



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)

State Victims Assistance Program (SVAP) and

Supplemental Allocation for Victims Services (SAVS)

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Reminders

- This training is being recorded. A link will be sent to everyone who has registered.
- Attachments can be found in the Handouts section of the presentation.
- Type questions into the question box. We will be stopping periodically throughout the workshop to answer any questions.

Award Acceptance

- Award documents will be sent to agencies (via DocuSign).
- Contracts will be sent to Official Authorized to Sign with Project Directors also receiving a copy.
- If you do not receive your award, please contact your Program Coordinator.

Grant Terms and Conditions

- A signed grant award is a contract that means the agency agrees to comply with all Grant Terms and Conditions as well as all Special Conditions.
- Refer to the Financial Guidelines provided and available on the AGO Grants Support Tab. Note: this does not replace internal agency policies. As always, 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, grant-funded and match staff are required to be certified Victim Service Providers.
- Exemptions include:
 - Medical Professionals
 - Attorneys and Paralegals
 - Investigators
 - Licensed Counselors
 - Licensed Social Workers
 - Forensic Interviewers

Victim Service Provider Certification

- New hires must be certified within one year from the date of hire.
- The Personnel section in the budget will require that positions be marked as exempt/nonexempt.
- VSP numbers for staff should be entered for each staff member under the Personnel Management section.

Ad Hoc Requests

- Prior approval is required for all training and printing requests that you wish the grant to cover.
- Trainings that are for one day or less and are free/paid for by your agency do not need prior approval. Multi day trainings will need prior approval.
- Beginning this year, Ad Hoc requests will also be required for contracts (including renewals) before they are executed.

Ad Hoc Requests

- From the Subaward view, Navigate to the Management tab.
- Scroll down the section labeled “Ad Hoc Requests”.

Ad Hoc Requests

Office of the South Carolina Attorney General

AGO Grants

Grants Portal

Opportunities Applications **Grants** Monitoring Closeout

Search

Subaward
Amendment Test VOCA - SCAG

EGMS ID: AD-1V22021-7029 Status: Activated Grant ID: GT-1V22021-6268 Budget Period: 1/1/2023 - 12/31/2023

Created Submitted for Approval Approved Pending for E-Sign Pending Activation Activated Amended Closed

Overview \$ Budget \$ Actuals **Management** Terms Files History Collab

Site Visits

Search...

EGMS ID	Title	Site Visit Period	MonitoringType	Status
No records found				

Desk Reviews

Search...

EGMS ID	Title	Desk Review Period	MonitoringType	Status
No records found				

Amendments

Search...

Showing 1 to 2 of 2 records

EGMS ID	Award ID	Created Award EGMS ID	Initiated By	Type of Amendment	Status	Actions
CR-AD-1V22021-6414-00	AD-1V22021-6414	AD-1V22021-7029	Subrecipient	Budget Redirection	Approved	
CR-AD-1V22021-7029-00	AD-1V22021-7029		Subrecipient		Created	

Total Records: 2

Ad hoc Requests

Search...

EGMS ID	Request Date	Subrecipient Organization	Status
No records found			

New

Ad Hoc Requests

- Select the type of request and click Save and Continue.

The screenshot shows a web application window titled "Create AdhocRequest". At the top right is a close button (X). Below the title bar is a "Save and Continue" button. Underneath are two status indicators: a red asterisk followed by "Required to Save" and a yellow warning triangle followed by "Required to Submit". The main section is titled "General Information" with an information icon. Below this is a prompt: "•Please select Request Type". There are two columns: "Available" and "Chosen". The "Available" column contains a list box with three items: "Training Request", "Printing Request", and "Procurement Request". The "Training Request" item is highlighted with a red rectangle. Between the columns is a button with a right-pointing arrow, also highlighted with a red rectangle. The "Chosen" column is currently empty. At the bottom right of the dialog is another "Save and Continue" button, highlighted with a red rectangle.

Ad Hoc Requests

- All fields must be completed in the Training Request section.
- In the Files tab, upload supporting documentation for printing (including a draft of the printed material(s) and estimates) and for training (agenda/overview and fees). In the description section, provide detailed information regarding the request.
- NOTE: Requests may be sent back if documentation is not attached or if fields are left incomplete.
- From the Overview tab, click Save and then Submit for Approval.

Ad Hoc Requests

- From the Overview tab, click Save and then Submit for Approval.

Office of the South Carolina Attorney General

AGO Grants

Grants Portal

Opportunities Applications Grants Monitoring Closeout

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Grants, Subawards & Amendments

Grants

Subawards

Amendment Requests

Recently Viewed

Ad hoc Request

EGMS ID
ADR-0271

Status
Created

Subaward ID
AD-1V22021-7029

Submit for Approval

Created

Submitted to Approval

Approved

Overview Files History Collab

Training Requests

New

Showing 1 to 1 of 1 records

* Records are sorted by Last Modified Date ascending order

Training Name	Status	Request Date	Start Date	End Date	Estimated Cost	Attendees	Training Details	Subrecipient Notes	SCAG Notes	Actions
Human Trafficking	Pending	10/03/2023	11/01/2023	11/01/2023	\$1,000	Sheila Hoffman				

Total Records: 1

System Information

Created By
Lexington1 County1

Created Date
10/03/2023 3:42 PM

Last Modified By
Lexington1 County1

Last Modified Date
10/03/2023 3:45 PM

Submit for Approval

Progress Reports

VOCA

- Progress Reports must be submitted through PMT site, which is administered by the Office of Justice Programs. NOTE: if your award was moved to SAVS or SVAP you do not need to complete this, only the SAVS/SVAP Progress Report.
- 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 30
(Due Date - July 15)
- 4th QUARTER - July 1 through September 30
(Due Date - October 15)

Progress Reports

VAWA

Annual MEI Report

- Covers calendar year 2026 (January-December).
- Notification will be sent out in December.
- Submitted directly to <https://www.vawamei.org/> by February 15.

Progress Reports

SAVS and SVAP

- SAVS and SVAP reports will track the exact same information as the PMT reports.
- Reports will be a PDF fillable form and will be uploaded to the Files section of the grant award.
- Due dates will follow VOCA.

Progress Reports

SAVS and SVAP

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

Programmatic Point of Contact

- 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 AGO Grants.
- Some Points of Contact have changed from last year. Please refer to the email when you were first notified of your 2026-27 award.

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.

Match

- All match has been waived for VOCA, SAVS, and SVAP for 2026-27.
- For this grant cycle, in kind match documentation, including volunteer hours, are **not required** on RFPs. Agencies must retain logs for internal records.
- Match will still be required for VAWA projects (with the exception of non-profit agencies, which are exempt).

Contact Management

- 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.
- “Systems Users” are those people at your organization that are responsible for entering applications, requesting training approvals, or completing RFPs.
- Officials Authorized to Sign and Financial Officers who do not need system access should be entered as “Non Users”.
- Contact staff if a user needs to be deactivated.

Contact Management (continued)

- The Project Director for each agency is responsible for entering and maintaining the Contacts section within the AGO Grants portal.
- For other changes to your Contacts, please discuss with Programmatic Point of Contact.
- Grant-funded staff who do not need access to the system should not be listed under Contacts. You will input these staff members into the Personnel Management section only.
- Do not use someone else's login credentials.

Press Conferences

Midlands

Wednesday, September 23rd at 10:30 am in Columbia
Solomon Blatt Building, Room 112 - 1105 Pendleton Street

Upstate

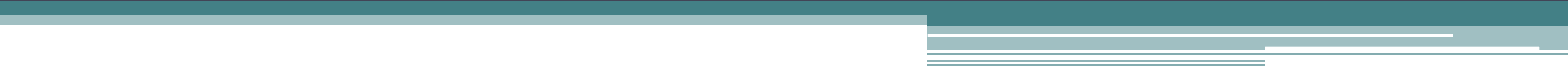
Thursday, September 24th at 10:30 am in Spartanburg
Spartanburg County Public Library – 151 S Church Street

Lowcountry

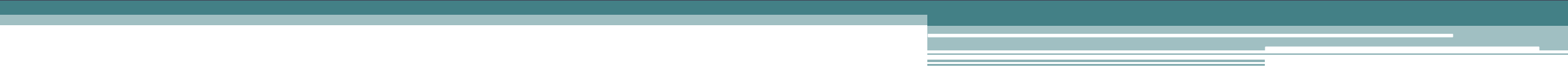
Wednesday, September 30th at 10:00 am in North Charleston
North Charleston City Hall, Council Chambers – 2500 City Hall Lane

Please RSVP to Tabitha Marchant (tabithamarchant@scag.gov) if you will be able to attend.

Questions?

A series of horizontal lines in teal and light blue colors, with varying lengths and offsets, creating a modern, layered effect across the middle of the slide.

Finance

A series of horizontal lines in teal and light blue colors, with varying lengths and offsets, creating a modern, layered effect across the middle of the slide.

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, 2026 – September 30, 2027).
- 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.

Breach Policy – Personally Identifiable Information (PII)

- Any recipient or “subrecipient” at any tier, must have written procedures to respond in the event of an actual or imminent breach.
 - i. Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of Personally identifiable information (PII) within the scope of a grant-funded program or activity.
 - ii. Include a requirement to report actual or imminent breach of PII to the SAA no later than 24-hours after an occurrence of an actual breach, or the detection of an imminent breach.
 - iii. Report of a breach should be made to the Deputy Director of Crime Victim Assistance Grants, or Grants Accounting Manager.
 - iv. SAA must report to the OJP or OVW Program Manager following a report from a subrecipient.

Breach Report

- Any recipient or “subrecipient” at any tier, must report the following information in the event of a breach.
 - i. A brief description of the circumstances surrounding the actual or suspected breach, including the type of information that constitutes the pertinent PII.
 - ii. The purpose(s) of which the PII is collected, maintained and used.
 - iii. The extent to which the PII identifies a particularly vulnerable population.
 - iv. The determination of whether the pertinent PII was properly encrypted or rendered partially or completely inaccessible by other means.
 - v. The length of time the pertinent PII was or is thought to have been exposed; and any evidence indicating whether the pertinent PII was being misused or was never accessed.

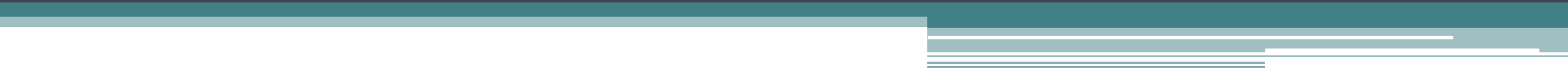
Reminders

- UEI – Active registration.
- UEI - Available for public search.
- UEI for Judicial/Circuit Court – Use the UEI number for the county receiving the reimbursements.
- Audit Schedule should reflect SC Attorney General's Office.
- Subrecipient emails should be business emails not personal emails.

Finance Point of Contact

- Each subrecipient will have a designated financial point of contact with DCVAG. There have been some changes for this grant cycle.
- Your financial DCVAG point of contact will be responsible for processing RFPs, assisting with amendments, and with any AGO Grants questions.
- Your assigned Financial Point of Contact will be sending an email with their contact information.

Personnel Management

A series of horizontal lines in teal and light blue colors, spanning the width of the slide and partially overlapping the white content area.

Personnel Management – New Hires

- Login to AGO Grants Portal with your user credentials.
- Navigate from the Home page to Personnel Management.

The screenshot displays the AGO Grants Portal interface. The top navigation bar includes the 'Office of the South Carolina Attorney General' logo and the 'AGO Grants' title. A 'Grants Portal' dropdown menu is visible on the right. Below the navigation bar, a secondary bar contains icons for 'Home', 'Grants', 'Monitoring', 'Closeout', and a search icon. The 'Home' icon is highlighted with a red box. On the left sidebar, the 'Personnel' menu item is highlighted with a red box, and its sub-item 'Personnel Management' is also highlighted with a red box. The main content area is divided into several sections: 'Task Summary By Phase' (Grants: 1, Monitoring: 3, Closeout: 0), 'Task Summary By Due Date' (Late: 2, Due within 7 Days: 2, Due within 30 Days: 0, Due in more than 30 Days: 0), 'My Feed' (No feeds available), 'My Top 5 Awards' (a horizontal bar chart showing 'Total Awarded Amount' for five awards), and 'Upcoming Funding Opportunities' (a line chart showing 'Total Committed Amount' for the 'Next 6 Months'). The bottom of the interface features a 'My Workspace' section with buttons for 'Calendar', 'Messages', 'Notes', and 'Files'.

Personnel Management continued

- Click the New icon.

The screenshot shows the AGO Grants web application interface. At the top, there is a dark blue header with the text 'AGO Grants' on the left and a 'Grants Portal' dropdown menu with a user profile icon on the right. Below the header is a light gray navigation bar with links for 'Grants', 'Monitoring', and 'Closeout', along with a pie chart icon and a speech bubble icon. The main content area has a title 'Personnel Management' with an expand/collapse arrow. To the right of the title is a 'New' button, which is highlighted with a red rectangular box. Below the title is a search bar with the placeholder text 'Search...' and a magnifying glass icon. To the right of the search bar is a funnel icon. Below the search bar, there is a note: '* Records are sorted by Created Date descending order'. Below this note, it says 'Showing 1 to 3 of 3 records'. At the bottom, there is a table with the following columns: 'EGMS ID', 'Staff Name', 'Email ID', 'Status', and 'Actions'. The table contains one visible row of data.

AGO Grants

Grants Portal

Grants Monitoring Closeout

Personnel Management

New

Search...

* Records are sorted by Created Date descending order

Showing 1 to 3 of 3 records

EGMS ID	Staff Name	Email ID	Status	Actions
...	...	...	...	...

Personnel Management continued

- Complete information for employee that will occupy the position.
- Use employee's legal name.
- Use **business email** address.
- Include the VSP Certification number.
- Hire Date is the agency's hire date.
- Click Save and Continue.

Create Personnel Management

Save and Continue

* Required to Save | ⚠ Required to Submit

Personnel Information

*Staff Name

*Email

Victim Service Provider Number

Hire Date

mm/dd/yyyy

Save and Continue

Personnel Management continued

- Review data and click Save.

Personnel Management

Test Employee A

Cancel

Save

EGMS ID	Status	Organization
PM-0138	Draft	COUNTY OF LEXINGTON

Created

Active

Deactive

Required to Save | Required to Submit

Overview

Related Log

Files

History

Collab

Personnel Information

Staff Name

Test Employee A

Email

testemployee@yopmail.org

Victim Service Provider Number

123456

Personnel Management continued

- Final review for accuracy, record may still be updated using the edit icon.
- Click Activate if all data is accurate.
- Employee must be activated to be added to a Subaward.

Personnel Management

Test Employee A

EditActivate

EGMS ID

PM-0138

Status

Draft

Organization

COUNTY OF LEXINGTON

Created

Active

Deactive

Overview

Related Log

Files

History

Collab

▲ Personnel Information

Staff Name

Test Employee A

Email

testemployee@yopmail.org

Victim Service Provider Number

123456

▲ Subaward Details

Personnel Management continued

- Confirm activation.
- Data becomes read-only, except for VSP number and agency hire date.
 - Reminder: Update personnel records for those obtaining their VSP certification after activation.

Personnel Management continued

- **Change to deactivate personnel records.**
 - For separation of employment from the organization.
 - All reimbursements have been requested and processed.
 - Please notify SCAG via email of the individual that needs to be deactivated.

Personnel Management
Test Employee A

EGMS ID: PM-0138 Status: Active Organization: COUNTY OF LEXINGTON

Created Active Deactive

Overview Related Log Files History Collab

Personnel Information

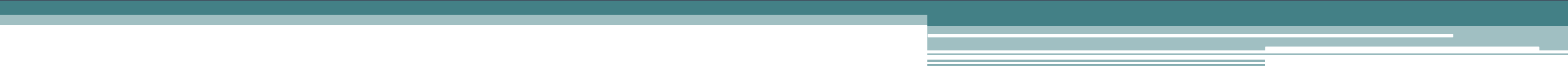
Staff Name: Test Employee A Email: testemployee@yopmail.org

Victim Service Provider Number: 123456

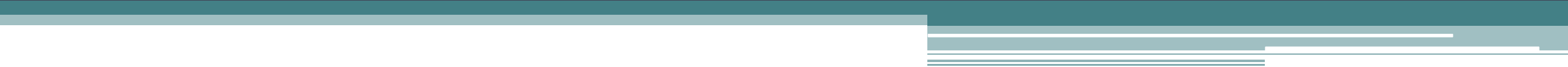
Subaward Details

Search...

Questions?

A series of horizontal lines in teal and light blue colors, spanning the width of the slide and positioned below the 'Questions?' text.

Request for Payment (RFP)

A series of horizontal lines in teal and light blue colors, spanning the width of the slide and partially overlapping the white content area below the title.

RFP Submissions

- All RFPs are due within 45 days (static due dates) after the end of the month.
- RFPs are system generated at the end of the month if the previous month RFP has been approved/paid:
 - Example: RFP 1 generates on the last day of October and is due by 12/15.
- RFPs generate from the last activated subaward.
- RFPs will not generate if an amendment is created, or in-progress.

****Pro-rated RFPs:**

Months are RFP 1, and RFP 12

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

Prior Year RFPs must be completed before submitting new year RFPs for processing.

RFP Key Notes and Reminders

RFP-12

- Include all working days for the month of September.
- Do not include any October worked days.
- Include **all delivery receipts** for items received. Delivery information must be verified.

RFP-01

- Include October working days.
- No September days can be reimbursed on RFP-01.
- Do not include any expense incurred in September before the start of the grant cycle.

RFP Submission Schedule

Important RFP Due Dates – Due Dates are static

Request For Payment (RFP)	Opening Date	Due Date
RFP 1	October 31 Pro-rated	December 15
RFP 2	November 30	January 15
RFP 3	December 31	February 15
RFP 4	January 31	March 15
RFP 5	February 28	April 15
RFP 6	March 31	May 15
RFP 7	April 30	June 15
RFP 8	May 31	July 15
RFP 9	June 30	August 15
RFP 10	July 31	September 15
RFP 11	August 31	October 15
RFP 12	September 30 Pro-rated	November 15

RFP - General Information

Attachments:

- Upload all documents under respective RFP.
- RFPs are electronically “Certified”.
- Name attachment files to reflect contents.
- Attachments must be legible.
- Redact Personal Protected Information (PPI) that is not needed or necessary.
- Only include necessary information and support.

Supplies:

- Approved items have been included in the Financial Guidelines “Supplies List” previously provided.
- Items should be used and allocated for the program purchased.
- If an agency is requesting an item, not on the supply list, the item must be listed in the notes field.

RFP - General Information

Personnel:

- Timesheets/Time and Effort must accompany all RFPs for payroll reimbursements.
- Timesheets/Time and Effort must identify time worked between programs if the position is funded from more than one funding source.
- Timesheets/Time and Effort must be signed by individual and supervisor; electronic timesheets are acceptable with signature approvals, handwritten or electronic.
- Update VSP Certification Number within a year of hire date.

Travel:

- Individual daily travel details must be submitted in the backup documentation.
- Travel is reimbursed based on the positions percentage unless otherwise identified as program specific.
- Some program specific travel may be reimbursed at 100% regardless of position's percentage.

RFP - General Information

Other:

- Be mindful of PPI information for clients when utilizing different modes of travel, i.e., Uber, Lyft, etc.
- Organizations using credit cards be mindful of card fees.

Equipment:

- Items that are tagged require written disposition.
- IT equipment with PPI information must be cleared/cleaned before disposal.

Request For Payment

- Click the Monitoring tab → Navigate to Pending Task in left navigation panel. You will see a pending task to start working your RFP.

The screenshot displays the 'AGO Grants' interface. The top navigation bar includes the 'Office of the South Carolina Attorney General' logo, the title 'AGO Grants', and a 'Grants Portal' dropdown. Below this, a secondary navigation bar shows 'Grants', 'Monitoring' (highlighted with a red box), and 'Closeout'. The left sidebar contains a search bar and a 'Tasks' section with 'My Tasks' (containing 'Pending Tasks' and 'Completed Tasks') and 'Activities' (containing 'Monitoring Activities', 'Payments', and 'Reimbursements'). The main content area is divided into two sections: 'Pending Tasks (Assigned To Me)' and 'Pending Tasks (Assigned By Me)'. The first section shows a single task in a table, which is highlighted with a red box. The second section shows no records.

Pending Tasks (Assigned To Me)

EGMS ID	Task Type	Subject	Due Date	Status	Actions
PR-1V22035-03	Create Payment Request	Create Payment Request for Subaward #AD-1V22035...	09/27/2022	Not Started	

Total Records: 1

Pending Tasks (Assigned By Me)

EGMS ID	Task Type	Subject	Assigned To	Due Date	Status
No records found					

Request For Payment continued

- Click the start icon under Actions to open the RFP.

The screenshot displays the 'AGO Grants' interface. The top navigation bar includes the 'Office of the South Carolina Attorney General' logo, the 'Grants Portal' dropdown, and a user profile icon. The main navigation tabs are 'Grants', 'Monitoring' (selected), and 'Closeout'. A left sidebar contains a search bar and a list of task categories: 'Tasks', 'My Tasks', 'Pending Tasks' (highlighted), 'Completed Tasks', 'Activities', 'Monitoring Activities', 'Payments', 'Reimbursements', 'Recently Viewed', and 'Family Justice Dmestice ...'. The main content area is titled 'Pending Tasks (Assigned To Me)' and features a search bar. Below the search bar, it states 'Showing 1 to 1 of 1 records'. A table lists the task details:

EGMS ID	Task Type	Subject	Due Date	Status	Actions
PR-1V22035-03	Create Payment Request	Create Payment Request for Subaward #AD-1V22035...	09/27/2022	Not Started	

Total Records: 1

Below this table, there is a section for 'Pending Tasks (Assigned By Me)' with a search bar. It shows 'No records found'.

Request For Payment continued

- You will be able to see the RFP which is in created status.

The screenshot displays the 'Reimbursement Payment Request' interface. The top navigation bar includes 'Grants', 'Monitoring', and 'Closeout'. The left sidebar contains sections for 'Search', 'Tasks', 'Activities', and 'Recently Viewed'. The main content area shows the 'Reimbursement request' details, including the EGMS ID (PR-AMR-02), Subaward (AD-AMR-0369), and Budget Period (10/24/2022 - 10/23/2023). The status is 'Created', which is highlighted with a red box. A progress bar below the status shows the workflow from 'Created' to 'Paid'. The 'Payment Request Summary' table shows the awarded budget, subaward spent, and match amounts. The 'Payment Request Budget' section is also visible at the bottom.

Payment Request Summary		
Awarded Budget ⓘ	Subaward Spent	Spent This Action ⓘ
\$500,000.00	\$20,100.00	\$0.00
Cash Match	Non-Cash Match	Total Match This Action ⓘ
\$0.00	\$0.00	\$0.00

Request For Payment continued

- Click Financials Tab, you will be able to see the budget table in Payment Request Budget section.
 - Orange dot indicates data is required.

The screenshot displays the AGO Grants Monitoring interface. The 'Financials' tab is selected and highlighted with a red box. Below it, the 'Payment Request Budget' section is also highlighted with a red box. The table shows budget details for a 'Personnel' category.

Payment Request Summary

Awarded Budget ⓘ	Subaward Spent	Spent This Action ⓘ
\$500,000.00	\$20,100.00	\$0.00
Cash Match	Non-Cash Match	Total Match This Action ⓘ
\$0.00	\$0.00	\$0.00

Payment Request Budget

Search...

* Records are sorted by Focus Area Name ascending order, RowNumber ascending order

Showing 1 to 5 of 5 records

Category Name	Number of Positions	Subaward Budget	Subaward Spent to Date	Subaward Balance	Spent this Period	Cash Match	Non-Cash Match	Total Match	Actions
Focus Area Name : Standard Focus Area									
Personnel	2	\$100,000.00	\$5,100.00	\$94,900.00	\$0.00	\$0.00	\$0.00	\$0.00	

Request For Payment continued

- Click Add / View Details icon to view and add the reimbursement details for personnel budget category details.
 - Level 1 – Summary by major line item.

Office of the South Carolina Attorney General **AGO Grants** Grants Portal

Grants Monitoring Closeout

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Monitoring Activities

Monitoring Schedules

Adhoc Request

Progress Reports

Site Visits

Desk Reviews

Subaward Terms and Co...

Payments

Showing 1 to 5 of 5 records

* Records are sorted by Focus Area Name ascending order, RowNumber ascending order

	Category Name	Number of Positions	Subaward Budget	Subaward Spent to Date	Subaward Balance	Spent this Period	Cash Match	Non-Cash Match	Total Match	Actions
Focus Area Name : Standard Focus Area										
+	Personnel	2	\$100,000.00	\$5,100.00	\$94,900.00	\$0.00	\$0.00	\$0.00	\$0.00	
+	Contractual	1	\$95,000.00	\$5,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
+	Travel		\$105,000.00	\$5,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
+	Equipment		\$100,000.00	\$5,000.00	\$95,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
+	Other		\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Total - Focus Area Name : Stan	3	\$500,000.00	\$20,100.00	\$479,900.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Grand Total	3	\$500,000.00	\$20,100.00	\$479,900.00	\$0.00	\$0.00	\$0.00	\$0.00	

Total Records:5

Acknowledgement

Request For Payment continued

- You will see the details for the Personnel category. Click Edit icon under the the Actions column.

Reimbursement Budget Category

Budget Category: Personnel

Personnel Summary Refresh ≡

Search... 🔍 🔼

** Records are sorted by Last Modified Date descending order*

Showing 1 to 2 of 2 records

	Salary Spent to date	Salary Balance	Salary Spent this Period	Fringe Benefits Budget	Fringe Benefits Spent to Date	Fringe Benefits Balance	Fringe Benefits Spent this Period	Cash Match	Non-Cash Match	Grantor Adjusted Cash Match	Grantor Adjusted Non-Cash Match	Total Match	SCAG Notes	Notes	Actions
⊕	\$2,000.00	\$43,000.00	\$0.00	\$5,000.00	\$600.00	\$4,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
⊕	\$2,000.00	\$43,000.00	\$0.00	\$5,000.00	\$500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
	\$4,000.00	\$86,000.00	\$0.00	\$10,000.00	\$1,100.00	\$8,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			

Total Records: 2

Request For Payment continued

- Update % Worked this Period, Cash Match, Non-Cash Match, Notes. Once done, click Save Button.
- Cash Match and Non-Cash Match amounts are entered in total amounts.
 - Level 2 – Summary for each personnel line item.

Reimbursement Budget Category

Budget Category: Personnel

Personnel Summary
Refresh
Save

Search...

Showing 1 to 2 of 2 records

* Records are sorted by Last Modified Date ascending order

	Job Title	Staff Name	% of time on grant	% Worked this Period	VSP Certification Required	Salary Budget	Salary Spent to date	Salary Balance	Salary Spent this Period	Fringe Benefits Budget	Fringe Benefits Spent to Date	Fringe Benefits Balance	Fringe Benefits Spent this Period	Cash Match	Non-Cash Match	Grantor Adjusted Cash Match	Grantor Adjusted Non-Cash Match
+		Penny pipe	59%	50	No	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	200	200	\$0.00	
+		Pendleton Street	59%	50	No	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	100	100	\$0.00	
	Total					\$10,000.00	\$3,000.00	\$7,000.00	\$0.00	\$2,000.00	\$1,000.00	\$1,000.00	\$0.00	\$300.00	\$300.00	\$0.00	

Total Records:2

Request For Payment continued

- To add reimbursement details against individual personnel, click plus icon.

Reimbursement Budget Category

Budget Category: Personnel

Personnel Summary

Search...

Refresh

Save

Showing 1 to 2 of 2 records

* Records are sorted by Last Modified Date ascending order

	Job Title	Staff Name	% of time on grant	% Worked this Period	VSP Certification Required	Salary Budget	Salary Spent to date	Salary Balance	Salary Spent this Period	Fringe Benefits Budget	Fringe Benefits Spent to Date	Fringe Benefits Balance	Fringe Benefits Spent this Period	Cash Match	Non-Cash Match	Grantor Adjusted Cash Match	Grantor Adjusted Non-Cash Match
+		Penny pipe	59%	50	No	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	200	200	\$0.00	\$
+		Pendleton Street	59%	50	No	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	100	100	\$0.00	\$
	Total					\$10,000.00	\$3,000.00	\$7,000.00	\$0.00	\$2,000.00	\$1,000.00	\$1,000.00	\$0.00	\$300.00	\$300.00	\$0.00	\$

Total Records:2

Request For Payment continued

- You will see the detailed list of reimbursements for each category for each personnel.
- If you do not see a fringe displayed, then it was unchecked during application process or was not checked when the individual was added to the subaward.
 - Subawards with no fringe budget should not request reimbursements.
 - Level 3 – Detail request for reimbursement – Click pencil to enter amounts.

Personnel Details						
Search... 						
Showing 1 to 13 of 13 records						
Category Type	Grantee Spent this Action	Grantor Adjusted Amount	SCAG Notes	Notes	Actions	
Salary	\$0.00	\$0.00				
FICA	\$0.00	\$0.00				
WC	\$0.00	\$0.00				
SUI	\$0.00	\$0.00				
Retirement	\$0.00	\$0.00				
Health	\$0.00	\$0.00				

Request For Payment continued

- Click the Edit icon to add reimbursement details against each personnel.
- Include notes, as necessary.

Personnel Details

Search...

Q

Showing 1 to 13 of 13 records

Category Type	Grantee Spent this Action	Grantor Adjusted Amount	SCAG Notes	Notes	Actions
Salary	2,000	\$0.00		Salary	
FICA	\$0.00	\$0.00			
WC	\$0.00	\$0.00			
SUI	\$0.00	\$0.00			
Retirement	500	\$0.00		Retire	
Health	500	\$0.00		Health	

Request For Payment continued

- Grantee Spent this Action is the amount that you want to be reimbursed.

Personnel Details

Search...

Q

Showing 1 to 13 of 13 records

Category Type	Grantee Spent this Action	Grantor Adjusted Amount	SCAG Notes
Salary	2,000	\$0.00	
FICA	\$0.00	\$0.00	
WC	\$0.00	\$0.00	
SUI	\$0.00	\$0.00	
Retirement	500	\$0.00	
Health	500	\$0.00	

Request For Payment continued

- Click the Save button.

Reimbursement Budget Category

Budget Category: Personnel

Personnel Summary

Refresh
Save

Search...

* Records are sorted by Last Modified Date ascending order

Showing 1 to 2 of 2 records

	Job Title	Staff Name	% of time on grant	% Worked this Period	VSP Certification Required	Salary Budget	Salary Spent to date	Salary Balance	Salary Spent this Period	Fringe Benefits Budget	Fringe Benefits Spent to Date	Fringe Benefits Balance	Fringe Benefits Spent this Period	Cash Match	Non-Cash Match	Grantor Adjusted Cash Match	Grantor Adjusted Non-Cash Match
+		Penny pipe	59%	50	No	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	200	200	\$0.00	\$0.00
+		Pendleton Street	59%	50	No	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	100	100	\$0.00	\$0.00
	Total					\$10,000.00	\$3,000.00	\$7,000.00	\$0.00	\$2,000.00	\$1,000.00	\$1,000.00	\$0.00	\$300.00	\$300.00	\$0.00	\$0.00

Total Records:2

Request For Payment continued

- Once you save the details, you will see the updated amounts for **Salary Spent this Period** and **Fringe Benefits Spent this Period**.
 - **Salary/Fringe Benefits “Spent this Period”** are totaled from the details entered.

▲ Personnel Summary

Refresh

Search...

Showing 1 to 2 of 2 records

* Records are sorted by Last Modified Date ascending order

	Job Title	Staff Name	% of time on grant	% Worked this Period	VSP Certification Required	Salary Budget	Salary Spent to date	Salary Balance	Salary Spent this Period	Fringe Benefits Budget	Fringe Benefits Spent to Date	Fringe Benefits Balance	Fringe Benefits Spent this Period	Cash Match	Non-Cash Match	Grantor Adjusted Cash Match	Grantor Adjusted Non-Cash Match	Total Match	SCAG Notes	Notes	Actions
		Penny pipe	59%	50%	No	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$200.00	\$200.00	\$200.00	\$200.00	\$400.00			

Request For Payment continued

- Click Add / View Details icon to view and add the reimbursement details for the Contractual budget category.

Office of the South Carolina Attorney General | AGO Grants | Grants Portal

Search | Home | Grants | Monitoring | Closeout

* Records are sorted by Focus Area Name ascending order, RowNumber ascending order

Showing 1 to 5 of 5 records

	Category Name	Number of Positions	Subaward Budget	Subaward Spent to Date	Subaward Balance	Spent this Period	Cash Match	Non-Cash Match	Total Match	Actions
Focus Area Name : Standard Focus Area										
+	Personnel	2	\$100,000.00	\$5,100.00	\$94,900.00	\$6,000.00	\$9,000.00	\$900.00	\$9,900.00	
+	Contractual	1	\$95,000.00	\$5,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
+	Travel		\$105,000.00	\$5,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
+	Equipment		\$100,000.00	\$5,000.00	\$95,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
+	Other		\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Total - Focus Area Name : Stan	3	\$500,000.00	\$20,100.00	\$479,900.00	\$6,000.00	\$9,000.00	\$900.00	\$9,900.00	
	Grand Total	3	\$500,000.00	\$20,100.00	\$479,900.00	\$6,000.00	\$9,000.00	\$900.00	\$9,900.00	

Total Records: 5

Tasks: My Tasks, Pending Tasks, Completed Tasks

Activities: Monitoring Activities, Monitoring Schedules, Adhoc Request, Progress Reports, Site Visits, Desk Reviews

Request For Payment continued

- You will see the details for the Contractual category. Click Edit icon on the Actions column.

Reimbursement Budget Category

Budget Category: Contractual

▲ Contractual Summary

Search...

🔍

* Records are sorted by Last Modified Date descending order

Showing 1 to 1 of 1 records

Name	Description	Budget	Subaward Spent to Date	Balance	Grantee Spent this Period	Grantor Adjusted Amount	Cash Match	Non-Cash Match	Grantor Adjusted Cash Match	Grantor Adjusted Non-Cash Match	Total Match	SCAG Notes	Notes	Actions
Contractual	Contractual	\$95,000.00	\$5,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			✎
Total		\$95,000.00	\$5,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			

Total Records:1

Request For Payment continued

- You can update **Grantee Spent this Period**, **Cash Match**, **Non-Cash Match**, **Notes**. Once done, click Save Button.

Reimbursement Budget Category

Budget Category: Contractual

Contractual Summary

Save

Search...

* Records are sorted by Last Modified Date descending order

Showing 1 to 1 of 1 records

Name	Description	Budget	Subaward Spent to Date	Balance	Grantee Spent this Period	Grantor Adjusted Amount	Cash Match	Non-Cash Match	Grantor Adjusted Cash Match	Grantor Adjusted Non-Cash Match	Total Match	SCAG Notes	Notes	Actions
Contractual	Contractual	\$95,000.00	\$5,000.00	\$90,000.00	2,000	\$0.00	200	200	\$0.00	\$0.00	\$0.00		Oct R	
Total		\$95,000.00	\$5,000.00	\$90,000.00	\$2,000.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00			

Total Records:1

Request For Payment continued

- Similarly, you can add reimbursement details to the other categories.
- Other Line Item – for multiple items please submit a detailed summary.

Log in keka greyHR IDP TFS Share Point Doc SCAG- QA SCAG-UAT Salesforce SCDOE SCAG_Notes and Q... SCAG UAT- Internal Discuss SCAG Awar... Framework

Office of the South Carolina Attorney General AGO Grants Grants Portal

Grants Monitoring Closeout

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Monitoring Activities

Monitoring Schedules

Adhoc Request

Progress Reports

Site Visits

Desk Reviews

Subaward Terms and Co...

* Records are sorted by Focus Area Name ascending order, RowNumber ascending order

Showing 1 to 5 of 5 records

	Category Name	Number of Positions	Subaward Budget	Subaward Spent to Date	Subaward Balance	Spent this Period	Cash Match	Non-Cash Match	Total Match	Actions
Focus Area Name : Standard Focus Area										
+	Personnel	2	\$100,000.00	\$5,100.00	\$94,900.00	\$6,000.00	\$9,000.00	\$900.00	\$9,900.00	✚
+	Contractual	1	\$95,000.00	\$5,000.00	\$90,000.00	\$2,000.00	\$200.00	\$200.00	\$400.00	✚
+	Travel		\$105,000.00	\$5,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	✚
+	Equipment		\$100,000.00	\$5,000.00	\$95,000.00	\$0.00	\$0.00	\$0.00	\$0.00	✚
+	Other		\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	✚
	Total - Focus Area Name : Stan	3	\$500,000.00	\$20,100.00	\$479,900.00	\$8,000.00	\$9,200.00	\$1,100.00	\$10,300.00	
	Grand Total	3	\$500,000.00	\$20,100.00	\$479,900.00	\$8,000.00	\$9,200.00	\$1,100.00	\$10,300.00	

Total Records:5

Request For Payment continued

- Other-Other Line Item – detailed summary.
- Electronic copies available upon request.

[illegible]

Request For Payment Attachments

- Once you add the reimbursement details in the payment request budget table, follow the below steps to upload the attachment for any applicable receipts/invoices.
- Click the Files tab and scroll down to the Reimbursement File section. Click Add File button.

The screenshot displays the AGO Grants portal interface. The top navigation bar includes the Office of the South Carolina Attorney General logo, the text 'AGO Grants', and a 'Grants Portal' dropdown menu. Below this, a progress bar shows the workflow stages: Created (checked), Submitted to Grantor, Send Back for Acknowledgment, Acknowledged, Submitted for Approval, Approved, Sent to SCEIS, and Paid. The main content area features a sidebar on the left with a search bar and a list of navigation items: Tasks, My Tasks, Pending Tasks, Completed Tasks, Activities, Monitoring Activities, Monitoring Schedules, Adhoc Request, Progress Reports, Site Visits, Desk Reviews, Subaward Terms and Co..., and Payments. The main content area has a top navigation bar with tabs: Overview, Financials, Files (highlighted with a red box), History, and Collab. Below the tabs is a 'Supporting Documents Checklist' section with a search bar and a table. The table has columns: Description, Required, Applies To, Status, Template Link, and Subrecipient Document Link. The table is currently empty, showing 'No Records Found'. Below the table is a 'Reimbursement Files' section (highlighted with a red box) with an 'Add Files' button (highlighted with a red box). The bottom of the page shows the text 'Showing 1 to 0 of 0 records'.

Office of the South Carolina Attorney General

AGO Grants

Grants Portal

Grants Monitoring Closeout

Created Submitted to Grantor Send Back for Acknowledgment Acknowledged Submitted for Approval Approved Sent to SCEIS Paid

Overview Financials **Files** History Collab

Supporting Documents Checklist

Search...

* Records are sorted by Last Modified Date ascending order

Showing 1 to 0 of 0 records

Description	Required	Applies To	Status	Template Link	Subrecipient Document Link
No Records Found					

Reimbursement Files

Add Files

* Records are sorted by Last Modified Date ascending order

Showing 1 to 0 of 0 records

Request For Payment Attachments continued

- Select the Classification from drop-down, Click on **Choose a File OR Drag it Here** button to upload the files. Provide the description if any and click on the Upload button to upload the attached files.
- Scanned copies must be legible.
- System accepts excel files.
- Consolidate files such as payroll, timesheets, etc. to minimize the number of attachments.

The screenshot shows a web-based 'Add File' dialog box. At the top, there's a tab labeled 'Upload File from Computer'. Below this, a red rectangle highlights a dropdown menu for 'Classification' with 'Invoice' selected. Another red rectangle highlights a blue button with a file icon and the text 'Choose a File OR Drag it here'. Below the button, the filename 'Attachment3386157805.pdf' is displayed. A third red rectangle highlights a text area for 'Description' containing the text 'Invoice of reimbursement request'. At the bottom right, there are two buttons: 'Upload' and 'Cancel', both highlighted with red rectangles. A small note 'Upload single file up to 2 GB' is visible above the description field.

Add File

Upload File from Computer

Classification
Invoice

* Upload File

Choose a File OR Drag it here

Attachment3386157805.pdf

Upload single file up to 2 GB

Description
Invoice of reimbursement request

Upload Cancel

Request For Payment Attachments continued

- You can see the uploaded file in Reimbursement Files section.

The screenshot displays the AGO Grants portal interface. The top navigation bar includes links for Log in keka, greyTHR IDP, TFS, Share Point Doc, SCAG- QA, SCAG-UAT, Salesforce, SCDOE, SCAG_Notes and Q..., SCAG UAT- Internal, Discuss SCAG Awar..., and Framework. The main header shows the Office of the South Carolina Attorney General logo and the text "AGO Grants". The left sidebar contains a search bar and a list of navigation items: Tasks, My Tasks, Activities, Monitoring Activities, and Payments. The main content area is divided into sections: Grants, Monitoring, and Closeout. The Monitoring section is active, showing a table with columns: Description, Required, Applies to, Status, Template Link, and Subrecipient Document Link. Below this, the Reimbursement Files section is displayed, showing a table with columns: Title, Classification, File Extension, Description, Created Date, and Actions. A single record is listed: Attachment3386157805.pdf, Invoice, pdf, Invoice of reimbursement request, 10/18/2022 7:36 AM. The record is highlighted with a red border. Below the Reimbursement Files section is the Notes section, which is currently empty.

Log in keka greyTHR IDP TFS Share Point Doc SCAG- QA SCAG-UAT Salesforce SCDOE SCAG_Notes and Q... SCAG UAT- Internal Discuss SCAG Awar... Framework

Office of the South Carolina Attorney General AGO Grants Grants Portal

Grants Monitoring Closeout

Search Search... All

Tasks My Tasks Pending Tasks Completed Tasks

Activities Monitoring Activities Monitoring Schedules Adhoc Request Progress Reports Site Visits Desk Reviews Subaward Terms and Co... Payments

Description Required Applies to Status Template Link Subrecipient Document Link

No Records Found

Reimbursement Files Add Files

* Records are sorted by Last Modified Date ascending order

Showing 1 to 1 of 1 records

Title	Classification	File Extension	Description	Created Date	Actions
Attachment3386157805.pdf	Invoice	pdf	Invoice of reimbursement request	10/18/2022 7:36 AM	

Total Records: 1

Notes Add

Title	Description	Created Date ↓	Created By
No Records Found			

Request For Payment Submission

- Click the Edit button in the top right corner of the RFP.

The screenshot displays the AGO Grants portal interface. The top navigation bar includes the Office of the South Carolina Attorney General logo, the title 'AGO Grants', and a 'Grants Portal' dropdown menu. The main navigation tabs are 'Grants', 'Monitoring', and 'Closeout'. The left sidebar contains a search bar and a list of tasks and activities, including 'Monitoring Activities' and 'Payments'.

The main content area shows a 'Reimbursement Payment Request' for 'Beaumont Community Players Inc'. The status is 'Created'. The top right corner of the request card features an 'Edit' button (highlighted with a red box) and a 'Submit to Grantor' button. Below the request card is a progress bar with stages: Created, Submitted to Grantor, Send Back for Acknowledgment, Acknowledged, Submitted for Approval, Approved, Sent to SCEIS, and Paid. The 'Created' stage is currently active.

Below the progress bar, there are tabs for 'Overview', 'Financials', 'Files', 'History', and 'Collab'. The 'Overview' tab is selected, showing 'General Information' for the request. The information includes:

General Information	
Subrecipient Organization	Beaumont Community Players Inc
Type	Reimbursement
Remittance address	4155 Laurell Avenue Beaumont TX 77707 USA
Payment Period Start Date	10/24/2022
Payment Period End Date	10/23/2023
Due Date	12/07/2023
Submission Date	
Is Final Payment Request?	☐
Reference	V120192898

- Scroll down to the **Acknowledgment** section, complete the required details and click Save button.

Grants |
 Monitoring |
 Closeout

Search [_____] All ▾

+ Travel		\$105,000.00	\$5,000.00	\$100,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	[Link]
+ Equipment		\$100,000.00	\$5,000.00	\$95,000.00	\$105,000.00	\$0.00	\$0.00	\$0.00	[Link]
+ Other		\$100,000.00	\$0.00	\$100,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	[Link]
Total - Focus Area Name : Stan	3	\$500,000.00	\$20,100.00	\$479,900.00	\$123,000.00	\$9,200.00	\$1,100.00	\$10,300.00	
Grand Total	3	\$500,000.00	\$20,100.00	\$479,900.00	\$123,000.00	\$9,200.00	\$1,100.00	\$10,300.00	

Total Records:5

Acknowledgement ⓘ

I certify that the cost outlined in this payment request is permissible per the terms defined in the Notice of Grant Award. Furthermore, I affirm that the information contained herein is to the best of my knowledge and belief, accurate and complete.

Acknowledgement ⓘ

I Agree ▾

All applicable receipts or invoices attached

Signed By _____

Cancel | **Save**

Request For Payment Submission continued

- Click Submit to Grantor button to submit the RFP to SCAG.

The screenshot displays the 'Reimbursement Payment Request' interface. The top navigation bar includes 'Grants', 'Monitoring', and 'Closeout'. The left sidebar contains a search bar and a list of tasks and activities. The main content area shows the request details and a progress timeline.

Reimbursement request

EGMS ID: PR-AMR-02 | Status: Created | Subaward: AD-AMR-0369 | Budget Period: 10/24/2022 - 10/23/2023

Progress Timeline:

- Created (Completed)
- Submitted to Grantor
- Send Back for Acknowledgment
- Acknowledged
- Submitted for Approval
- Approved
- Sent to SCEIS
- Paid

Payment Request Summary

Awarded Budget	Subaward Spent	Spent This Action
\$500,000.00	\$20,100.00	\$123,000.00
Cash Match	Non-Cash Match	Total Match This Action
\$9,200.00	\$1,100.00	\$10,300.00

Payment Request Budget

The 'Submit to Grantor' button is highlighted with a red box in the top right corner of the main content area.

Request For Payment Submission continued

- The status of the RFP is now updated to Submitted to Grantor.

The screenshot displays the 'Reimbursement Payment Request' interface. The top navigation bar includes 'Grants', 'Monitoring', and 'Closeout'. The left sidebar contains sections for 'Search', 'Tasks', 'Activities', and 'Payments'. The main content area shows the request details for EGMS ID PR-AMR-02, with the status 'Submitted to Grantor' highlighted in a red box. A progress bar below the details shows the workflow from 'Created' to 'Paid', with 'Submitted to Grantor' being the current step. The 'Financials' tab is active, showing a 'Payment Request Summary' table with budget and spending data.

Payment Request Summary		
Awarded Budget ⓘ	Subaward Spent	Spent This Action ⓘ
\$500,000.00	\$20,100.00	\$123,000.00
Cash Match	Non-Cash Match	Total Match This Action ⓘ
\$9,200.00	\$1,100.00	\$10,300.00

Request For Payment Re-Submit

- SCAG may return the submitted RFP for update(s) or edits. In such a scenario, please follow the below steps to re-submit the RFP.
- Login with primary user in AGO Grants Portal.

The screenshot displays the AGO Grants Portal interface. The header includes the Office of the South Carolina Attorney General logo and the text "AGO Grants". The navigation bar shows "Grants", "Monitoring", and "Closeout" tabs. The left sidebar contains a search bar and a menu with options like "Tasks", "My Tasks", "Activities", "Organization", "Personnel", and "Recently Viewed".

The main content area is divided into several sections:

- Task Summary By Phase:** A table showing the number of tasks in different phases.

Phase	Count
Grants	17
Monitoring	121
Closeout	0
- Task Summary By Due Date:** A table showing the number of tasks due within specific timeframes.

Due Date	Count
Late	125
Due within 7 Days	13
Due within 30 Days	0
Due in more than 30 Days	0
- My Top 5 Awards:** A bar chart showing the total awarded amount for five awards.

Award ID	Total Awarded Amount
AD-test-0209	~1,000k
AD-REI-0243	~500k
AD-AMR-0369	~500k
AD-AMR-0365	~500k
AD-ARTV12-0...	~500k
- Upcoming Funding Opportunities:** A section showing the total committed amount for the next 6 months.
- My Feed:** A list of recent posts and updates, including "PR-SANITY-10" and "AD-SANITY-0244".

The footer includes the GovGrants logo and links to Accessibility Policy, Privacy Policy, Terms of Use, Notice Under the Americans with Disabilities Act, and FAQ.

Request For Payment Re-Submit continued

- Click the Monitoring tab and navigate to Pending Task in left hand navigation column. You will see a pending task with the task type as Revise Payment Request.

The screenshot displays the 'AGO Grants' interface. The top navigation bar includes 'Grants', 'Monitoring' (highlighted with a red box), and 'Closeout'. The left sidebar shows 'My Tasks' with 'Pending Tasks' highlighted. The main content area is titled 'Pending Tasks (Assigned To Me)' and shows a table of tasks. The task 'PR-AMR-02' with the type 'Revise Payment Request' is highlighted with a red box. Below this, the 'Pending Tasks (Assigned By Me)' section shows 'No records found'.

Office of the South Carolina Attorney General

AGO Grants

Grants Portal

Grants Monitoring Closeout

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Monitoring Activities

Monitoring Schedules

Adhoc Request

Progress Reports

Site Visits

Desk Reviews

Pending Tasks (Assigned To Me)

Search...

Showing 121 to 122 of 122 records

EGMS ID	Task Type	Subject	Due Date	Status	Actions
PR--GT-ARTV12-0298...	Complete Grantor Pro...	Complete Progress Report for Subaward #AD-ART...	10/19/2022	Not Started	
PR-AMR-02	Revise Payment Requ...	Revise Payment Request #PR-AMR-02 for Subaw...	10/25/2022	Not Started	

Show 10 Entries Total Records: 122

Pending Tasks (Assigned By Me)

Search...

EGMS ID	Task Type	Subject	Assigned To	Due Date	Status
---------	-----------	---------	-------------	----------	--------

No records found

Request For Payment Re-Submit continued

- Click the Start Icon to open the RFP.

Office of the South Carolina Attorney General

AGO Grants

Grants Portal

Grants Monitoring Closeout

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Monitoring Activities

Monitoring Schedules

Adhoc Request

Progress Reports

Site Visits

Desk Reviews

Subaward Terms and Co...

▲ Pending Tasks (Assigned To Me)

Search...

Showing 121 to 122 of 122 records

EGMS ID	Task Type	Subject	Due Date	Status	Actions
PR--GT-ARTV12-0298...	Complete Grantor Pro...	Complete Progress Report for Subaward #AD-ART...	10/19/2022	Not Started	
PR-AMR-02	Revise Payment Requ...	Revise Payment Request #PR-AMR-02 for Subaw...	10/25/2022	Not Started	

Show 10 Entries Total Records: 122

Page 13 of 13

▲ Pending Tasks (Assigned By Me)

Search...

EGMS ID	Task Type	Subject	Assigned To	Due Date	Status
No records found					

- Update the RFP as requested by SCAG.

	Category Name	Number of Positions	Subaward Budget	Subaward Spent to Date	Subaward Balance	Spent this Period	Cash Match	Non- Cash Match	Total Match	Actions
Focus Area Name : Standard Focus Area										
+	Personnel	2	\$100,000.00	\$5,100.00	\$94,900.00	\$6,000.00	\$9,000.00	\$900.00	\$9,900.00	🔗
+	Contractual	1	\$95,000.00	\$5,000.00	\$90,000.00	\$2,000.00	\$200.00	\$200.00	\$400.00	🔗
+	Travel		\$105,000.00	\$5,000.00	\$100,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	🔗
+	Equipment		\$100,000.00	\$5,000.00	\$95,000.00	\$105,000.00	\$0.00	\$0.00	\$0.00	🔗
+	Other		\$100,000.00	\$0.00	\$100,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	🔗
	Total - Focus Area Name : Stan	3	\$500,000.00	\$20,100.00	\$479,900.00	\$123,000.00	\$9,200.00	\$1,100.00	\$10,300.00	
	Grand Total	3	\$500,000.00	\$20,100.00	\$479,900.00	\$123,000.00	\$9,200.00	\$1,100.00	\$10,300.00	

Total Records: 5

Request For Payment Re-Submit continued

- Click the Edit button at the top of layout.

The screenshot displays the 'Reimbursement Payment Request' interface. The top navigation bar includes 'Grants', 'Monitoring', and 'Closeout'. The left sidebar contains a search bar and a list of tasks and activities. The main content area shows the request details and a progress bar.

Reimbursement request details:

EGMS ID	Status	Subaward	Budget Period
PR-AMR-02	Created	AD-AMR-0369	10/24/2022 - 10/23/2023

Progress Bar:

- Created (Completed)
- Submitted to Grantor
- Send Back for Acknowledgment
- Acknowledged
- Submitted for Approval
- Approved
- Sent to SCEIS
- Paid

Payment Request Summary:

Awarded Budget	Subaward Spent	Spent This Action
\$500,000.00	\$20,100.00	\$123,000.00
Cash Match	Non-Cash Match	Total Match This Action
\$9,200.00	\$1,100.00	\$10,300.00

Payment Request Budget:

The 'Edit' button is highlighted in the top right corner of the request details section.

Request For Payment Re-Submit continued

- Complete the Acknowledgment and click on the save button.

Office of the South Carolina Attorney General

AGO Grants

Grants Portal

Grants Monitoring Closeout

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Monitoring Activities

Monitoring Schedules

Adhoc Request

Progress Reports

Site Visits

Desk Reviews

Subaward Terms and Co...

Payments

+	Travel		\$105,000.00	\$5,000.00	\$100,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	
+	Equipment		\$100,000.00	\$5,000.00	\$95,000.00	\$105,000.00	\$0.00	\$0.00	\$0.00	
+	Other		\$100,000.00	\$0.00	\$100,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	
	Total - Focus Area Name : Stan	3	\$500,000.00	\$20,100.00	\$479,900.00	\$123,000.00	\$9,200.00	\$1,100.00	\$10,300.00	
	Grand Total	3	\$500,000.00	\$20,100.00	\$479,900.00	\$123,000.00	\$9,200.00	\$1,100.00	\$10,300.00	

Total Records:5

Acknowledgement

I certify that the cost outlined in this payment request is permissible per the terms defined in the Notice of Grant Award. Furthermore, I affirm that the information contained herein is to the best of my knowledge and belief, accurate and complete.

☐ Acknowledgement
☒ I Agree

☒ All applicable receipts or invoices attached

Signed By
REI_Test SPI

Cancel Save

Request For Payment Re-Submit continued

- Click Submit to Grantor button to submit the RFP to SCAG.

The screenshot displays the 'Reimbursement Payment Request' interface. The top navigation bar includes 'Grants', 'Monitoring', and 'Closeout'. The left sidebar contains a search bar and a list of tasks and activities. The main content area shows the request details and a progress timeline.

Reimbursement Payment Request

Reimbursement request

EGMS ID: PR-AMR-02 | Status: Created | Subaward: AD-AMR-0369 | Budget Period: 10/24/2022 - 10/23/2023

Progress Timeline:

- Created (Completed)
- Submitted to Grantor
- Send Back for Acknowledgment
- Acknowledged
- Submitted for Approval
- Approved
- Sent to SCEIS
- Paid

Payment Request Summary

Awarded Budget	Subaward Spent	Spent This Action
\$500,000.00	\$20,100.00	\$123,000.00
Cash Match	Non-Cash Match	Total Match This Action
\$9,200.00	\$1,100.00	\$10,300.00

Payment Request Budget

Search...

The 'Submit to Grantor' button is highlighted with a red box in the top right corner of the main content area.

Request For Payment Re-Submit continued

- Status of the RFP is updated to Submitted to Grantor.

The screenshot displays the 'Attorney General' Grants Monitoring interface. The main header shows 'Grants', 'Monitoring', and 'Closeout' tabs. A search bar is on the left. The central panel shows a 'Reimbursement Payment Request' for 'PR-AMR-02'. The status is 'Submitted to Grantor', highlighted with a red box. The subaward is 'AD-AMR-0369' and the budget period is '10/24/2022 - 10/23/2023'. A progress bar shows the workflow: Created (checked), Submitted to Grantor (checked), Send Back for Acknowledgment, Acknowledged, Submitted for Approval, Approved, Sent to SCEIS, and Paid. Below the progress bar are tabs for Overview, Financials, Files, History, and Collab. The 'Payment Request Summary' table shows budget and spending details.

Payment Request Summary		
Awarded Budget ⓘ	Subaward Spent	Spent This Action ⓘ
\$500,000.00	\$20,100.00	\$123,000.00
Cash Match	Non-Cash Match	Total Match This Action ⓘ
\$9,200.00	\$1,100.00	\$10,300.00

Below the summary is the 'Payment Request Budget' section with a search bar.

Review Adjustments for Request For Payment

- Subrecipients can review adjustments that SCAG has updated in the budget table. Navigate to the third level budget category for Personnel budget and the second level for Contractual, Travel, Equipment, and Other category to see the Grantor Adjustment Amount and SCAG notes.
- Personnel Details.

Personnel Details

Search...

Showing 1 to 13 of 13 records

Category Type	Grantee Spent this Action	Grantor Adjusted Amount	SCAG Notes
Salary	\$2,000.00	\$1,999.00	Amount is updated as per cur
FICA	\$0.00	\$0.00	
WC	\$0.00	\$0.00	
SUI	\$0.00	\$0.00	
Retirement	\$500.00	\$480.00	Amount is updated as per cur
Health	\$500.00	\$480.00	Amount is updated as per cur
Dental	\$0.00	\$0.00	
Life	\$0.00	\$0.00	

Review of Adjustments for Request For Payment continued

- Contractual Summary:

[illegible]

Attachments – Backup Documentation

Payroll	Itemized payroll register or employee paystubs SUI is applied to the first \$ 14,000 annually Keep SUI current to prevent default rate. Grant will not reimburse penalties 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 Redact PPI information that is not applicable to reimbursement
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)

Attachments – Backup Documentation

Travel	Mileage logs with origin and destination or local landmarks listed Travel support document for training and other expenses outside of mileage Travel support must indicate when travel is program specific 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).
Contractual	Approved policy/contract listing rate for service and effective dates. A contractual budget detail page, invoices, and proof of payment Contract approval must be obtained prior to execution if requesting for reimbursement. Contracts issued in accordance with organization's policy or State Procurement Code, whichever is most restrictive.

Attachments – Backup Documentation

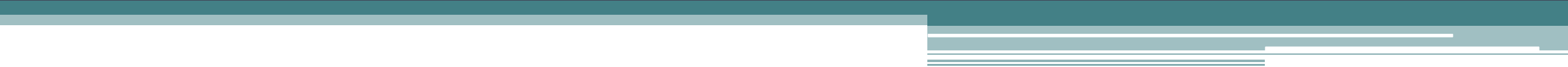
Equipment	An equipment budget detail page, invoices, and proof of payment For items \$10,000 to \$25,000: three written quotes are required, and quotes must be reviewed and approved prior to purchase For items \$2,500 or above: SCAG will issue a property control form and decal
Other	An other budget detail sheet breaking down all expenses, invoices, and proof of payment Updated IDC Negotiated Rate Agreement
Rent	Current lease including square footage - 150 Sq. Ft. per funded position Periodic lease billing or proof of payment Sheet showing where grant funded staff are located and calculation if agency has multiple locations

Attachments – Backup Documentation

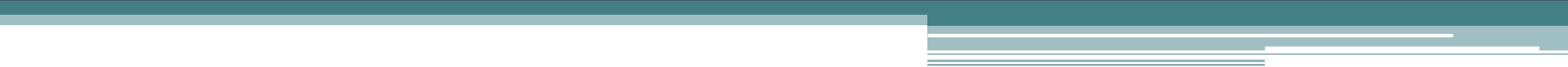
- Submit all documents as one attachment per field.
 - i.e.: All personnel documents should be uploaded as one PDF under the “Personnel” field within the “Budget Expenditures” section.
- Additional backup documentation will be requested as needed.

We cannot process your reimbursement request for payment until ALL requested documentation is received.

Questions?

A series of horizontal lines in teal and light blue colors, with varying lengths and offsets, creating a modern, layered effect across the middle of the slide.

Amendments

A series of horizontal lines in teal and light blue colors, with varying lengths and offsets, creating a modern, layered effect across the middle of the slide.

Common Reasons for Amendments

- New hires, separations, percentage changes.
- Adding a new line item to the grant budget.
- Changing the amount of an already-approved line item in the subaward.
- A major budget category movement that exceeds 10%.
- To increase or decrease the indirect budget category.

Amendment Requests

- Key Personnel Change - This amendment request can be used if there is a change in personnel staff associated with a position, percentage change, terminations, etc.
- New Position – New hires include the new employee form with amendment.
- Budget Redirection - This amendment request can be used if subrecipient wants to transfer the budget amount from one category to another category.
- Both - This amendment allows a key personnel change and a budget redirection on the same document.
- Subrecipients can cancel an amendment created by mistake.
 - An RFP will not generate if an amendment is in created status or submitted to grantor.

Amendment Dates and Point of Contact

- The deadline for the last Budget Redirection amendment is **August 31st**.
 - Prepare and project for all costs through the end of the grant cycle and plan accordingly.
 - Monitor the budget throughout the year.
 - Do not wait until the end of the grant cycle to begin changes, new contracts, etc.
- The deadline for the last Personnel Key change is **September 30th**.
 - Key Personnel changes should be processed within 60 days of the change.
 - Effective start dates cannot impact or change a previously reimbursed period.
- All amendments are limited to a 60-day retro period and cannot impact a 'Paid' RFP.
- No amendment received after COB September 30th will be processed.

Amendment continued

- Locate the subaward you wish to amend.
- Click the View Icon and open the subaward.

Actions



Office of the South Carolina Attorney General

AGO Grants

Grants Portal

Grants Monitoring Closeout

Search

AD-REI6-0294

Subawards

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Organization

Organization Profile

Personnel

Personnel Management

Recently Viewed

New REI6 Grant

REI_AR_12_oct

REI_AR_12_oct

SCAG Amendment

Search Results

Subawards

Search...

EGMS ID ↑	Program	Subaward Title	Internal Organization	Subrecipient Organization	Total Awarded Amount:	Total Obligated Amount	Status	Actions
AD-REI6-0...		New REI6 Grant	South Caroli...	Beaumont ...	\$200,000.00		Activated	

Total Records: 1

GovGrants

Accessibility Policy | Privacy Policy | Terms of Use | Notice Under the Americans with Disabilities Act | FAQ

Key Personnel Amendment continued

- You will see the subaward as shown below.
- Navigate to the Management tab of the subaward. Scroll down to the Amendments section.

The screenshot displays the AGO Grants system interface. The top navigation bar includes the Office of the South Carolina Attorney General logo, the text "AGO Grants", and a "Grants Portal" dropdown menu. Below this is a secondary navigation bar with tabs for "Grants", "Monitoring", and "Closeout".

On the left side, there is a sidebar menu with sections for "Search", "Tasks", "Activities", and "Recently Viewed". The "Management" tab is highlighted with a red box.

The main content area shows the details for a "New REI6 Grant". The grant information includes:

- EGMS ID: AD-REI6-0294
- Status: Activated
- Grant ID: GT-REI6-0158
- Budget Period: 8/1/2023 - 8/31/2024

Below the grant information is a progress bar showing the stages of the grant process: Created, Submitted for Approval, Approved, Accepted, Pending Activation, Activated, Amended, and Closed. The "Activated" stage is currently selected.

The "Management" tab is active, showing the following details:

- Project Period Details:**
 - Project Period Start Date: 08/01/2022
 - Project Period End Date: 07/31/2030
- Budget Period Details:**
 - Budget Period Number: BP02
 - Match this Budget Period: \$10,000.00
 - Total Subaward Amount this Budget Period: \$100,000.00
 - Required Match %: 10.00%

The bottom of the page features a footer with the "GovGrants" logo and links to the Accessibility Policy, Privacy Policy, Terms of Use, Notice Under the Americans with Disabilities Act, and FAQ.

Key Personnel Amendment continued

- Click the **New** button and you will see a **Create Amendment Request** screen.

The screenshot displays the AGO Grants Management interface. The top navigation bar includes the Office of the South Carolina Attorney General logo, the text 'AGO Grants', and a 'Grants Portal' dropdown menu. Below this, a secondary navigation bar shows tabs for 'Grants', 'Monitoring', 'Closeout', and a search icon. The 'Management' tab is highlighted with a red box. The left sidebar contains a search bar, a dropdown menu, and sections for 'Tasks' (My Tasks, Pending Tasks, Completed Tasks), 'Activities' (Organization, Organization Profile, Personnel, Personnel Management), and 'Recently Viewed' (New REI3 Grant, Beaumont Community PI...). The main content area shows three sections: 'Site Visits', 'Desk Reviews', and 'Amendments'. Each section has a search bar and a table with columns for EGMS ID, Title, and Status. The 'Amendments' section is highlighted with a red box and includes a 'New' button.

Office of the South Carolina Attorney General

AGO Grants

Grants Portal

Grants Monitoring Closeout

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Organization

Organization Profile

Personnel

Personnel Management

Recently Viewed

New REI3 Grant

Beaumont Community PI...

Beaumont Community PI...

Overview Budget Actuals **Management** Terms Performance Files History Collab

Site Visits

Search...

EGMS ID Title Site Visit Period MonitoringType Status

No records found

Desk Reviews

Search...

EGMS ID Title Desk Review Period MonitoringType Status

No records found

Amendments New

Search...

Amendment continued

- Select the appropriate action for Amendment.
- Justification is a required section.
 - Include the details of actions; explain what actions are being taken.
- Types of Amendments – should describe the action being processed.
 - Budget Redirection.
 - Key Personnel Change.
 - Both – Key Personnel/Budget Redirection.

Amendment Request
VOCA Application 2023 Cancel Save

EGMS ID: CR-AD-1V23003-6418-02 Status: Created Initiated By: Subrecipient

Created Submitted to Grantor Submitted for Approval Approved

Required to Save Required to Sub

Overview Files History Collab

Overview

Subaward Id: AD-1V23003-6418

*Justification for Amendment

Type of Amendment: --None--

Subrecipient Match (%): 20.00%

Subrecipient Organization: WESTVIEW VILLAGE II LP

Amendment continued

- Budget Change : Budget Redirection
 - This section is utilized to move funds between categories.

Amendment Request

VOCA Application 2023

[Cancel Amendment](#)
[Edit](#)
[Submit to Grantor](#)

EGMS ID

CR-AD-1V23003-6418-02

Status

Created

Initiated By

Subrecipient

Created

Submitted to Grantor

Submitted for Approval

Approved

Overview

Files

History

Collab

Overview

Subaward Id

AD-1V23003-6418

Type of Amendment

Both

Subrecipient Organization

Justification for Amendment

TEST

Subrecipient Match (%)

20.00%

Budget Change : Budget Redirection

Showing 1 to 5 of 5 records

Category Name	Number of Positions	Budget	Spent To Date	Balance	Revised Budget	Difference	Cash Match	Non-Cash Match	Total Match	Total Project Cost	Actions
Focus Area Name : Standard Focus Area											
Personnel	3	\$84,000.00	\$0.00	\$84,000.00	\$84,000.00	\$0.00	\$16,800.00	\$0.00	\$16,800.00	\$100,800.00	
Contractual		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Travel		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other		\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$12,000.00	
Total - Focus Area Name : Standard Focus Area	3	\$94,000.00	\$0.00	\$94,000.00	\$94,000.00	\$0.00	\$18,800.00	\$0.00	\$18,800.00	\$112,800.00	
Grand Total	3	\$94,000.00	\$0.00	\$94,000.00	\$94,000.00	\$0.00	\$18,800.00	\$0.00	\$18,800.00	\$112,800.00	

Total Records: 5

Budget Change : Key Personnel Change

Showing 1 to 1 of 1 records

Category Name	Number of Positions	Budget	Spent To Date	Balance	Revised Budget	Cash Match	Non Cash Match	Total Match	Total Project Cost	Actions
Focus Area Name : Standard Focus Area										
Personnel	3	\$84,000.00	\$0.00	\$84,000.00	\$84,000.00	\$16,800.00	\$0.00	\$16,800.00	\$100,800.00	
Total - Focus Area Name : Standard Focus Area		\$84,000.00	\$0.00	\$84,000.00	\$84,000.00	\$16,800.00	\$0.00	\$16,800.00	\$100,800.00	
Grant Total		\$84,000.00	\$0.00	\$84,000.00	\$84,000.00	\$16,800.00	\$0.00	\$16,800.00	\$100,800.00	

Total Records: 1

Amendment continued

- Budget Change : Key Personnel Change
 - This section is utilized to associate staff, enter end date(s), percentage changes, salary and fringes budget adjustments, etc.

Amendment Request

VOCA Application 2023

EGMS ID

CR-AD-1V23003-6418-02

Status

Created

Initiated By

Subrecipient

Cancel Amendment

Edit

Submit to Grantor

Created

Submitted to Grantor

Submitted for Approval

Approved

Overview

Files

History

Collab

Overview

Subaward Id

AD-1V23003-6418

Justification for Amendment

TEST

Type of Amendment

Both

Subrecipient Match (%)

20.00%

Subrecipient Organization

WESTVIEW VILLAGE II LP

Budget Change : Budget Redirection

Search...

Showing 1 to 5 of 5 records

Category Name	Number of Positions	Budget	Spent To Date	Balance	Revised Budget	Difference	Cash Match	Non-Cash Match	Total Match	Total Project Cost	Actions
Focus Area Name : Standard Focus Area											
Personnel	3	\$84,000.00	\$0.00	\$84,000.00	\$84,000.00	\$0.00	\$16,800.00	\$0.00	\$16,800.00	\$100,800.00	
Contractual		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Travel		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other		\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$12,000.00	
Total - Focus Area Name : Standard Focus Area	3	\$94,000.00	\$0.00	\$94,000.00	\$94,000.00	\$0.00	\$18,800.00	\$0.00	\$18,800.00	\$112,800.00	
Grand Total	3	\$94,000.00	\$0.00	\$94,000.00	\$94,000.00	\$0.00	\$18,800.00	\$0.00	\$18,800.00	\$112,800.00	

Total Records: 5

Budget Change : Key Personnel Change

Search...

Showing 1 to 1 of 1 records

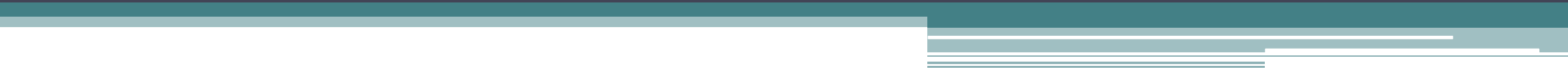
Category Name	Number of Positions	Budget	Spent To Date	Balance	Revised Budget	Cash Match	Non Cash Match	Total Match	Total Project Cost	Actions
Focus Area Name : Standard Focus Area										
Personnel	3	\$84,000.00	\$0.00	\$84,000.00	\$84,000.00	\$16,800.00	\$0.00	\$16,800.00	\$100,800.00	
Total - Focus Area Name : Standard Focus Area		\$84,000.00	\$0.00	\$84,000.00	\$84,000.00	\$16,800.00	\$0.00	\$16,800.00	\$100,800.00	
Grant Total		\$84,000.00	\$0.00	\$84,000.00	\$84,000.00	\$16,800.00	\$0.00	\$16,800.00	\$100,800.00	

Total Records: 1

Amendment – Lessons Learned

- Before associating an employee to a subaward, the employee must be added in the personnel management and activated.
- Justification should be detailed and 'tell a story' including actions being processed.
- Budget redirections include details in the notes field for items the budget is to encompass.
- **Do not enter end dates** unless the employee is being removed from the subaward, employment separation, replaced by another employee or change in percentage.
- All positions must account for twelve (12) months including vacant time periods.
- When cloning a line, the start date for the new line is determined from the end date of the line being cloned.
- Negative available budgets must be covered during the amendment process.
- Plan and budget throughout the grant project budget period, don't wait to the last quarter.
- For assistance, please reach out to Faye Parks or your financial point of contact.

Questions?

A series of horizontal lines in teal and light blue colors, with varying lengths and offsets, creating a modern, layered effect across the middle of the slide.

Tips

- View 
- Edit 
- Associate staff to subaward. 
- Line Expansion. 
- Opens line Item in a pop-up box. 

A request for reimbursement will not generate when an amendment is in progress.

- An amendment request is in progress for this subaward. You may receive a revised version of the subaward in the future.

Can only process one RFP at a time.

- RFP cannot be submitted to grantor as SCAG is reviewing the previous RFP. You can only submit this RFP after the previous one is Approved/Rejected by SCAG.

Tips continued

- Clone 

Processing an amendment with an RFP in process.

✖ Kindly submit or ask the SCAG to approve the reimbursement request before associating a new personnel staff for subaward

Processing an RFP with an amendment in process.

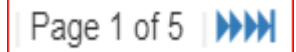
- An amendment request is in progress for this subaward. You may receive a revised version of the subaward in the future.
- Resume and Civil Right Agreement are missing for ABrown
- Resume and Civil Right Agreement are missing for AGreen

- To clone a line the end date must be populated.

✖ Row cannot be cloned if End date is blank.

Tips continued

- Personnel section: Add new role, creates a new personnel line.
- Located at the bottom right corner use to advance to additional pages.

A blue rectangular button with the text "Add New Role." in white.A red rectangular box containing the text "Page 1 of 5" and three blue right-pointing arrows.