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.

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

Ad Hoc Requests

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

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.

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?

Finance

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

Personnel Management – New Hires

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

Personnel Management continued

- Click the New icon.

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.

Personnel Management continued

- Review data and click Save.

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 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.

Questions?

Request for Payment (RFP)

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.

Request For Payment continued

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

Request For Payment continued

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

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.

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

Request For Payment continued

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

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... 🔍 | ▼

* 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	
⊞		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 | 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	Granto Adjust 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.

Request For Payment continued

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

Request For Payment continued

- Click the Save button.

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.**

Request For Payment continued

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

Request For Payment continued

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

Request For Payment continued

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

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.

Request For Payment continued

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

GRANT APPROVED LINE ITEM	VENDOR NAME	INVOICE NUMBER, IF AVAILABLE	QUANTITY	AMOUNT OF THIS REIMBURSEMENT REQUEST	PERCENTAGE USED FOR CALCULATION PER PAGE 15 AMOUNTS	AMOUNT OF CASH MATCH
Revised 10/2024						Page #
Grant #:	RFP DETAIL BUDGET CATEGORY OTHER					
		TOTALS		0		0

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.

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 <u>legible</u>.
- System accepts excel files.
- Consolidate files such as payroll, timesheets, etc. to minimize the number of attachments.

Request For Payment Attachments continued

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

Request For Payment Submission

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

Request For Payment Submission continued

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

Request For Payment Submission continued

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

Request For Payment Submission continued

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

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.

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.

Request For Payment Re-Submit continued

- Click the Start Icon to open the RFP.

Request For Payment Re-Submit continued

- Update the RFP as requested by SCAG.

Request For Payment Re-Submit continued

- Click the Edit button at the top of layout.

Request For Payment Re-Submit continued

- Complete the Acknowledgment and click on the save button.

Request For Payment Re-Submit continued

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

Request For Payment Re-Submit continued

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

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.

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:

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)
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).

Attachments – Backup Documentation

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.
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?

Amendments

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.

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.

Key Personnel Amendment continued

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

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 continued

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

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 – 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

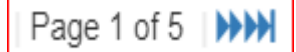Processing an RFP with an amendment in process.

- 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.   Add New Role.

- Located at the bottom right corner use to advance to additional pages.   Page 1 of 5 ▸▸▸

Questions?