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) and

State Victims Assistance Program (SVAP)

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A signed grant award is a contract that means the agency agrees to comply with all of the Special Conditions as well as the Grant Terms and Conditions. You will need to review and fulfill these Special Conditions and Grant Terms and Conditions.

Note: Many items that were previously Special Conditions were moved to Terms and Conditions.

Refer to the Financial Guidelines provided and available on the AGO Grants Support Tab. Note: this does not replace internal agency policies. The stricter policy applies.

Victim Service Provider Certification

- As required by state law, all non-exempt VOCA, VAWA, and SVAP 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 Management section in the new system will require that

ProgressProgRProg

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 3
    (Due Date - July 15)

4th QUARTER - July 1 through September 30
    (Due Date - October 15)

Progress Reports

VAWA

Annual MEI Report

Covers calendar year 2022 (January-December)

Progress Reports

SVAP

Reports due twice a year

1st Report - October 1 through March 31
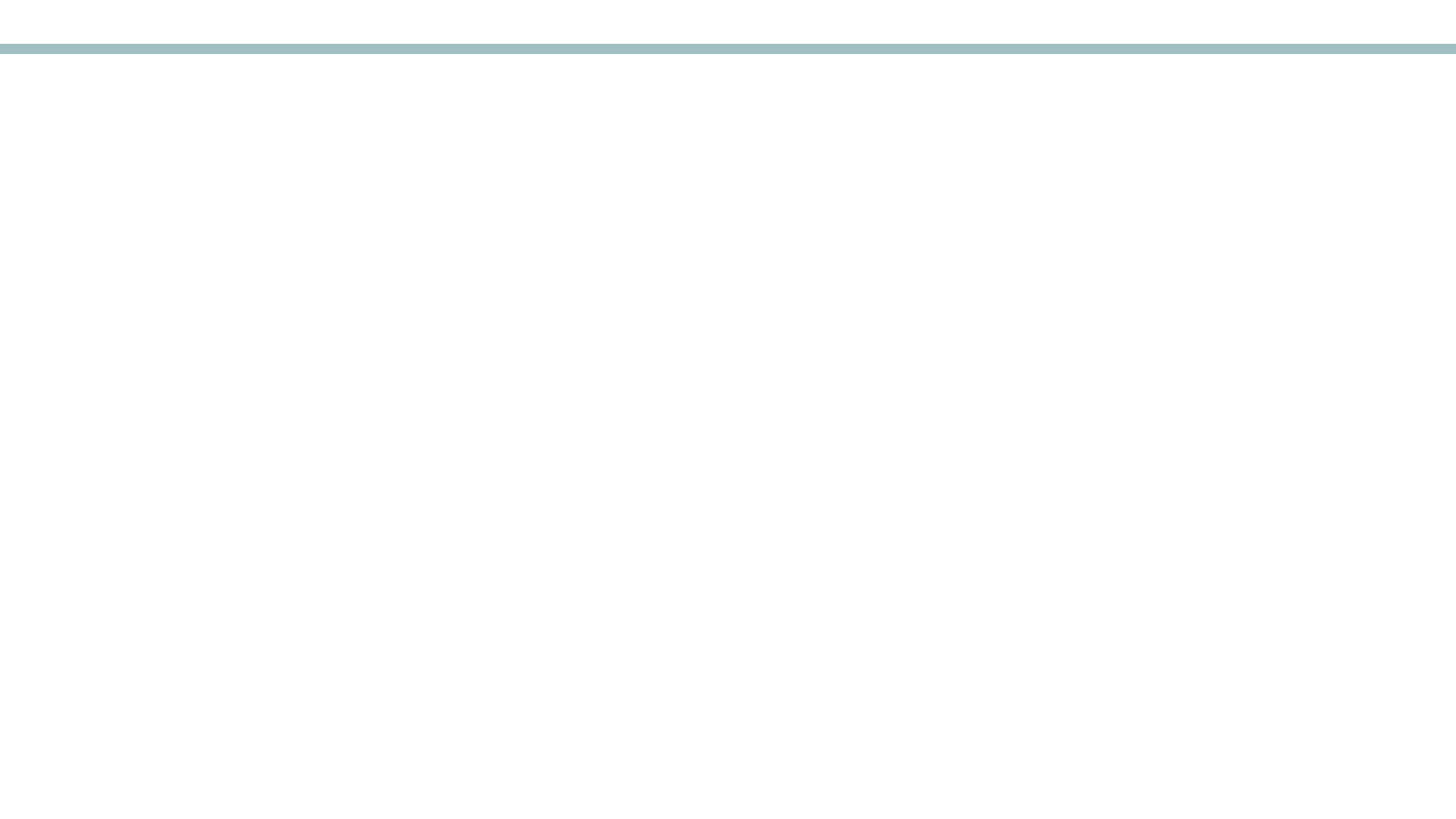   (Due Date - May 1)

2nd Report - April 1 through September 30
   (Due Date - November 1)

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.

On-site monitoring has resumed after a pause during the pandemic.

Match

NEW Registration

- Before we can begin the process of transitioning to the new system, agencies must first register in the new AGO Grants system.

- Please have your agency UEI and FEIN numbers available as these will be required for registration with the new system.

- System will be going live on October 5 for agencies to begin the registration process.

- An invite will be going out shortly with a link to attend the registration walkthrough/Q&A session on October 5 at 10:00 am.

Contact Management for Subgrantees

After registering your agency, the Project Director for each agency is responsible for entering and maintaining the Contacts section within the AGO Grants portal.

Officer positions: There can only be one Project Director, one Official Authorized to Sign, and one Financial Officer per agency. An individual can only hold one officer position at a time for the agency account.

When a contact needs to be added or updated, it must be done in AGO Grants.

Contact Management for Subgrantees (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 can be entered as "Non Users".
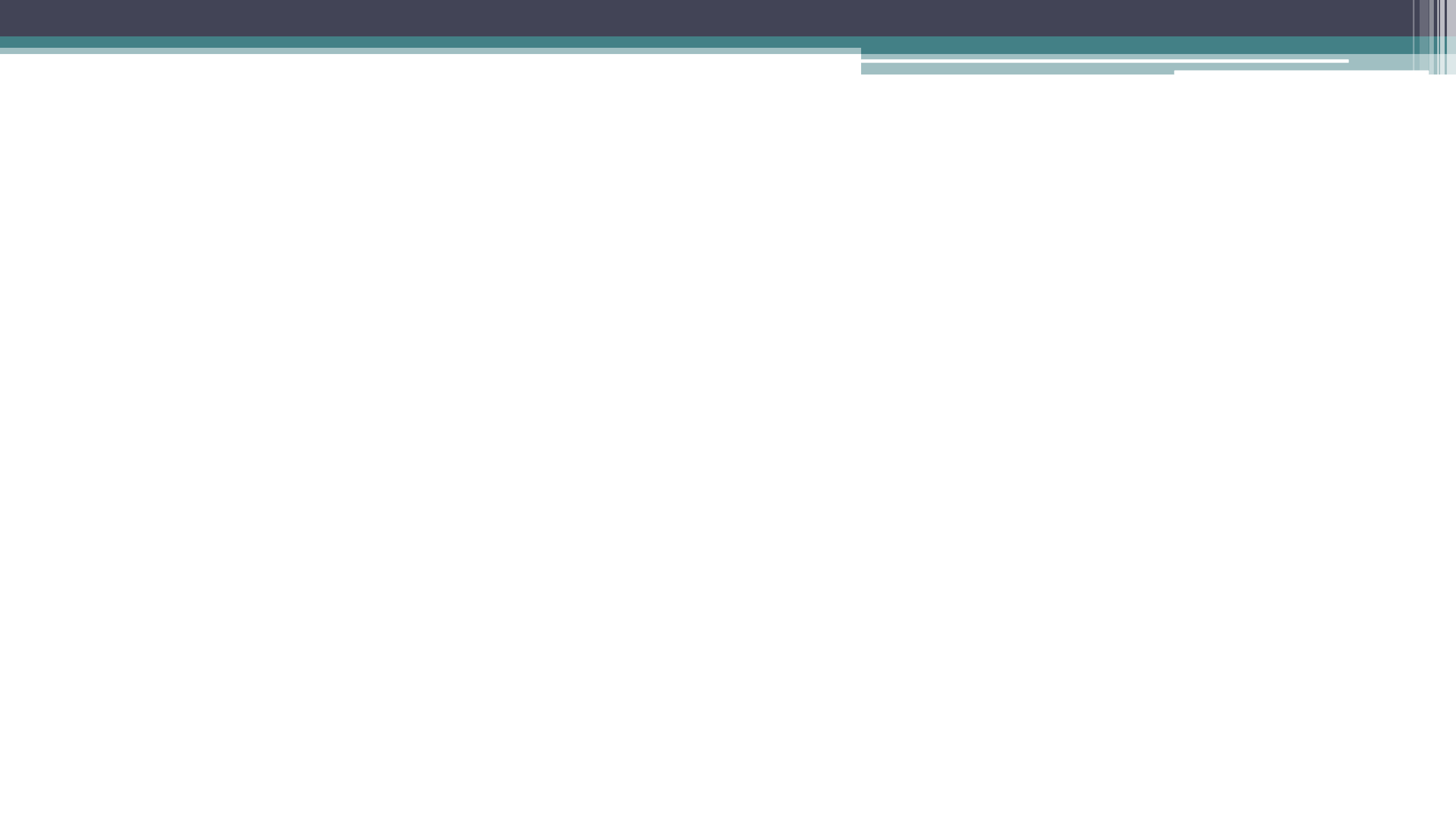
DOJ Financial Guide

- 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, 2022 – September 30, 2023)

- The costs and activities in the grant must be allowable, necessary, and reasonable.

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RFP Submissions

All RFPs are due monthly

Monthly

- Monthly RFP Due Dates

    RFP 1* - December 15   RFP 7* – June 15
    RFP 2 - January 15   RFP 8* – July 15
    RFP 3 - February 15   RFP 9 – August 15
    RFP 4 – March 15   RFP 10 – September 15
    RFP 5 – April 15   RFP 11 – October 15
    RFP 6 – May 15   RFP 12* – 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.
- Each document must have the appropriate signatures to be "Certified."

Certifications:

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Shared Costs

Shared Costs (continued)

- Expenses used by the agency and the grant funded personnel. These costs are reimbursed based on total FTE and grant-funded FTE.

  Example: Agency has 100 FTEs who use a copier that costs $1,000. Of the 100 FTEs, 15 are fully funded by the grant.

  15 Fully grant-funded FTEs / 100 Total agency FTEs = 15%
  $1,000 * 15% = $15 .5 (.)- ** FTE.

Shared Costs (continued)

- Keep in mind grant funded employees at less than 100% are counted as less than 1 FTE in the calculation of shared costs.

  Example:
  An agency with four 100% grant-funded FTEs and one 50% grant-funded FTE would have a total of 4.5 FTEs for the purposes of calculating shared costs.

- If there is turnover during the grant year leaving some positions unfilled the shared cost percentage does not need to be adjusted as long as the space or other shared cost is still being used by the grant.

Travel – Per Diem

- Travel costs must be consistent with your agency's policies and procedures. In the absence of policies, or if state policy is more restrictive, you must follow state policy.

Per Diem: Follow your policy, up to SC limits.

Meals	In State	Out of State
Breakfast	$8	$10
Lunch	$10	$15
Dinner	$17	$25
Per Day limit	$35	$50

Travel – Meals and Lodging

- All conference attendees must ensure that any provided meal at a conference is deducted from their claimed per diem. For example, if lunch is provided, the recipient must deduct the value of the lunch from the amount of per diem claimed (based on state allowable amount).

- For reimbursement, agency must submit an itemized invoice/bill from the hotel. It should show the person's name and the daily rate charged not to exceed GSA rate for the area.

- If staff are sharing a room you must write both names on invoice and explain that they shared the room.

- If more than one room is reserved in the same person's name you must write on the invoice who actually stayed in each room.

Travel - Meals and Lodging continued

Follow your policy, up to SC allowable limits, which are controlled by the General Services Administration (GSA) rate.

Verify lodging rates on the GSA

Travel - Mileage

- Follow your agency's policy, up to current allowable rate. SC follows posted IRS rate ruling through the SC Comptroller General.

- Current rate was revised to $0.625, new mileage rate was effective July 1, 2022.

- Complete travel support document for reimbursement, which must include origin address, destination address, total miles and the purpose of the trip.

- In the event that confidentiality needs to be maintained, a landmark within a 5 mile radius can be used in place for actual address.

- Whenever possible use 'approved IRS reimbursement mileage rate to prevent editing policies yearly.

Travel – Mileage continued

- For vehicles previously purchased with VOCA funds, mileage logs must be completed and submitted every quarter for the life of the vehicle, and include the name of the driver as well as the other fields on the regular mileage forms. The vehicle must be used exclusively and solely for the provision of direct services to victims of violent crime. Logs can be submitted to jcorey@scag.gov.

- Mileage between an employees home and his/her place of employment is not subject to reimbursement. However, when an employee leaves on a business trimto

NEW Overlapping Grant Year Travel Policy

- Occasionally subrecipients may attend a training event that crosses grant years, because they occur during the last week of September *and* first week of October. In these cases, subrecipients must submit 2 training requests, but may request full registration reimbursement in their first request.

  Example: Training takes place 9/28/21 – 10/1/21

  Training Request 1 (current grant) = full reimbursement of registration cost plus associated travel costs through 9/30 (reimbursed in final RFP)

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	

Questions?