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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VACANT– Fiscal Analyst I

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.

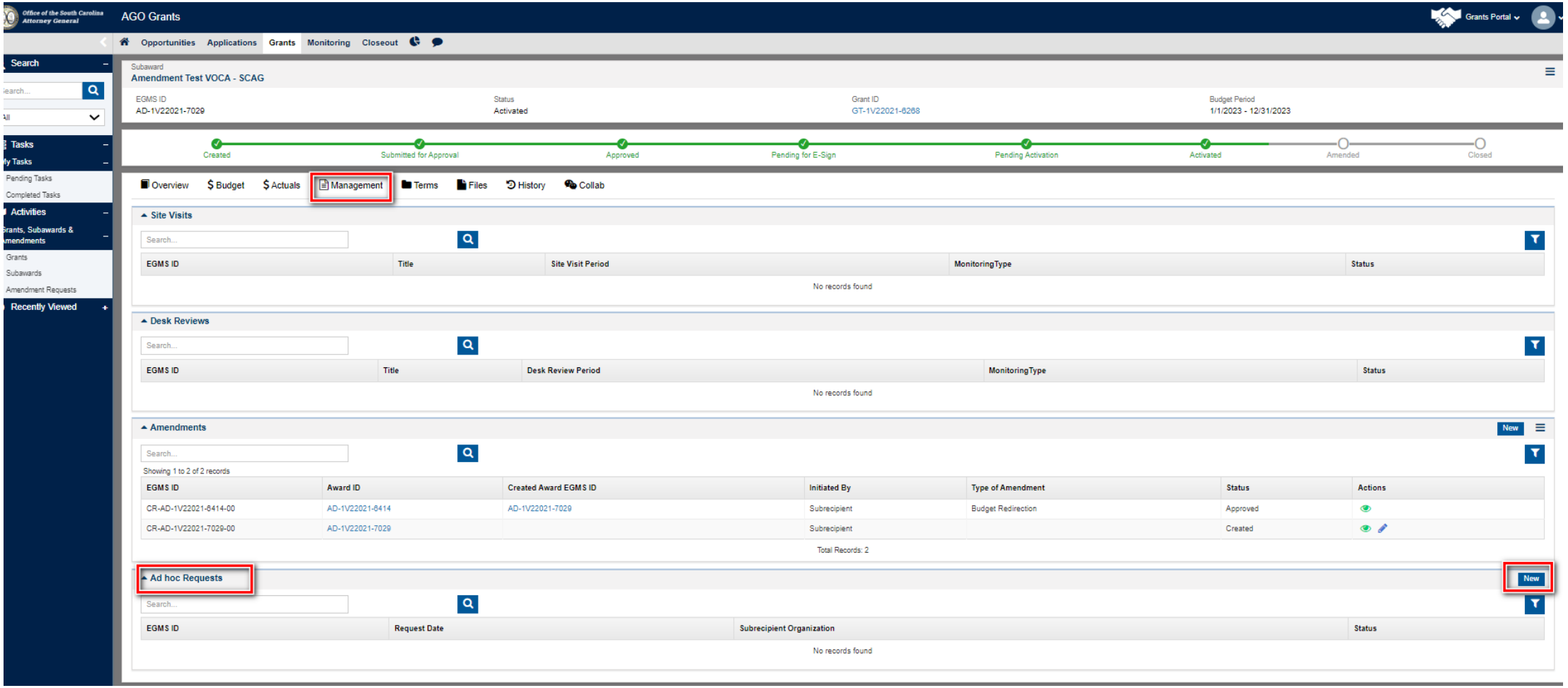
Victim Service Provider Certification

- 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

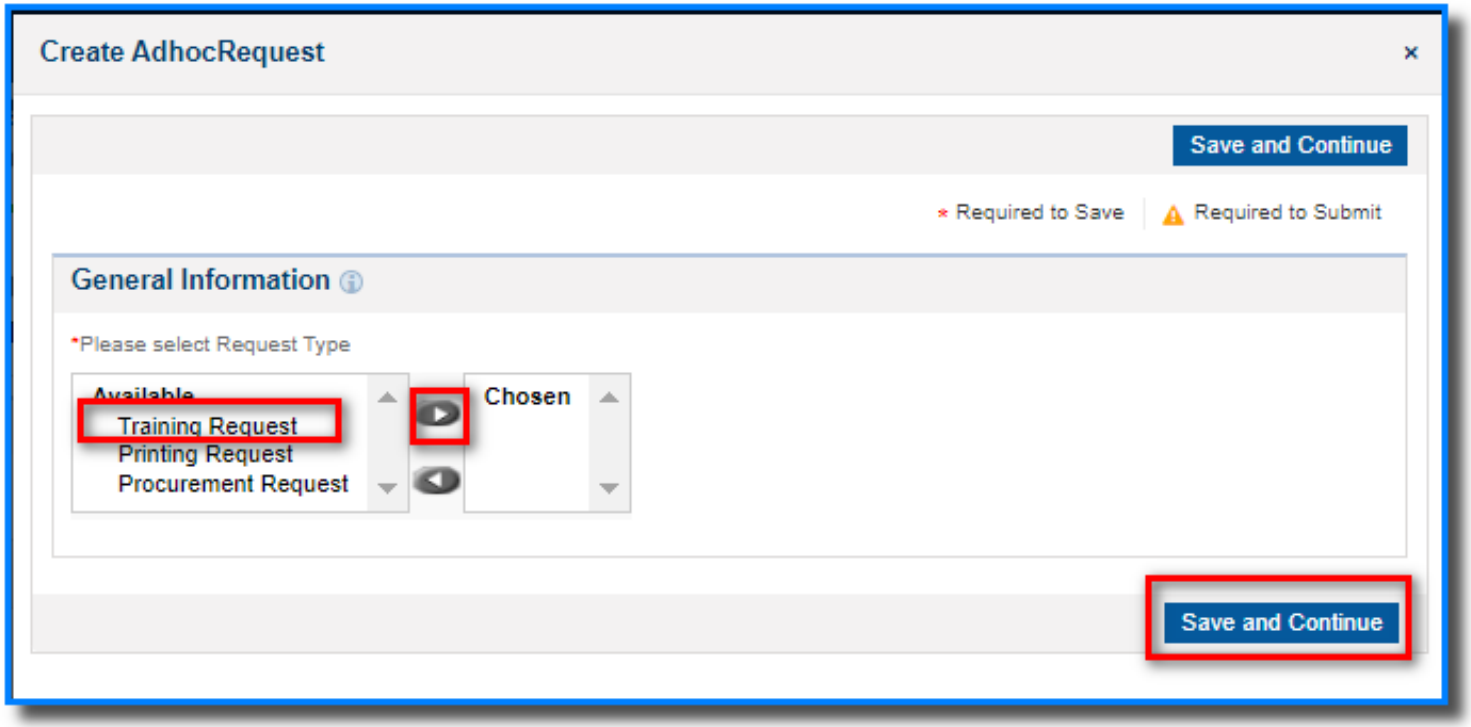
- Prior approval is required for all training and printing requests.
- From the Subaward view, Navigate to the Management tab and the Ad hoc Requests section and select New.

Ad Hoc Requests



Ad Hoc Requests

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

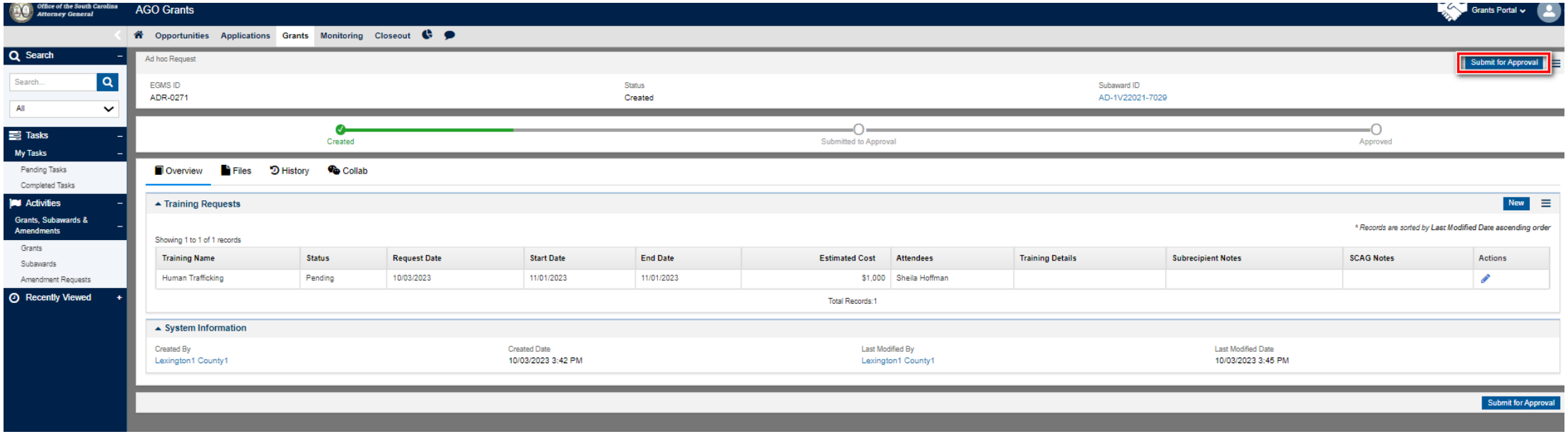


Ad Hoc Requests

- All fields must be completed in the Training Request section.
- In the Files tab, upload supporting documentation for printing (including a draft of the printed material(s) and estimates) and for training (agenda/overview and fees). In the description section, provide detailed information regarding the request.
- NOTE: Requests may be sent back if documentation is not attached or if fields are left incomplete.
- From the Overview tab, click Save and then Submit for Approval.

Ad Hoc Requests

- From the Overview tab, click Save and then Submit for Approval.



Progress Reports

VOCA

- Progress Reports must be submitted through PMT site, which is administered by the Office of Justice Programs.
- 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.

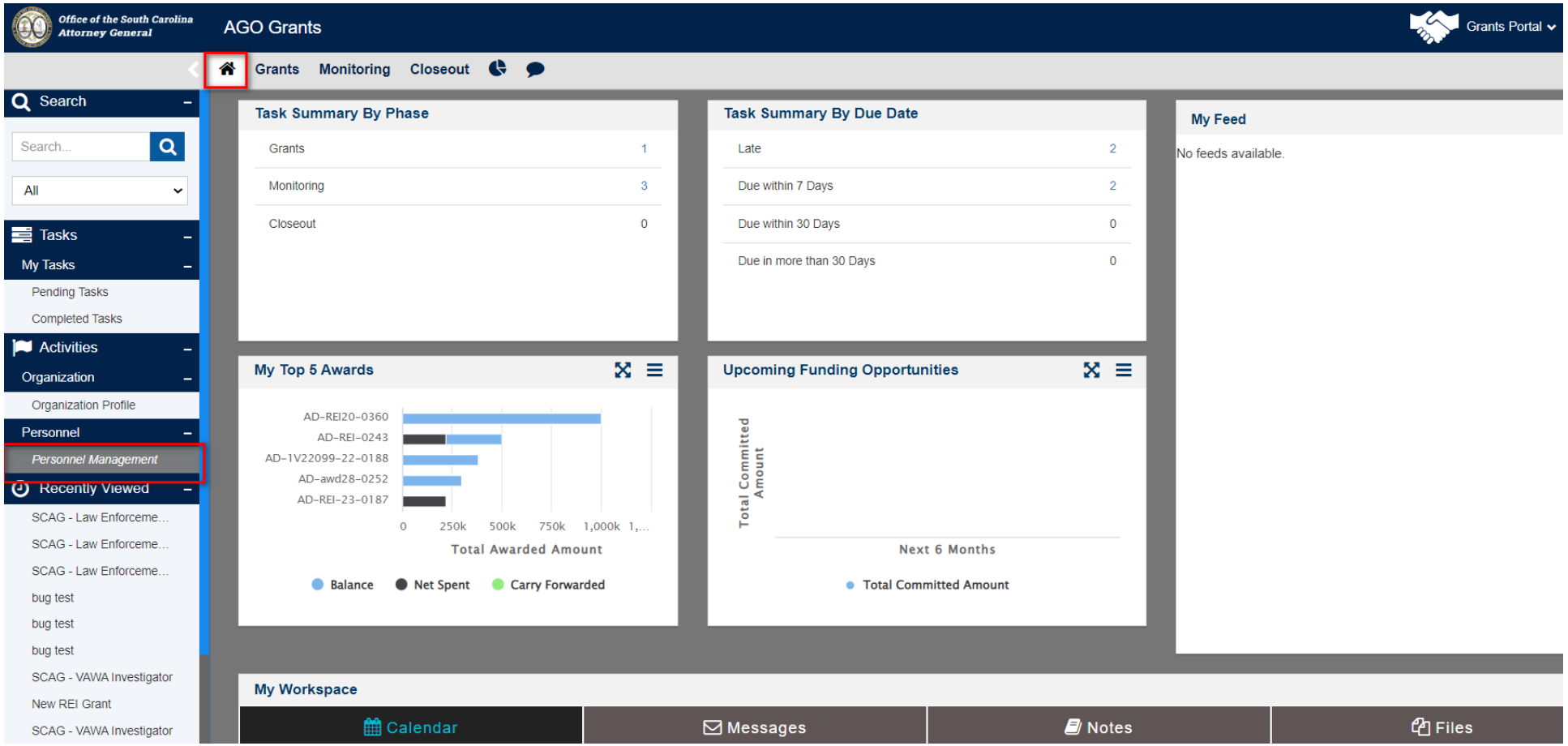
Finance Point of Contact

- 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

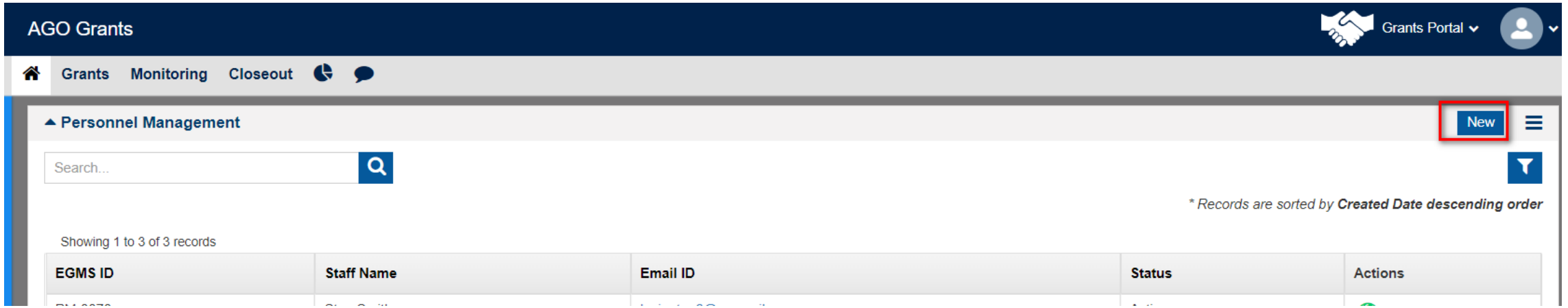
Personnel Management – New Hires

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



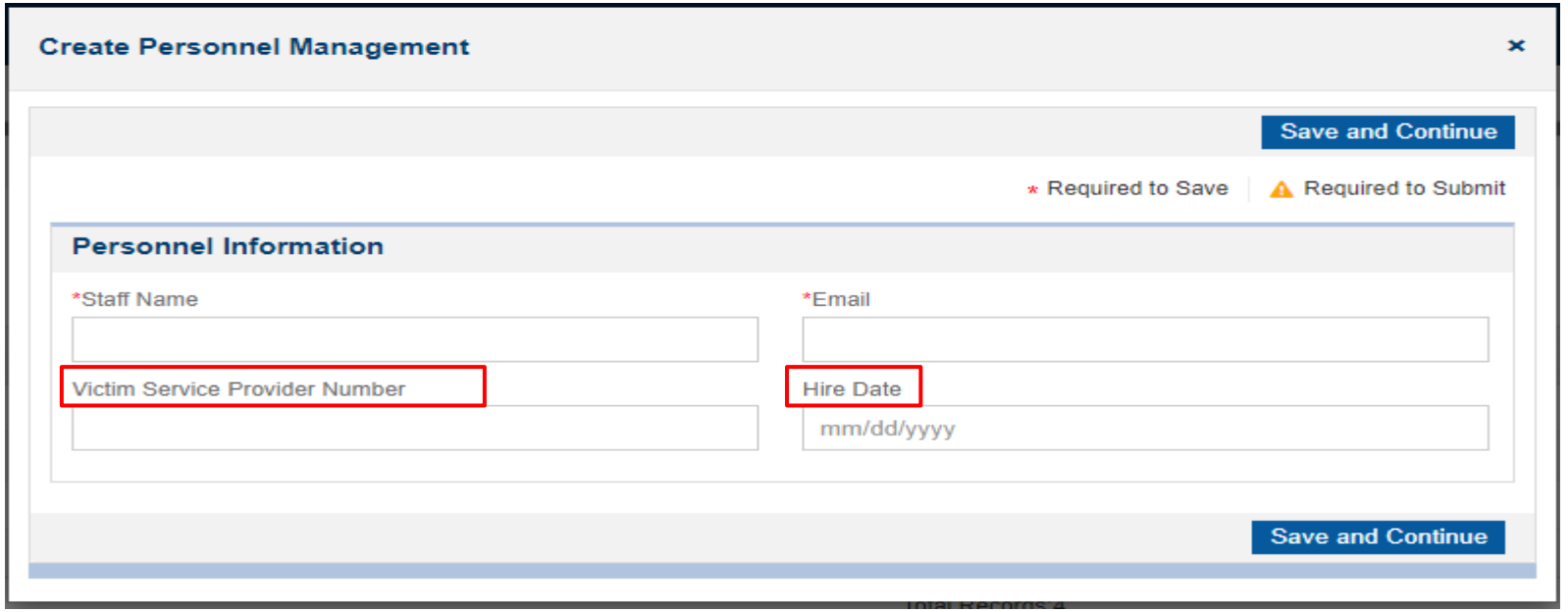
Personnel Management continued

- Click the New icon.



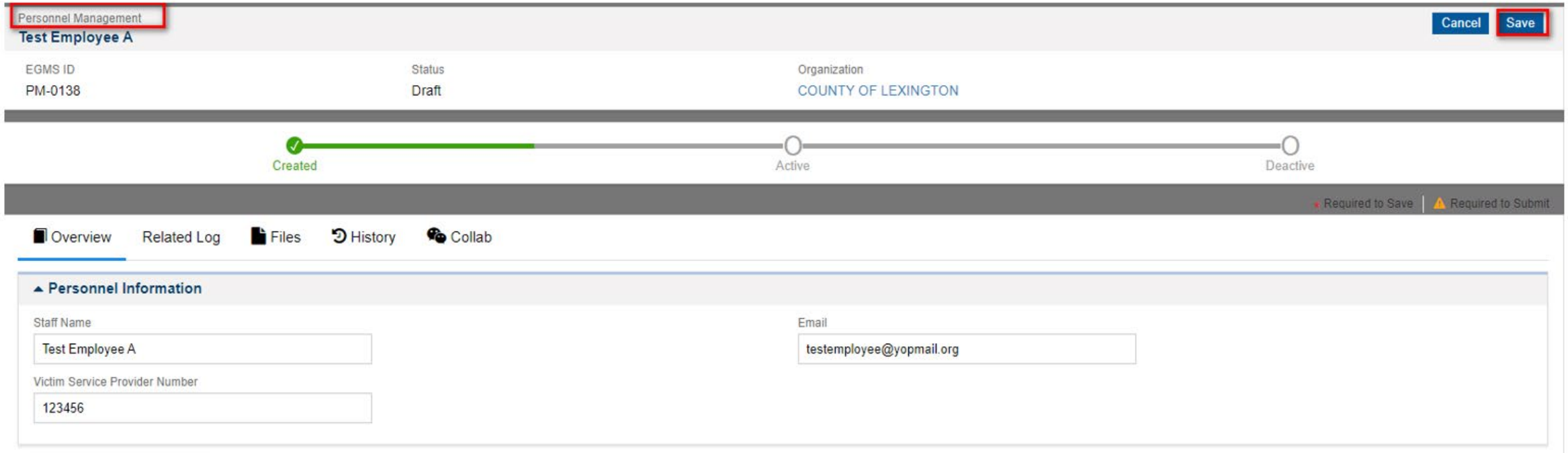
Personnel Management continued

- 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.



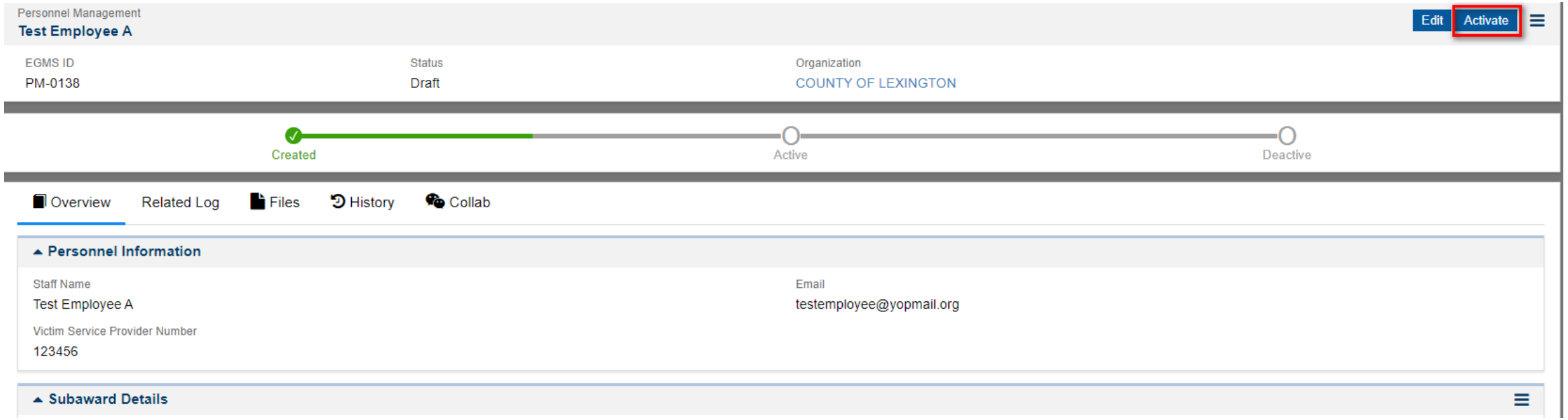
Personnel Management continued

- Review data and Save.
- Click Save.



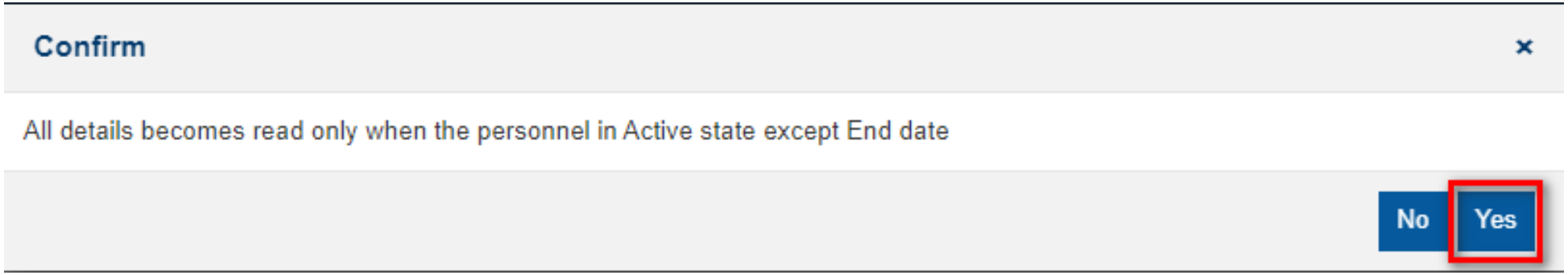
Personnel Management continued

- Final review for accuracy, record may still be updated using the edit icon.
- Click Activate if all data is accurate.
- Employee must be activated to be added to a Subaward.



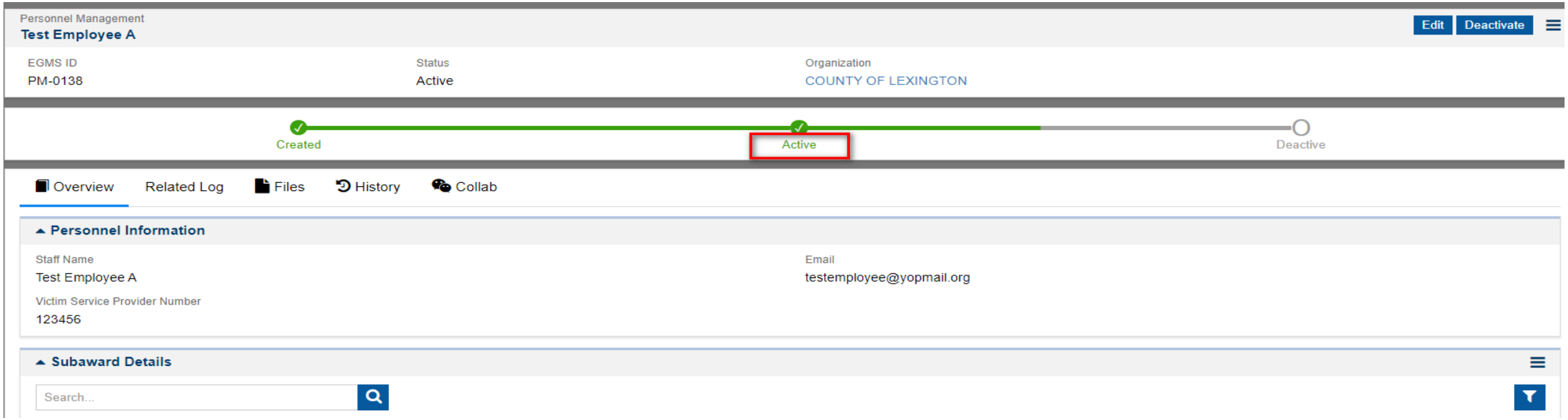
Personnel Management continued

- Confirm activation.
- Data becomes read-only.



Personnel Management continued

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



Questions?

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:

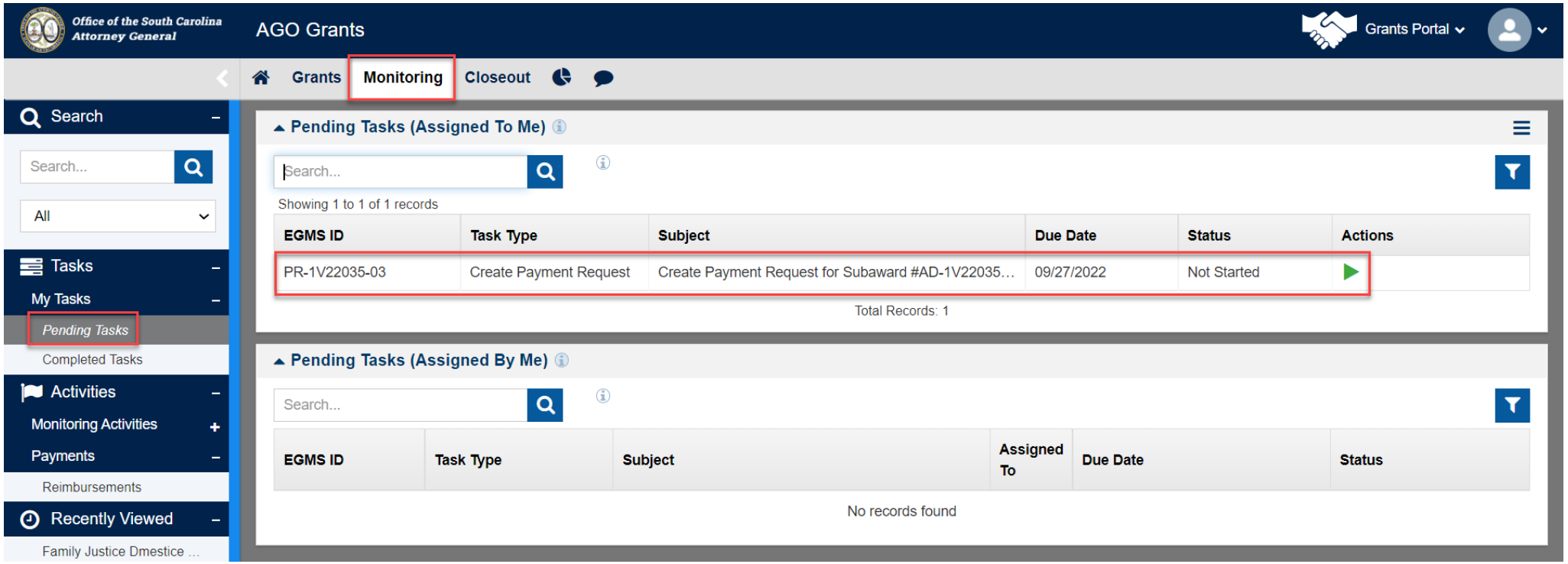
- Approved items have been included in the Financial Guidelines "Supplies List" previously provided.
- Items should be used and allocated for the program.
- If an agency is requesting any item, not on the list, they must include the item in the notes field.

Travel:

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

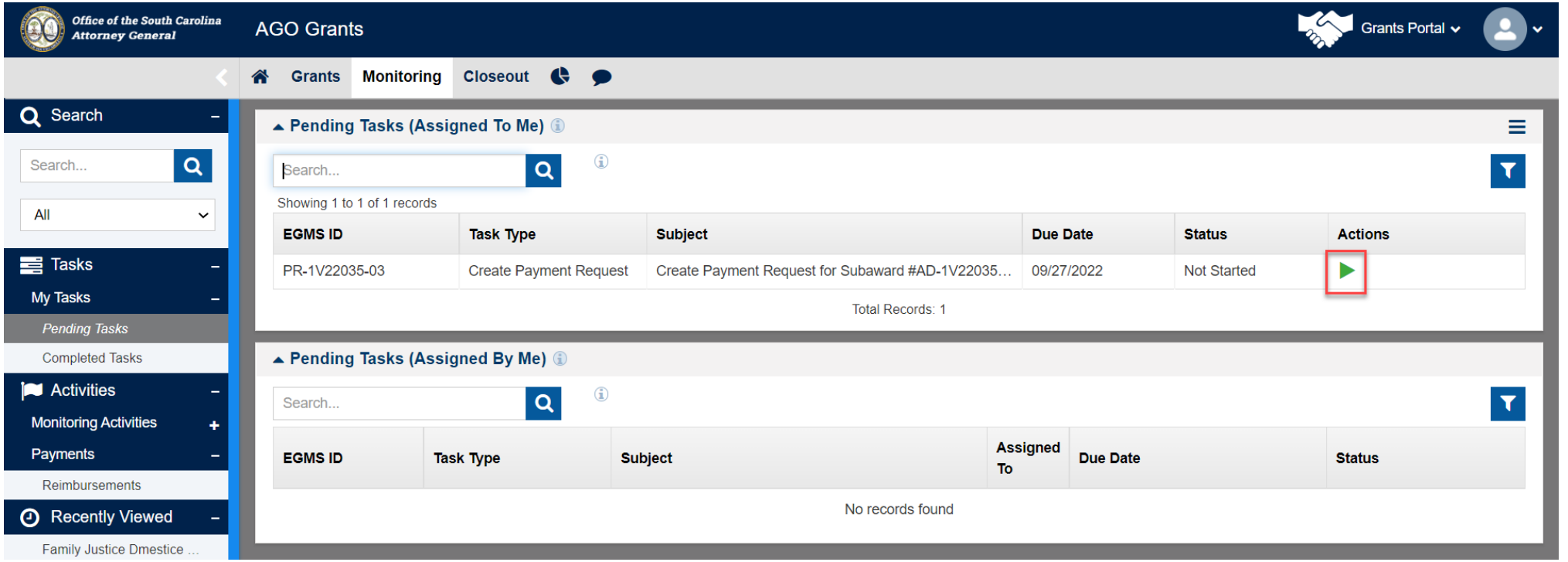
Request For Payment

- 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.



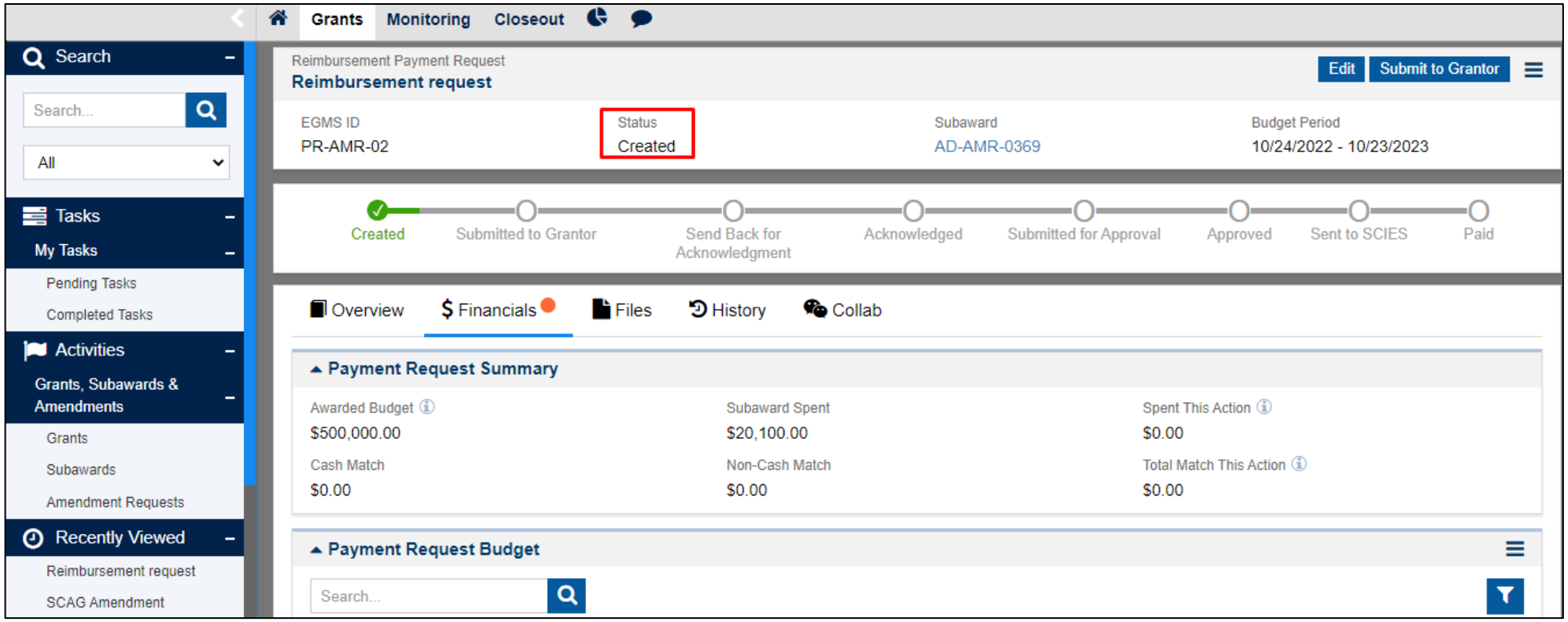
Request For Payment continued

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



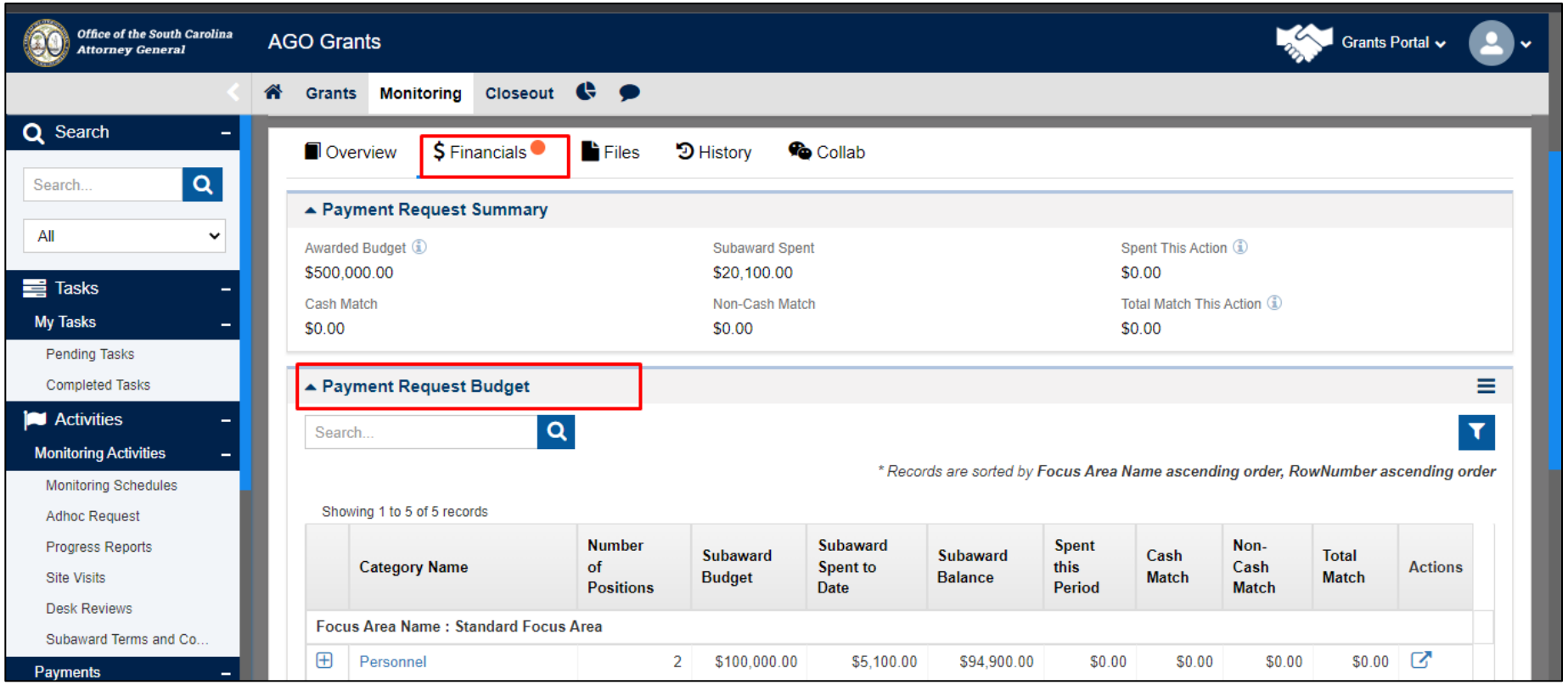
Request For Payment continued

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



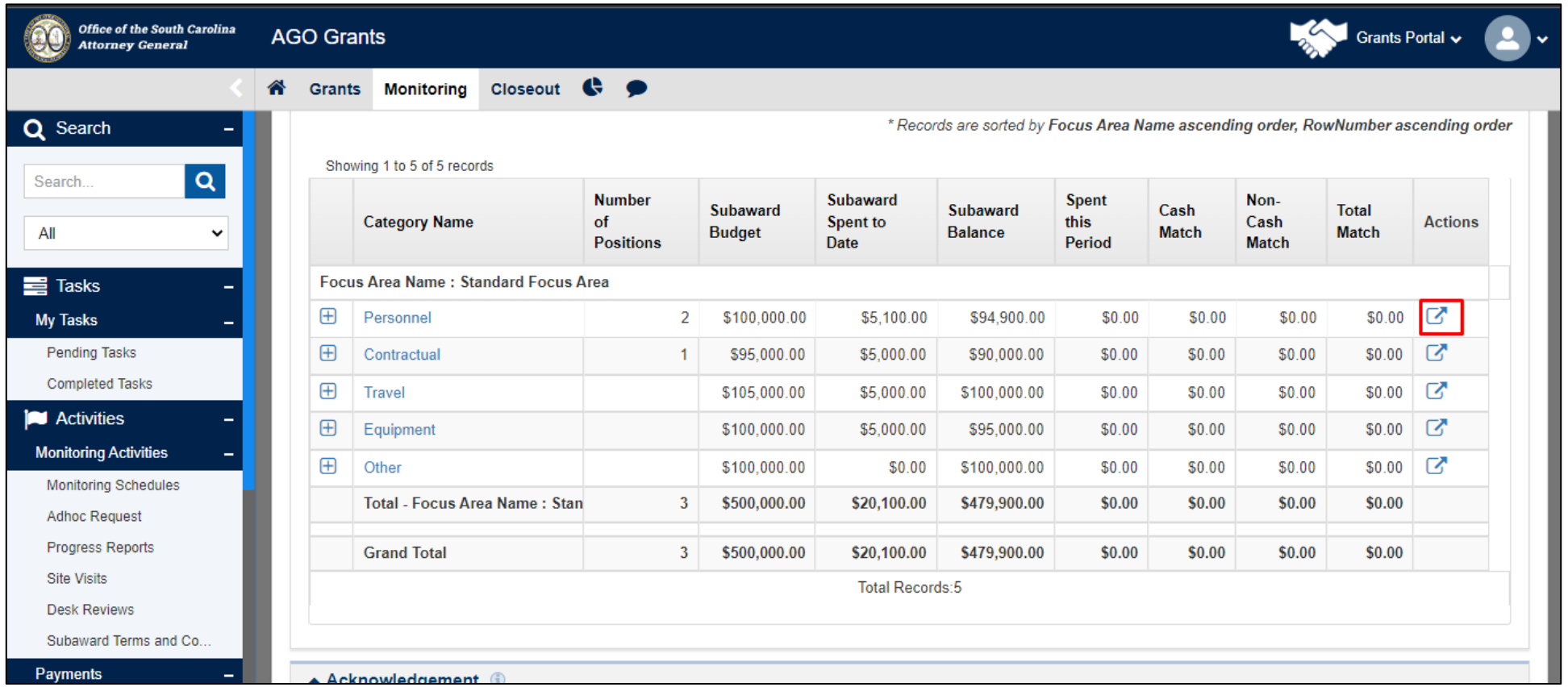
Request For Payment continued

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



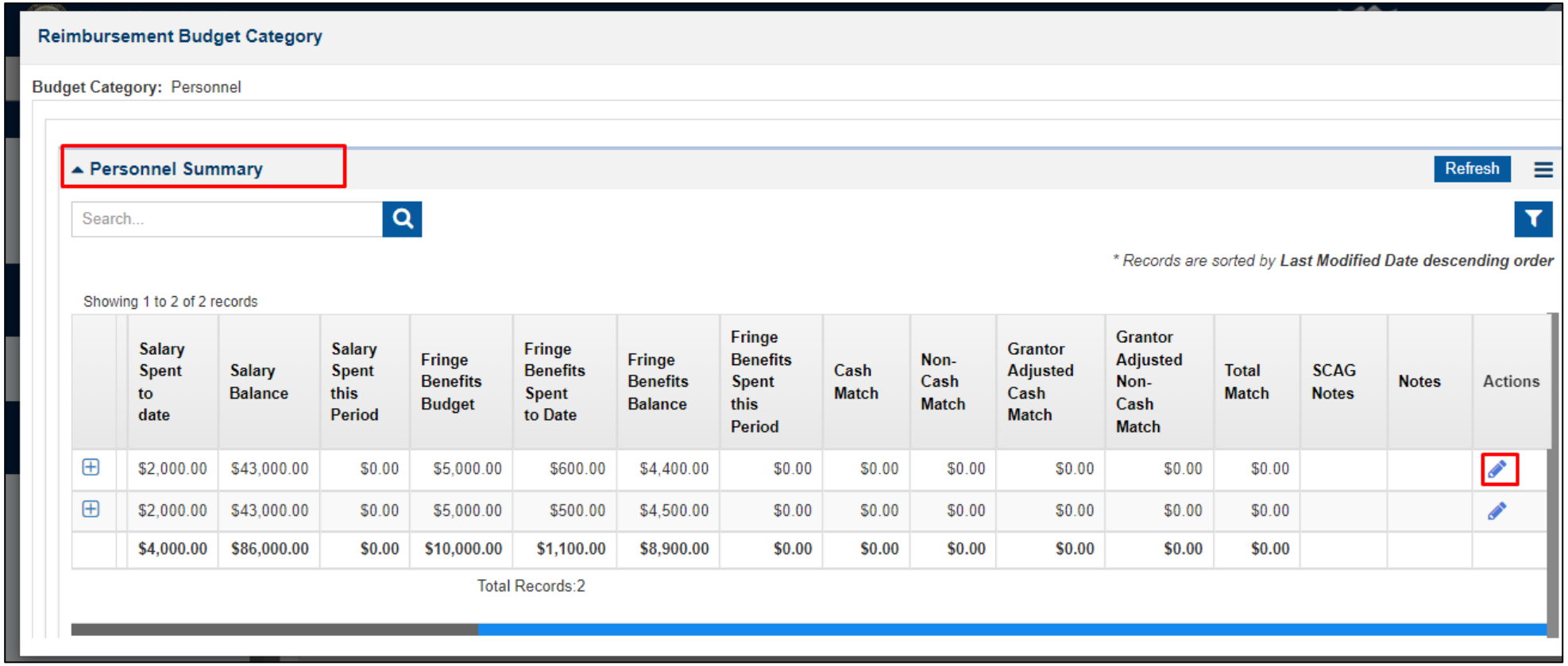
Request For Payment continued

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



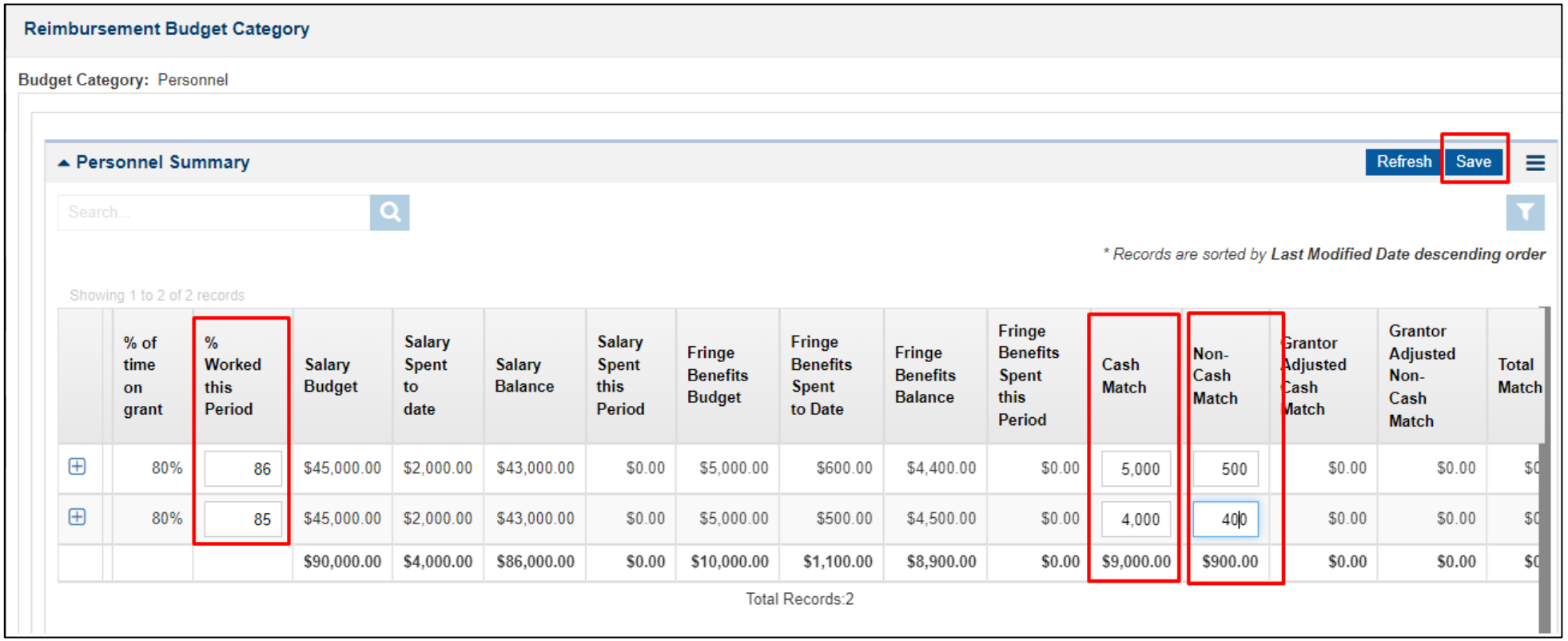
Request For Payment continued

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



Request For Payment continued

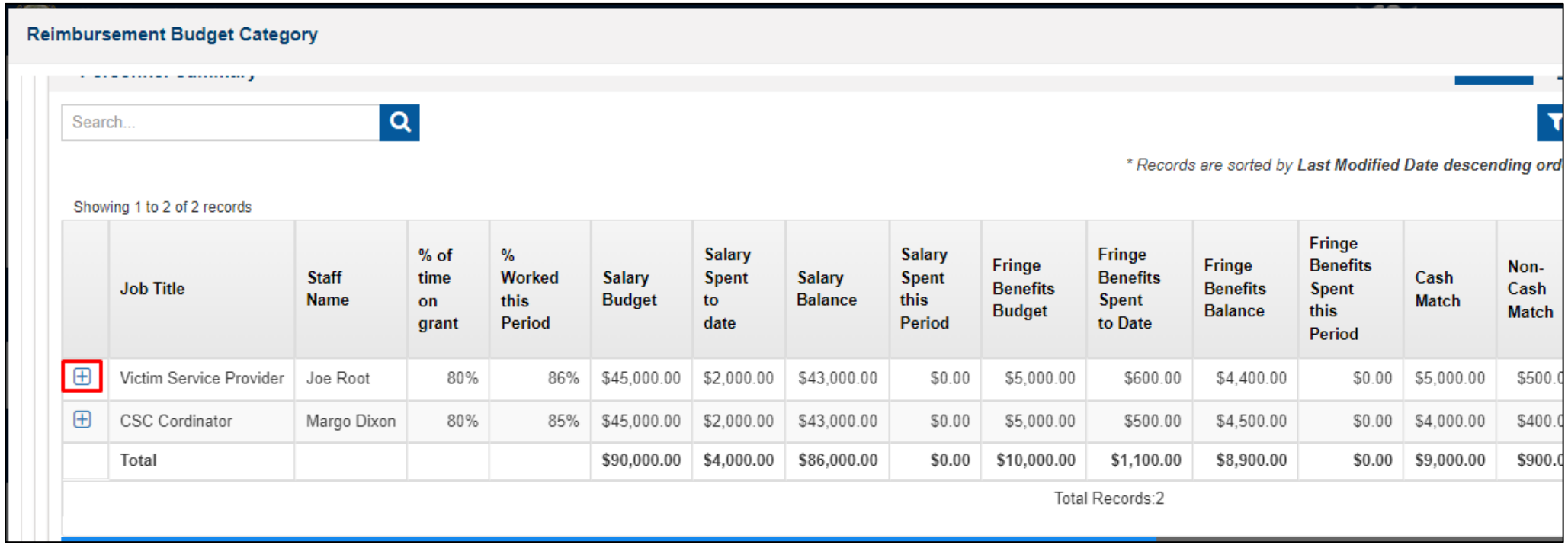
- Update **% Worked this Period, Cash Match, Non-Cash Match, Notes.** Once done, click Save Button.



	% 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
⊞	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
			$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

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 ord**

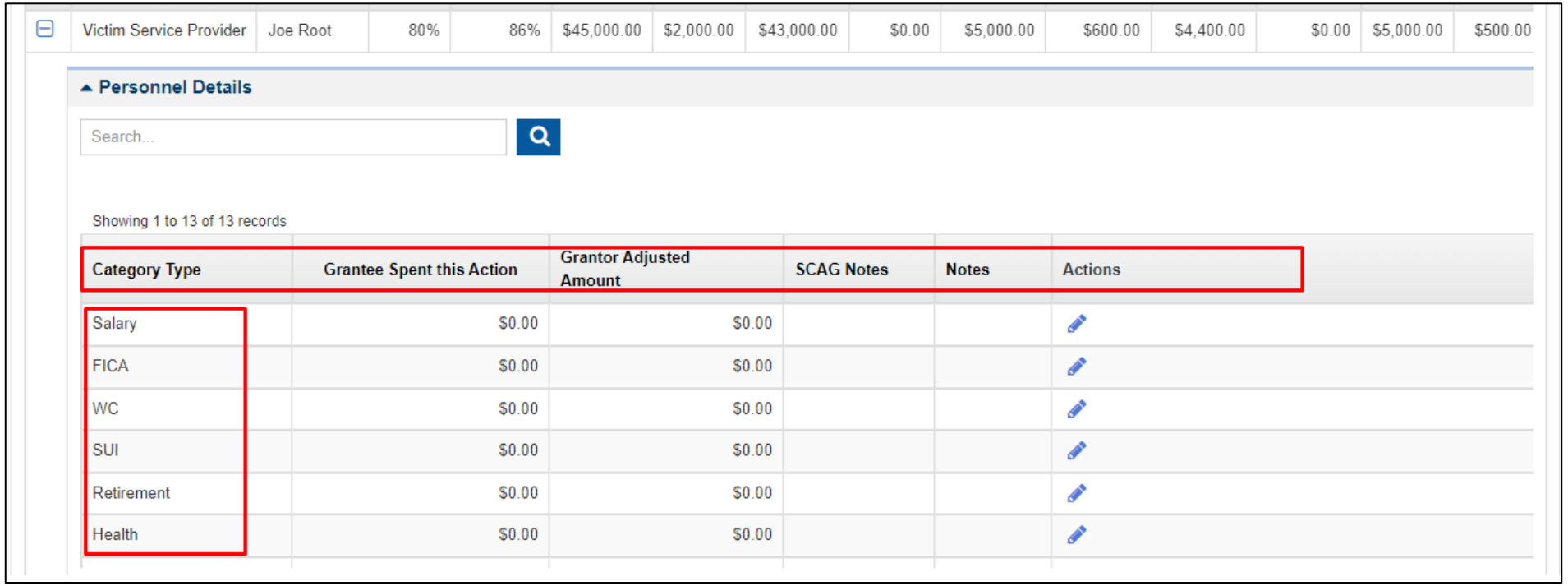
Showing 1 to 2 of 2 records

	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	$500.0
⊞	CSC Cordinator	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	$400.0
	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	$900.0

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.



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

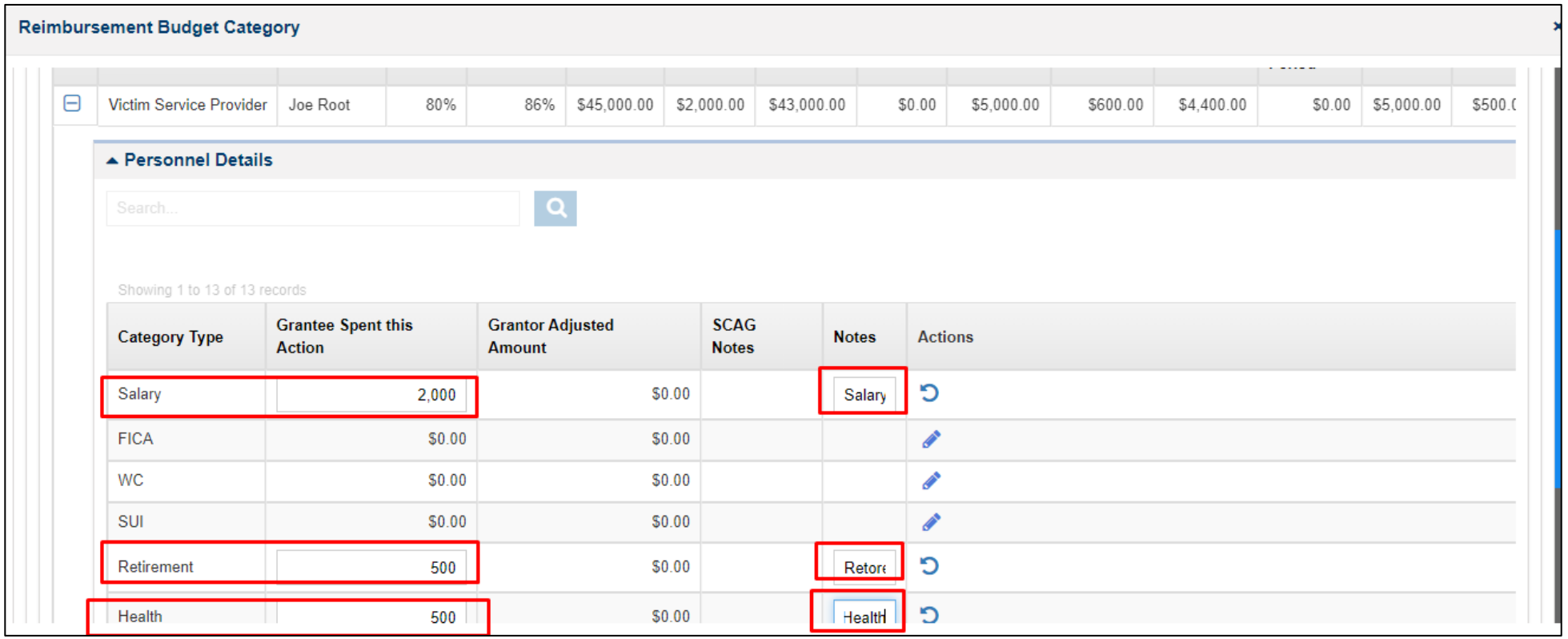
Search...

Showing 1 to 13 of 13 records

Category Type	Grantee Spent this Action	Grantor Adjusted Amount	SCAG Notes	Notes	Actions
Salary	$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			

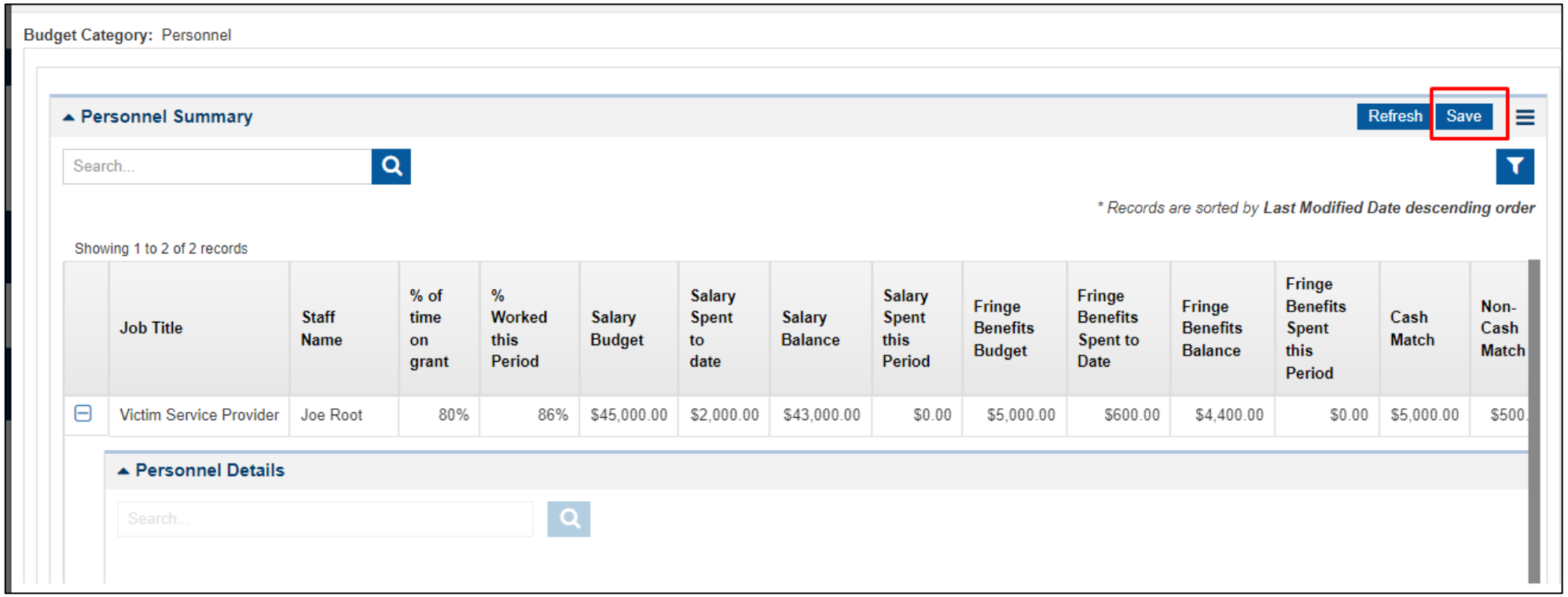
Request For Payment continued

- Click the Edit icon to add reimbursement details against each personnel.



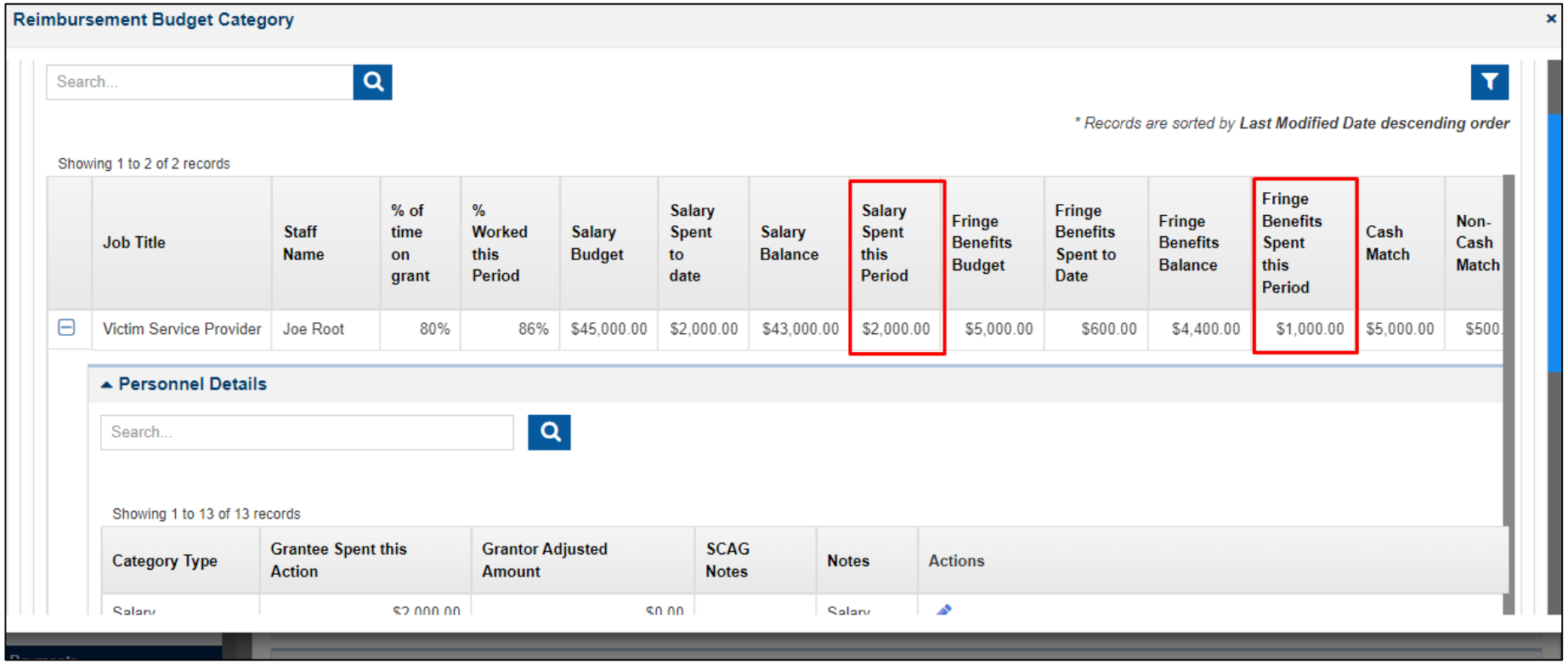
Request For Payment continued

- Click the Save button.



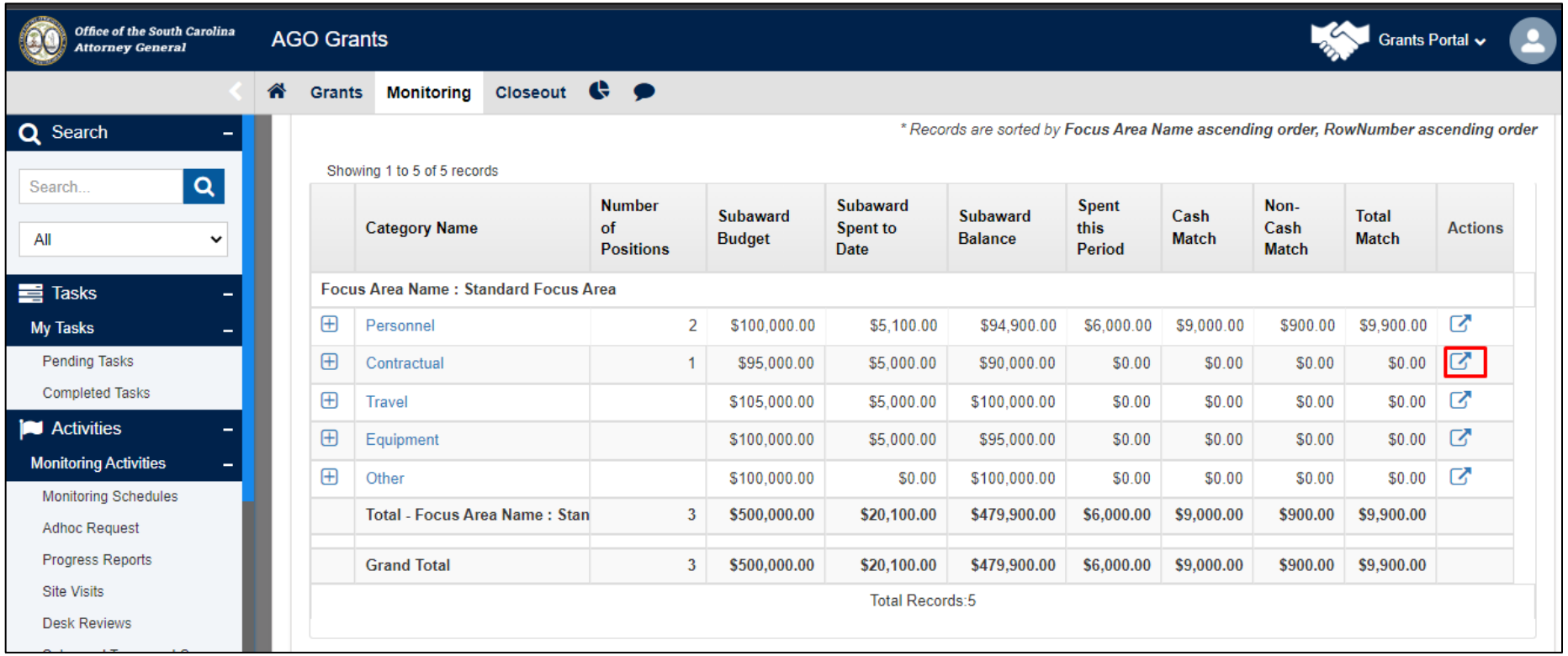
Request For Payment continued

- Once you save the details, you will see the updated amounts for **Salary Spent this Period and Fringe Benefits Spent this Period.**



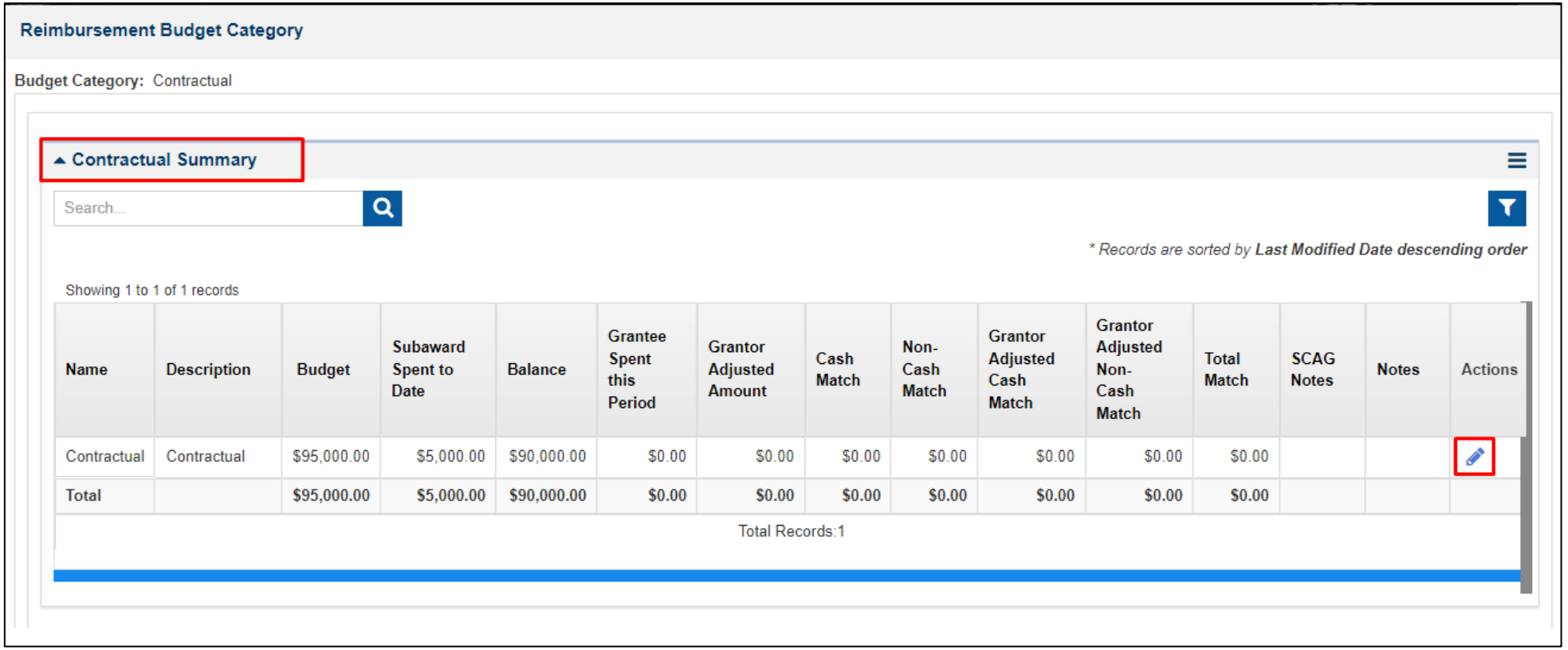
Request For Payment continued

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



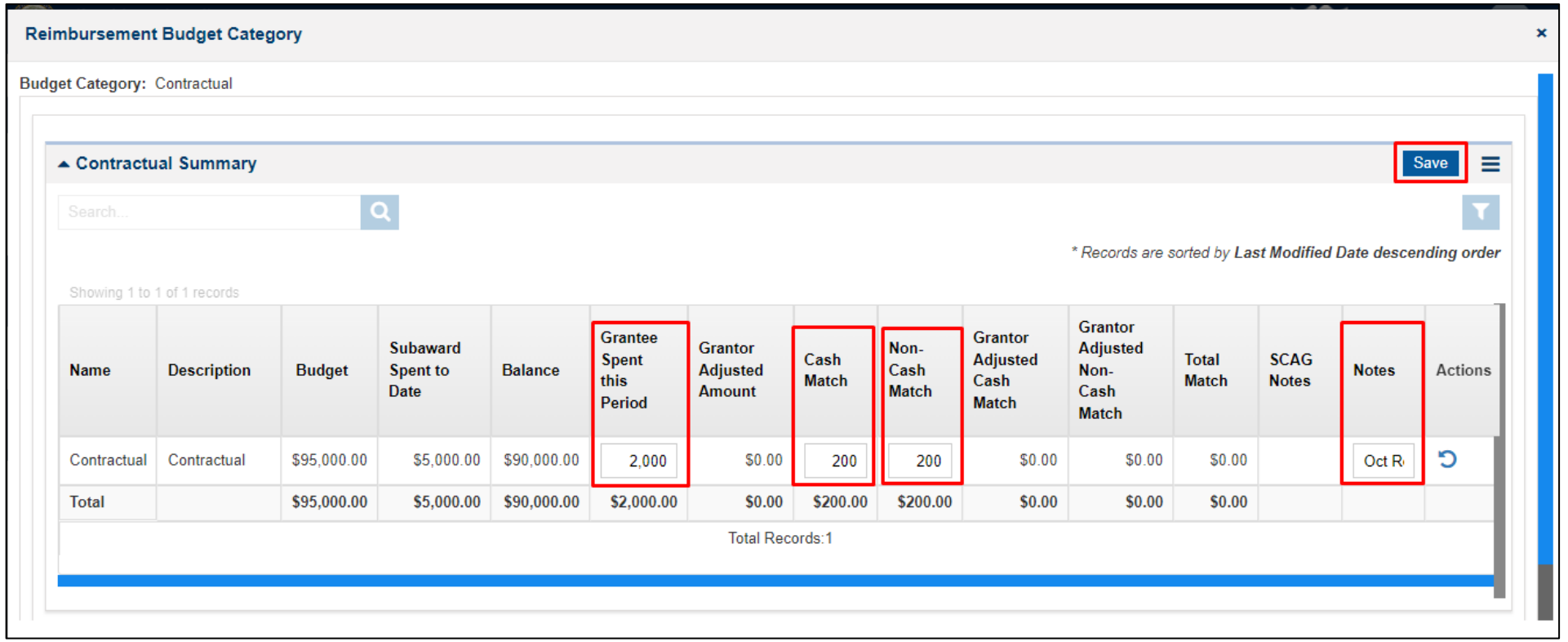
Request For Payment continued

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



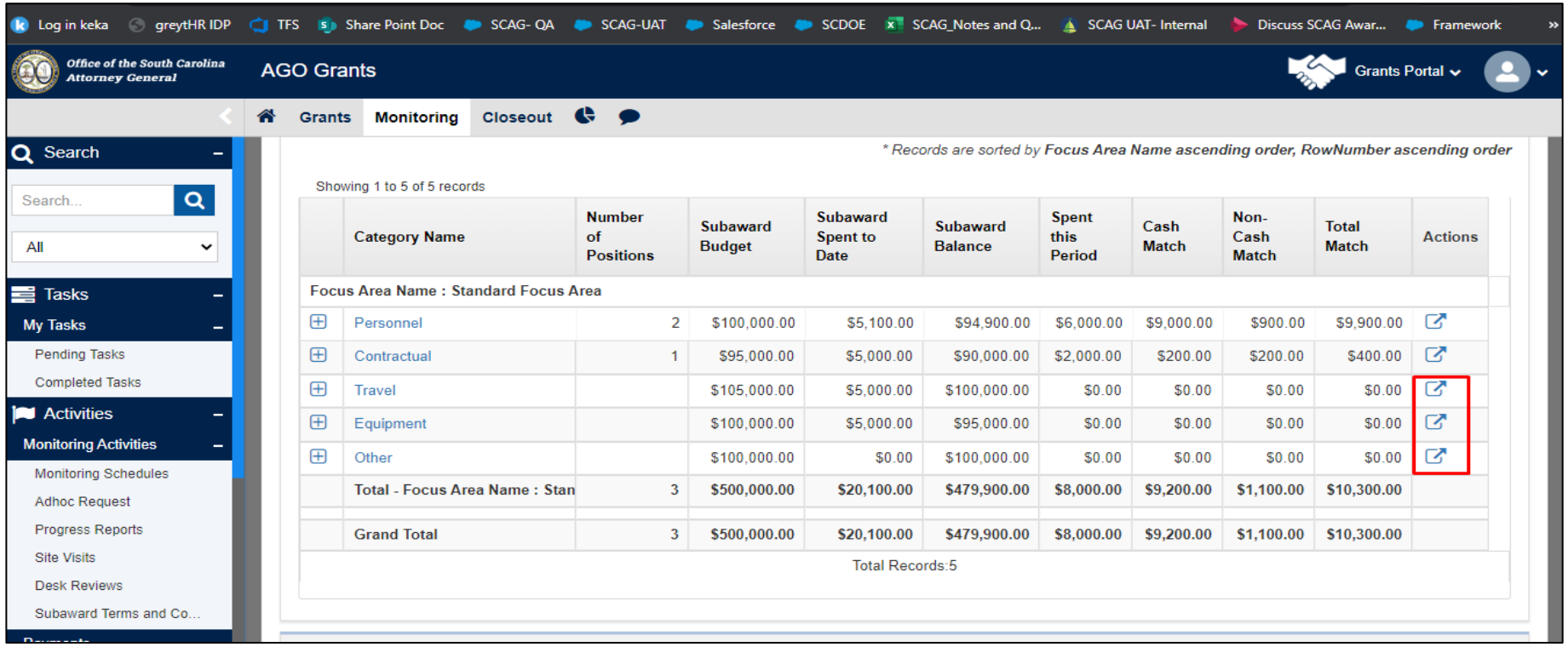
Request For Payment continued

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



Request For Payment continued

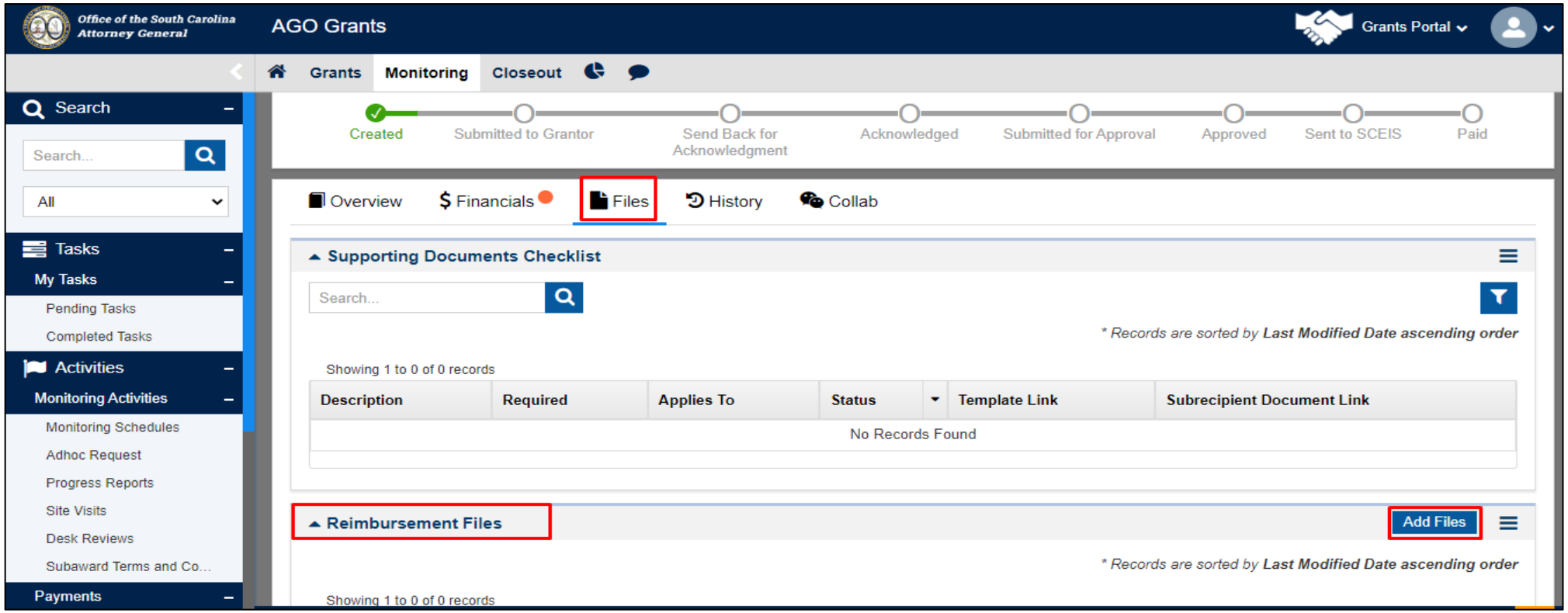
- Similarly, you can add reimbursements details to the other categories.
- Other Line Item – for multiple items please submit a detailed summary.



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**	

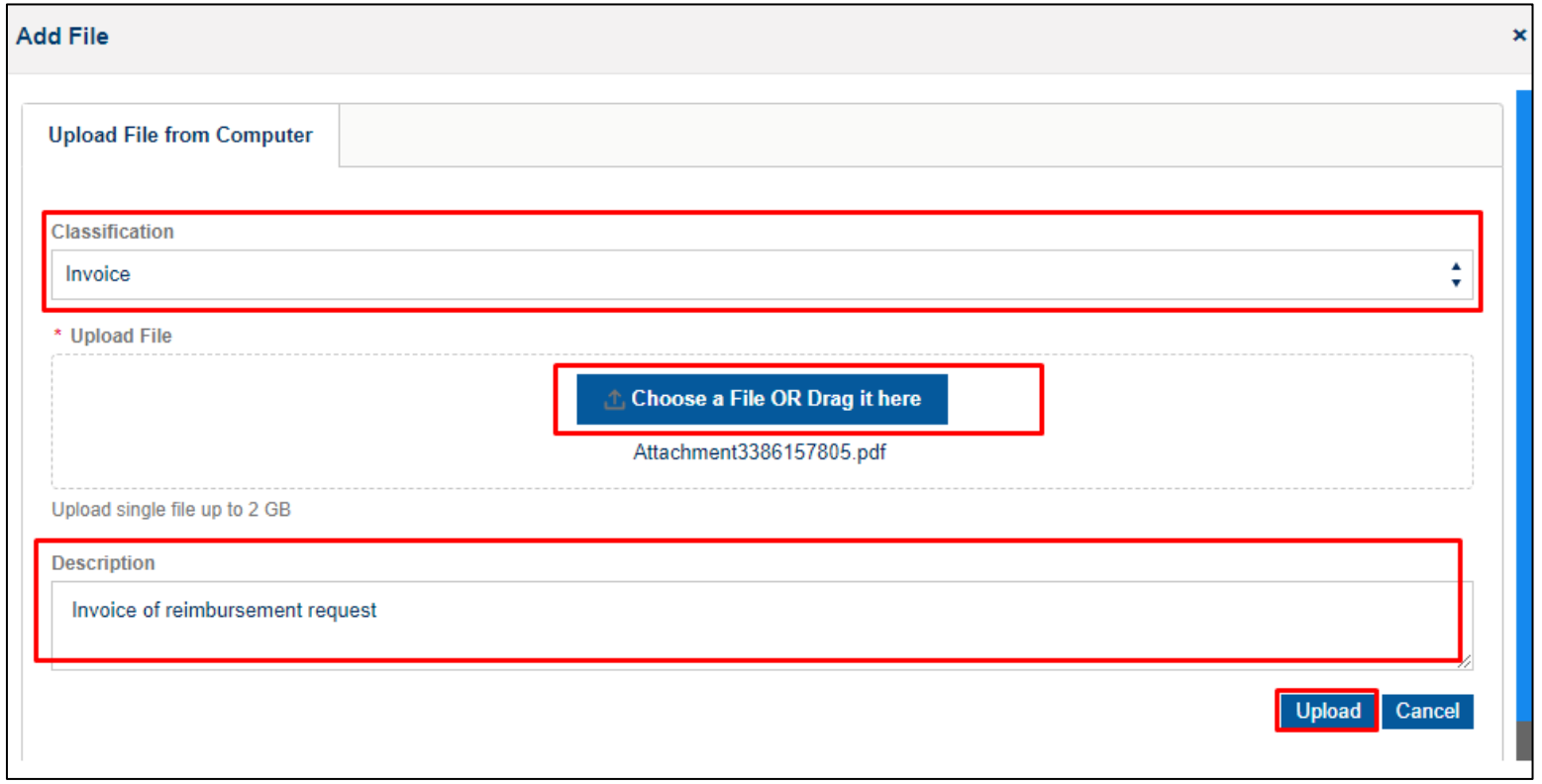
Request For Payment Attachments

- Once you add the reimbursement details in the payment request budget table. Follow the below steps to upload the attachment for any applicable receipts/invoices.
- Click the Files tab and scroll down to the Reimbursement File section. Click Add File button.



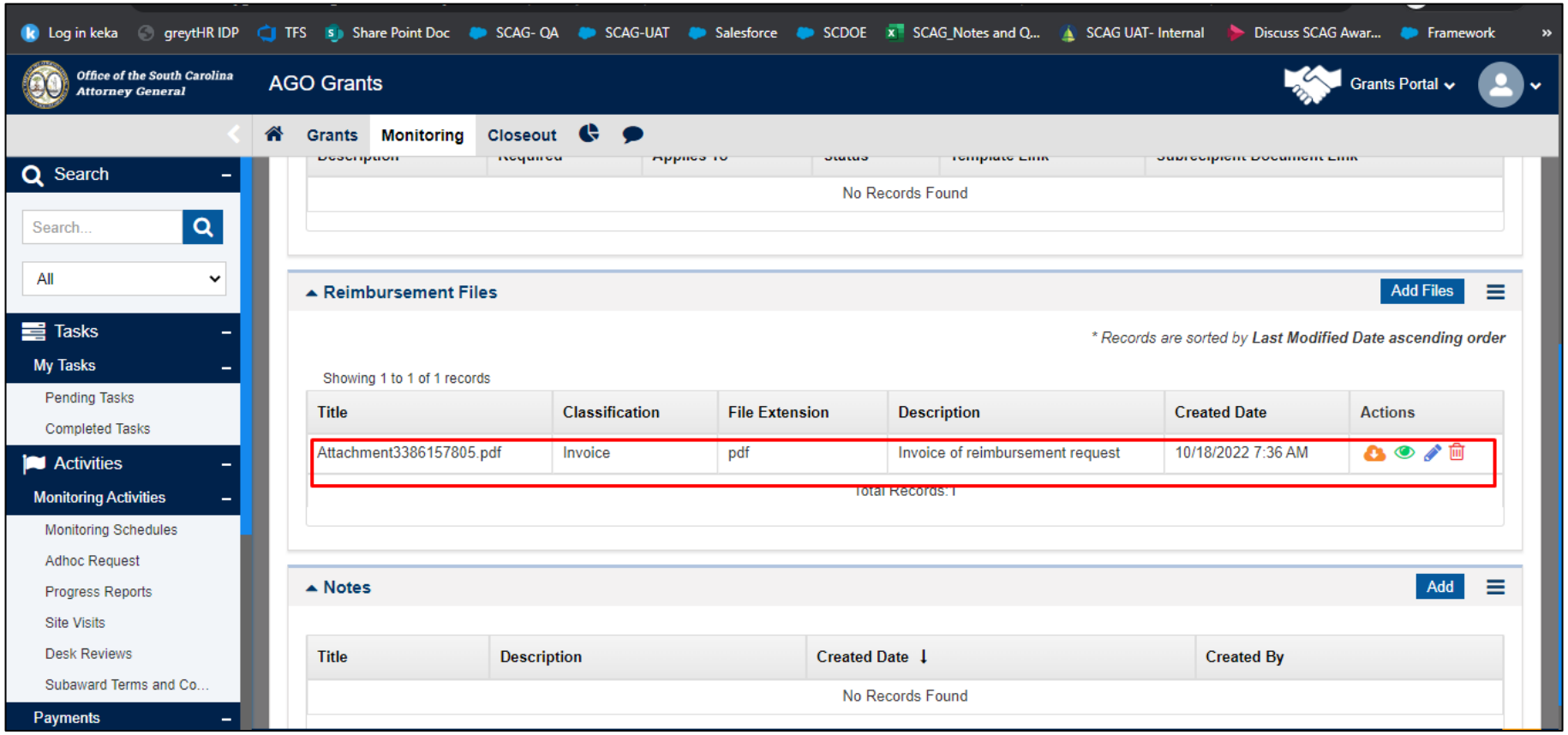
Request For Payment Attachments continued

- Select the Classification from 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.



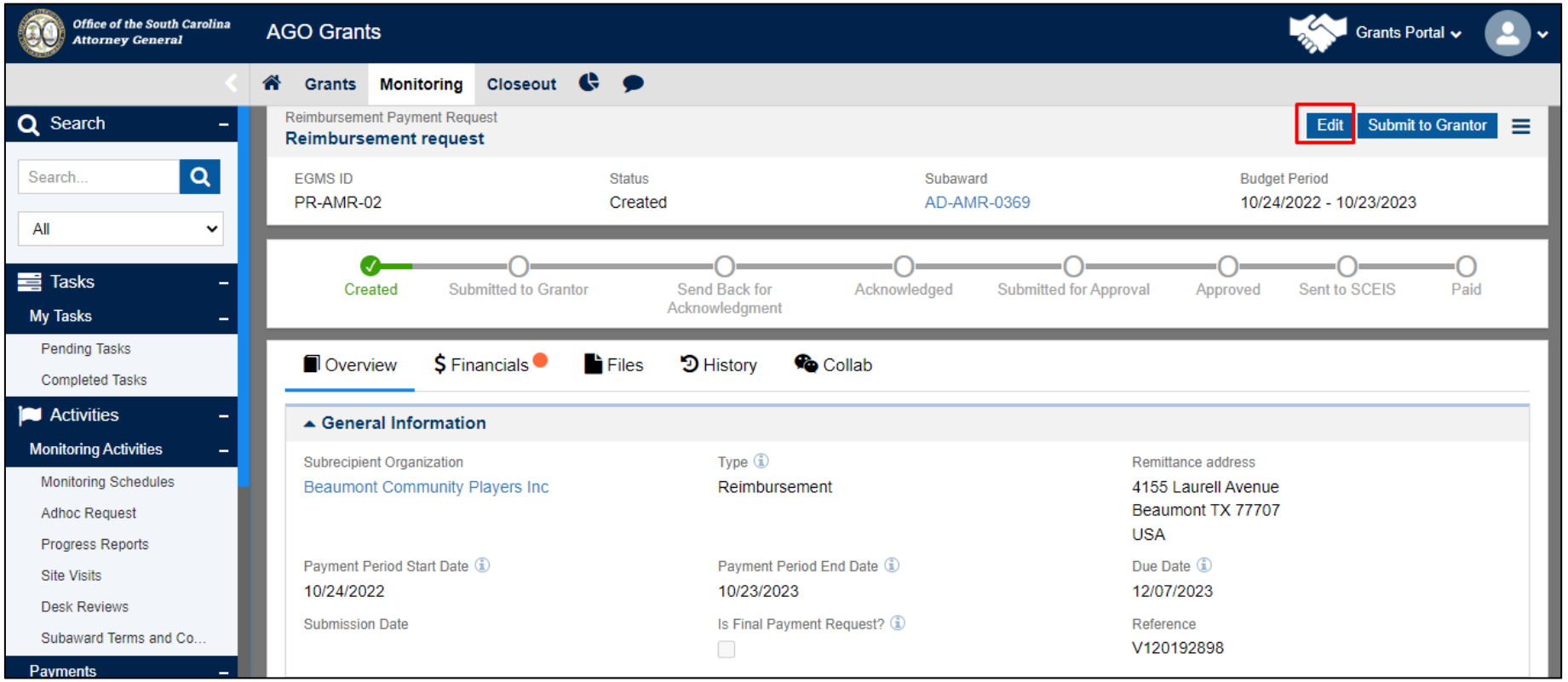
Request For Payment Attachments continued

- You can see the uploaded in Reimbursement Files section.



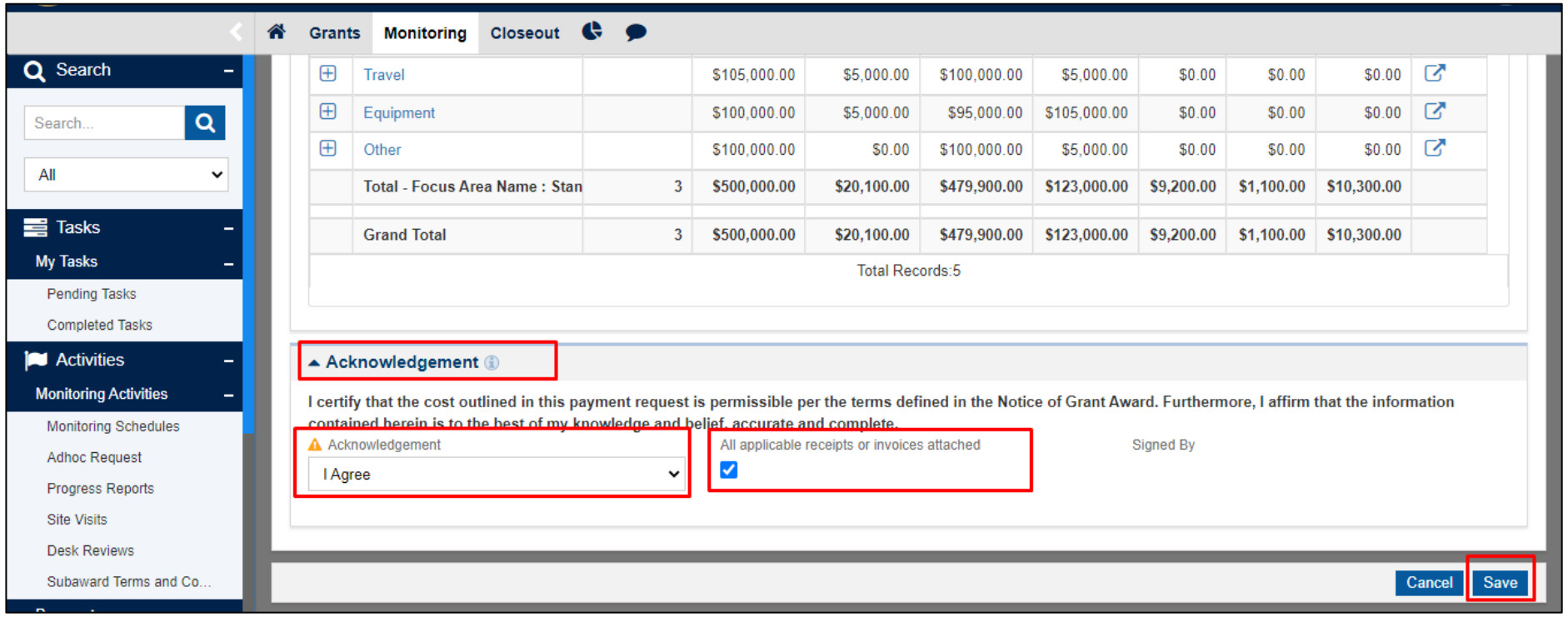
Request For Payment Submission

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



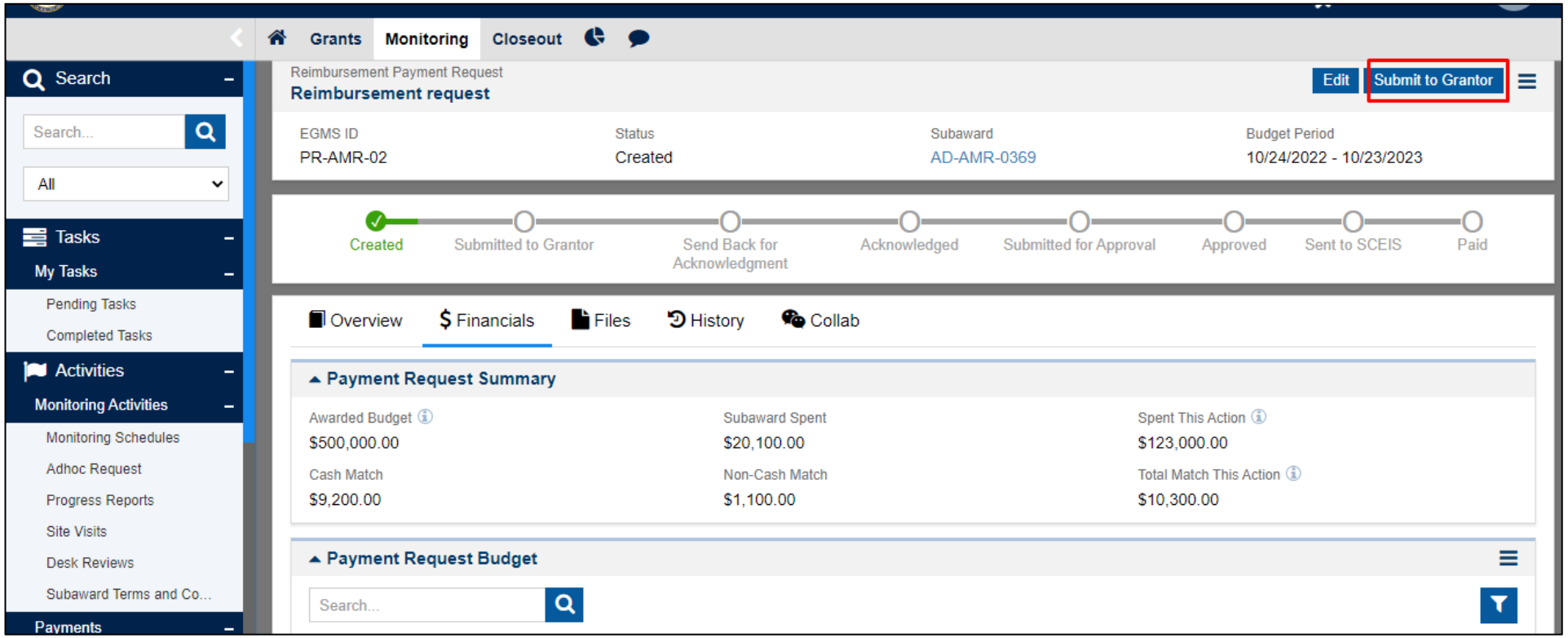
Request For Payment Submission continued

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



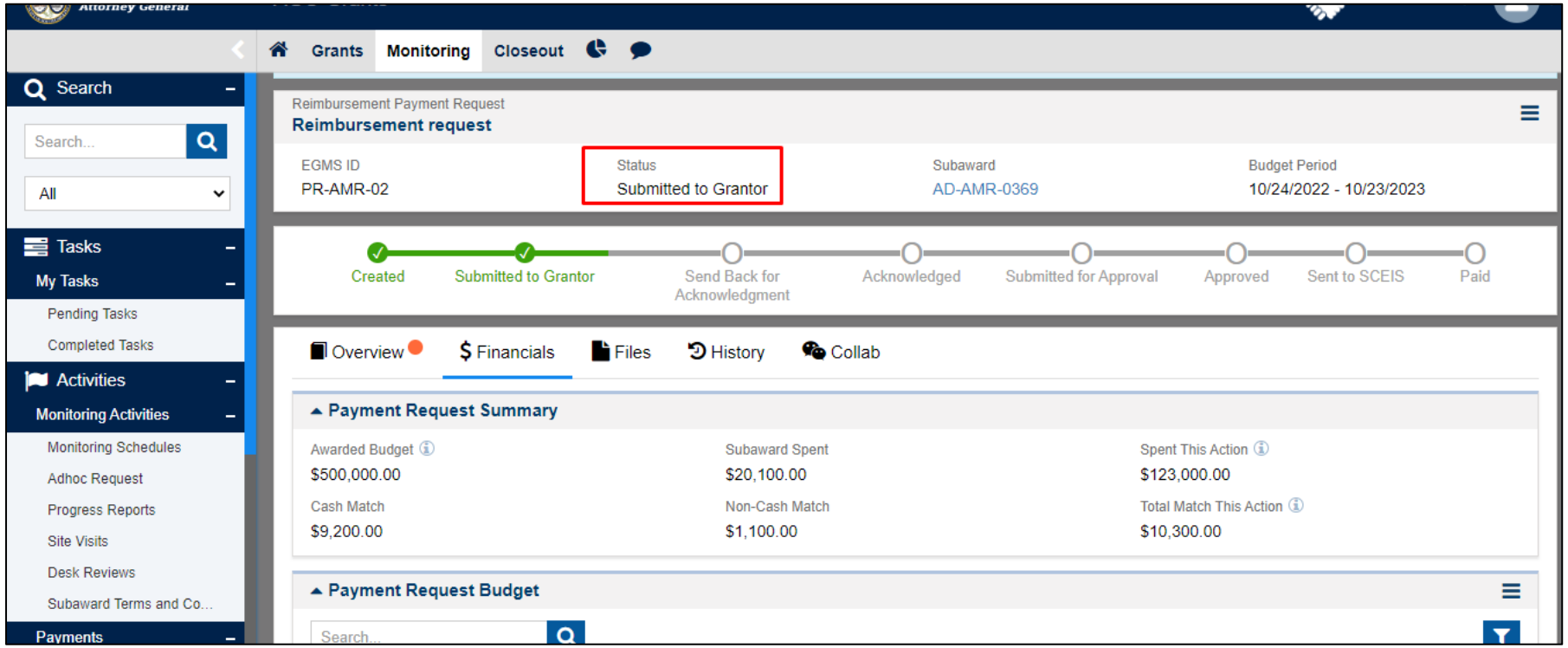
Request For Payment Submission continued

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



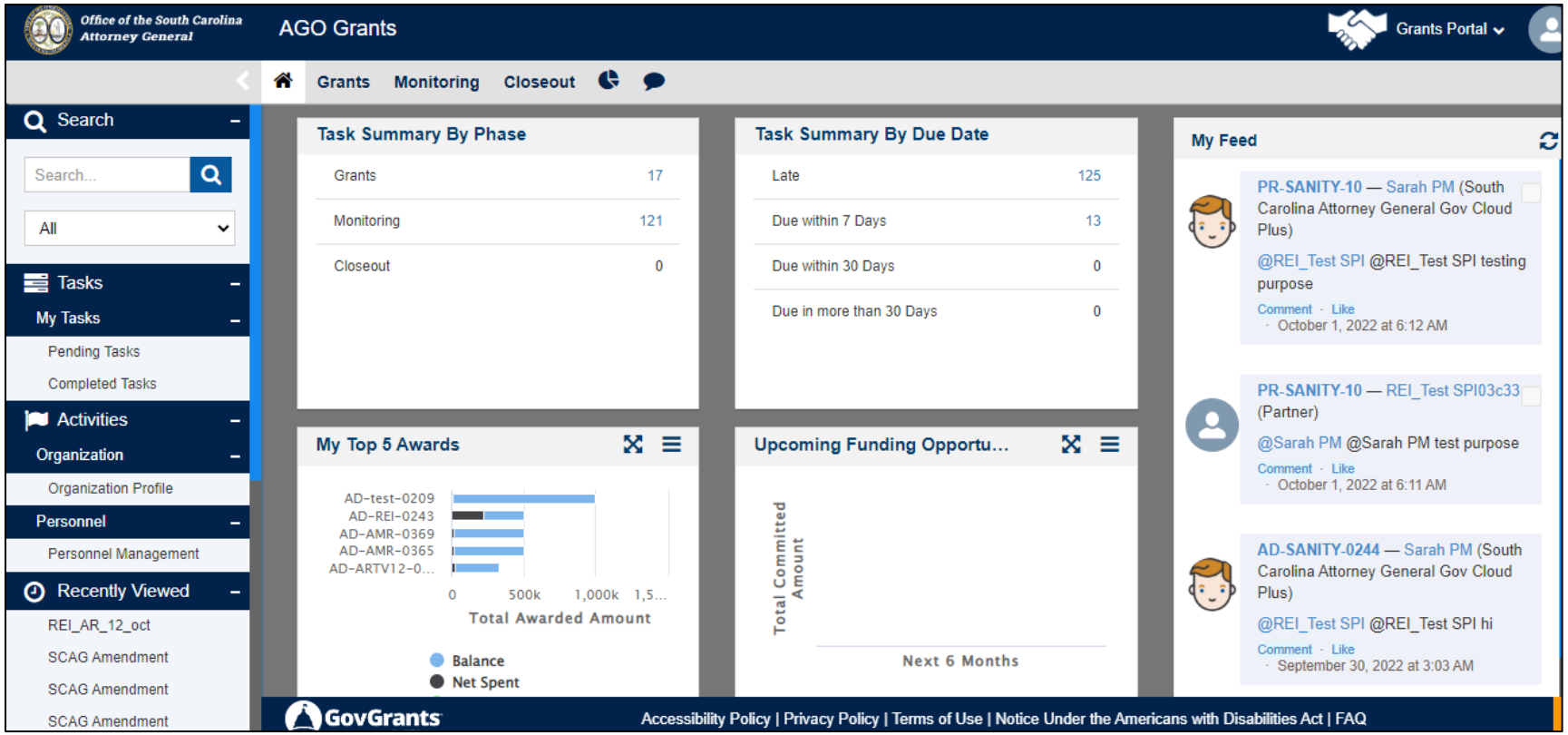
Request For Payment Submission continued

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



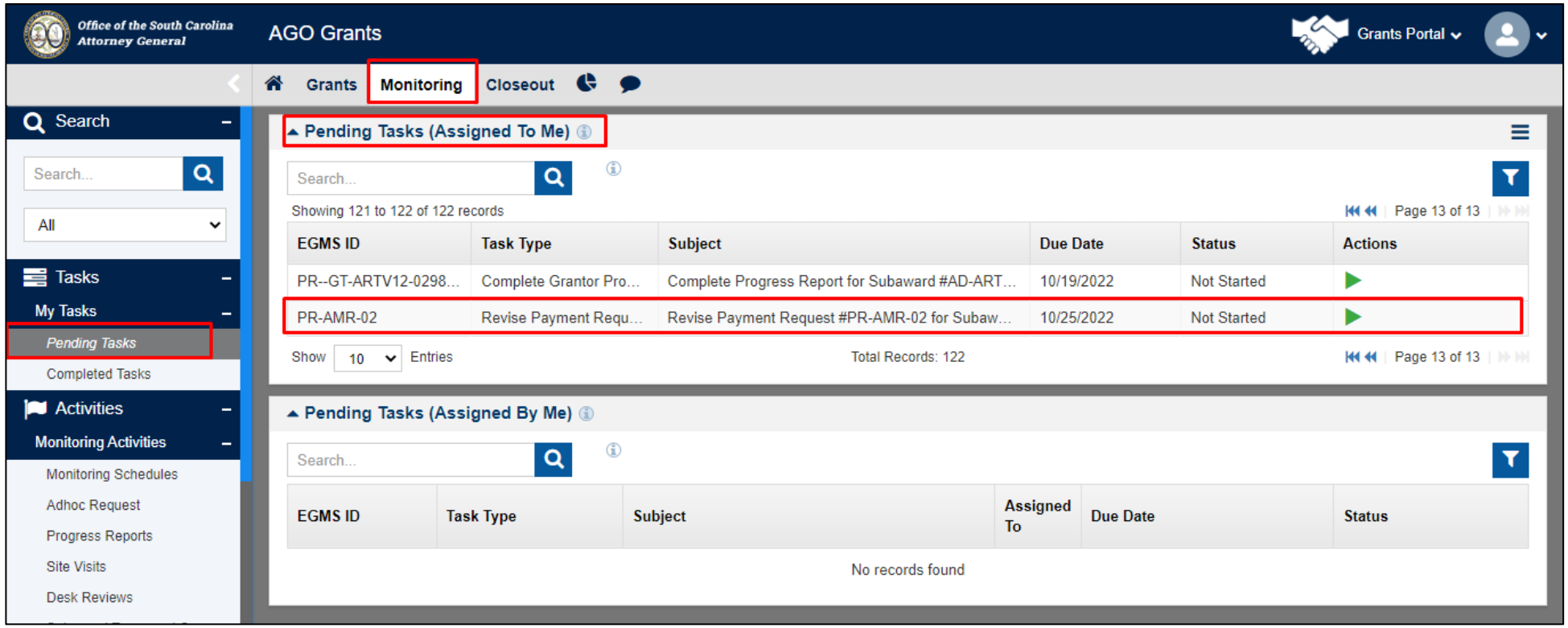
Request For Payment Re-Submit

- 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.



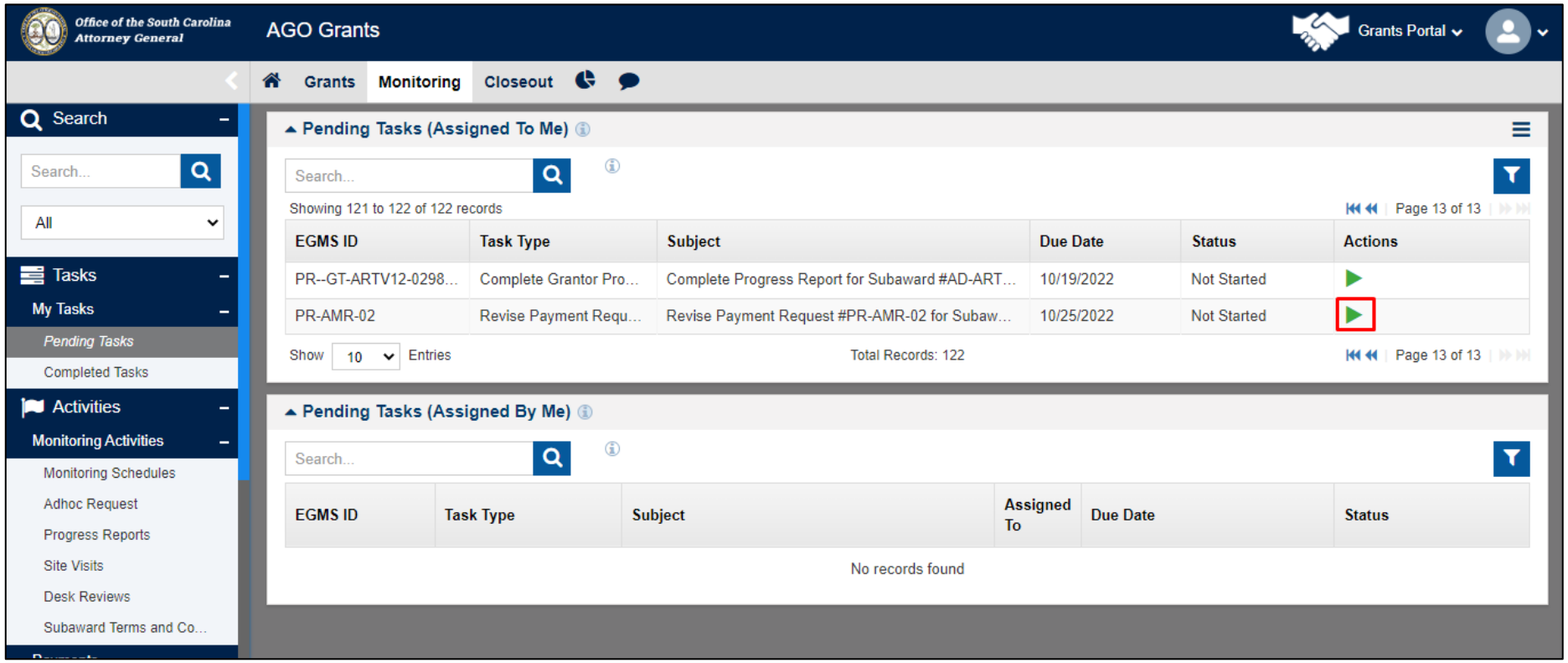
Request For Payment Re-Submit continued

- 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.



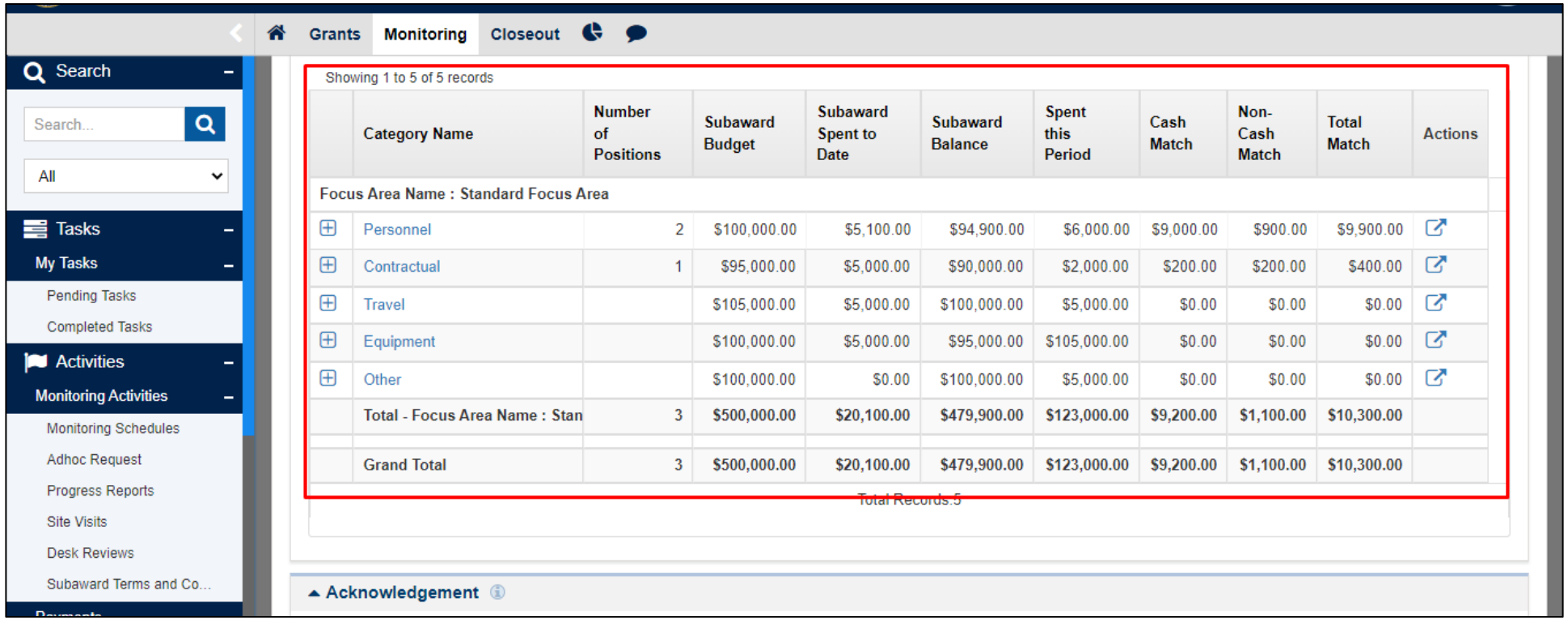
Request For Payment Re-Submit continued

- Click the Start Icon to open the RFP.



Request For Payment Re-Submit continued

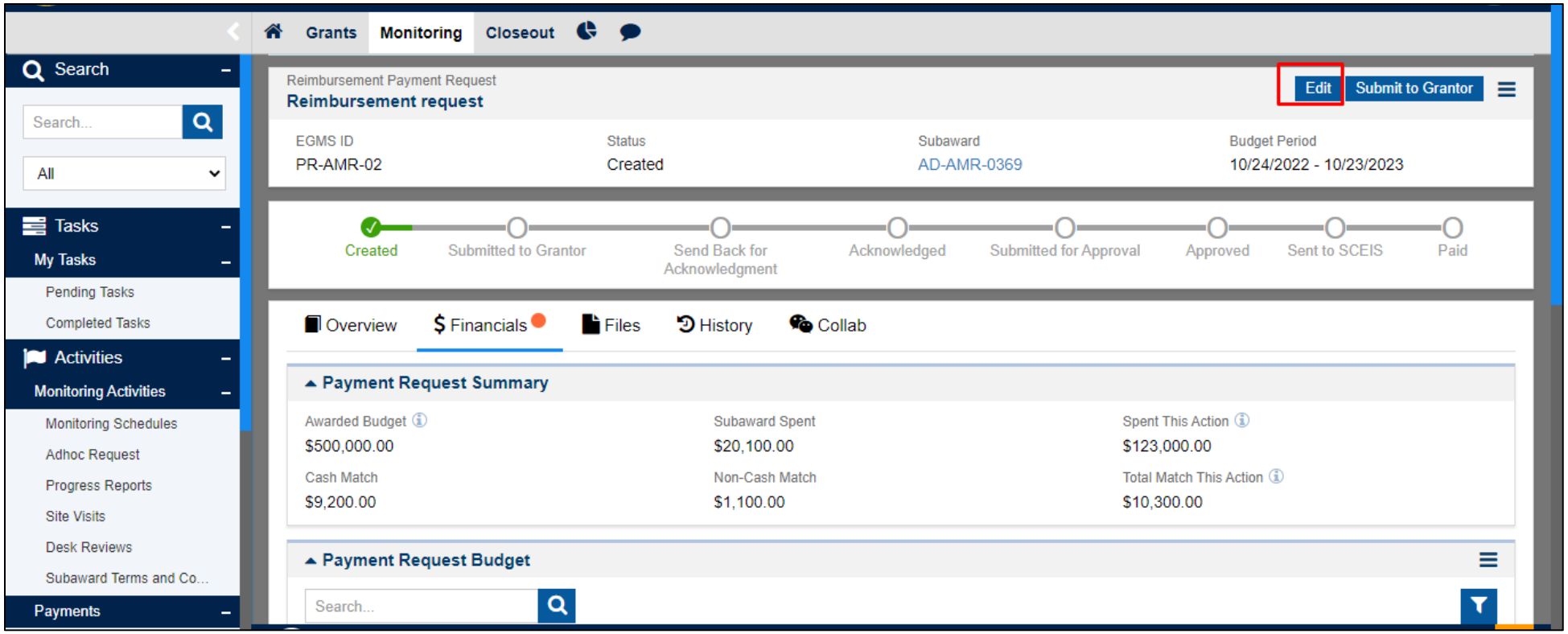
- Update the RFP as requested by SCAG.



	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**	

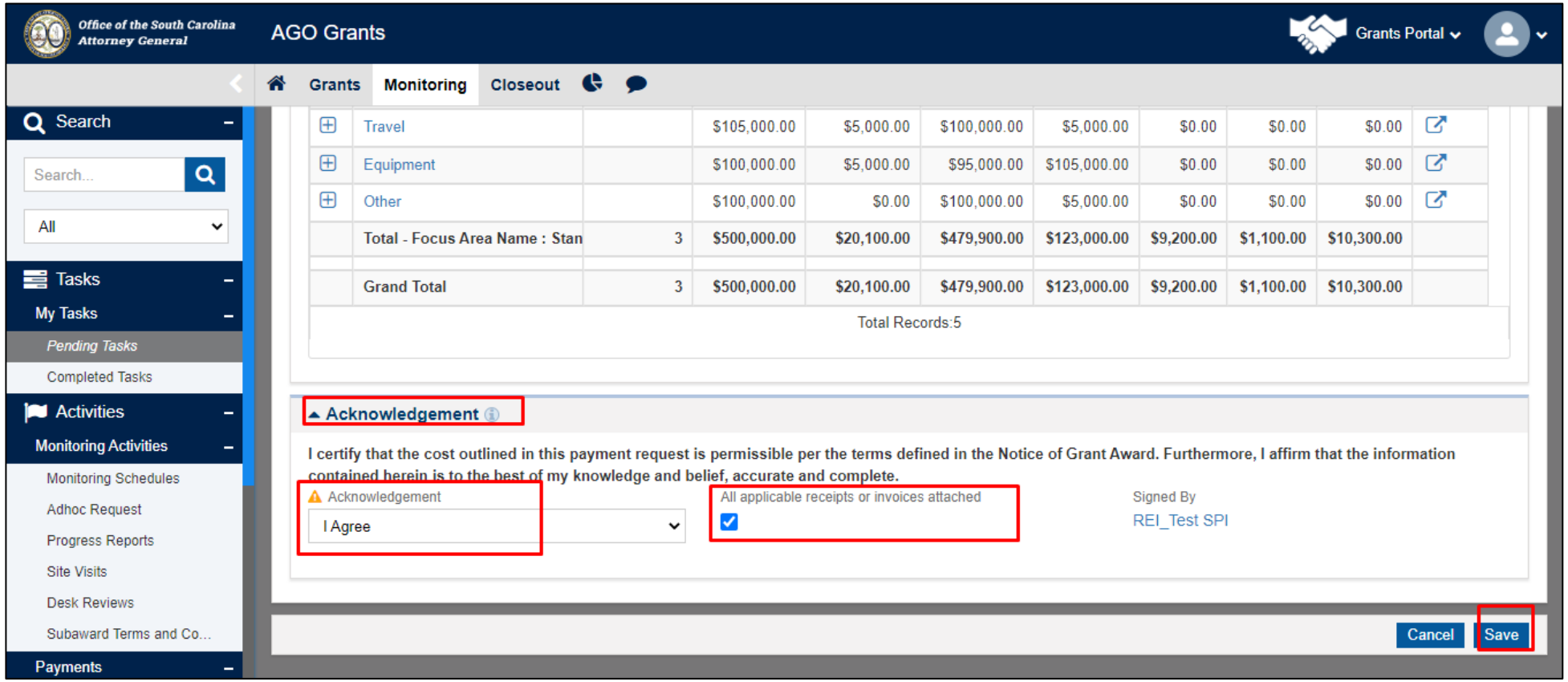
Request For Payment Re-Submit continued

- Click the Edit button at the top of layout.



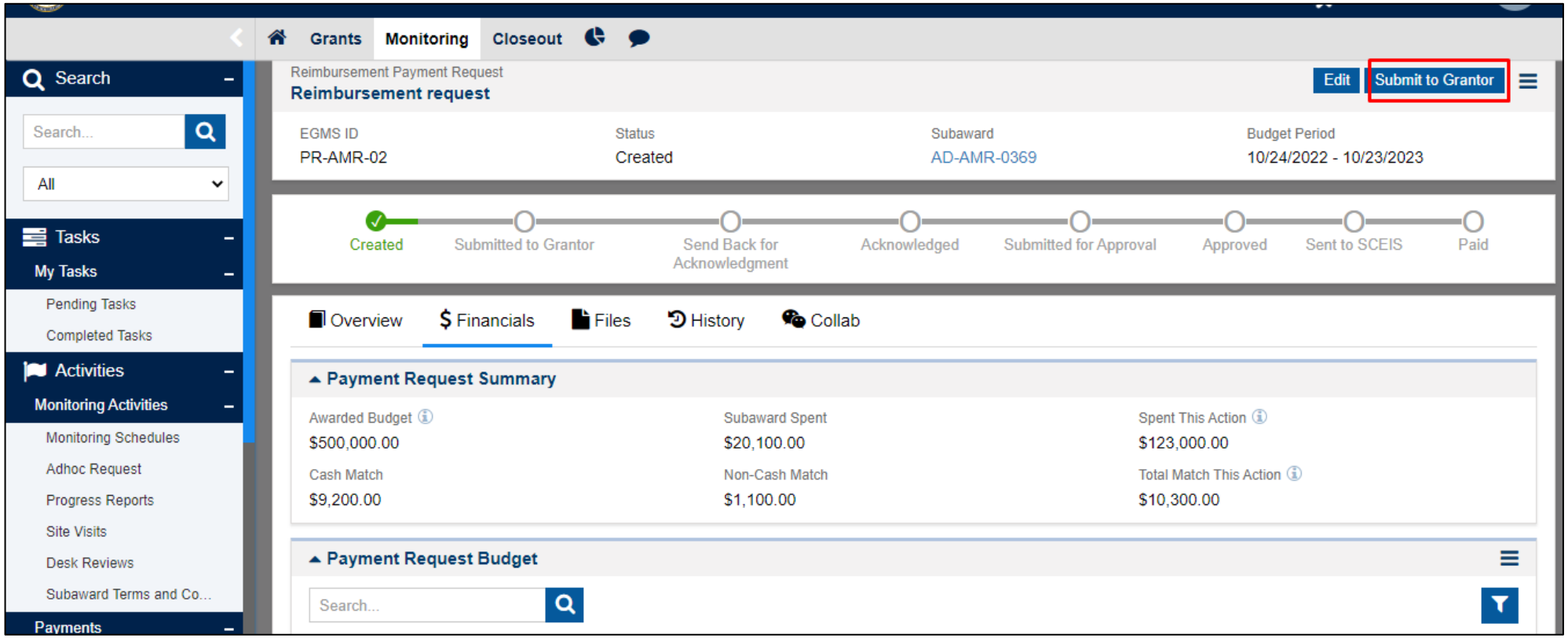
Request For Payment Re-Submit continued

- Complete the Acknowledgment and click on the save button.



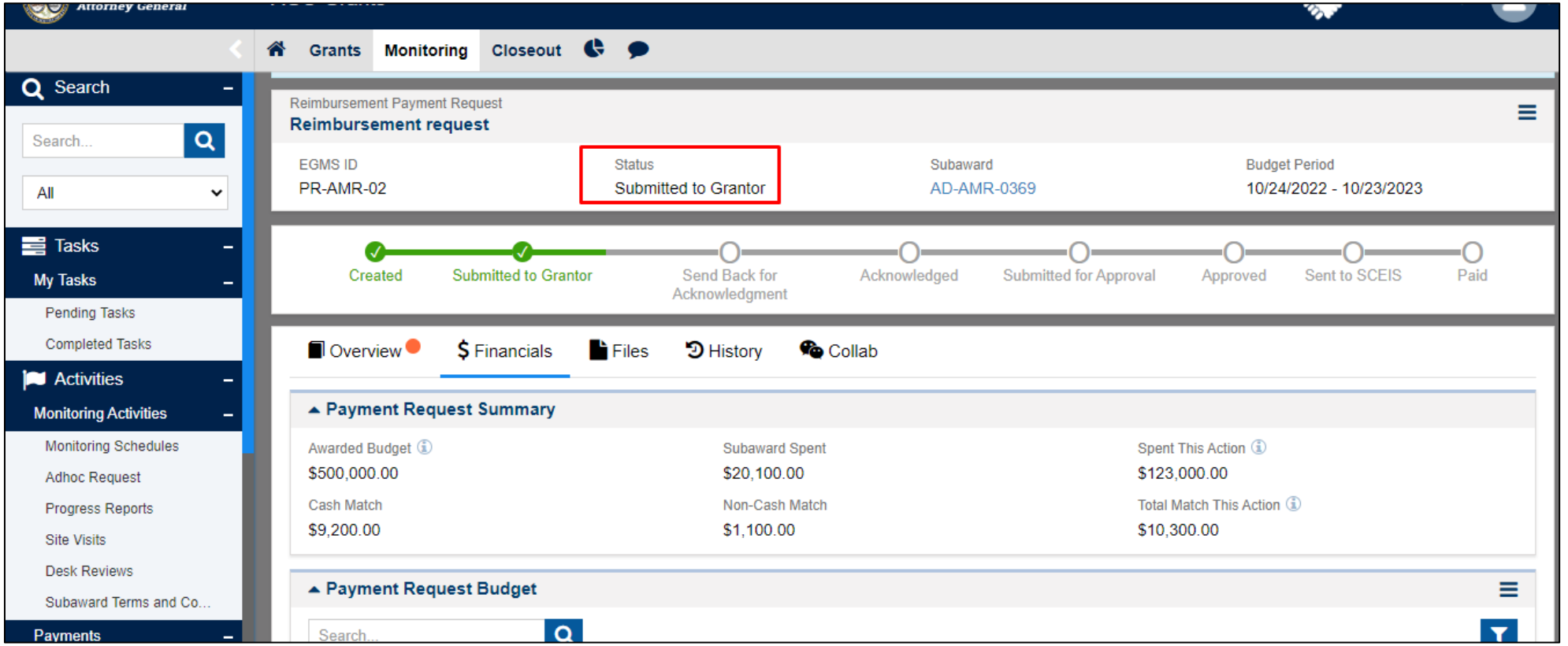
Request For Payment Re-Submit continued

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



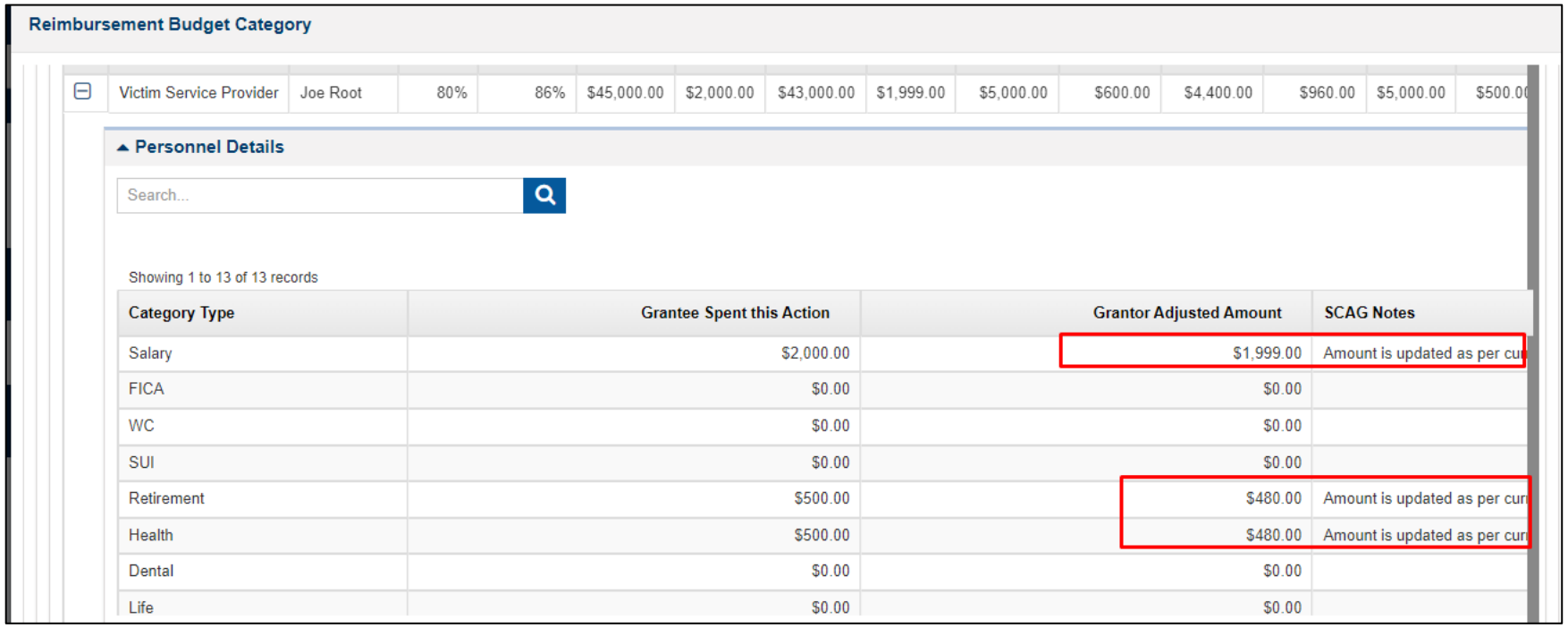
Request For Payment Re-Submit continued

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



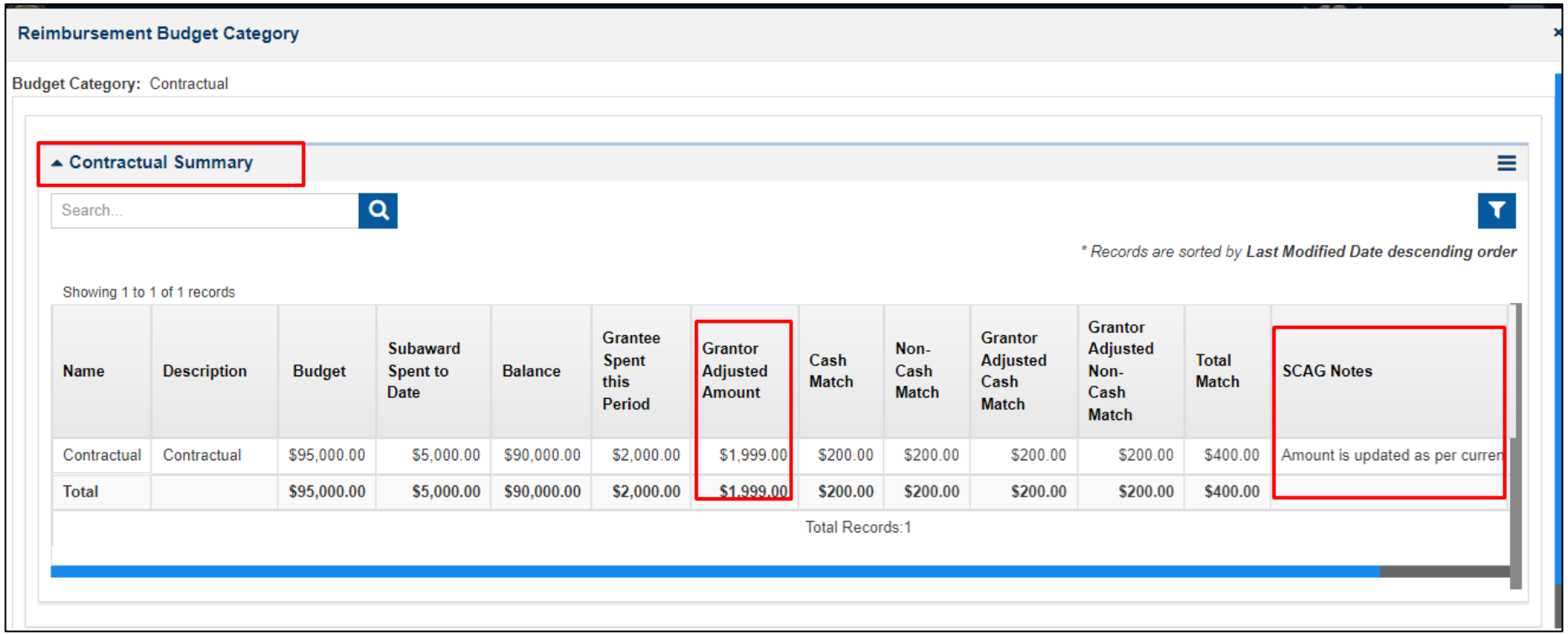
Review of Request For Payment

- 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:-



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	Itemized payroll register or employee paystubs Timesheets signed by supervisor and employee (handwritten or electronic signatures) Time and effort sheets for partially funded VOCA employees who don't spend 100% of their time working on grant
Fringe	Itemized payroll register showing employer portion of fringe Copies of fringe-related invoices and proof of payment Worker's Compensation current policy (on file)
Travel	Mileage logs with origin and destination or local landmarks listed Travel support document for training and other expenses outside of mileage Receipts required when applicable, to include: itemized lodging, parking, flights and associated costs, rental cars, tolls, etc. Additional receipts if required by agency policy (on file).

Attachments – Backup Documentation

Contractual	Approved policy/contract listing rate for service and effective dates A contractual budget detail page, invoices, and proof of payment
Equipment	An equipment budget detail page, invoices, and proof of payment For items $10,000 to $25,000: three written quotes are required and quotes must be reviewed and approved prior to purchase For items $2,500 or above: a property control form is required
Other	An other budget detail sheet breaking down all expenses, invoices, and proof of payment Updated IDC Negotiated Rate Agreement
Rent	Current lease including square footage Periodic lease billing or proof of payment Sheet showing where grant funded staff are located and calculation if agency has multiple locations

Attachments – Backup Documentation

- Submit all documents as one attachment per field.
  - i.e.: All personnel documents should be uploaded as 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?

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.

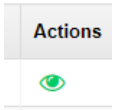
- Budget Redirection: - This amendment request can be used if subrecipient wants to transfer the budget amount from one category to another category.

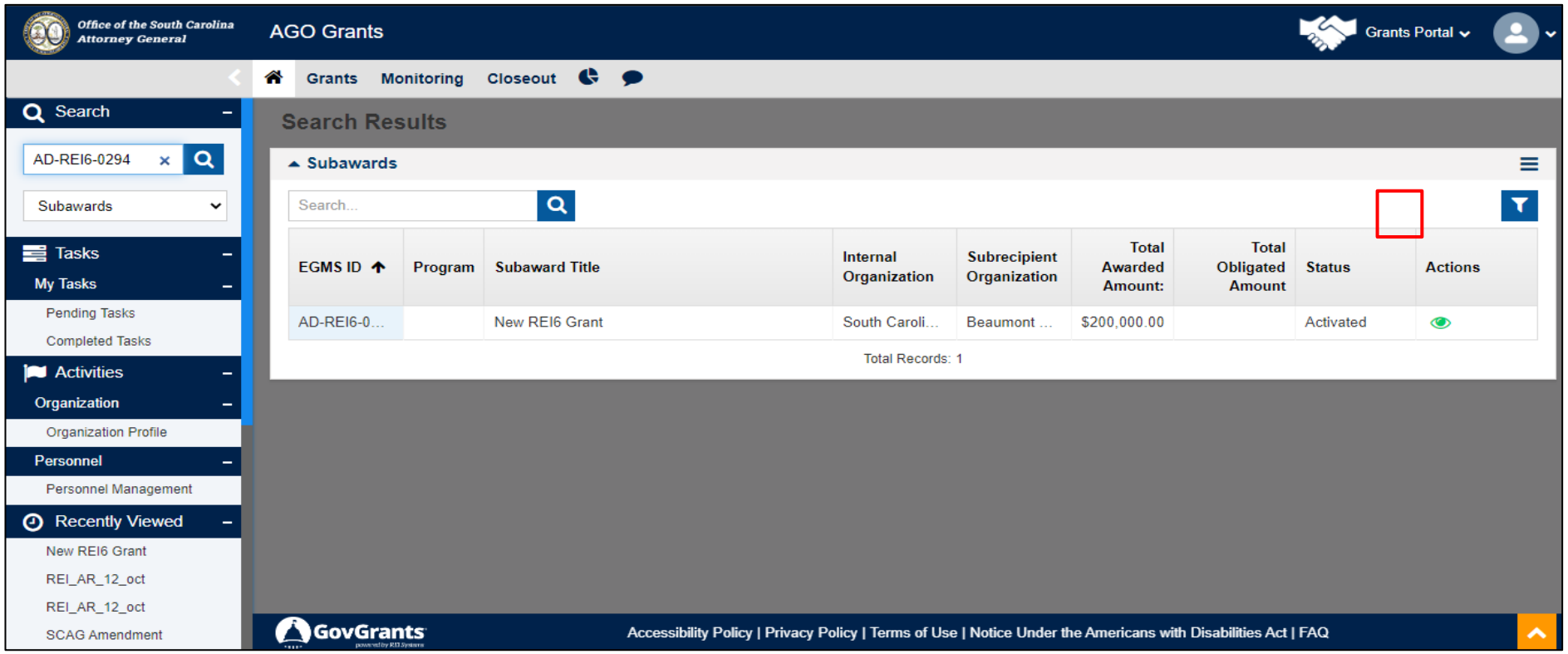
- "New": - This amendment allows a key personnel change and a budget redirection on the same document.

- "New": - Subrecipient creates an amendment, the amendment can be processed (Submit to Grantor) or cancelled by subrecipient if created in error.

Amendment continued

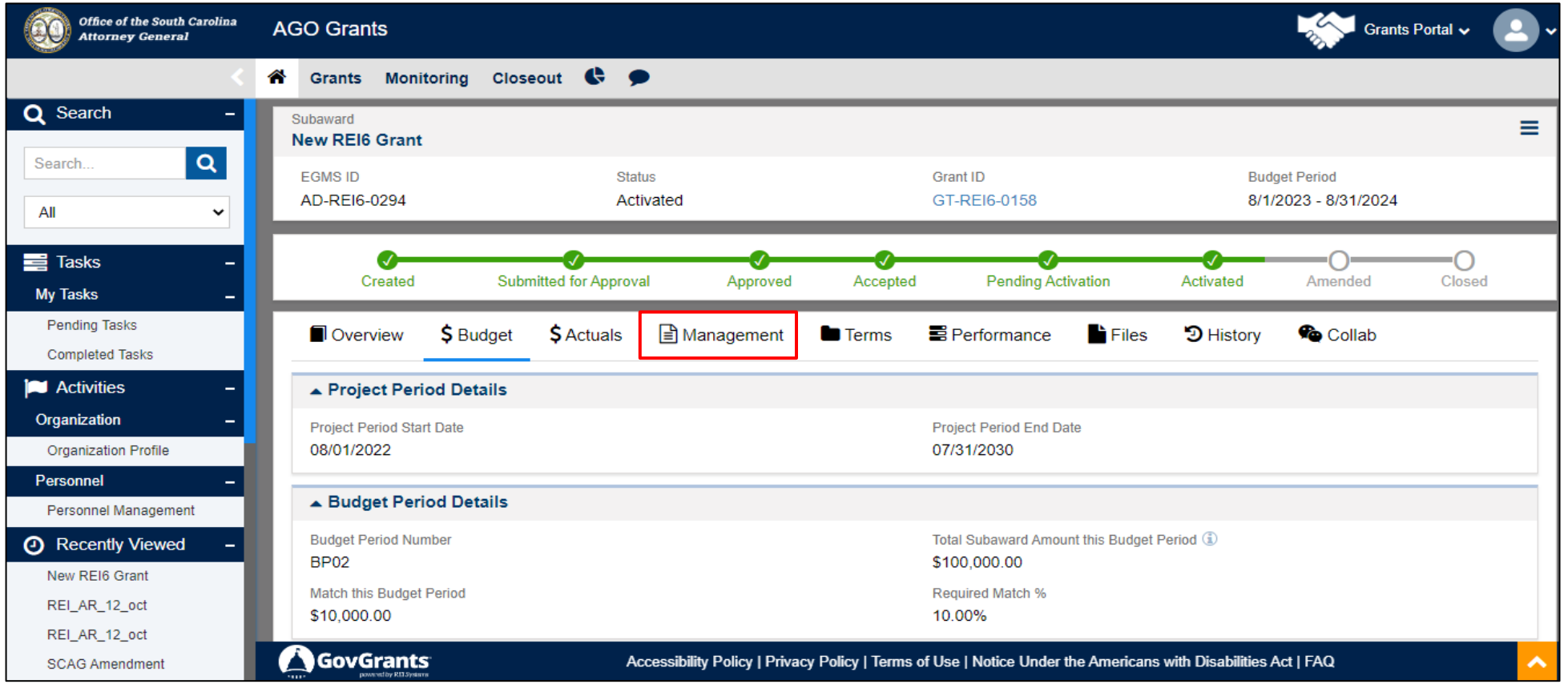
- Locate the subaward you wish to amend.
- Click the View Icon and open the subaward.





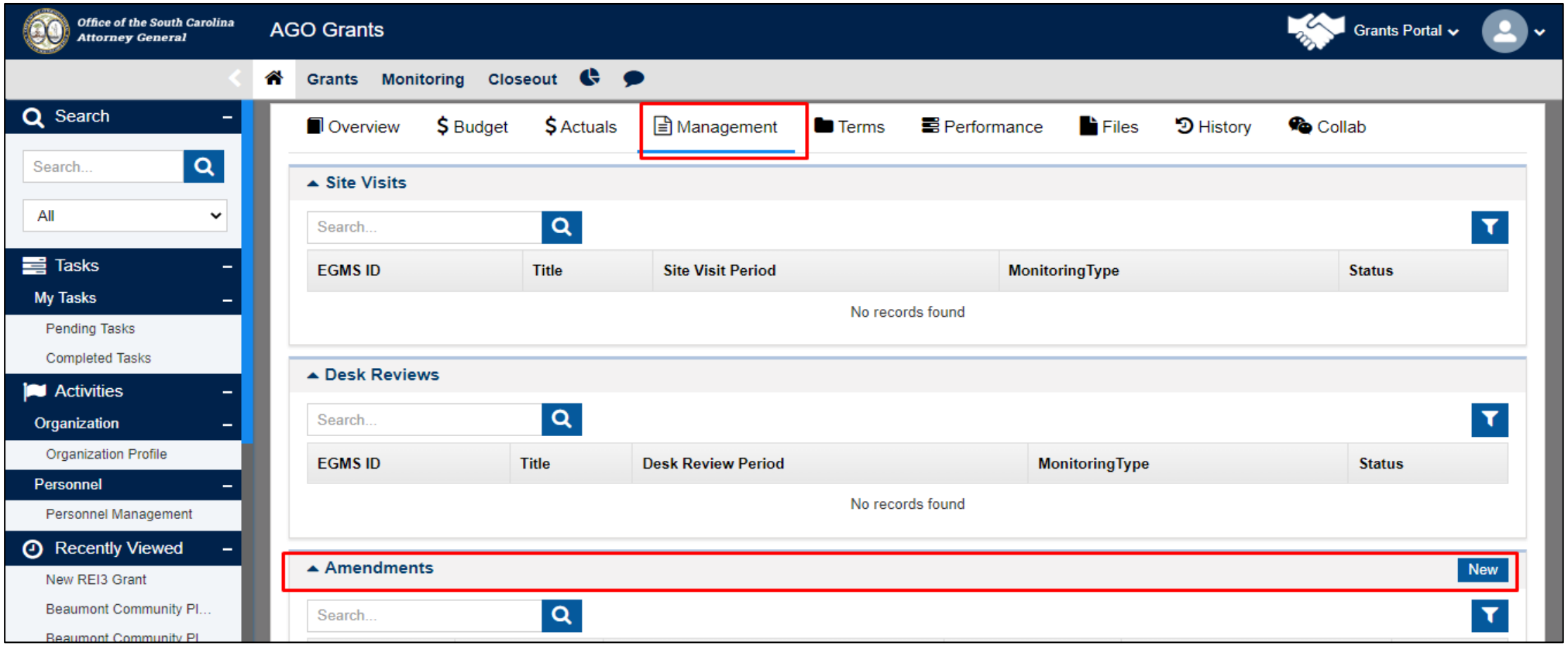
Key Personnel Amendment continued

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



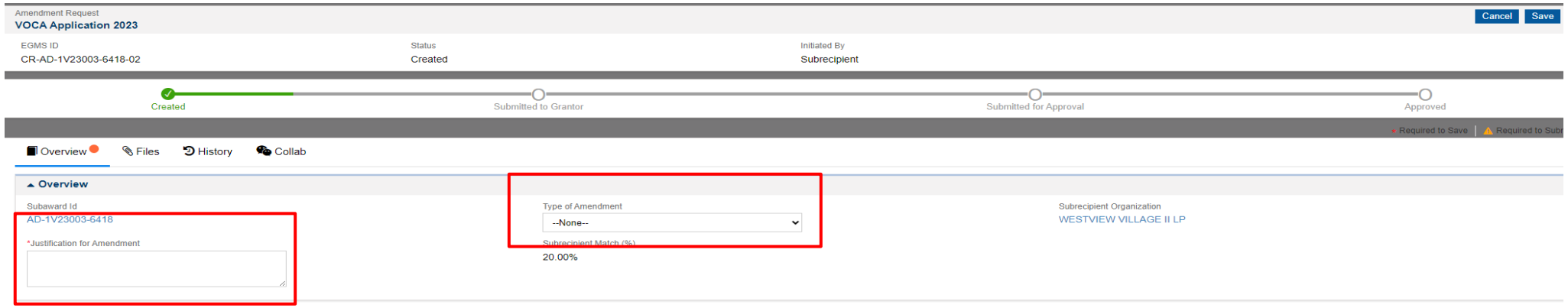
Key Personnel Amendment continued

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



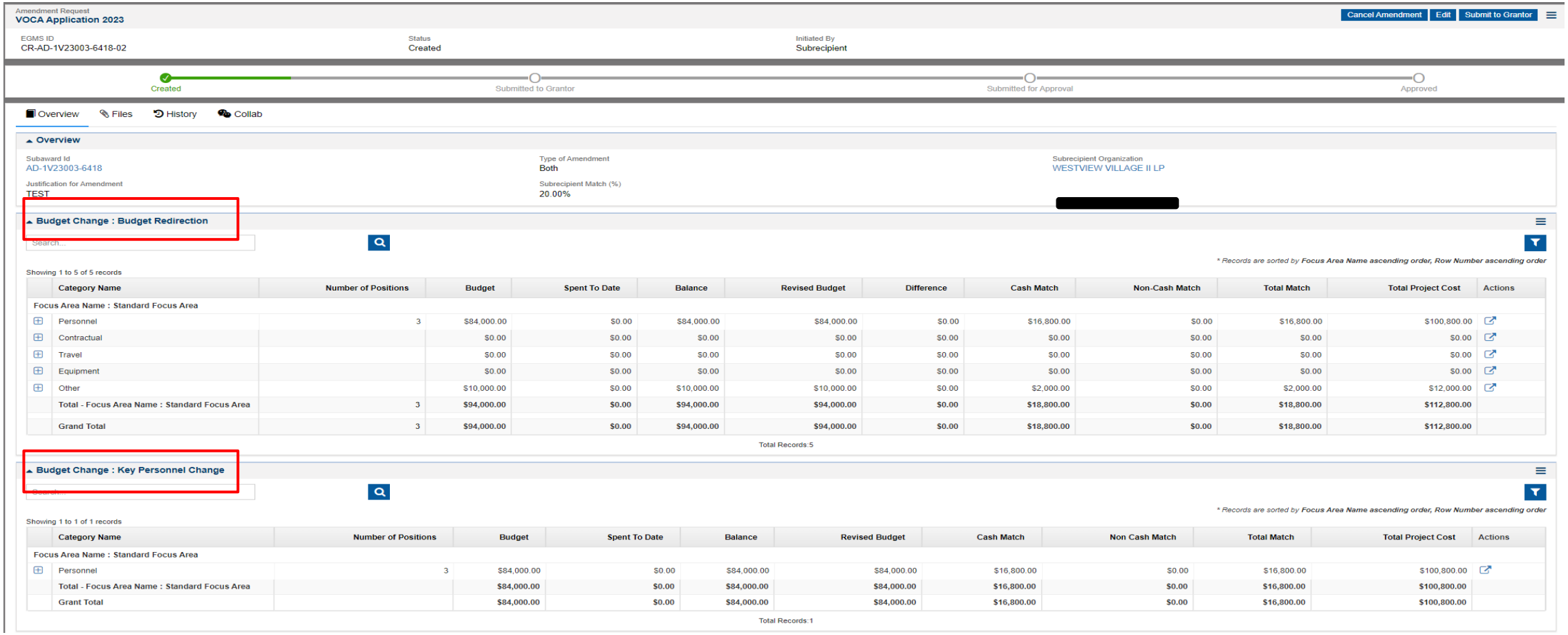
Amendment continued

- Select the appropriate action for Amendment.
- "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 continued

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



Amendment Request
VOCA Application 2023

Cancel Amendment | Edit | Submit to Grantor

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

Created → Submitted to Grantor → Submitted for Approval → Approved

Overview | Files | History | Collab

Overview

Subaward Id: AD-1V23003-6418
Type of Amendment: Both
Subrecipient Organization: WESTVIEW VILLAGE II LP
Justification for Amendment: TEST
Subrecipient Match (%): 20.00%
[redacted]

Budget Change : Budget Redirection

Search...

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

Showing 1 to 5 of 5 records

Category Name	Number of Positions	Budget	Spent To Date	Balance	Revised Budget	Difference	Cash Match	Non-Cash Match	Total Match	Total Project Cost	Actions
Focus Area Name : Standard Focus Area											
Personnel	3	$84,000.00	$0.00	$84,000.00	$84,000.00	$0.00	$16,800.00	$0.00	$16,800.00	$100,800.00	
Contractual		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Travel		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Equipment		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Other		$10,000.00	$0.00	$10,000.00	$10,000.00	$0.00	$2,000.00	$0.00	$2,000.00	$12,000.00	
Total - Focus Area Name : Standard Focus Area	**3**	**$94,000.00**	**$0.00**	**$94,000.00**	**$94,000.00**	**$0.00**	**$18,800.00**	**$0.00**	**$18,800.00**	**$112,800.00**	
Grand Total	**3**	**$94,000.00**	**$0.00**	**$94,000.00**	**$94,000.00**	**$0.00**	**$18,800.00**	**$0.00**	**$18,800.00**	**$112,800.00**	

Total Records:5

Budget Change : Key Personnel Change

Search...

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

Showing 1 to 1 of 1 records

Category Name	Number of Positions	Budget	Spent To Date	Balance	Revised Budget	Cash Match	Non Cash Match	Total Match	Total Project Cost	Actions
Focus Area Name : Standard Focus Area										
Personnel	3	$84,000.00	$0.00	$84,000.00	$84,000.00	$16,800.00	$0.00	$16,800.00	$100,800.00	
Total - Focus Area Name : Standard Focus Area		**$84,000.00**	**$0.00**	**$84,000.00**	**$84,000.00**	**$16,800.00**	**$0.00**	**$16,800.00**	**$100,800.00**	
Grant Total		**$84,000.00**	**$0.00**	**$84,000.00**	**$84,000.00**	**$16,800.00**	**$0.00**	**$16,800.00**	**$100,800.00**	

Total Records:1

Amendment continued

- 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.

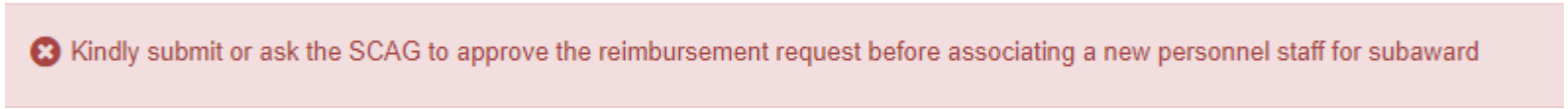
Can only process one RFP at a time.

- 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.

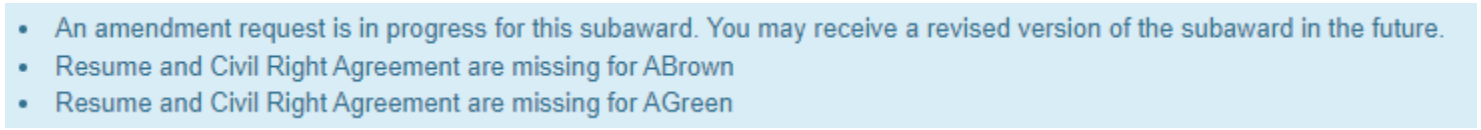
Tips continued

- Clone

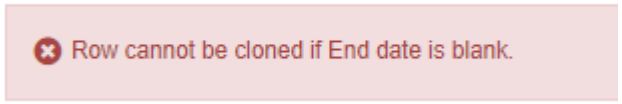
Processing an amendment with an RFP in process.



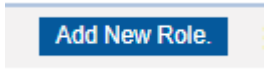
Processing an RFP with an amendment in process.



- To clone a line the end date must be populated.



Tips continued

- Personnel section: Add new role, creates a new personnel line. 

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Questions?