



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 by the end of this week (via DocuSign)
- Contracts will be sent to Official Authorized to Sign with Project Directors also receiving a copy.
- If you do not receive your award please contact your Program Coordinator.

Grant Terms and Conditions

- A signed grant award is a contract that means the agency agrees to comply with all Grant Terms and Conditions as well as all Special Conditions.
- Refer to the Financial Guidelines provided and available on the AGO Grants Support Tab. Note: this does not replace internal agency policies. As always, the stricter policy applies.
- Support Tab link for AGO Grants: <http://www.scag.gov/crime-victims-grants-help-desk>.

Victim Service Provider Certification

- As required by state law, all non-exempt, grant-funded staff are required to be certified Victim Service Providers.
- New hires must be certified within one year from the date of hire.
- The Personnel section in the budget will require that positions be marked as exempt/nonexempt.
- VSP numbers for staff should be entered for each staff member under the Personnel Management section.

Ad Hoc Requests

- Prior approval is required for all training and printing requests.
- 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. The 'Management' tab is highlighted in the top navigation. Below this, there are sections for 'Site Visits', 'Desk Reviews', and 'Amendments'. The 'Ad hoc Requests' section is highlighted in the bottom navigation, and a 'New' button is highlighted in the bottom right corner. The 'Ad hoc Requests' table is currently empty, showing 'No records found'.

EGMS ID	Title	Site Visit Period	MonitoringType	Status
No records found				

EGMS ID	Title	Desk Review Period	MonitoringType	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	

Total Records: 2

EGMS ID	Request Date	Subrecipient Organization	Status
No records found			

Ad Hoc Requests

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

The screenshot shows 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 prompt: "Please select Request Type". Below this prompt is a selection interface with two columns: "Available" and "Chosen". The "Available" column lists three options: "Training Request", "Printing Request", and "Procurement Request". The "Training Request" option is highlighted with a red box. A red box also highlights the right-pointing arrow button between the two columns. The "Chosen" column is currently empty. 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

VOCA

- Progress Reports must be submitted through PMT site, which is administered by the Office of Justice Programs.
- PMT contacts must be updated when there are staff changes.
<https://ojpsso.ojp.gov>
- Reports are due once per quarter.
- Questions are data based. For any information that does not fit a particular prompt include under “Additional Comments”.

Progress Reports

VOCA

- 1st QUARTER - October 1 through December 31
(Due Date - January 15)
- 2nd QUARTER - January 1 through March 31
(Due Date - April 15)
- 3rd QUARTER - April 1 through June 30
(Due Date - July 15)
- 4th QUARTER - July 1 through September 30
(Due Date - October 15)

Progress Reports

VAWA

Annual MEI Report

- Covers calendar year 2023 (January-December)
- Notification will be sent out in December
- Due to DCVAG February 15, 2024
- Technical assistance website <https://www.vawamei.org/>

Progress Reports

SAVS

- SAVS reports will track the exact same information as the PMT reports do.
- Programmatic Point of Contact will send your report to you at the end of each quarter.
- Due dates will follow VOCA.

Progress Reports

SAVS

- 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

SVAP

- Changed from previous years, these will now be modeled after the VOCA PMT report.
- SVAP Progress reports will be sent out by your Program Coordinator at the end of each quarter.

Progress Reports

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)

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.

Programmatic Point of Contact

- Each subrecipient will have a designated point of contact with DCVAG.
- Your DCVAG point of contact will also be responsible for conducting site monitoring visits, following up with progress reports, and assisting with the AGO Grants.
- Points of Contact have not changed from last year.

Match

- All match has been waived for VOCA, SAVS, and SVAP for 2023-24.
- 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 do not need access to the system should not be listed under Contacts. You will input these staff members into the Personnel Management section only.

Contact Management (continued)

- You will be limited in the new AGO Grants as to how many contacts can be assigned as “System Users”.
- “Systems 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?



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, 2023 – September 30, 2024).
- 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.

SAM Registration - Reminder

- All Subrecipients receiving grant funding are required to be registered in SAM.gov.
- SCAG must submit Federal Funding and Transparency Act (FFATA) Reports by UEI numbers within 30 days of awards for federal compliance.
- Federal funds are not to be distributed until a SAMs registration is complete.
- SCAG will process only the first request for payment until the SAM registration is satisfied.
- SAM registration expires annually, so make sure your registration stays current.

System for Award Management



System for Award Management (SAM) A SAM registration is required for any entity to bid on and get paid for federal contracts or to receive federal funds. These include for-profit businesses, nonprofits, government contractors, government subcontractors, state governments, and local municipalities.

Finance Point of Contact

- Each subrecipient will have a designated financial point of contact with DCVAG.
- Your financial DCVAG point of contact will be responsible for processing RFPs and assisting with any AGO Grants questions.
- Points of Contact have not changed from last year.

Personnel Management



Personnel Management – New Hires

- Login to AGO Grants Portal with your user credentials.
- Navigate from Home 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".

On the left side, there is a search bar and a sidebar menu. The sidebar menu includes sections for "Tasks" (My Tasks, Pending Tasks, Completed Tasks), "Activities" (Organization, Organization Profile), "Personnel" (Personnel Management, highlighted with a red box), and "Recently Viewed" (listing various SCAG - Law Enforcement and VAWA Investigator items).

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 Feed:** A section indicating "No feeds available."
- My Top 5 Awards:** A horizontal bar chart showing the total awarded amount for five awards. The x-axis represents the total awarded amount in thousands, ranging from 0 to 1,000k. The y-axis lists the award IDs: AD-REI20-0360, AD-REI-0243, AD-1V22099-22-0188, AD-awd28-0252, and AD-REI-23-0187. The chart uses three colors: blue for Balance, black for Net Spent, and green for Carry Forwarded.
- Upcoming Funding Opportunities:** A section showing the total committed amount for the next 6 months, with a legend for "Total Committed Amount".

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

Personnel Management continued

- Click the New icon.

The screenshot shows the AGO Grants web application interface. At the top, there is a dark blue header with the text 'AGO Grants' on the left and a 'Grants Portal' dropdown menu on the right. Below the header is a navigation bar with icons for 'Grants', 'Monitoring', and 'Closeout'. The main content area is titled 'Personnel Management' and features a search bar with a magnifying glass icon. A 'New' button is highlighted with a red box. Below the search bar, there is a note: '*Records are sorted by Created Date descending order'. A table displays the first record of a list of 3 records. The table has columns for 'EGMS ID', 'Staff Name', 'Email ID', 'Status', and 'Actions'.

EGMS ID	Staff Name	Email ID	Status	Actions
21-0070

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.

Confirm ×

All details becomes read only when the personnel in Active state except End date

Personnel Management continued

- Personnel record is active.
- Personnel may be added to Subaward.

Personnel Management
Test Employee A Edit Deactivate ☰

EGMS ID PM-0138	Status Active	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 ☰

Search... 🔍 📄

Questions?

A decorative horizontal line consisting of a solid teal bar on top, followed by a white bar with a teal border on the right side, and a white bar with a teal border on the left side.

Request for Payment (RFP)



RFP Submissions

- All RFPs are due monthly
- RFPs will generate at the end of the month

Important RFP Dates

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

**Pro-rated RFPs:
Monthly RFP 1, 12

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

RFP - General Information

Attachments:

- Upload all documents under respective RFP.
- RFP is electronically “Certified”.

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 any item, not on the list, they must include the item in the notes field.

Travel:

- Individual daily details must still be submitted on the backup documentation.

Request For Payment

- Click the Monitoring tab → Navigate to Pending Task present in left-hand navigation. You will see a pending task to start working on 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-hand navigation menu includes "Search", "Tasks", "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.

The screenshot shows the 'Monitoring' section of the AGO Grants portal. The page title is 'AGO Grants' and the user is logged in as 'Grants Portal'. The navigation menu includes 'Grants', 'Monitoring', and 'Closeout'. The left sidebar contains sections for 'Search', 'Tasks', 'Activities', and 'Recently Viewed'. The main content area displays 'Pending Tasks (Assigned To Me)' with a search bar and a table of tasks. The table has columns for EGMS ID, Task Type, Subject, Due Date, Status, and Actions. A single record is shown with the task type 'Create Payment Request' and a status of 'Not Started'. A red box highlights a green play button icon in the Actions column. Below this section, there is a section for 'Pending Tasks (Assigned By Me)' which shows 'No records found'.

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	

Request For Payment continued

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

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

- 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, marked with 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 with sections like Search, Tasks, My Tasks, Activities, and Recently Viewed. The main content area has tabs for Overview, Financials, Files, History, and Collab. Below the progress bar, there is a **Payment Request Summary** table:

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

Below the summary table is a **Payment Request Budget** section with a search bar and a filter icon.

Request For Payment continued

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

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, a secondary navigation bar shows "Grants", "Monitoring", and "Closeout" tabs. A left-hand sidebar contains a search bar, a dropdown menu set to "All", and a "Tasks" section with "My Tasks", "Pending Tasks", and "Completed Tasks". Below that is an "Activities" section with "Monitoring Activities" and "Payments".

The main content area is titled "Payment Request Summary" and contains a table with the following data:

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

Below the summary is the "Payment Request Budget" section, which is highlighted with a red box. It features a search bar and a table with the following data:

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

Showing 1 to 5 of 5 records

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

Request For Payment continued

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

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, Adhoc Request, Progress Reports, Site Visits, Desk Reviews, Subaward Terms and Co...

Payments

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

Showing 1 to 5 of 5 records

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

Total Records:5

Acknowledgement

Request For Payment continued

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

Reimbursement Budget Category



Budget Category: Personnel

▲ Personnel Summary Refresh ☰

Search... 🔍 ⌵

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

Showing 1 to 2 of 2 records

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

Total Records:2

Request For Payment continued

- Update % Worked this Period, Cash Match, Non-Cash Match, Notes. Once done, click Save Button.

Reimbursement Budget Category

Budget Category: Personnel

Personnel Summary Refresh Save

Search...

* Records are sorted by Last Modified Date descending order

Showing 1 to 2 of 2 records

	% of time on grant	% Worked this Period	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
+	80%	86	\$45,000.00	\$2,000.00	\$43,000.00	\$0.00	\$5,000.00	\$600.00	\$4,400.00	\$0.00	5,000	500	\$0.00	\$0.00	\$0.00
+	80%	85	\$45,000.00	\$2,000.00	\$43,000.00	\$0.00	\$5,000.00	\$500.00	\$4,500.00	\$0.00	4,000	400	\$0.00	\$0.00	\$0.00
			\$90,000.00	\$4,000.00	\$86,000.00	\$0.00	\$10,000.00	\$1,100.00	\$8,900.00	\$0.00	\$9,000.00	\$900.00	\$0.00	\$0.00	\$0.00

Total Records:2

Request For Payment continued



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

Reimbursement Budget Category

Search...

* Records are sorted by Last Modified Date descending order







Showing 1 to 2 of 2 records

	Job Title	Staff Name	% of time on grant	% Worked this Period	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
	Victim Service Provider	Joe Root	80%	86%	\$45,000.00	\$2,000.00	\$43,000.00	\$0.00	\$5,000.00	\$600.00	\$4,400.00	\$0.00	\$5,000.00	\$500.00
	CSC Coordinator	Margo Dixon	80%	85%	\$45,000.00	\$2,000.00	\$43,000.00	\$0.00	\$5,000.00	\$500.00	\$4,500.00	\$0.00	\$4,000.00	\$400.00
	Total				\$90,000.00	\$4,000.00	\$86,000.00	\$0.00	\$10,000.00	\$1,100.00	\$8,900.00	\$0.00	\$9,000.00	\$900.00

Total Records:2

Request For Payment continued

- You will see the detailed list of reimbursements against each category for each personnel.
- If you do not see a fringe displayed, then it wasn't selected when the individual was added to the subaward.

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.

Reimbursement Budget Category

Victim Service Provider	Joe Root	80%	86%	\$45,000.00	\$2,000.00	\$43,000.00	\$0.00	\$5,000.00	\$600.00	\$4,400.00	\$0.00	\$5,000.00	\$500.00
-------------------------	----------	-----	-----	-------------	------------	-------------	--------	------------	----------	------------	--------	------------	----------

Personnel Details

Search...


Showing 1 to 13 of 13 records


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

Request For Payment continued

- Click the Save button.


Budget Category: Personnel

▲ Personnel Summary Refresh Save 


Search... 

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

Showing 1 to 2 of 2 records

	Job Title	Staff Name	% of time on grant	% Worked this Period	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
	Victim Service Provider	Joe Root	80%	86%	\$45,000.00	\$2,000.00	\$43,000.00	\$0.00	\$5,000.00	\$600.00	\$4,400.00	\$0.00	\$5,000.00	\$500.00


▲ Personnel Details

Search... 

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**.

Reimbursement Budget Category


Search... 

* Records are sorted by Last Modified Date descending order


Showing 1 to 2 of 2 records

	Job Title	Staff Name	% of time on grant	% Worked this Period	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
	Victim Service Provider	Joe Root	80%	86%	\$45,000.00	\$2,000.00	\$43,000.00	\$2,000.00	\$5,000.00	\$600.00	\$4,400.00	\$1,000.00	\$5,000.00	\$500.00

▲ Personnel Details

Search... 

Showing 1 to 13 of 13 records

Category Type	Grantee Spent this Action	Grantor Adjusted Amount	SCAG Notes	Notes	Actions
Salary	\$2,000.00	\$0.00		Salary	

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	[Add/View Details]
+	Contractual	1	\$95,000.00	\$5,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	[Add/View Details]
+	Travel		\$105,000.00	\$5,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	[Add/View Details]
+	Equipment		\$100,000.00	\$5,000.00	\$95,000.00	\$0.00	\$0.00	\$0.00	\$0.00	[Add/View Details]
+	Other		\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	[Add/View Details]
	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 present 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 reimbursements 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

Search... All

Tasks My Tasks Pending Tasks Completed Tasks Activities Monitoring Activities Monitoring Schedules Adhoc Request Progress Reports Site Visits Desk Reviews Subaward Terms and Co...

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

Showing 1 to 5 of 5 records

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

Total Records:5

Request For Payment 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 navigation bar includes 'Grants', 'Monitoring', and 'Closeout'. A progress bar shows the current status as 'Created'. Below the navigation, the 'Files' tab is highlighted with a red box. The main content area features a 'Supporting Documents Checklist' section with a search bar and a table that currently shows '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 next to it.

Office of the South Carolina Attorney General
AGO Grants
Grants Portal

Grants Monitoring Closeout

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

Overview Financials **Files** History Collab

Supporting Documents Checklist

Search...

* Records are sorted by Last Modified Date ascending order

Showing 1 to 0 of 0 records

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

Reimbursement Files

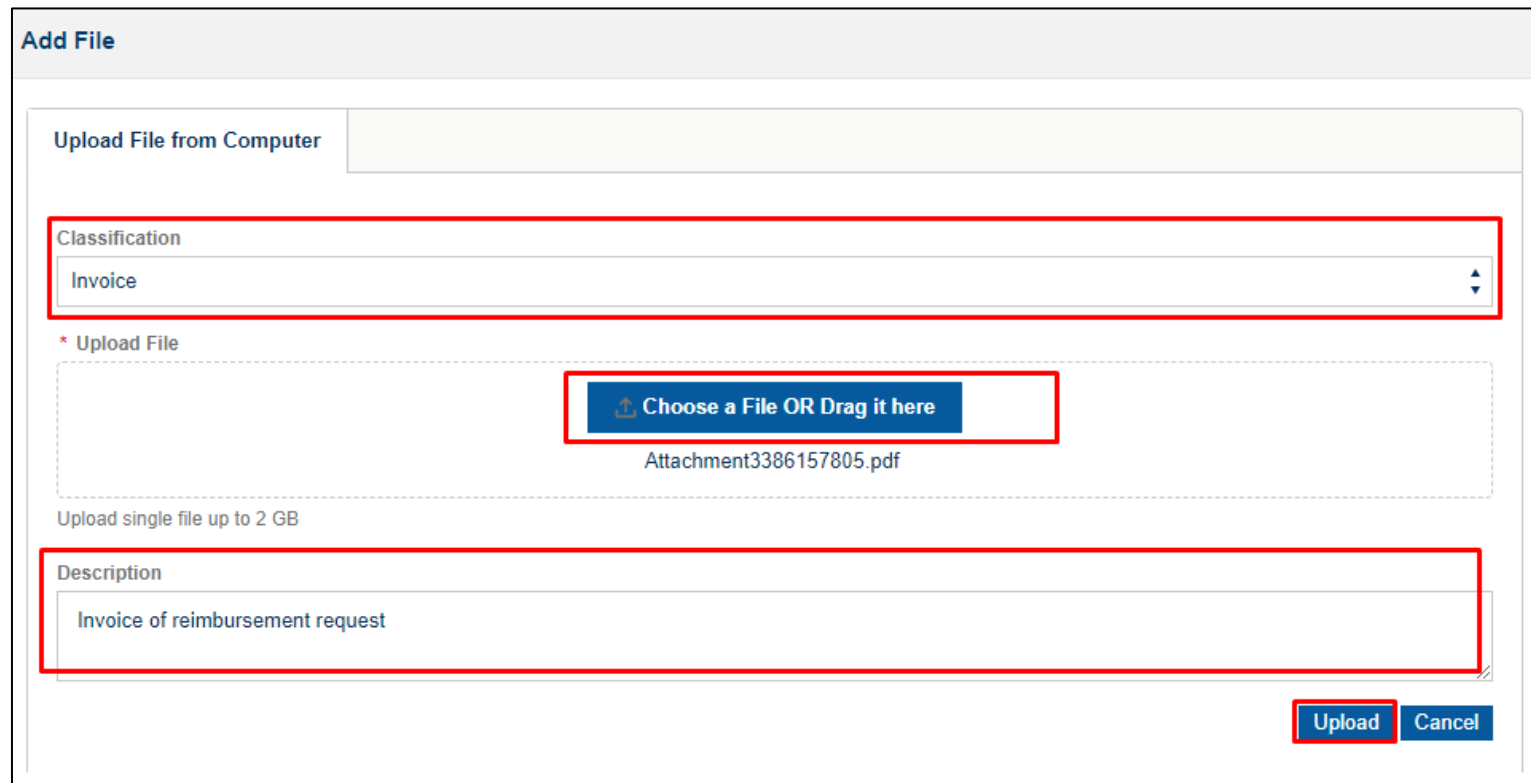
Add Files

* Records are sorted by Last Modified Date ascending order

Showing 1 to 0 of 0 records

Request For Payment Attachments continued

- Select the Classification from dropdown, 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.
- System accepts excel files.



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 section 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 section is also highlighted with a red border.
- Description:** A text input field containing "Invoice of reimbursement request". This section is highlighted with a red border.
- Upload and Cancel:** Two buttons at the bottom right, "Upload" and "Cancel", both highlighted with red borders.

Additional text in the dialog includes "Upload single file up to 2 GB" located below the file upload area.

Request For Payment Attachments continued

- You can see the uploaded in Reimbursement Files section.

The screenshot shows the AGO Grants web application 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, displaying a table with the following data:

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

The table is titled "Reimbursement Files" and includes an "Add Files" button. A note indicates that records are sorted by "Last Modified Date ascending order". Below the table, it shows "Showing 1 to 1 of 1 records" and "Total Records: 1". The "Notes" section below is currently empty, displaying "No Records Found".

Request For Payment Submission

- Click the Edit button present 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 text "AGO Grants", and a "Grants Portal" dropdown menu. The main content area shows a "Reimbursement request" for a "Reimbursement Payment Request". The request details include: EGMS ID: PR-AMR-02, Status: Created, Subaward: AD-AMR-0369, and Budget Period: 10/24/2022 - 10/23/2023. A progress bar indicates the current status is "Created", with subsequent steps being "Submitted to Grantor", "Send Back for Acknowledgment", "Acknowledged", "Submitted for Approval", "Approved", "Sent to SCEIS", and "Paid". The "Edit" button is highlighted with a red box. Below the progress bar, there are tabs for "Overview", "Financials", "Files", "History", and "Collab". The "General Information" section provides details about the subrecipient organization (Beaumont Community Players Inc), the type of request (Reimbursement), the remittance address (4155 Laurell Avenue, Beaumont TX 77707, USA), the payment period start and end dates (10/24/2022 to 10/23/2023), the due date (12/07/2023), the submission date, and the reference number (V120192898).

Office of the South Carolina Attorney General

AGO Grants

Grants Portal

Reimbursement Payment Request

Reimbursement request

Edit Submit to Grantor

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

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

Overview Financials Files History Collab

General Information

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

Payment Period Start Date Payment Period End Date Due Date
 10/24/2022 10/23/2023 12/07/2023

Submission Date Is Final Payment Request? Reference
 V120192898

Request For Payment Submission continued

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

Grants
Monitoring
Closeout

Search

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Monitoring Activities

Monitoring Schedules

Adhoc Request

Progress Reports

Site Visits

Desk Reviews

Subaward Terms and Co...

+	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 "Reimbursement request" with "Edit" and "Submit to Grantor" buttons. The "Submit to Grantor" button is highlighted with a red box. Below the header, a progress bar shows the request status: Created (checked), 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 is a "Payment Request Budget" section with a search bar. The left sidebar contains navigation options: Search, Tasks, My Tasks, Activities, Monitoring Activities, and Payments.

Request For Payment Submission continued

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

The screenshot displays the Attorney General's Reimbursement Payment Request system interface. The main content area shows a "Reimbursement request" with the following details:

- EGMS ID: PR-AMR-02
- Status: Submitted to Grantor (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 stages: Created (checked), Submitted to Grantor (checked), Send Back for Acknowledgment, Acknowledged, Submitted for Approval, Approved, Sent to SCEIS, and Paid.

The interface also includes a sidebar with navigation options: Search, Tasks, My Tasks, Activities, Monitoring Activities, and Payments. The main content area has tabs for Overview, Financials, Files, History, and Collab. Below the progress bar, there is a "Payment Request Summary" table:

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

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

Request For Payment Re-Submit

- SCAG may send back the submitted RFP for any updates or edits. In such a scenario, please follow the below steps to re-submit the RFP.
- Login with Primary / Secondary user in AGO Grants Portal.

The screenshot displays the AGO Grants Portal dashboard for the Office of the South Carolina Attorney General. The interface includes a navigation menu on the left, a main content area with several widgets, and a 'My Feed' on the right.

Navigation Menu (Left):

- Search
- Tasks
 - My Tasks
 - Pending Tasks
 - Completed Tasks
- Activities
- Organization
 - Organization Profile
 - Personnel
 - Personnel Management
- Recently Viewed
 - REI_AR_12_oct
 - SCAG Amendment
 - SCAG Amendment
 - SCAG Amendment

Main Content Area:

- Task Summary By Phase:**

Grants	17
Monitoring	121
Closeout	0
- Task Summary By Due Date:**

Late	125
Due within 7 Days	13
Due within 30 Days	0
Due in more than 30 Days	0
- My Top 5 Awards:**

Award ID	Balance	Net Spent
AD-test-0209	~1,000k	~100k
AD-REI-0243	~500k	~100k
AD-AMR-0369	~500k	~100k
AD-AMR-0365	~500k	~100k
AD-ARTV12-0...	~500k	~100k
- Upcoming Funding Opportu...:**

Total Committed Amount

Next 6 Months

My Feed (Right):

- PR-SANITY-10 — Sarah PM (South Carolina Attorney General Gov Cloud Plus)**

@REI_Test SPI @REI_Test SPI testing purpose

Comment · Like

October 1, 2022 at 6:12 AM
- PR-SANITY-10 — REI_Test SPI03c33 (Partner)**

@Sarah PM @Sarah PM test purpose

Comment · Like

October 1, 2022 at 6:11 AM
- AD-SANITY-0244 — Sarah PM (South Carolina Attorney General Gov Cloud Plus)**

@REI_Test SPI @REI_Test SPI hi

Comment · Like

September 30, 2022 at 3:03 AM

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

Request For Payment Re-Submit continued

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

The screenshot displays the AGO Grants Monitoring interface. The left-hand navigation menu includes 'Tasks', 'My Tasks', 'Activities', and 'Monitoring Activities'. The 'Monitoring Activities' section is expanded, showing 'Monitoring Schedules', 'Adhoc Request', 'Progress Reports', 'Site Visits', and 'Desk Reviews'. The 'Monitoring' tab is selected in the top navigation bar. The main content area shows a table of 'Pending Tasks (Assigned To Me)'. The table has columns for EGMS ID, Task Type, Subject, Due Date, Status, and Actions. A task with EGMS ID 'PR-AMR-02' and Task Type 'Revise Payment Request' is highlighted with a red box. The status is 'Not Started' and the due date is '10/25/2022'. Below the table, it indicates 'Showing 121 to 122 of 122 records' and 'Total Records: 122'. The bottom section shows 'Pending Tasks (Assigned By Me)' with 'No records found'.

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	▶

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 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.

Grants Monitoring Closeout

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Monitoring Activities

Monitoring Schedules

Adhoc Request

Progress Reports

Site Visits

Desk Reviews

Subaward Terms and Co...

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 left sidebar contains a search bar and a list of tasks and activities. The top navigation bar includes 'Grants', 'Monitoring', and 'Closeout' tabs.
- Request Details:** The main content area displays the request title 'Reimbursement request' and key information: 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 shows the request's status: 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' provides financial details:

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

Below the summary table is a section for '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 displays the 'AGO Grants' interface. At the top, there is a navigation bar with 'Grants', 'Monitoring', and 'Closeout' tabs. A sidebar on the left contains a search bar and a menu with categories like 'Tasks', 'Activities', and 'Payments'. The main content area features a table with columns for item names (Travel, Equipment, Other), quantities, and various monetary values. Below the table, there is a section for 'Acknowledgement' with a text box for a certification, a dropdown menu set to 'I Agree', a checked checkbox for 'All applicable receipts or invoices attached', and a 'Signed By' field with the name 'REI_Test SPI'. At the bottom right, there are 'Cancel' and 'Save' buttons.

Item	Quantity	Amount 1	Amount 2	Amount 3	Amount 4	Amount 5	Amount 6	Amount 7	Amount 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.

Reimbursement Payment Request

Reimbursement request

Edit Submit to Grantor

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

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

Overview Financials Files History Collab

Payment Request Summary

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

Payment Request Budget

Search...

Request For Payment Re-Submit continued

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

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

Reimbursement Payment Request
Reimbursement request

EGMS ID PR-AMR-02	Status Submitted to Grantor	Subaward AD-AMR-0369	Budget Period 10/24/2022 - 10/23/2023
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Progress Bar: Created (✓) - Submitted to Grantor (✓) - Send Back for Acknowledgment (○) - Acknowledged (○) - Submitted for Approval (○) - Approved (○) - Sent to SCEIS (○) - Paid (○)

Navigation: Overview (selected), Financials, Files, History, Collab


Payment Request Summary

Awarded Budget ⓘ	Subaward Spent	Spent This Action ⓘ
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Payment Request Budget

Review of Request For Payment

- Subrecipients can review the RFP 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:-

Reimbursement Budget Category													
Victim Service Provider	Joe Root	80%	86%	\$45,000.00	\$2,000.00	\$43,000.00	\$1,999.00	\$5,000.00	\$600.00	\$4,400.00	\$960.00	\$5,000.00	\$500.00
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 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 curren
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

<p>Contractual</p>	<p>Approved policy/contract listing rate for service and effective dates A contractual budget detail page, invoices, and proof of payment</p>
<p>Equipment</p>	<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: a property control form is required</p>
<p>Other</p>	<p>An other budget detail sheet breaking down all expenses, invoices, and proof of payment</p> <p>Updated IDC Negotiated Rate Agreement</p>
<p>Rent</p>	<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 1 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, parallel teal lines on the right side.

Amendments



Common Reasons for Amendments

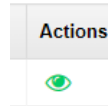
- New hires, separations, percentage changes
- Adding a new line item to the grant budget.
- Changing the amount of an already-approved line item in the subaward.
- A major budget category movement that exceeds 10%.
- To increase or decrease the indirect budget category.

Amendment Requests

- Key Personnel Change: - This amendment request can be used if there is a change in personnel staff associated with the subaward. To replace personnel staff on the subaward subrecipient can raise this amendment request.
- Budget Redirection: - This amendment request can be used if subrecipient wants to transfer the budget amount from one category to another category.
- **"New"**: - This amendment allows a key personnel change and a budget redirection on the same document.
- **"New"**: - Subrecipient creates an amendment, the amendment can be processed (Submit to Grantor) or cancelled by subrecipient if created in error.

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, Personnel, Recently Viewed

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

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

Key Personnel Amendment continued

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

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

Below the details is a progress bar with 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 are sections for "Project Period Details" and "Budget Period Details".

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

Budget Period Details	
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 contains 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 this, a secondary navigation bar contains tabs for 'Overview', '\$ Budget', '\$ Actuals', 'Management' (highlighted with a red box), 'Terms', 'Performance', 'Files', 'History', and 'Collab'. The left sidebar contains a search bar and a menu with categories: 'Tasks' (My Tasks, Pending Tasks, Completed Tasks), 'Activities' (Organization, Personnel, Personnel Management), and 'Recently Viewed' (New REI3 Grant, Beaumont Community PI...). The main content area is divided into three sections: 'Site Visits', 'Desk Reviews', and 'Amendments'. Each section has a search bar and a table with columns for 'EGMS ID', 'Title', and 'MonitoringType' (or 'Desk Review Period' for Desk Reviews). The 'Amendments' section is highlighted with a red box and includes a 'New' button.

Office of the South Carolina Attorney General

AGO Grants

Grants Portal

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

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Organization

Organization Profile

Personnel

Personnel Management

Recently Viewed

New REI3 Grant

Beaumont Community PI...

Beaumont Community PI...

Site Visits

Search...

EGMS ID Title Site Visit Period MonitoringType Status

No records found

Desk Reviews

Search...

EGMS ID Title Desk Review Period MonitoringType Status

No records found

Amendments **New**

Search...

Amendment continued

- Select the appropriate action for Amendment.
- **"NEW"** Justification is required and is one section.
 - Include the details of actions.
- 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-TV23003-6418

*Justification for Amendment

Type of Amendment: --None--

Subrecipient Organization: WESTVIEW VILLAGE II LP

Subrecipient Match (%): 20.00%

Amendment continued

- Type of Amendment: - **New Screen has two (2) sections**

Amendment Request
VOCA Application 2023

Cancel Amendment Edit Submit to Grantor

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

Created Submitted to Grantor Submitted for Approval Approved

Overview Files History Collab

Overview

Subaward Id: AD-1V23003-6418 Type of Amendment: Both Subrecipient Organization: WESTVIEW VILLAGE II LP
 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

- The amendment process is still being tested.
- The target implementation date for the new process is November 2023.
- No amendment is to be generated for GY 22-23 after **October 20, 2023**.
- No amendment is to be generated for the current GY 23-24 until notified.
- A notification will be sent when the new amendment process is available.
- **No amendment can be in the system when the update occurs in Production.**

Amendment continued

- 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, please do not alter the start date for the new line.
 - Negative available budgets must be covered during the amendment process.
 - For assistance, please reach out to your financial or programmatic point of contact.

Tips

- View 
- Edit 
- Personnel Management. 
- 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.

A rectangular button with a blue background and white text that reads "Add New Role."

Add New Role.

Questions?

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