printing
- Rent

Select submit to return to Budget Description page.
Creating Budget Line Items

• Once you have entered all line items Select Save to move to the next page
Acceptance of Audit Requirements

- Select Audit Period Start Date from the dropdown
- Other fields will populate automatically
- Select Save to move to the next page
Organization Description

• Complete section
• Select Save to move to the next page
Interagency Coordination

Outline exactly how your agency promotes interagency coordination in public or private efforts to aid victims of crime. Document your involvement in victims of crime organizations, task forces, coordinating groups, etc. Also, define any procedures your organization has implemented or plans to assist victims seeking assistance through the victim's compensation fund and other related organizations or victim services. If your project is funded, you will be required to submit a Memorandum of Agreement. This document must be customized for your region and signed by all agencies listed on this page.

Interagency Coordination (5,000 maximum)

• Complete section
• Select Save to move to the next page
Volunteer Coordination

<table>
<thead>
<tr>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outline your volunteer program, including any information on how volunteers are trained. Please note that the use of volunteers is a requirement for all VOCA and SVAP projects and a copy of a volunteer job description will be required in the pre-award attachment section at the end of this application.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Active Volunteers *</th>
</tr>
</thead>
<tbody>
<tr>
<td>111</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Volunteer Coordination (5,000 maximum)</th>
</tr>
</thead>
</table>

- Complete section
- Select Save to move to the next page
Problem Definition

Instructions

Describe the problem as it exists in your particular community. Identify the nature and magnitude of the specific program that you wish to address through the proposed project. Document any statements with valid, updated statistical data, outlining the source of your information.

Problem Definition (5,000 maximum)

- Complete section
- Select Save to move to the next page
Project Description

- Complete section
- Discuss the previous year’s activities (including impacts from COVID etc.)
- Include any information regarding victims served and services provided.
- Select Save to move to the next page
Objectives and Performance

Instructions
List your Project Objectives and Performance Indicators below. Objectives are specific, quantified statements of expected results of the project. The Objectives must be described in terms of measurable events that can be expected under time constraints and resources. Performance indicators are activities that evaluate and document your programs as to whether each Objective was successful. Performance Indicators should be matched to your specific Objectives, in a one to one ratio. (No more than five Objectives and Performance Indicators).

General
Name *
Objective/Indicator A

Project Objective Narrative
The Intensive Case Manager will complete initial comprehensive assessments, with patients identified as victims of crime by a primary care provider as part of the routine screening.

Project Performance Indicator
The Project Director will report the total number of crime victims who were contacted by the Case Manager and completed the initial comprehensive needs assessments.

Select Create
Select Fill in Project Objective Narrative and Project Performance Indicator
Select Submit to move back to Objectives and Performance
Select Save on the Objective and Performance page
Project Assessment and Evaluation

Instructions
Describe any planned methods or measurement tools that will be used to demonstrate how the project activities were successful. Please note that grant funds may not be used to perform needs assessments, surveys, evaluations, or studies.

• Complete section
• Select Save to move to the next page
Project Continuation

- Complete section
- Select Save to move to the next page
Sources of Income

- Select Create

- Sources of Income Name = Awarding Source

- For Example: VOCA, VAWA, BCBS Foundation, Private Donations

- Type of Funds = Federal, State, Private

- Agency must enter previous year and current fiscal year funds

- Select Submit to return to Sources of Income page

- Select Save to move to the next page
Terms and Conditions

- Read ALL Grant Terms and Conditions
- By selecting the “Yes” option you are acknowledging that you have read and will comply with all Grant Terms and Conditions
- Select Save to move to the next page
Required Documentation and Attachments – Pre Award

- Select Create
- Select Attachment Type first
- Attach your document
- Select Submit
- Continue same process for additional required documentation
- Select Save to move to the next page
Grant Certifications

- Complete the Required fields
- When ready to submit your application:
  - Check SUBMIT FOR REVIEW box
  - Then select Save
- Your application will now be read only
- Select SAVE to remain in draft status (do NOT check Submit for Review)
Grant Certifications

• Once submitted, you will be redirected to the home page
NEED HELP?

Please contact:
agograntshelpdesk@scag.gov
THANK YOU!

https://agogrants.scag.gov