



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)

Barbara Jean (BJ) Nelson – Director, Division of Crime Victim Services

bjnelson@scag.gov

Joe Corey – Deputy Director, Department of Crime Victim Assistance Grants

jcorey@scag.gov

Angela Meadows – Program Coordinator

angelameadows@scag.gov

Billy House – Program Coordinator

bhouse@scag.gov

Bonnie Brooks – Administrative Coordinator

bbrooks@scag.gov

Tabitha Heck – Program Coordinator

tabithaheck@scag.gov

Sheila Hoffman – Program Coordinator

shoffman@scag.gov

Steve Yarborough – Program Coordinator

stephenyarborough@scag.gov

Kim Buckley – Director of Finance
kbuckley@scag.gov

Kelley Anderson – Grants Accounting Manager
kelleyanderson@scag.gov

Laura Barnes – Senior Accountant
lbarnes@scag.gov

Guerline Pierre– Fiscal Analyst I
guerlinepierre@scag.gov

Ashley Glivens– Fiscal Analyst I
ashleyglivens@scag.gov

Faye Parks– Grants Compliance and Monitoring Manager
fayeparks@scag.gov

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>.

Out of Scope Activities

- Were included with the 2025 VOCA and VAWA solicitations and are being applied to all awards for 2025-2026.
- Listed as part of your special conditions.
- 8 of the 13 VAWA Out of Scope activities (parts b, c, d, e, g, h, i, and k) have been stayed by a federal judge. We will pass along any new information as soon as we receive it.

Unallowable Costs

- Further guidance received from Department of Justice on August 18, which affects all VOCA awards.

“Effective immediately upon receipt of this notice, any obligations of funds, at any tier, under this award to provide (or to support the provision of) legal services to any removable alien or any alien otherwise unlawfully present in the United States shall be unallowable costs for purposes of this award, but the foregoing shall not be understood to apply—(1) to legal services to obtain protection orders for victims of crime; or (2) to immigration-related legal services that may be expressly authorized or required by any law, or any judicial ruling, governing or applicable to the award.”

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.
- From the Subaward view, Navigate to the Management tab and the Ad hoc Requests section and select New.

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, there is a "Save and Continue" button. Below this, there 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, there is a prompt: "•Please select Request Type". This is followed by a list management interface with two columns: "Available" and "Chosen". The "Available" column contains three items: "Training Request", "Printing Request", and "Procurement Request". The "Training Request" item is highlighted with a red box. Between the columns are two arrow buttons (right and left). The "Chosen" column is currently empty. At the bottom right of the dialog, there is another "Save and Continue" button, which is also highlighted with a red box.

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 2025 (January-December).
- Notification will be sent out in December.
- Due to DCVAG February 15.
- Technical assistance website <https://www.vawamei.org/>

Progress Reports

SAVS and SVAP

- SAVS and SVAP reports will track the exact same information as the PMT reports do.
- Reports 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 2025-2026 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 2025-2026.
- 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 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

Upstate

Tuesday, September 23rd at 11:00 am in Spartanburg
Spartanburg County Courthouse, 7th Circuit Solicitor's Office

Lowcountry

Wednesday, September 24th at 11:00 am in North Charleston
North Charleston City Hall, Council Chambers

Midlands

Friday, September 26th at 10:00 am in West Columbia
West Columbia City Hall, New Brookland Room

Please RSVP to Tabitha Heck (tabithaheck@scag.gov) by Friday, September 19th if you'd like to attend.

Questions?

A series of horizontal lines in teal and light blue colors, some solid and some dashed, extending across the bottom of the slide.

Finance

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

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, 2025 – September 30, 2026).
- 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.

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 should have sent an email with their contact information.

Personnel Management

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.

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 sidebar on the left contains a search bar and a list of menu items. The 'Personnel' menu item is highlighted, and its sub-item, 'Personnel Management', is also highlighted. The main content area shows several dashboards: '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 Top 5 Awards' (a bar chart showing award amounts), and 'Upcoming Funding Opportunities' (a chart showing the total committed amount over the next 6 months). The bottom of the page features a 'My Workspace' section with links to 'Calendar', 'Messages', 'Notes', and 'Files'.

Office of the South Carolina Attorney General AGO Grants Grants Portal

Search Search... All

Tasks My Tasks Pending Tasks Completed Tasks

Activities Organization Organization Profile

Personnel Personnel Management Recently Viewed

SCAG - Law Enforcement... SCAG - Law Enforcement... SCAG - Law Enforcement... bug test bug test bug test SCAG - VAWA Investigator New REI Grant SCAG - VAWA Investigator

Task Summary By Phase

Phase	Count
Grants	1
Monitoring	3
Closeout	0

Task Summary By Due Date

Due Date	Count
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

Award ID	Balance	Net Spent	Carry Forwarded
AD-REI20-0360	1000k	0	0
AD-REI-0243	500k	250k	0
AD-1V22099-22-0188	400k	0	0
AD-awd28-0252	300k	0	0
AD-REI-23-0187	250k	250k	0

Upcoming Funding Opportunities

Total Committed Amount

Next 6 Months

Total Committed Amount

My Workspace

Calendar Messages Notes 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 containing a home icon, 'Grants', 'Monitoring', 'Closeout', and two circular icons. The main content area has a light gray header for 'Personnel Management' with a 'New' button highlighted by a red box and a menu icon. Below this 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, a note states '* 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 first row of the table is partially visible, showing 'EGMS ID' as '01-0000' and 'Staff Name' as 'A. A. A.'.

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
01-0000	A. A. A.	A. A. A.	A. A. A.	A. A. A.

Personnel Management continued

- Complete information for employee that will occupy the position.
- Use employee's **legal name**.
- Include the VSP Certification number.
- Hire Date is agency 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

- To deactivate personnel records.
 - For separation of employment from the organization.
 - All reimbursements have been requested and processed.
 - If unable to deactivate record send an email requesting deactivation of individual.

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, some solid and some dashed, extending across the bottom of the slide.

Request for Payment (RFP)

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

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 Monitoring interface. The top navigation bar includes the Office of the South Carolina Attorney General logo, the text "AGO Grants", and a "Grants Portal" dropdown. The main navigation tabs are "Grants", "Monitoring" (highlighted with a red box), and "Closeout".

On the left sidebar, under the "Tasks" section, the "Pending Tasks" option is highlighted with a red box. Below it are "Completed Tasks", "Activities", "Monitoring Activities", "Payments", "Reimbursements", and "Recently Viewed".

The main content area shows two sections: "Pending Tasks (Assigned To Me)" and "Pending Tasks (Assigned By Me)".

Pending Tasks (Assigned To Me)

Search: [Search...] [Q] ⓘ

Showing 1 to 1 of 1 records

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	[Play Icon]

Total Records: 1

Pending Tasks (Assigned By Me)

Search: [Search...] [Q] ⓘ

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.

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

Payments

Reimbursements


Recently Viewed

Family Justice Dmestice ...

▲ Pending Tasks (Assigned To Me)

Search...

Showing 1 to 1 of 1 records

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)

Search...

EGMS ID	Task Type	Subject	Assigned To	Due Date	Status
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 request details for 'PR-AMR-02' with a status of 'Created' (highlighted in a red box). A progress bar indicates the current stage is 'Created', followed by 'Submitted to Grantor', 'Send Back for Acknowledgment', 'Acknowledged', 'Submitted for Approval', 'Approved', 'Sent to SCIES', and 'Paid'. Below the progress bar, there are tabs for 'Overview', 'Financials', 'Files', 'History', and 'Collab'. The 'Payment Request Summary' table shows the following data:

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

Below the summary is the 'Payment Request Budget' section, which includes a search bar and a filter icon.

Request For Payment continued

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

The screenshot shows 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 displays budget details for a specific focus area.

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

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

- 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	\$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

- 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

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

Personnel Details				
Search...				
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...

* 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	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

Monitoring

Search

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	\$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

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...

Q

Y

* 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...

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 has a sidebar on the left with a search bar and a list of tasks and activities. The central panel shows the 'Files' tab selected, with a 'Supporting Documents Checklist' section. Below this, a table with columns 'Description', 'Required', 'Applies To', 'Status', 'Template Link', and 'Subrecipient Document Link' is shown, indicating 'No Records Found'. At the bottom, the 'Reimbursement Files' section is visible, also showing 'No Records Found'. A red box highlights the 'Files' tab in the top navigation, and another red box highlights the 'Add Files' button in the 'Reimbursement Files' section.

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 'Classification' dropdown menu is set to 'Invoice'. A red box highlights this dropdown. Below the dropdown is a dashed box for file upload. Inside this box, a blue button with a file icon and the text 'Choose a File OR Drag it here' is highlighted with a red box. Below the button, the filename 'Attachment3386157805.pdf' is displayed. Below the dashed box, it says 'Upload single file up to 2 GB'. At the bottom of the dialog, there's a 'Description' text area containing the text 'Invoice of reimbursement request', which is also highlighted with a red box. In the bottom right corner, there are two buttons: 'Upload' and 'Cancel', both highlighted with red boxes.

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, featuring an "Add Files" button and a note: "* Records are sorted by Last Modified Date ascending order". A table shows one record with the following details:

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

Below the table, it states "Total Records: 1". The "Notes" section is also visible, with an "Add" button and a table with columns: Title, Description, Created Date, and Created By. The "Notes" section currently shows "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, a 'Tasks' section with 'My Tasks' (Pending and Completed), and an 'Activities' section with 'Monitoring Activities' (Monitoring Schedules, Adhoc Request, Progress Reports, Site Visits, Desk Reviews, Subaward Terms and Co...). The main content area shows a 'Reimbursement Payment Request' for 'Beaumont Community Players Inc'. The status is 'Created'. The EGMS ID is 'PR-AMR-02', the Subaward is 'AD-AMR-0369', and the Budget Period is '10/24/2022 - 10/23/2023'. A progress bar shows the current status 'Created' and subsequent steps: Submitted to Grantor, Send Back for Acknowledgment, Acknowledged, Submitted for Approval, Approved, Sent to SCEIS, and Paid. The 'Edit' button is highlighted with a red box. Below the progress bar, there are tabs for 'Overview', 'Financials', 'Files', 'History', and 'Collab'. The 'General Information' section includes details about the Subrecipient Organization, Type, Remittance address, Payment Period Start/End Dates, Due Date, Submission Date, Is Final Payment Request?, and Reference.

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

Progress Bar: Created (✓) → Submitted to Grantor → Send Back for Acknowledgment → Acknowledged → Submitted for Approval → Approved → Sent to SCEIS → Paid

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

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

Grants |
 Monitoring |
 Closeout

Search [_____] [Q]

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...

+ 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 Payment Request

Reimbursement request

Edit **Submit to Grantor**

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

Overview **Financials** **Files** **History** **Collab**

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...

Request For Payment Submission continued

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

The screenshot shows the 'Reimbursement Payment Request' interface. The status is updated to 'Submitted to Grantor', which is highlighted with a red box. The interface includes a sidebar with navigation options like Search, Tasks, Activities, and Payments. The main content area displays the request details and a progress timeline.

Reimbursement Payment Request

Reimbursement request

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

Progress Timeline:

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

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

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 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 content area is divided into several sections:

- Search:** A search bar with a dropdown menu set to 'All'.
- Tasks:** A sidebar menu with options for 'My Tasks', 'Pending Tasks', and 'Completed Tasks'.
- Activities:** A sidebar menu with options for 'Organization', 'Organization Profile', 'Personnel', 'Personnel Management', and 'Recently Viewed'.
- 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 Opportu...:** A section showing the total committed amount over the next 6 months.
- My Feed:** A list of recent posts and updates, including:
 - PR-SANITY-10 — Sarah PM (South Carolina Attorney General Gov Cloud Plus)
 - @REI_Test SPI @REI_Test SPI testing purpose
 - PR-SANITY-10 — REI_Test SPI03c33 (Partner)
 - @Sarah PM @Sarah PM test purpose
 - AD-SANITY-0244 — Sarah PM (South Carolina Attorney General Gov Cloud Plus)
 - @REI_Test SPI @REI_Test SPI hi

The bottom of the page features a footer with 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 Monitoring interface. The top navigation bar includes the Office of the South Carolina Attorney General logo, the text 'AGO Grants', and a 'Grants Portal' dropdown. The left sidebar contains a search bar and a list of navigation items: 'Tasks', 'My Tasks', 'Pending Tasks' (highlighted with a red box), 'Completed Tasks', 'Activities', and 'Monitoring Activities'. The main content area is titled 'Monitoring' and features a sub-header 'Pending Tasks (Assigned To Me)' (also highlighted with a red box). Below this, a table lists tasks. The second row is highlighted with a red box and contains the following data:

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	▶

Below the table, there is a 'Show 10 Entries' dropdown and a 'Total Records: 122' indicator. The bottom section of the page is titled 'Pending Tasks (Assigned By Me)' and shows '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					

Request For Payment Re-Submit continued

- Update the RFP as requested by SCAG.

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	\$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 ⓘ

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' (selected), and 'Closeout'. The left sidebar contains a search bar and a list of tasks and activities, with 'Monitoring Activities' expanded. The main content area shows the request details for 'PR-AMR-02', including its status 'Created', subaward 'AD-AMR-0369', and budget period '10/24/2022 - 10/23/2023'. A progress bar indicates the current status is 'Created', with subsequent steps being 'Submitted to Grantor', 'Send Back for Acknowledgment', 'Acknowledged', 'Submitted for Approval', 'Approved', 'Sent to SCEIS', and 'Paid'. Below the progress bar, the 'Financials' tab is active, showing a 'Payment Request Summary' table with budget and spending data. At the bottom, there is a 'Payment Request Budget' section with a search bar.

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: Created (✓) → 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

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. The left sidebar contains navigation options: Search, Tasks, My Tasks, Activities, Monitoring Activities, and Payments. The central panel shows a 'Reimbursement Payment Request' for 'EGMS ID 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 indicates 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, the 'Overview' tab is selected, 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

Below the summary table is the 'Payment Request Budget' section, which includes a search bar and a filter icon.

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...

Q

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	

- [illegible]

Attachments – Backup Documentation

Payroll	<p>Itemized payroll register or employee paystubs SUI is applied to the first \$ 14,000 annually</p> <p>Keep SUI current to prevent default rate. Grant will not reimburse penalties</p> <p>Timesheets signed by supervisor and employee (handwritten or electronic signatures)</p> <p>Time and effort sheets for partially funded VOCA employees who don't spend 100% of their time working on grant</p> <p>Redact PPI information that is not applicable to reimbursement</p>
Fringe	<p>Itemized payroll register showing employer portion of fringe</p> <p>Copies of fringe-related invoices and proof of payment</p> <p>Worker's Compensation current policy (on file)</p>
Travel	<p>Mileage logs with origin and destination or local landmarks listed</p> <p>Travel support document for training and other expenses outside of mileage</p> <p>Travel support must indicate when travel is program specific</p> <p>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).</p>

Attachments – Backup Documentation

Contractual	<p>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.</p>
Equipment	<p>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</p>
Other	<p>An other budget detail sheet breaking down all expenses, invoices, and proof of payment Updated IDC Negotiated Rate Agreement</p>
Rent	<p>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</p>

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, spanning the width of the slide and positioned below the 'Questions?' text.

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.
- 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.
- 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". Key information includes:

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

A progress bar indicates the grant's status: Created, Submitted for Approval, Approved, Accepted, Pending Activation, Activated, Amended, and Closed. The "Activated" status is currently selected.

Below the progress bar, there is a tabbed interface with options: Overview, Budget, Actuals, Management (highlighted), Terms, Performance, Files, History, and Collab.

The "Management" tab displays two sections:

- 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 footer of the page includes the GovGrants logo, a "powered by REI Systems" tagline, and links to 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 set to "All", 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 features three sections: "Site Visits", "Desk Reviews", and "Amendments". Each section has a search bar and a table with columns for EGMS ID, Title, and a period (Site Visit Period, Desk Review Period, or Amendment Period). The "Amendments" section is highlighted with a red box and includes a "New" button in the top right corner.

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

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

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 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 note 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.
- For assistance, please reach out to your financial point of contact.

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.

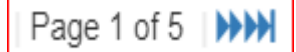
- An amendment request is in progress for this subaward. You may receive a revised version of the subaward in the future.
- Resume and Civil Right Agreement are missing for ABrown
- Resume and Civil Right Agreement are missing for AGreen

- 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 white rectangular box with a red border containing the text "Page 1 of 5" and three blue right-pointing arrows.

Questions?

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