Grant Solicitation Workshop
February 7, 2020

Department of Crime Victim Assistance Grants
Victims of Crime Act (VOCA)
Violence Against Women Act (VAWA)
State Victims Assistance Program (SVAP)
OFFICE OF THE SOUTH CAROLINA ATTORNEY GENERAL
CRIME VICTIM SERVICES DIVISION
DEPARTMENT OF CRIME VICTIM ASSISTANCE GRANTS
1205 PENDLETON STREET
ROOM 401
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<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<td>803-734-0792</td>
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</tr>
</tbody>
</table>
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Important Grant Dates

AGO Grants opens for applications on February 7, 2020 at 12:00 p.m.

All Applications are due no later than April 1, 2020 at 5:00 p.m.*

Grant projects begin on October 1, 2020**

*AGO Portal closes – no exceptions
**Contingent upon the availability of federal funds
Eligible Applicants

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

FFY2020 total expected to be $26 million

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

FY2021 total expected to be $500 thousand
VOCA and SVAP Program Priority Areas

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

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

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

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

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

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

FFY2020 total expected to be $2.4 million
VAWA Priority Program Areas

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

❖ There are 20 priority purpose areas listed on the OVW website.
  http://www.justice.gov/ovw
Allowable v. Unallowable Projects-VAWA

**Allowable:**
- Projects serving victims of Domestic Violence, Sexual Assault, Stalking, and Teen Dating violence above the age of 11.

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

- Salary
- Fringe benefits
- Equipment (items over $2,500 not allowed)
- Training expenses
- Travel
- Software
- Contractual services
- Communication expenses
- Publication/Printing expenses
- Supplies
- Indirect cost (based on Personnel costs only)
- Administrative costs
Unallowable Expenditures
VOCA-VAWA-SVAP

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

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

- Signed Memorandum of Agreements
- Board of Director Letter
- Outcome Based Evaluations (VAWA)
- Non-Governmental Inclusion Letter (VAWA)
- Legal Project Certification (VAWA)
Match funds are additional funds not previously allocated to activities funded under another project.

- Match funds cannot be other federal funds
- Match funds used to match another project cannot be used
- Native American tribal organizations are exempt from match requirements
Match

VOCA and SVAP Match Requirements:
- Requires a 20% cash or in-kind match

VAWA Match Requirements:
- Requires a 25% cash or in-kind match
- Non-profit victims service agencies in the Direct Services category are exempt
Cash Match:

- Hard Match that is listed on each line and totaled at the end of each category.

Sources of Cash Match:

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

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

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

- VOCA/SVAP is 80/20
- VAWA is 75/25

### How to Calculate Match

**Formula**

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

**Example**

Match Requirement - 80/20 (Federal/Recipient)
Federal Award = $100,000

<table>
<thead>
<tr>
<th>Step 1</th>
<th>$100,000</th>
<th>80% Federal Share</th>
<th>$125,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>$125,000</td>
<td>20% Recipient's Share</td>
<td>$25,000</td>
</tr>
</tbody>
</table>
VOCA Match Waivers

- New projects or substantially-increased projects may request a match waiver.

- The match waiver request must be submitted as an attachment with the application in AGO Grants.

- For a form and sample letter, please contact Joe Corey at jcorey@scag.gov

- Please be advised that if the match waiver is denied, the agency will be responsible for entire required match.
Calculating Match

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

Example:
- Grantor amount is $100,000
- $100,000 / 0.80 = $125,000
- $125,000 x 20% = $25,000
- $25,000 is the match requirement
Grant funded personnel cannot be claimed as in-kind match.

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

- The agency may use the non federal portion of partially funded personnel as cash match.
  - This cash matching portion may not be used as a match for other federal programs.
Agency must list all of the fringe benefits in the narrative. Ex: Other will consist of LTD and AD&D

- If the agency is using a combined fringe rate and listing it under “Other” documentation to support the percentage will be required.

- Workers Compensation Policy listing effective dates and rates will be required.
Travel

- List all of the items to be reimbursed in the grant period. This includes but is not limited to:
  - Airfare
  - Lodging
  - Per Diem
  - Parking
  - Baggage
  - Ground Transportation
  - Ride-share services (uber, taxi, etc.)
Equipment

- No equipment will be allowed in 2020 awards.
- The State considers equipment over $2,500 and one year or more of useful life.
Rent and Utilities: Grant-funded personnel can receive a maximum of 150 sq. ft. Rent for multiple locations is allowable.

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

- Utilities such as water, sewer, electricity, and gas will be reimbursed at rental percentage.

- How to calculate rent?
  
  Ex: The agency has 6 employees. The total square footage of the building is 3,500 and the monthly rent amount is $2,300.

  
  
  $2,300 x 26\% = $598
Multiple Locations

- Claiming rent, utilities, telecommunications, and other charges for personnel who work at multiple locations is allowable.

- The reimbursable rate for all items outside of utilities and rent will be determined by the percent of time spent at each location to not exceed 100% total.
  - For Example: J. Smith spends 60% at Columbia and 40% in Newberry. J. Smith will be calculated as 0.6 in Columbia’s rent and 0.4 in Newberry’s rent.
No Rent?

- If the agency is claiming utilities and does not claim rent:
  - A floorplan or rental agreement must be submitted to show square footage occupied for grant funded personnel to determine percentage of allowable utility reimbursement.
Reimbursement of other bills such as copier maintenance/lease, telecommunications, etc.

- Reimbursed at the established rent percentage for that location OR;
- The reimbursement will be at the prorated percentage of grant funded personnel utilizing the products or services at the location.

If the agency chooses the latter option, an excel spreadsheet or other supporting documentation must be provided with each RFP to show the grant-funded employee names along with the employees totals for each location.
Please ensure a descriptive narrative is provided for all items to be purchased.

- i.e. Therapy supplies, stress balls, dolls, etc.

Office Supplies - A list will be supplied at grant opening of all allowable office supplies.

- The items within the list provided do not need to be individually stated in the office supply line item narrative.
- Any items not listed must be stated in the budget narrative for consideration and approval.
Indirect Costs

- Only payroll and fringe will be allowed.

- The agency can use their approved federally negotiated rate or the 10% de minimis.
  - De minimus rate can only be used if the agency has not previously had a federally negotiated rate.
A maximum of two revisions will be allowed for a grant award period.

- The first revision requested by the awarding agency will not count toward the two revision maximum.
- Revisions for emergency purchases will be waived in counting the two revision maximum.

No revisions will be accepted after June 30th unless extenuating circumstances arise.
QUESTIONS
Applications open February 7, 2020 12:00 p.m.
Applications close April 1, 2020 5:00 p.m.*

*AGO Portal closes – no exceptions
Sign In Overview

- Navigate to [Https://AgoGrants.SCAG.GOV](https://AgoGrants.SCAG.GOV)
- Please do not share Sign-in Credentials or Passwords
- Sign In with your agency user name and password
Sign In with Username and Password

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

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

- Select “Forgot Your Password”
- Enter your email address
- Email will be sent with instructions to reset password
Navigating Grants and Applications

- Navigate to Grants and Applications Sections
- 2020-2021 Application Creation
- 2019-2020 Grant Revisions
- 2019-2020 Requests For Payment

<table>
<thead>
<tr>
<th>Grant Number</th>
<th>Version Number</th>
<th>App Number</th>
<th>Project Title</th>
<th>Submission Status</th>
<th>Grant Program</th>
<th>Grant Year</th>
<th>Project Director</th>
<th>Amount Approved</th>
<th>Amount Requested</th>
<th>Modified On</th>
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<tbody>
<tr>
<td>Original</td>
<td>AV19184</td>
<td>VOCA Test 3</td>
<td>Draft</td>
<td>VOCA (Program)</td>
<td>Victims of Crime Act</td>
<td>2020/2021</td>
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<td></td>
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<td>1/10/2020</td>
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<td>Original</td>
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<td>VAWA Test 3</td>
<td>Draft</td>
<td>VAWA (Program)</td>
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<td>2020/2021</td>
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<td></td>
<td>1/10/2020</td>
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</tbody>
</table>
Creating 2020-2021 Applications

- Navigate to Grants and Applications Section
- Options are:
  - Create a New Application
  - View Details
  - Edit this version – when in Draft status
Section Navigation Tab

• The Section Navigation allows you to select the page you want to return to
Creating 2020-2021 Applications

- All required fields will have a red asterisk *
- Select Save to move to the next page
Creating 2020-2021 Applications

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

<table>
<thead>
<tr>
<th>Counties this Project will Serve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbeville-01</td>
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<tr>
<td>Aiken</td>
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<td>Allendale</td>
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<td>Anderson</td>
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<td>Bamberg</td>
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<td>Barnwell</td>
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<td>Beaufort</td>
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<td>Berkeley</td>
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<td>Calhoun</td>
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<td>Charleston</td>
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<td>Cherokee</td>
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<td>Chester</td>
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<td>Chesterfield</td>
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<td>Clarendon</td>
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<td>Colleton</td>
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<td>Darlington</td>
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<td>Dillon</td>
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<td>Dorchester</td>
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<td>Edgefield</td>
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<td>Fairfield</td>
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<td>Florence</td>
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<td>Georgetown</td>
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<td>Greenville</td>
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<td>Greenwood</td>
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<td>Hampton</td>
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<td>Horry</td>
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<td>Jasper</td>
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<td>Kershaw</td>
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<td>Lancaster</td>
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<td>Laurens</td>
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<td>Lee</td>
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<td>Lexington</td>
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<td>Marion</td>
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<td>McCormick</td>
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<td>McCormick</td>
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<td>Newberry</td>
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<td>Oconee</td>
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<td>Orangeburg</td>
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<td>Spartanburg</td>
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<td>Union</td>
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<tr>
<td>Williamsburg</td>
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<tr>
<td>York</td>
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</table>
Creating 2020-2021 Applications

- Complete “Addresses to be Served” first
- Select Save to return to Grant Information page
Creating 2020-2021 Applications

- Complete all sections
- FEIN and DUNS, Agency Account
- Grant Starting and Ending Period will auto populate
Creating 2020-2021 Applications

- Project Title
- Project Summary
- Type of Application & Number of Years Funded (0 for new)
Creating 2020-2021 Applications

- Organization Type
- Budget Summary (Read-only)
Creating 2020-2021 Applications

- Select appropriation of Non-Grantor Matching Funds
- Source of Non-Grantor Matching Funds: List all
- Select Save to move to the next page
Creating Budget Line Items

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

- Select Create to add new Line Item
Creating Budget Line Item for Personnel

- Personnel Title = Budget Line Item Name = Funded Job Title
- Complete all fields (apply zeros to non-applicable fields)
- Example:
  - Full Time Grant Funded Position = 100% time on grant and 80 hours/Pay Period (bi-weekly)
  - Partially Grant Funded Position = 50% time on grant and 40 hours/Pay Period (bi-weekly)
- Select submit to return to Budget Description page
Creating Budget Line Item for Employer Contribution

- Budget Line Item Name: Employer Contributions (Fringe Benefits)
- All applicable fringe benefits that will be charged must be listed in the narrative
- Health and Dental must be separated
Creating Budget Line Item for Employer Contributions

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

<table>
<thead>
<tr>
<th>Employer Contributions</th>
<th>Social Security &amp; Medicare (FICA) Grantor</th>
<th>Social Security &amp; Medicare (FICA) Cash</th>
<th>Social Security &amp; Medicare (FICA) In-Kind</th>
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<tbody>
<tr>
<td>100</td>
<td>10</td>
<td>0</td>
<td>10</td>
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<tr>
<td>Retirement Grantor</td>
<td>Retirement Cash</td>
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<td>Retirement In-Kind</td>
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<td>Workers Compensation</td>
<td>Workers Compensation Cash</td>
<td>0</td>
<td>Workers Compensation In-Kind</td>
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<tr>
<td>Unemployment Insurance</td>
<td>Unemployment Insurance Cash</td>
<td>0</td>
<td>Unemployment Insurance In-Kind</td>
</tr>
<tr>
<td>Health Insurance Grantor</td>
<td>Health Insurance Cash</td>
<td>0</td>
<td>Health Insurance In-Kind</td>
</tr>
<tr>
<td>Dental Insurance Grantor</td>
<td>Dental Insurance Cash</td>
<td>0</td>
<td>Dental Insurance In-Kind</td>
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<td>Pre-Retirement Death Benefit Grantor</td>
<td>Pre-Retirement Death Benefit Cash</td>
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<td>Pre-Retirement Death Benefit In-Kind</td>
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<td>Accident Death Benefit (Police Officer) Grantor</td>
<td>Accident Death Benefit (Police Officer) Cash</td>
<td>0</td>
<td>Accident Death Benefit (Police Officer) In-Kind</td>
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<tr>
<td>Vision Benefit Grantor</td>
<td>Vision Benefit Cash</td>
<td>0</td>
<td>Vision Benefit In-Kind</td>
</tr>
<tr>
<td>Long Term Disability</td>
<td>Long Term Disability Cash</td>
<td>0</td>
<td>Long Term Disability In-Kind</td>
</tr>
<tr>
<td>Short Term Disability</td>
<td>Short Term Disability Cash</td>
<td>0</td>
<td>Short Term Disability In-Kind</td>
</tr>
<tr>
<td>Life Insurance Grantor</td>
<td>Life Insurance Cash</td>
<td>0</td>
<td>Life Insurance In-Kind</td>
</tr>
<tr>
<td>Other Employer Contributions (Itemize) Grantor</td>
<td>Other Employer Contributions (Itemize) Cash</td>
<td>0</td>
<td>Other Employer Contributions (Itemize) In-Kind</td>
</tr>
</tbody>
</table>

Submit
Creating Budget Line Item for Contractual Services

- List name
- Contractual Services
- All Contractual Services that will be charged must be listed in detail in the narrative
- Example: Language translation services to be used for victim
- Select submit to return to Budget Description page
Creating Budget Line Item for Travel

- Every line item requires a budget narrative

All Travel items must be listed as an individual line item:

- Mileage
- Airfare
- Per Diem
- Lodging
- Transportation
- Baggage

*No out of state travel*

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

- New line details
- Description of each item and the quantity to be purchased
- No Equipment allowed over $2,500
- Select submit to return to Budget Description page
Creating Budget Line Item for Other

- Each Other expense will need an individual line item description

Individual line items would be as follows:

- Office Supplies
- Therapy Supplies
- Telecommunications
- Cell Phone Service
- Utilities
- Copier maintenance and Supplies
- Printing
- Rent

Each expense type must have a detailed descriptive narrative

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

- Once you have entered all line items, select Save to move to the next page.
Acceptance of Audit Requirements

• Select Audit Period Start Date from the dropdown
• Select Save to move to the next page
Organization Description

Complete section

Select Save to move to the next page
Interagency Coordination

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

Interagency Coordination (5,000 maximum) *

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

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

Number of Active Volunteers *

111

Volunteer Coordination (5,000 maximum)

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

Instructions

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

Problem Definition (5,000 maximum)

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

- Complete section
- Select Save to move to the next page
Objectives and Performance

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

General
Name *
Objective/Indicator A

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

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

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

Instructions

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

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

Instructions
Do you feel that this project will be self-sufficient if federal assistance is no longer available? If no, please explain and provide further documentation.

Project Continuation (5,000 maximum) *

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

• Select Create

• Sources of Income Name = Awarding Source

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

• Type of Funds = Federal, State, Private

• Agency must enter previous year and current fiscal year funds

• Select Submit to return to Sources of Income page

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

• Read ALL Grant Terms and Conditions

• You are required to comply with all conditions

• Select Save to move to the next page
Required Documentation and Attachments – Pre Award

- Select Create
- Select Attachment Type first
- Attachment Name should be the same as Attachment Type
- All fields are required
- Attach your document
- Select Submit
- Continue same process for additional required documentation
- Select Save to move to the next page
Grant Certifications

<table>
<thead>
<tr>
<th>Grant Certifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Account *</td>
</tr>
<tr>
<td>*TEST Stark Industries</td>
</tr>
</tbody>
</table>

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

Please contact:
agrantshelpdesk@scag.gov
THANK YOU!

https://agogrants.scag.gov