



# South Carolina Department of Public Safety

Office of Highway Safety and Justice Programs

## MEMORANDUM

**TO:** Subgrantees  
Victim Services Grant Programs

**FROM:** Ed Harmon, Assistant Director

**RE:** **Implementation Workshop for FFY16 Victims of Crime Act (VOCA), FFY16 Violence Against Women Act (VAWA), and FY17 State Victims Assistance Program (SVAP)**

**DATE:** October 19, 2016

Congratulations on your recent grant award. The South Carolina Department of Public Safety - Office of Highway Safety and Justice Programs, is pleased to announce a combined Implementation Workshop for victims of crime grant awards. The Office of Highway Safety and Justice Programs will host two Implementation Workshops to assist subgrantees in administering each grant.

The workshops will be held on Wednesday, November 9, from 10:00 am to 12 noon and from 2:00 pm to 4:00 pm at the Bill Rogers Community Connections Center, located at 4600 Broad River Road, Columbia, SC 29212. Registration will begin a half-hour before each workshop.

If you have not submitted your signed grant award and signed copies of pages 27 and 28 of the grant application, please make sure to bring them with you to submit at the grant workshop.

The workshops will provide information about various aspects of grant administration, including progress reports, matching requirements, proper use of equipment, requests for payment, and site monitoring. The workshops are available in the morning and afternoon for your convenience and those individuals and/or organizations who wish to attend both are welcome to do so. The same topics will be covered at each workshop.

For seating purposes, we ask that you indicate your intent to attend the workshops by e-mailing Joe Corey at [josephcorey@scdps.gov](mailto:josephcorey@scdps.gov). Please indicate how many people will be attending, as seating is limited. **Information covered at the workshops will continue to be available at [www.scdps.gov](http://www.scdps.gov).**

If you have any questions or concerns regarding the workshop, please call BJ Nelson at 803-896-8712, Billy House at 803-896-7896, Virginia Funk Currie at 803-896-8340, or Joe Corey at 803-896-9958.