



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 this week (via DocuSign).
- Contracts have been sent to Official Authorized to Sign. Once signed, Project Directors will automatically receive a copy.
- Signed copies due back October 31.

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>.

Programmatic Point of Contact

- Each subrecipient will have a designated point of contact (Programmatic and Financial) 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 2024 award.

Victim Service Provider Certification

- As required by state law, all non-exempt, grant-funded staff are required to be certified Victim Service Providers.
- New hires must be certified within one year from the date of hire.
- VSP numbers for staff should be entered in the Personnel Management section. If you have a staff member that obtains their VSP certification, contact us so we can update their information accordingly.

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

The screenshot displays the AGO Grants system interface. At the top, the navigation bar includes 'Opportunities', 'Applications', 'Grants', 'Monitoring', and 'Closeout'. The 'Grants' section is active, showing details for 'Amendment Test VOCA - SCAG'. A progress bar indicates the grant's status: Created, Submitted for Approval, Approved, Pending for E-Sign, Pending Activation, Activated, Amended, and Closed. Below the progress bar, the 'Management' tab is highlighted in the navigation menu. The main content area is divided into sections: 'Site Visits', 'Desk Reviews', 'Amendments', and 'Ad hoc Requests'. The 'Ad hoc Requests' section is highlighted in the bottom navigation bar. A 'New' button is highlighted in the bottom right corner of the 'Ad hoc Requests' section.

Management

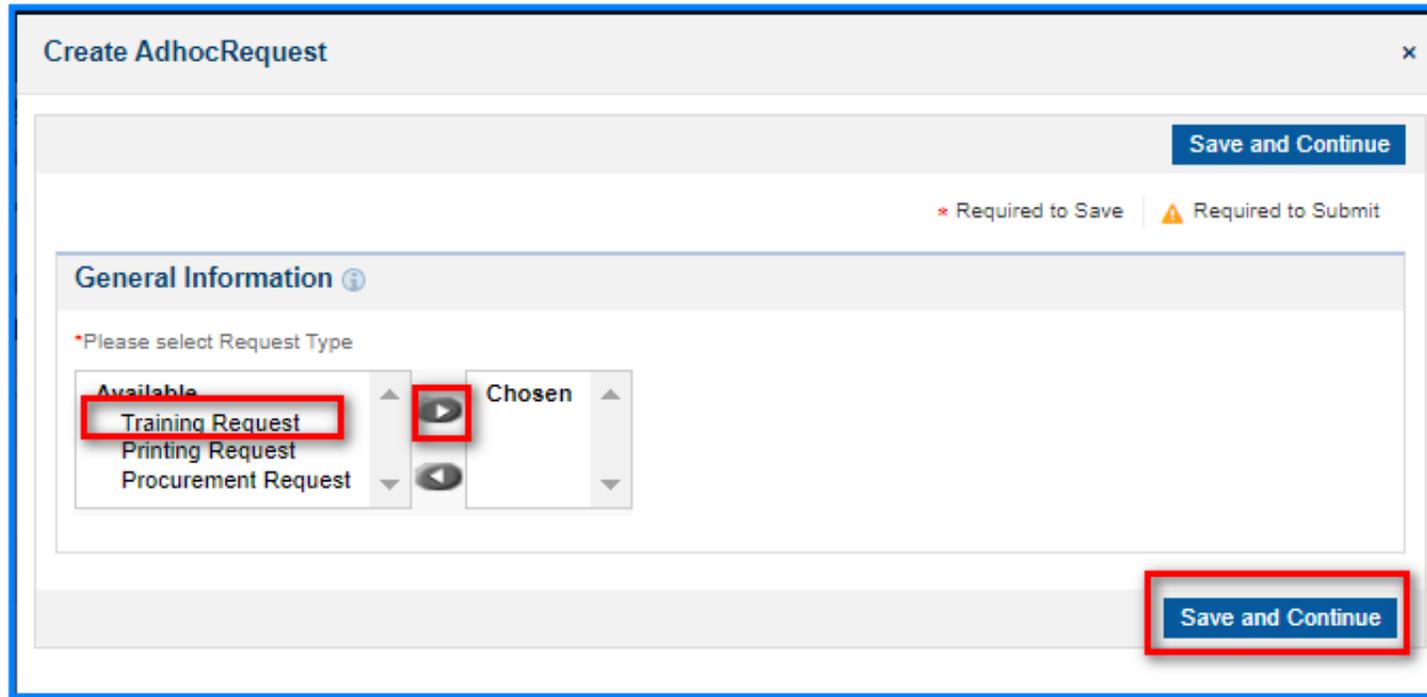
Ad hoc Requests

EGMS ID	Request Date	Subrecipient Organization	Status
No records found			

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	

Ad Hoc Requests

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



The screenshot displays a web form titled "Create AdhocRequest". At the top right, there is a "Save and Continue" button. Below this, there are two status indicators: "Required to Save" (marked with a red asterisk) and "Required to Submit" (marked with a yellow warning triangle). The main section is titled "General Information" and contains a red asterisk followed by the text "Please select Request Type". Below this text is a list of request types: "Training Request", "Printing Request", and "Procurement Request". The "Training Request" is highlighted with a red box. To the right of the list is a "Chosen" column with a right-pointing arrow button, which is also highlighted with a red box. At the bottom right of the form, there is another "Save and Continue" button, 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

Ad hoc Request Submit for Approval

EGMS ID: ADR-0271 | Status: Created | Subaward ID: AD-1V22021-7020

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
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Submit for Approval

Progress Reports

- Many grants have moved from VOCA to SAVS or SVAP and vice versa.
- Different grant programs have different reporting requirements, so be aware of which program is funding your award.
- If your grant number begins with “1V.....” then it is a VOCA project. “1S.....” is SAVS and “1W.....” is SVAP.

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

SAVS and SVAP

- SAVS and SVAP grants are funded with non-federal dollars and PMT reports are not required.
- Programmatic Point of Contact will send your report to you at the end of each quarter.
- 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)

Progress Reports

VAWA

Annual MEI Report

- Next report will cover calendar year 2024 (January-December).
- Notification will be sent out in December.
- Due to DCVAG February 15, 2025.
- Technical assistance website <https://www.vawamei.org/>

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 2024-2025.
- 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

- The Project Director for each agency is responsible for entering and maintaining the Contacts section within the AGO Grants portal.
- When a contact needs to be added it must be done in AGO Grants.
- For other changes to your Contacts, please discuss with Programmatic Point of Contact.
- Grant-funded staff who don't need access to the system should not be listed under Contacts. You will input these staff members into the Personnel Management section only.

Contact Management (continued)

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

Questions?

A decorative horizontal line consisting of a solid teal bar on top, followed by a white bar, and then three thin teal lines on the right side.

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, 2024 – September 30, 2025).
- 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.
- Welcome Faye Parks, Grants Compliance and Monitoring Manager.
- 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.

The screenshot displays the AGO Grants Portal interface. The top navigation bar includes the logo for the Office of the South Carolina Attorney General, the text "AGO Grants", and a "Grants Portal" dropdown menu. Below this is a secondary navigation bar with a home icon (highlighted with a red box) and links for "Grants", "Monitoring", and "Closeout".

The left sidebar contains a search bar and several menu categories: "Tasks" (with sub-items "My Tasks", "Pending Tasks", "Completed Tasks"), "Activities" (with sub-item "Organization"), "Personnel" (with sub-item "Personnel Management" highlighted with a red box), and "Recently Viewed" (with sub-items "SCAG - Law Enforceme...", "bug test", "SCAG - VAWA Investigator", "New REI Grant", "SCAG - VAWA Investigator").

The main content area is divided into several sections:

- Task Summary By Phase:** A table showing the number of tasks in each phase: Grants (1), Monitoring (3), and Closeout (0).
- Task Summary By Due Date:** A table showing the number of tasks due within certain timeframes: Late (2), Due within 7 Days (2), Due within 30 Days (0), and Due in more than 30 Days (0).
- My Top 5 Awards:** A horizontal bar chart showing the total awarded amount for five awards. The x-axis represents the total awarded amount from 0 to 1,000k. The y-axis lists the awards: AD-REI20-0360, AD-REI-0243, AD-1V22099-22-0188, AD-awd28-0252, and AD-REI-23-0187. The chart includes a legend for Balance (blue), Net Spent (black), and Carry Forwarded (green).
- Upcoming Funding Opportunities:** A chart showing the total committed amount for the next 6 months. The y-axis is labeled "Total Committed Amount" and the x-axis is labeled "Next 6 Months". A legend indicates "Total Committed Amount" (blue).
- My Feed:** A section that currently displays "No feeds available."

The bottom of the interface features a "My Workspace" section with four icons: Calendar, Messages, Notes, and Files.

Personnel Management continued

- Click the New icon.
- Use employee's legal name.

AGO Grants Grants Portal

Grants Monitoring Closeout

▲ Personnel Management **New**

Search...

** Records are sorted by **Created Date descending order***

Showing 1 to 3 of 3 records

EGMS ID	Staff Name	Email ID	Status	Actions
...	

Personnel Management continued

- Complete information for each employee that will occupy a position.
- 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

Save and Continue

Personnel Management continued

- Review data and Save.
- Click Save.

Personnel Management Cancel Save

Test Employee A

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	Email
<input type="text" value="Test Employee A"/>	<input type="text" value="testemployee@yopmail.org"/>
Victim Service Provider Number	
<input type="text" value="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 Edit Activate ☰

EGMS ID PM-0138	Status Draft	Organization COUNTY OF LEXINGTON
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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.
 - Update personnel records for those obtaining their VSP certification after activation.

Personnel Management continued

- To deactivate personnel records.
 - Use for separation of employment from the organization.
 - All reimbursements have been requested and processed.

The screenshot shows a web interface for personnel management. At the top, it displays 'Personnel Management' and 'Test Employee A'. On the right, there are 'Edit' and 'Deactivate' buttons. Below this, a table shows the following details:

EGMS ID	Status	Organization
PM-0138	Active	COUNTY OF LEXINGTON

A progress bar below the table shows three stages: 'Created' (with a green checkmark), 'Active' (with a green checkmark and a red box around the label), and 'Deactive' (with a grey circle). Below the progress bar are navigation tabs: 'Overview' (selected), 'Related Log', 'Files', 'History', and 'Collab'.

The 'Personnel Information' section contains the following data:

Staff Name	Email
Test Employee A	testemployee@yopmail.org
Victim Service Provider Number	
123456	

The 'Subaward Details' section at the bottom has a search bar with the text 'Search...' and a magnifying glass icon, and a blue button with a white 'T' icon.

Questions?



Request for Payment (RFP)



RFP Submissions

- All RFPs are due within 45 days after the end of the month.
- RFPs are generated at the end of the month:
 - Example: RFP 1 generates on the last day of October and is due by 12/15.
- RFPs generate from the last activated subaward.

****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 Submission Schedule

Important RFP Dates

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.
- RFP is electronically “Certified”.
- Name attachments to reflect contents.

Supplies:

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

Travel:

- Individual daily travel details must be submitted in the backup documentation.

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 menu. The main navigation tabs are "Grants", "Monitoring" (highlighted with a red box), and "Closeout".

The left sidebar contains a search bar and a "Tasks" section with sub-items: "My Tasks", "Pending Tasks" (highlighted with a red box), "Completed Tasks", "Activities", "Monitoring Activities", "Payments", "Reimbursements", and "Recently Viewed".

The main content area is divided into two sections:

- Pending Tasks (Assigned To Me)**: This section contains a search bar and a table with one record. The record is highlighted with a red box and contains the following data:

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	
- Pending Tasks (Assigned By Me)**: This section contains a search bar and a table with 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... [Q]

All [v]

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Monitoring Activities

Payments

Reimbursements

Recently Viewed

Family Justice Dmestic ...

▲ Pending Tasks (Assigned To Me) [i]

Search... [Q] [i] [T]

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) [i]

Search... [Q] [i] [T]

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 shows a web application interface for a Reimbursement Payment Request. The main content area displays the following information:

- Reimbursement request** (Title)
- EGMS ID:** PR-AMR-02
- Status:** Created (highlighted with a red box)
- Subaward:** AD-AMR-0369
- Budget Period:** 10/24/2022 - 10/23/2023

A progress bar below the details shows the following steps:

- Created (Completed, indicated by a green checkmark)
- Submitted to Grantor
- Send Back for Acknowledgment
- Acknowledged
- Submitted for Approval
- Approved
- Sent to SCIES
- Paid

The interface also includes a navigation menu on the left and a main content area with the following sections:

- 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**

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

Payment Request Summary

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

Payment Request Budget

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	

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

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Grants Monitoring Closeout

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	\$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

Payments

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...

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 x

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

- 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 when the individual was added to the subaward.
 - Subawards with no fringe budget will not be reimbursed.
 - Level 3 – Detail request for reimbursement

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

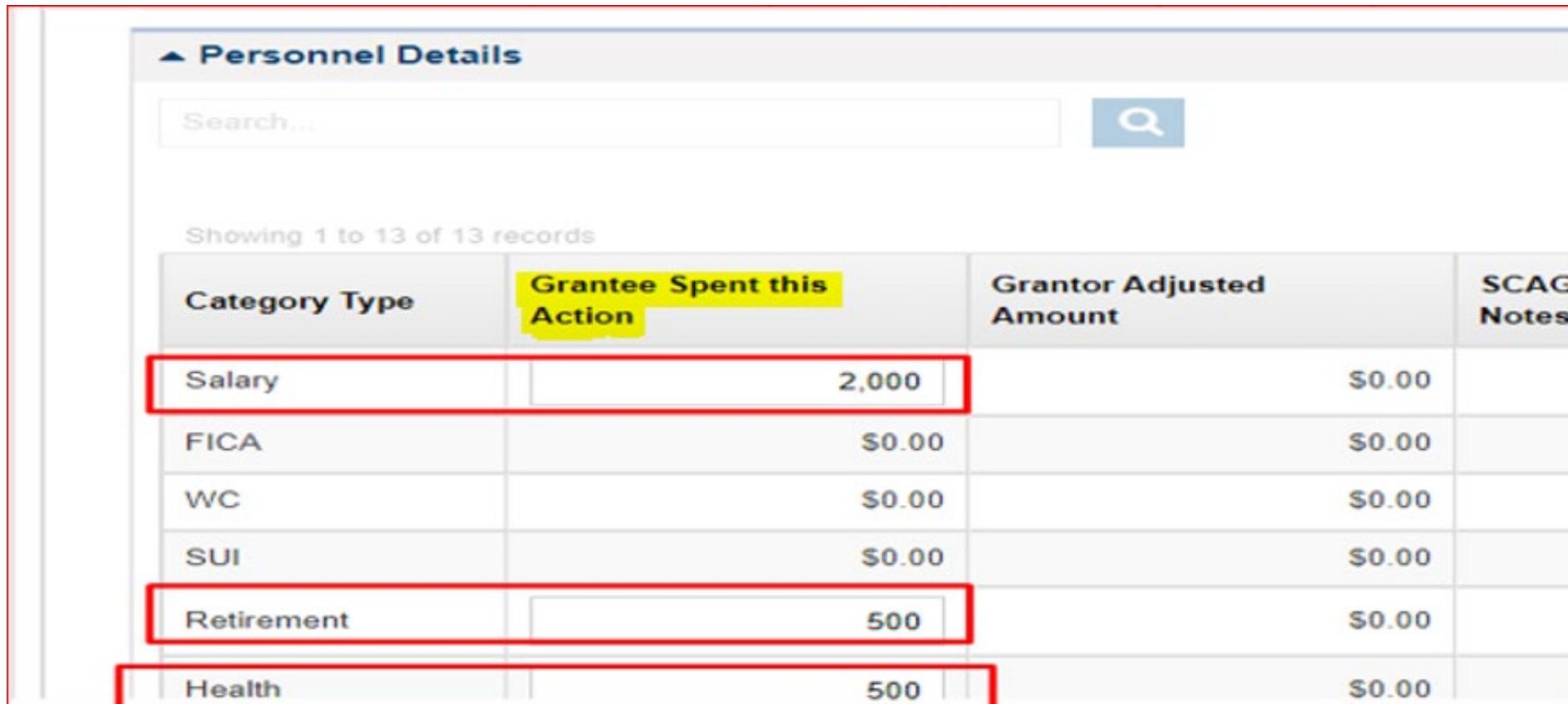
- Click the Edit icon to add reimbursement details against each personnel.
 - Include notes, as necessary.

The screenshot shows a web interface for 'Personnel Details'. It includes a search bar, a table with 6 columns, and a list of records. Red boxes highlight the 'Salary', 'Retirement', and 'Health' rows, specifically the 'Grantee Spent this Action' and 'Notes' columns.

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

Request For Payment continued

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



The screenshot shows a web interface for 'Personnel Details'. It includes a search bar and a table with 13 records. The table has four columns: 'Category Type', 'Grantee Spent this Action', 'Grantor Adjusted Amount', and 'SCAG Notes'. The 'Grantee Spent this Action' column is highlighted in yellow. Several rows are highlighted with red boxes: 'Salary' (2,000), 'Retirement' (500), and 'Health' (500). Other rows include 'FICA', 'WC', and 'SUI', all with \$0.00 values.

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 x

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
<input type="checkbox"/>		Penny pipe	59%	<input type="text" value="50"/>	No	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	<input type="text" value="200"/>	<input type="text" value="200"/>	\$0.00	\$0.00
<input type="checkbox"/>		Pendleton Street	59%	<input type="text" value="50"/>	No	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	<input type="text" value="100"/>	<input type="text" value="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**.
 - Personnel line item reflects total amount from the details.

▲ 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

Grants | Monitoring | Closeout

Search: Search... [Q] All [v]

Tasks: My Tasks, Pending Tasks, Completed Tasks

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

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

Showing 1 to 5 of 5 records

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

Total Records: 5

Request For Payment continued

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

Reimbursement Budget Category

Budget Category: Contractual

▲ Contractual Summary

Search...  

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

Showing 1 to 1 of 1 records

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

Total Records:1

Request For Payment continued

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

Reimbursement Budget Category x

Budget Category: Contractual

Contractual Summary Save ☰

Search... 🔍

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

Showing 1 to 1 of 1 records

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

Total Records: 1

Request For Payment continued

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

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

Office of the South Carolina Attorney General AGO Grants Grants Portal

Grants Monitoring Closeout

Search

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	\$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

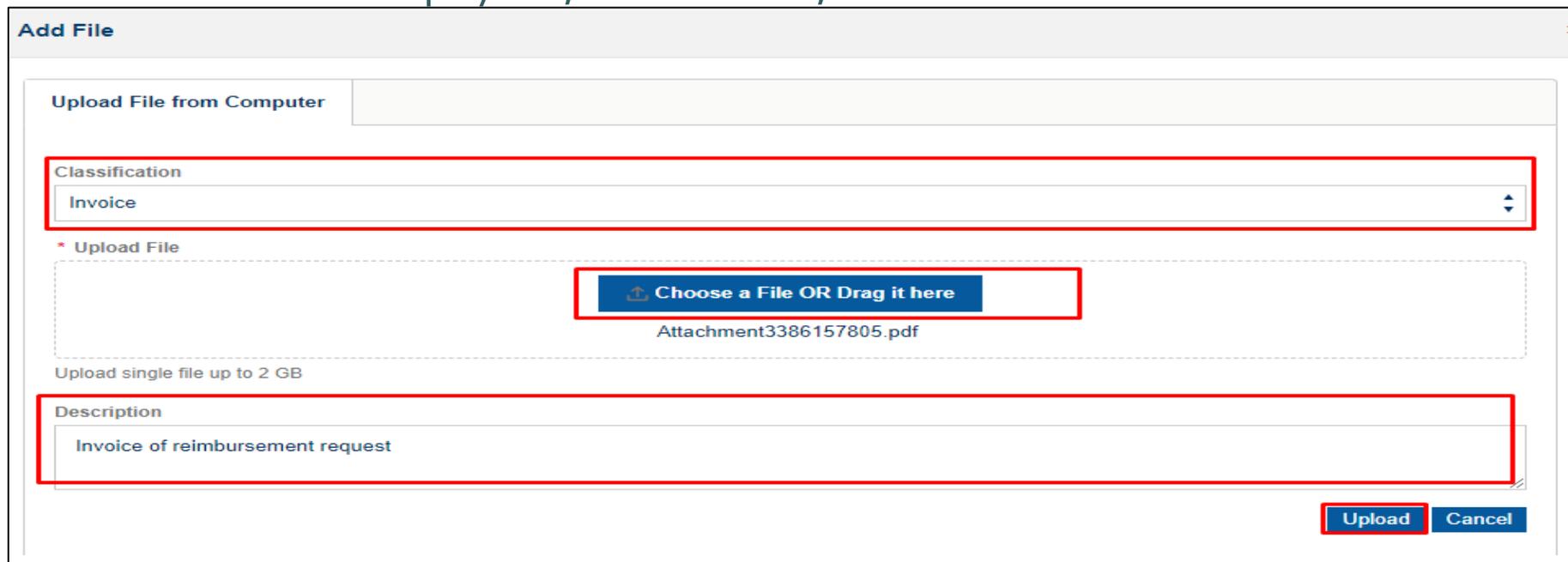
Request For Payment Attachments

- 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 Monitoring interface. At the top, the Office of the South Carolina Attorney General logo is visible on the left, and the 'AGO Grants' title is centered. On the right, there are links for 'Grants Portal' and a user profile icon. Below the header, a navigation bar includes 'Grants', 'Monitoring' (selected), and 'Closeout'. A progress bar shows the current status as 'Created', with subsequent steps: 'Submitted to Grantor', 'Send Back for Acknowledgment', 'Acknowledged', 'Submitted for Approval', 'Approved', 'Sent to SCEIS', and 'Paid'. The main content area features a 'Files' tab, which is highlighted with a red box. Below the tabs, there is a 'Supporting Documents Checklist' section with a search bar and a table showing 'No Records Found'. At the bottom of the page, the 'Reimbursement Files' section is also highlighted with a red box, and an 'Add Files' button is visible, also highlighted with a red box. The page footer indicates that records are sorted by 'Last Modified Date ascending order'.

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 dialog box titled "Add File" with a close button (x) in the top right corner. The dialog is divided into several sections:

- Upload File from Computer:** A tabbed section at the top.
- Classification:** A dropdown menu with "Invoice" selected. This field is highlighted with a red border.
- * Upload File:** A dashed box containing a blue button labeled "Choose a File OR Drag it here" with a file icon. Below the button, the filename "Attachment3386157805.pdf" is displayed. This button is also highlighted with a red border.
- Description:** A text input field containing the text "Invoice of reimbursement request". This field is highlighted with a red border.
- Upload single file up to 2 GB:** A note below the description field.
- Buttons:** "Upload" and "Cancel" buttons are located at the bottom right of the dialog. The "Upload" button is highlighted with a red border.

Request For Payment Attachments continued

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

The screenshot displays the AGO Grants system interface. The top navigation bar includes the Office of the South Carolina Attorney General logo and the text "AGO Grants". The main content area is divided into sections: "Grants", "Monitoring", and "Closeout". The "Monitoring" section is active, showing a table with columns for Description, Required, Applies to, Status, Template Link, and Subrecipient Document Link. Below this, the "Reimbursement Files" section is visible, featuring an "Add Files" button and a note: "* Records are sorted by Last Modified Date ascending order". A table lists one record, which is highlighted with a red box:

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

Below the Reimbursement Files section, the "Notes" section is visible, showing a table with columns for Title, Description, Created Date, and Created By. The Notes section currently displays "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 system 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 shows a "Reimbursement request" for "Beaumont Community Players Inc." with the following details:

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

A progress bar below the details shows the request is currently in the "Created" stage, with subsequent stages being "Submitted to Grantor", "Send Back for Acknowledgment", "Acknowledged", "Submitted for Approval", "Approved", "Sent to SCEIS", and "Paid".

The "General Information" section provides further details:

Subrecipient Organization	Type	Remittance address
Beaumont Community Players Inc	Reimbursement	4155 Laurell Avenue Beaumont TX 77707 USA

Additional information includes:

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: V120192898

The "Edit" button is highlighted with a red box in the top right corner of the request details area.

Request For Payment Submission continued

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

The screenshot displays a software interface for managing grants. At the top, there are navigation tabs: Grants, Monitoring (selected), and Closeout. Below the navigation is a search bar and a sidebar with various task and activity categories. The main content area features a table with columns for item name, quantity, and various monetary values. Below the table, there is an 'Acknowledgement' section with a warning icon, a dropdown menu, a checkbox, and two buttons: 'Cancel' and 'Save'.

+	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

Cancel Save

Request For Payment Submission continued

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

The screenshot displays a web application interface for managing a Reimbursement Payment Request. The main header shows the request title 'Reimbursement Payment Request' and a 'Submit to Grantor' button highlighted with a red box. Below the header, a progress bar indicates the current status 'Created' and the next steps: Submitted to Grantor, Send Back for Acknowledgment, Acknowledged, Submitted for Approval, Approved, Sent to SCEIS, and Paid. The 'Financials' tab is selected, showing a 'Payment Request Summary' table with the following 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, there is a 'Payment Request Budget' section with a search bar and a filter icon.

Request For Payment Submission continued

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

The screenshot shows the Attorney General's Reimbursement Payment Request system interface. The main header includes navigation tabs for Grants, Monitoring, and Closeout. The left sidebar contains sections for Search, Tasks, Activities, and Payments. The main content area displays details for a Reimbursement request, including EGMS ID (PR-AMR-02), Subaward (AD-AMR-0369), and Budget Period (10/24/2022 - 10/23/2023). The status is highlighted as "Submitted to Grantor". A progress bar shows the workflow steps: Created, Submitted to Grantor, Send Back for Acknowledgment, Acknowledged, Submitted for Approval, Approved, Sent to SCEIS, and Paid. Below the progress bar, there are tabs for Overview, Financials, Files, History, and Collab. The Financials tab is active, showing a Payment Request Summary table with columns for Awarded Budget, Subaward Spent, and Spent This Action. The Payment Request Budget section is also visible at the bottom.

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

Request For Payment Re-Submit

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

The screenshot displays the AGO Grants Portal interface. The top navigation bar includes the Office of the South Carolina Attorney General logo, the text "AGO Grants", and a "Grants Portal" dropdown menu. Below the navigation bar, there are several key sections:

- Search:** A search bar with a "Search..." placeholder and a magnifying glass icon, along with a filter dropdown set to "All".
- Task Summary By Phase:** A table showing the count of tasks for each phase:

Phase	Count
Grants	17
Monitoring	121
Closeout	0
- Task Summary By Due Date:** A table showing the count of tasks based on their due date:

Due Date Category	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 horizontal bar chart showing the total awarded amount for five awards. The x-axis represents the amount in thousands, ranging from 0 to 1,500k. The y-axis lists the award IDs: AD-test-0209, AD-REI-0243, AD-AMR-0369, AD-AMR-0365, and AD-ARTV12-0... The bars show the balance (blue) and net spent (black) for each award.

Award ID	Balance (k)	Net Spent (k)
AD-test-0209	~1,000	~100
AD-REI-0243	~500	~50
AD-AMR-0369	~400	~40
AD-AMR-0365	~300	~30
AD-ARTV12-0...	~200	~20
- Upcoming Funding Opportu...:** A section titled "Total Committed Amount" with a line graph for the "Next 6 Months".
- My Feed:** A list of recent updates and comments, including:
 - PR-SANITY-10 — Sarah PM (South Carolina Attorney General Gov Cloud Plus) with a comment from @REI_Test SPI.
 - PR-SANITY-10 — REI_Test SPI03c33 (Partner) with a comment from @Sarah PM.
 - AD-SANITY-0244 — Sarah PM (South Carolina Attorney General Gov Cloud Plus) with a comment from @REI_Test SPI.

The bottom of the page features the GovGrants logo and a footer with links for 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 menu. The main navigation tabs are 'Grants', 'Monitoring' (highlighted with a red box), and 'Closeout'. The left-hand navigation menu shows 'Tasks', 'My Tasks', 'Pending Tasks' (highlighted with a red box), 'Completed Tasks', 'Activities', and 'Monitoring Activities'. The 'Pending Tasks (Assigned To Me)' section is active, showing a table with 122 records. The table has columns for EGMS ID, Task Type, Subject, Due Date, Status, and Actions. One record is highlighted with a red box: EGMS ID PR-AMR-02, Task Type Revise Payment Request, Subject Revise Payment Request #PR-AMR-02 for Subaw..., Due Date 10/25/2022, and Status Not Started. The 'Pending Tasks (Assigned By Me)' section below it shows 'No records found'.

Office of the South Carolina Attorney General

AGO Grants

Grants Portal

Grants Monitoring Closeout

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Monitoring Activities

Monitoring Schedules

Adhoc Request

Progress Reports

Site Visits

Desk Reviews

▲ Pending Tasks (Assigned To Me)

Search...

Showing 121 to 122 of 122 records

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

Show 10 Entries Total Records: 122

▲ Pending Tasks (Assigned By Me)

Search...

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

Request For Payment Re-Submit continued

- Click the Start Icon to open the RFP.

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

Grants | Monitoring | Closeout

Search

Search... [Q] [T]

All [v]

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) [i]

Search... [Q] [T]

Showing 121 to 122 of 122 records [Page 13 of 13]

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 [v] Entries Total Records: 122 [Page 13 of 13]

▲ Pending Tasks (Assigned By Me) [i]

Search... [Q] [T]

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 shows a web application interface for a Reimbursement Payment Request. The interface is divided into several sections:

- Navigation:** A top navigation bar with tabs for 'Grants', 'Monitoring', and 'Closeout'. A left sidebar contains a search bar and a list of tasks and activities.
- Request Details:** A header section for 'Reimbursement request' with fields for EGMS ID (PR-AMR-02), Status (Created), Subaward (AD-AMR-0369), and Budget Period (10/24/2022 - 10/23/2023). An 'Edit' button is highlighted with a red box.
- Progress Bar:** A horizontal progress bar showing the status of the request: Created (checked), Submitted to Grantor, Send Back for Acknowledgment, Acknowledged, Submitted for Approval, Approved, Sent to SCEIS, and Paid.
- Summary Table:** A table titled 'Payment Request Summary' with columns for 'Awarded Budget', 'Subaward Spent', and 'Spent This Action'.

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
- Budget Section:** A section titled 'Payment Request Budget' with a search bar and a filter icon.

Request For Payment Re-Submit continued

- Complete the Acknowledgment and click on the save button.

The screenshot shows the 'AGO Grants' interface. At the top, there's a navigation bar with 'Grants', 'Monitoring', and 'Closeout' tabs. Below this is a table with 10 columns representing different financial categories and their amounts. The table includes rows for 'Travel', 'Equipment', 'Other', 'Total - Focus Area Name : Stan', and 'Grand Total'. Below the table, there's a section for 'Acknowledgement' with a text box for a certification, a dropdown menu set to 'I Agree', a checkbox for 'All applicable receipts or invoices attached' which is checked, and a 'Signed By' field with the name 'REI_Test SPI'. At the bottom right, there are 'Cancel' and 'Save' buttons.

Category	Count	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
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

Buttons: Cancel, Save

Request For Payment Re-Submit continued

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

The screenshot displays a web application interface for managing a Reimbursement Payment Request. The main header shows the request title and a 'Submit to Grantor' button highlighted with a red box. Below the header, a progress bar indicates the current status is 'Created'. The 'Payment Request Summary' table provides financial details, and the 'Payment Request Budget' section is visible at the bottom.

Reimbursement Payment Request

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

Progress: Created (checked) | Submitted to Grantor | Send Back for Acknowledgment | Acknowledged | Submitted for Approval | Approved | Sent to SCEIS | Paid

Payment Request Summary

Field	Value	Field	Value	Field	Value
Awarded Budget	\$500,000.00	Subaward Spent	\$20,100.00	Spent This Action	\$123,000.00
Cash Match	\$9,200.00	Non-Cash Match	\$1,100.00	Total Match This Action	\$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's Grants Monitoring interface. The main content area shows a 'Reimbursement Payment Request' with the following details:

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

Below the details is a progress bar with the following stages:

- 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)

The 'Financials' tab is active, showing the following summary:

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

The interface also includes a left-hand navigation menu with sections like 'Tasks', 'Activities', and 'Payments', and a top navigation bar with 'Grants', 'Monitoring', and 'Closeout' tabs.

Review Adjustments for Request For Payment

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

Personnel Details

Search...

Showing 1 to 13 of 13 records

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

Review of Adjustments for Request For Payment continued

- Contractual Summary:

Reimbursement Budget Category

Budget Category: Contractual

Contractual Summary

Search...  

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

Showing 1 to 1 of 1 records

Name	Description	Budget	Subaward Spent to Date	Balance	Grantee Spent this Period	Grantor Adjusted Amount	Cash Match	Non-Cash Match	Grantor Adjusted Cash Match	Grantor Adjusted Non-Cash Match	Total Match	SCAG Notes
Contractual	Contractual	\$95,000.00	\$5,000.00	\$90,000.00	\$2,000.00	\$1,999.00	\$200.00	\$200.00	\$200.00	\$200.00	\$400.00	Amount is updated as per current
Total		\$95,000.00	\$5,000.00	\$90,000.00	\$2,000.00	\$1,999.00	\$200.00	\$200.00	\$200.00	\$200.00	\$400.00	

Total Records: 1

Attachments – Backup Documentation

Payroll	<p>Itemized payroll register or employee paystubs</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>
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>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</p>
Equipment	<p>An equipment budget detail page, invoices, and proof of payment</p> <p>For items \$10,000 to \$25,000: three written quotes are required, and quotes must be reviewed and approved prior to purchase</p> <p>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</p> <p>Updated IDC Negotiated Rate Agreement</p>
Rent	<p>Current lease including square footage</p> <p>Periodic lease billing or proof of payment</p> <p>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 decorative horizontal line consisting of a solid teal bar on top, followed by a white bar, and then three thin teal lines on the right side.

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

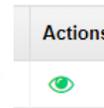
- Key Personnel Change - This amendment request can be used if there is a change in personnel staff associated with a position, percentage change, terminations, etc.
- Budget Redirection - This amendment request can be used if subrecipient wants to transfer the budget amount from one category to another 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 **COB August 31st**.
 - Prepare and project for all costs through the end of the grant cycle, and plan accordingly.
- The deadline for the last Personnel Key change is COB **September 30th**.
 - Key Personnel changes should be processed within 60 days of the change.
- All amendments are limited to a 60-day retro period.
- No amendment received after COB September 30th will be processed.
- The finance point of contact for amendments for the 2024-2025 grant cycle is Faye Parks.
 - Contact information 803-734-0516, email fayeparks@scag.gov.

Amendment continued

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



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 Profile, Personnel Management

Recently Viewed: New REI6 Grant, REI_AR_12_oct, REI_AR_12_oct, SCAG Amendment

Search Results

Subawards

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

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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 "Grants", "Monitoring", and "Closeout" tabs. A search bar and a "Tasks" section are on the left. The main content area shows details for a "New REI6 Grant" with the following information:

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

A progress bar below the details shows the following stages: Created, Submitted for Approval, Approved, Accepted, Pending Activation, Activated, Amended, and Closed. The "Management" tab is highlighted with a red box. Below the tabs, the "Project Period Details" section shows:

Project Period Start Date	Project Period End Date
08/01/2022	07/31/2030

The "Budget Period Details" section shows:

Budget Period Number	Total Subaward Amount this Budget Period
BP02	\$100,000.00
Match this Budget Period	Required Match %
\$10,000.00	10.00%

The footer includes the GovGrants logo and links for 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 the navigation bar, a secondary menu contains 'Overview', '\$ Budget', '\$ Actuals', 'Management' (highlighted with a red box), 'Terms', 'Performance', 'Files', 'History', and 'Collab'. The main content area is divided into three sections: 'Site Visits', 'Desk Reviews', and 'Amendments'. Each section has a search bar and a filter icon. The 'Amendments' section is highlighted with a red box and contains a 'New' button. The left sidebar contains a search bar, a dropdown menu, and several menu items: 'Tasks', 'My Tasks', 'Activities', 'Organization', 'Personnel', and 'Recently Viewed'.

Office of the South Carolina Attorney General

AGO Grants

Grants Portal

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

Search...

New

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...

Amendment continued

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

Amendment Request
VOCA Application 2023 Cancel Save

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

Created Submitted to Grantor Submitted for Approval Approved

Required to Save Required to Sub

Overview Files History Collab

Overview

Subaward Id: AD-1V23003-6418

*Justification for Amendment

Type of Amendment: --None--

Subrecipient Match (%): 20.00%

Subrecipient Organization: WESTVIEW VILLAGE II LP

Amendment continued

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

Amendment Request
VOCA Application 2023

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 Type of Amendment: Both Subrecipient Organization: [REDACTED]

Justification for Amendment: TEST Subrecipient Match (%): 20.00%

Budget Change : Budget Redirection

Search...

Showing 1 to 5 of 5 records * Records are sorted by Focus Area Name ascending order, Row Number ascending order

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 * Records are sorted by Focus Area Name ascending order, Row Number ascending order

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
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
[REDACTED]

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

🔍

* Records are sorted by Focus Area Name ascending order, Row Number ascending order

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

🔍

* Records are sorted by Focus Area Name ascending order, Row Number ascending order

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 to the personnel module 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.

Uniform Grant Guidance 2024 Revision

- Equipment
 - Increases from \$5,000 to \$10,000 the value of equipment that at the end of the grant period “may be retained”, sold or otherwise disposed of with no further obligation.
 - Follow the state threshold of \$2,500 or internal agency policy, which is more restrictive.
- Single Audit
 - Increases from \$750,000 to \$1,000,000 the level which a recipient of federal funds is required to conduct a single audit or a program specific audit.
 - Threshold is determined by all federal funding sources expended.
- De Minimis Indirect Rate
 - Increases from 10% to 15% the maximum rate that recipients of Federal funds may use for indirect cost without negotiating an alternative rate with the relevant Federal agency.

Tips

- View 
- Edit 
- Associate staff to subaward. 
- Line Expansion. 
- Opens line Item for editing/change. 

A request for reimbursement should not be generated 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

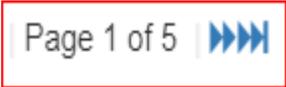
Processing an RFP with an amendment in process.

- 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. 

Questions?

A decorative horizontal line consisting of a solid teal bar on top, followed by a white bar, and then three thin teal lines on the right side.