

This Guide should be used by all VOCA, VAWA and SVAP subrecipients of Department of Crime Victim Assistance Grant (“DCVAG”) and cooperative agreements in ensuring the effective management of awards. The provisions of this Guide apply to awards made after October 1, 2020.

We are pleased to respond to any questions not covered by this Guide and welcome suggestions to improve the utility of the Guide and its content. Please feel free to contact the DCVAG with any question at 803-734-3771. In addition, we urge you to send questions to the DCVAG customer service email at agohelpdesk@scag.gov

SUBSISTENCE

This Guide is provided for the use of all subrecipients of Federal grant programs administered by Department of Crime Victim Assistance Grant (“DCVAG”) grant-making authority. The Guide was developed to serve as a compilation of the various laws and regulations governing DOJ grants financial management and the State of South Carolina Comptroller General’s Disbursement Regulations

I. Users

A. Recipients

- 1) A recipient is a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program.
- 2) Recipients are required to adhere to the applicable law of their jurisdiction, and the financial and administrative rules in this Guide. However, other programmatic and technical requirements (for example, as set out in award conditions or contained in program-specific guidelines) may also apply.
- 3) Recipients are required to adhere to all applicable uniform (grants) administrative requirements, cost principles, and audit requirements set forth in 2 C.F.R. Part 200, South Carolina Comptroller General’s Disbursement Regulations and any other applicable law.

B. Subrecipients

- 1) A subrecipient is a non-Federal entity that receives a sub award through a pass-through entity to carry out part of a Federal program, but does not include an individual that is a beneficiary of such program.
- 2) Subrecipients are required to adhere to the applicable law of their jurisdiction and the financial and administrative rules in this Guide. The pass-through entity may also impose additional financial and administrative requirements.
- 3) Subrecipients are also required to adhere to all applicable uniform (grant) administrative requirements, cost principles, and audit requirements set forth in C.F.R. Part 200, South Carolina Comptroller General’s Disbursement Regulations and other applicable law.

F. Parking: Parking fees for state-owned, privately-owned vehicles or rental vehicle are reimbursable upon presentation of a paid receipt. No reimbursement shall be made to operators of state-owned, privately-owned vehicles or rental vehicles who must pay fines for moving or nonmoving violations. A dated receipt for parking must be submitted. rwt-4.vTc -s11(be)-3.7

M. Payments to Vendors for Airline Tickets: Payments to travel agencies or airlines for airline tickets can be made.

The name, number of trips, and cost of ticket for each traveler must be entered on the travel reimbursement support document.

N.

VII. Rent and Utilities Allocations

Rent and utilities will be allowed and reimbursed at the percentage of occupancy for the grant funded program personnel not to exceed 150 square foot per person. A rental agreement with square footage of the rental space will be required for reimbursement. A business utilities expense is a cost a business pays for using the infrastructure provided by public utilities companies, they include electricity, natural gas, water, sewage.

VIII. Cellphones, Landlines, Hotlines and Crisis Lines

Cellphone will be allowed and reimbursed based on actual phone assignment to shown on the billing invoice statement.

Hotlines, crisis lines and shared landlines will be allowed and reimbursed based on percentage of usage by grant funded personnel and grant program direct victims. Supporting documentation to justify expense is required prior to reimbursement.

The program personnel names should be listed by each line charged to our grant program telecommunications statement

IX. Printing Services and Public Awareness

- A. Brochures that describe available services;
- B. Design and maintenance of websites and social media;
- C. Public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance. Publications cannot be used for VOCA unallowable activities, such as fundraising or lobbying;
- D. In all materials publicizing or resulting from award activities, you must acknowledge awarding agency assistance. An acknowledgement of support shall be made through use of the following or comparable footnote: "This project was supported by Award # _____ by the Office of Victims of Crime, U.S. Department of Justice through the South Carolina Office of the Attorney General. The opinions, findings, and conclusions or recommendations expressed in this program are those of the author and do not necessarily reflect the views of the Department of Justice." Please contact DCVAG staff to get the proper Award number for your subgrant.
- E. All printing services and public awareness must be approved by the DCVAG prior to research or material distribution.

F. Billboards and banners are disallowed at this time.

X. Purchase of vehicles

Purchases of vehicles are disallowed at this time.

XI. Match

A. Shared costs or matching funds and contributions, including cash and third party kind contributions, will be accepted as part of the Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- 1) Are verifiable from the non-Federal entity's records;
- 2) Are not included as contributions for any other Federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of Federal programs;

a. VOCA and VAWA Grant Funded Personnel cannot be used in match. This includes partially VOCA and VAWA grant funded personnel.

b. S0 Td [(S0T.2(l)-2.6(l)-2. f3)edec1.6(l0/TT2 1)10.9(not)- rie9(not)ed9(notd P)1:y1dmdt6 0 /T1

- 2) The current fair market value. However, when there is sufficient justification, the Federal awarding agency may approve the use of the current fair market value of the donated property even if it exceeds the value described in (1) above at the time of donation.
- C. The value of donated property must be determined in accordance with the usual accounting policies of the non-Federal entity with the following qualifications:
- 1) The value of donated land and buildings must not exceed its fair market value at the time of donation to the non-Federal entity as established by an independent appraiser (e.g., certified real property appraiser or General Services Administration representative) and certified by a responsible official of the non-Federal entity as required by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (U.S.C. 4601-4655)

D.

XVIII.

A. Request for Payment (RFP) Processing and Required Documentation

- 1) Documents received by DCVAG grant financial staffs, which are correct, should be processed within 31 working days after receipt. During certain times of the year, due to an exceptionally large number of documents being submitted by all agencies, this schedule may

- 3) Agencies must submit justification for the emergency procurement via email to the Program Director within 24 hours and gain approval to move forward with emergency purchase. A grant revision must be submitted within 30 days of the purchase of the product or service to properly reflect the emergency cost line item in your agency award. Failure to notify and gain approval from the Program Director by email within 24 hours of emergency need and complete grant revision 30 days may delay or prohibit reimbursement of funds for emergency product or service.
- 4) Agencies will not be allowed to exceed their total grant award due to the purchase of emergency product or services. Grant revisions will be allowed to move appropriations within budget categories for emergency purposes. Emergency revisions will not count toward the agencies maximum allowable grant revision within award period.

XIX. Procurement Policy

C. General

Title 11, Chapter 35, of the South Carolina Code of Laws, 1976, as amended, covers all of goods, services, and construction by State agencies. Section 15-40 reads:

(1) General Application. This code applies only to contracts solicited or entered into after the effective date of this code unless the parties agree to its application to a contract entered into prior to its effective date.

(2) Application to State Proc

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potential value greater than two hundred fifty thousand dollars, such notice must be posted at least ten business days before entering a contract.

(B) Written documentation must include the determination and basis for the proposed sole source procurement. A delegation of authority by either the chief procurement officer or the head of an agency with respect to sole source determinations must be submitted in writing to the SCAG. In cases of reasonable doubt, competition must be solicited. Any decision by an agency that procurement be restricted to one potential vendor must be accompanied by a detailed explanation as to why no other will be suitable or acceptable to meet the need.

(C) A violation of these regulations by a purchasing agency, upon recommendation of the