NORTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY
PREVENT. PROTECT. PREPARE

Criminal Justice Improvement Committee

Grant Reporting Requirements
September 16, 2020

Property Control Record & Equipment Certification

N★C DPS Governor's Crime Commission

Property Control Record & Equipment Certification

*This form should be used to inventory **all** equipment purchased during the life of the grant. **All firearms are to be listed with Serial Numbers regardless of unit cost.***

Authorizing Agency	
Implementing Agency	
Project Name	
Project Number	
Project Director's Name	
Phone # and E-mail Address	

Equipment Information	
Item Description:	
Serial/other identification No.:	
Date Transaction Completed:	Date Equipment was Acquired:
Cost:	Vendor:
Location of Equipment:	Assigned to:
Purpose of Equipment:	Purchased by:
Insurance Coverage:	
Item Description:	
Serial/other identification No.:	
Date Transaction Completed:	Date Equipment was Acquired:
Cost:	Vendor:
Location of Equipment:	Assigned to:
Purpose of Equipment:	Purchased by:
Insurance Coverage:	

North Carolina Department of Public Safety
Governor's Crime Commission
1201 Front Street Raleigh, NC 27609
Telephone: (919)733.4564 Fax: (919)733.4625
http://www.ncgccd.org

Sole Source Provider Request Form

******Submit along with contract or invoice (whichever is applicable)******

Authorizing Agency	
Implementing Agency	
Project Name	
Project Number	
Project Director's Name	
Phone # and E-mail Address	

This form is submitted as a formal request to use the services of the following contractor as a Sole Source Provider.

Contractor Name:	

This request is made for the following reasons:

- ☐ **Service provider is continuing services already engaged from previous year(s)**
- ☐ **Advertising & Research revealed no other service providers in the area**
- ☐ **Other** *(explain below)*

☐ **Approved**

GCC Grants Management Specialist Approval: _____

Date: _____

☐ **Denied**

Progress Report

Must be submitted annually

FUNCTIONS

For Grantee:

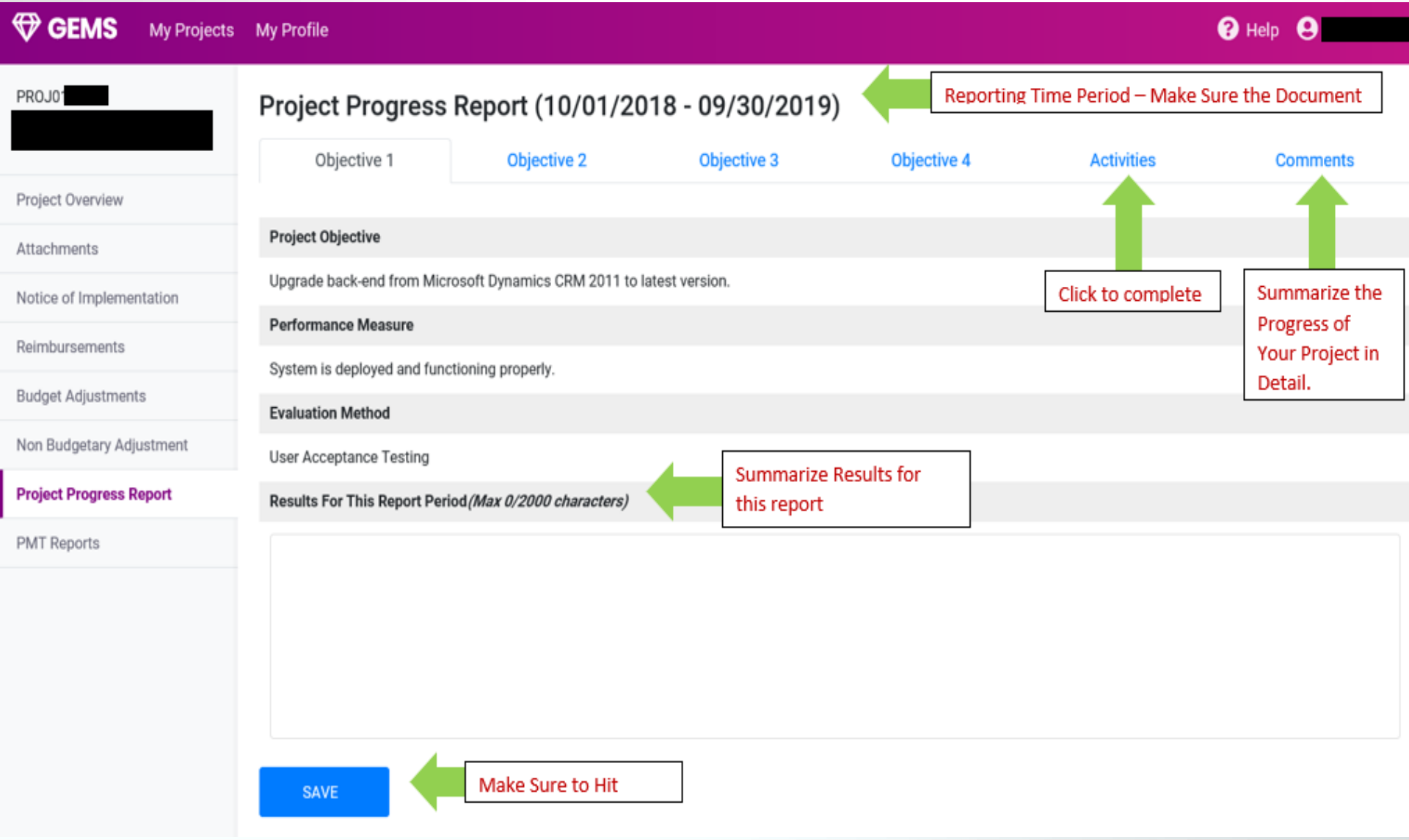
- internal assessment of project accomplishments

For GCC:

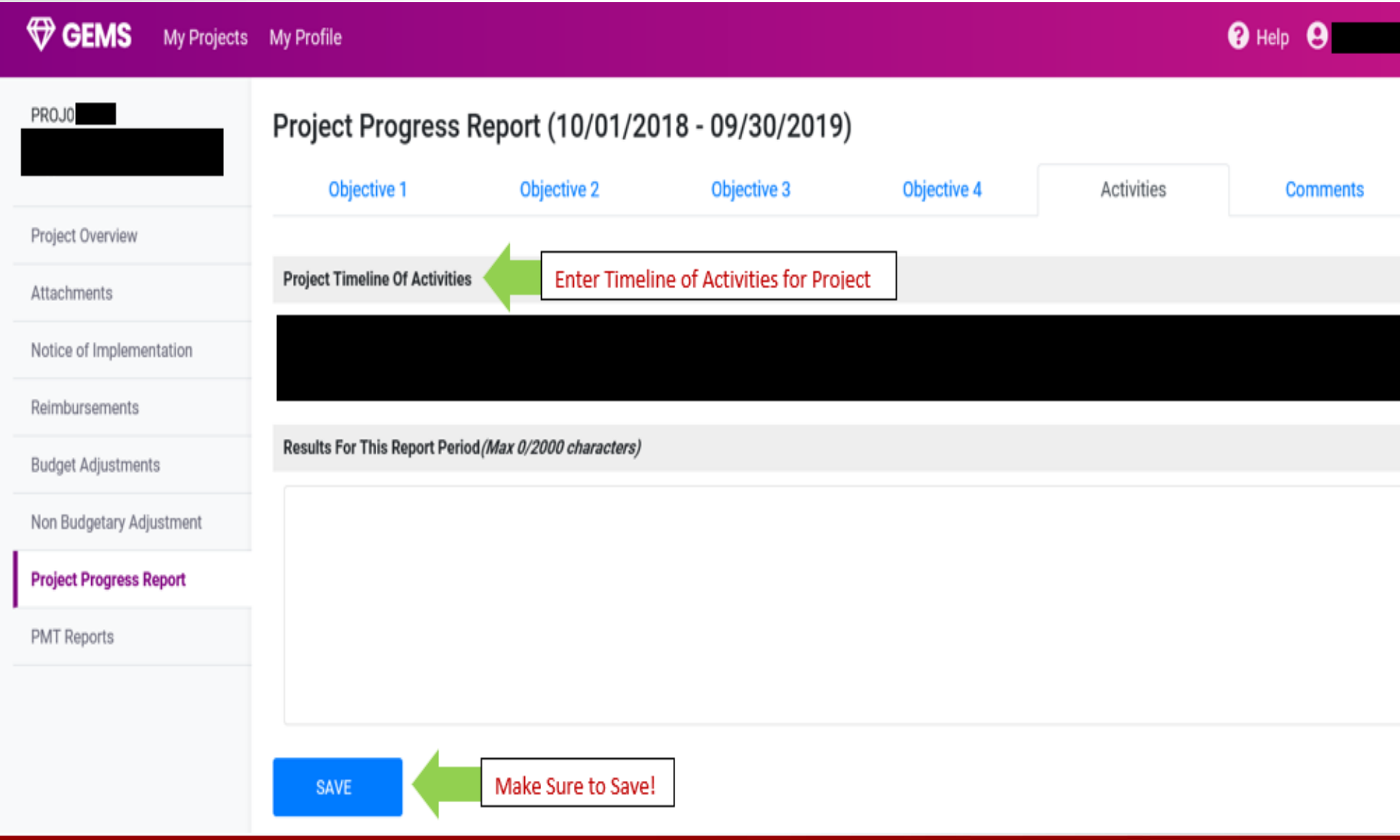
- evaluation by Project Director of the grant's progress
- information required for GCC report to U.S. D.O.J.

NOTE: When filling out this report, please explain thoroughly. No one word answers!

PROJECT PROGRESS REPORT



PROJECT PROGRESS REPORT



Grant Management Reports Due…

All grant awards are contingent on receipt by GCC of 2018-2019 Federal funds. Grant start and end dates are subject to change based on the date we receive those funds. Changes in the specifics will be communicated to you by your Grants Management Specialist (GMS):

	Monthly
Notice of Grant Implementation	Due within 60-days of the grant start date *(as listed on the Grant Award)*
Expense Reimbursements Budget Adjustment Requests	As needed by grantee
Property Control Record	Lists all purchased equipment along with final progress report, prior to approval of final expense reimbursement.
Expenditure Forecasts	Upon request of your GMS

Standard Grant Conditions (SGC)

- Grantees must provide their Procurement or Purchasing Policy
- Equipment vendors must provide proof that they are not debarred or suspended from receiving state and/or federal funds
- GCC **does not** reimburse sales tax:

  - only report expenses stopping at the subtotal should be submitted for reimbursement. All entities may however claim a refund from the State for sale tax

Tasers and Non-Lethal Weapons

All LEAs that purchase non-lethal taser devices must present the following to their assigned Grants Management Specialist within the first 90-days of implementation of the grant:

- complete list of all Personnel to whom tasers will be issued
- copy of each officer's **Certification** verifying completion of taser training
- copy of the agency's **Procurement Policy** must be submitted to GCC ***prior to*** purchases.
- copy of each agency's **Use Of Force Policy**, and the Departmental protocol for the use of non-lethal weapons

Bulletproof Vest Purchases

- As with BVP Grants, grantees that wish to purchase vests with JAG funds **must certify** that law enforcement agencies receiving vests have a written "**Mandatory Wear" Policy** in effect for all uniformed officers while on duty.
- This policy must be in place for at least all uniformed officers **before** any funding can be used by the agency for vests. There are no other requirements regarding the nature of the policy.
- Certification of "**Mandatory Wear" Policy must be received** by GCC within **30-days** of grant implementation & received prior to purchase of vests.
- Bulletproof Vests must be American made.
- A **Mandatory Wear Concept and Issues Paper** and **Model Policy** are available by contacting the BVP Customer Support Center at vests@usdoj.gov or toll free at 1–877–758–3787.

Global Justice Information Sharing Initiative

US DOJ, OJP

Agencies that receive receives JAG funds that support the exchange of justice information must comply with DOJ's Global Justice Information Sharing Initiative guidelines and recommendations.

Requirements of this grant condition are described at:

http://www.it.ojp.gov/gsp_grantcondition

Grantees must document their planned approach to information sharing, describe compliance to the GSP and have an appropriate privacy policy that protects shared information or provides detailed justification for why an alternative approach is recommended.

Program Performance Measures for Justice Assistance Grant (JAG) Programs

Performance Measurement Tool (PMT)

Federal statutes **REQUIRE** PMT reports be submitted on-line directly to BJA, in a timely manner.

- A copy **must** be provided to the assigned Grants Management Specialist.
- GCC Planning Staff must then compile & enter its own compilation report to BJA.
- Failure to observe these conditions and deadlines may result in an **immediate hold** of grant funds and may endanger the State's entire allocation. If the state report is not submitted in time, OJP can put a hold on the state allocation.

BUREAU OF JUSTICE ASSISTANCE

Performance Measurement Tool (PMT) User Guide

for

Fiscal Year 2015 Justice Assistance Grant (JAG) Programs

Data Entry for Subrecipients
(includes Disparate Jurisdictions)

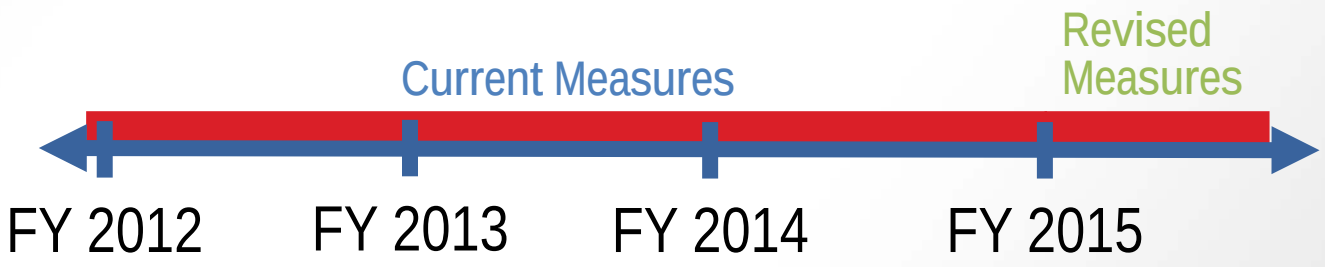
June 2016

Major Changes for Fiscal Year 2015 Awards

- New accountability measures
- New narrative questions
- New measures flow based on funding amount
- New reporting schedule

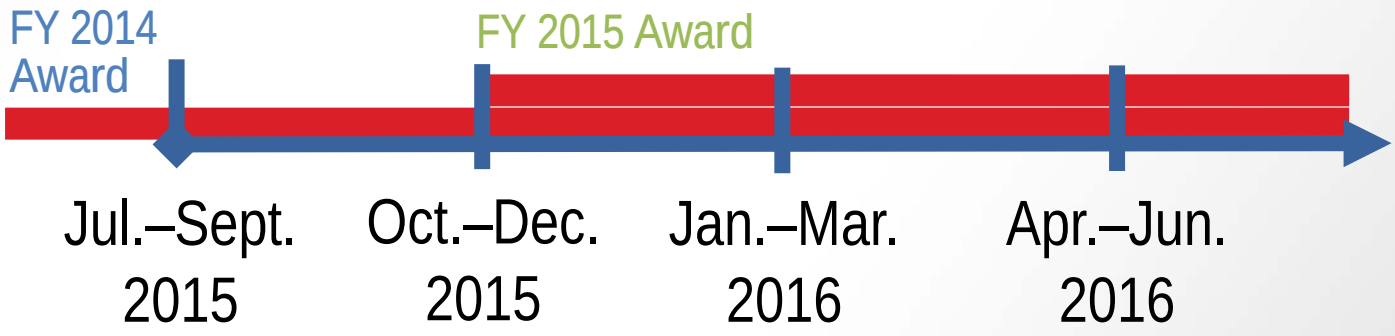
Measures Reporting

- **The revised measures will only take effect for fiscal year (FY) 2015 and future awards.**
- FY 2014 and prior awards will continue to report on the current measures and reporting schedule.

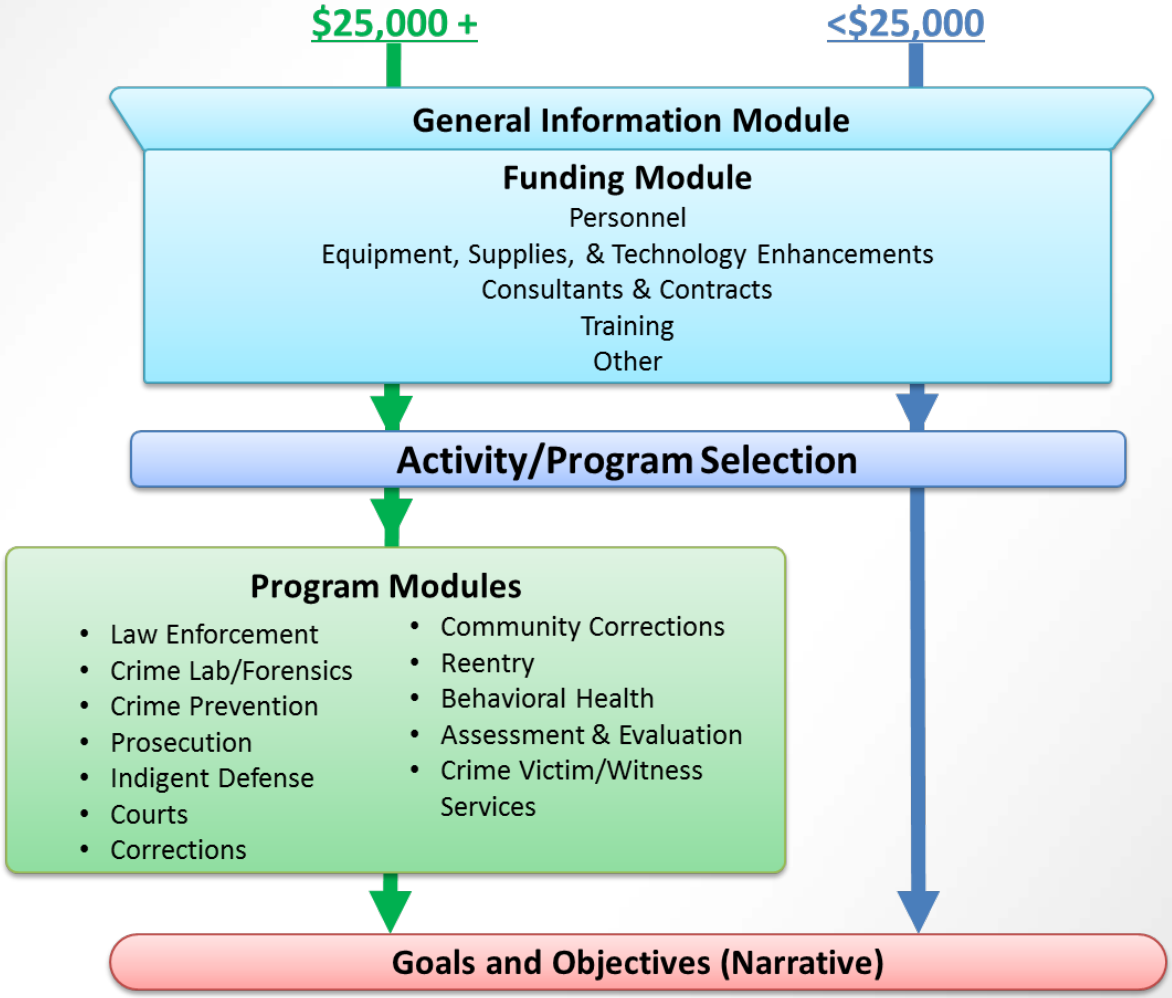


Measures Reporting

- If you have awards from FY 2014 or before as well as awards from FY 2015, you will have to report on awards from FY 2014 or before using the current measures and report on FY 2015 awards using the revised measures.



Revised JAG Measures Sections



PMT Reporting Schedule

Your grantor will provide due dates for data entry completion for each reporting period.

FY 2014 and Prior

Performance Measures	October 1–December 31
Performance Measures	April 1–June 30

FY 2015 and Future

Performance Measures **and Goals and Objectives**	October 1–December 31
Performance Measures **and Goals and Objectives**	April 1–June 30

More Information

- FY 2020 JAG PMT Measures Web site:

https://bjapmt.ojp.gov/

The old site was a **.org** address. This has now been changed to the **.gov** extension. If you have the old site bookmarked, please replace it with this website.

Terms Used

GRANTEE	The **primary** recipient of a Federal award from BJA. This organization submits an application to BJA for the Federal award—for example, the state, local recipient, or fiscal agent.
GRANTOR	The organization that makes secondary awards to other entities from the BJA award. Usually the same as the grantee—for example, the state, local recipient, or fiscal agent.
GRANT	The funding or award received from BJA.
SUBRECIPIENT	An organization or agency that does not receive funds directly from the Federal government but from the state or another agency.
SUBAWARD	The secondary award made from the grantee's Federal award.
PROJECT DESCRIPTION	A short description of the project that the application represents, and the purpose of the requested funds.
REPORTING PERIOD	A time period in which activities were conducted and funds expended and obligated. This period falls within the grant's project period. *Example:* January to March and April to June, for quarterly reporting.

PMT Step by Step

Subrecipients Data Entry

Step 1. Log In *(slides 10–13)*

Step 2. Profile *(slides 14–15)*

Step 3. Information & Resources Page *(slide 16)*

Step 4. Subrecipient Awards Page *(slides 17–18)*

Step 5. General Award Information Page *(slide 19)*

Step 6. Data Entry *(slides 20–27)*

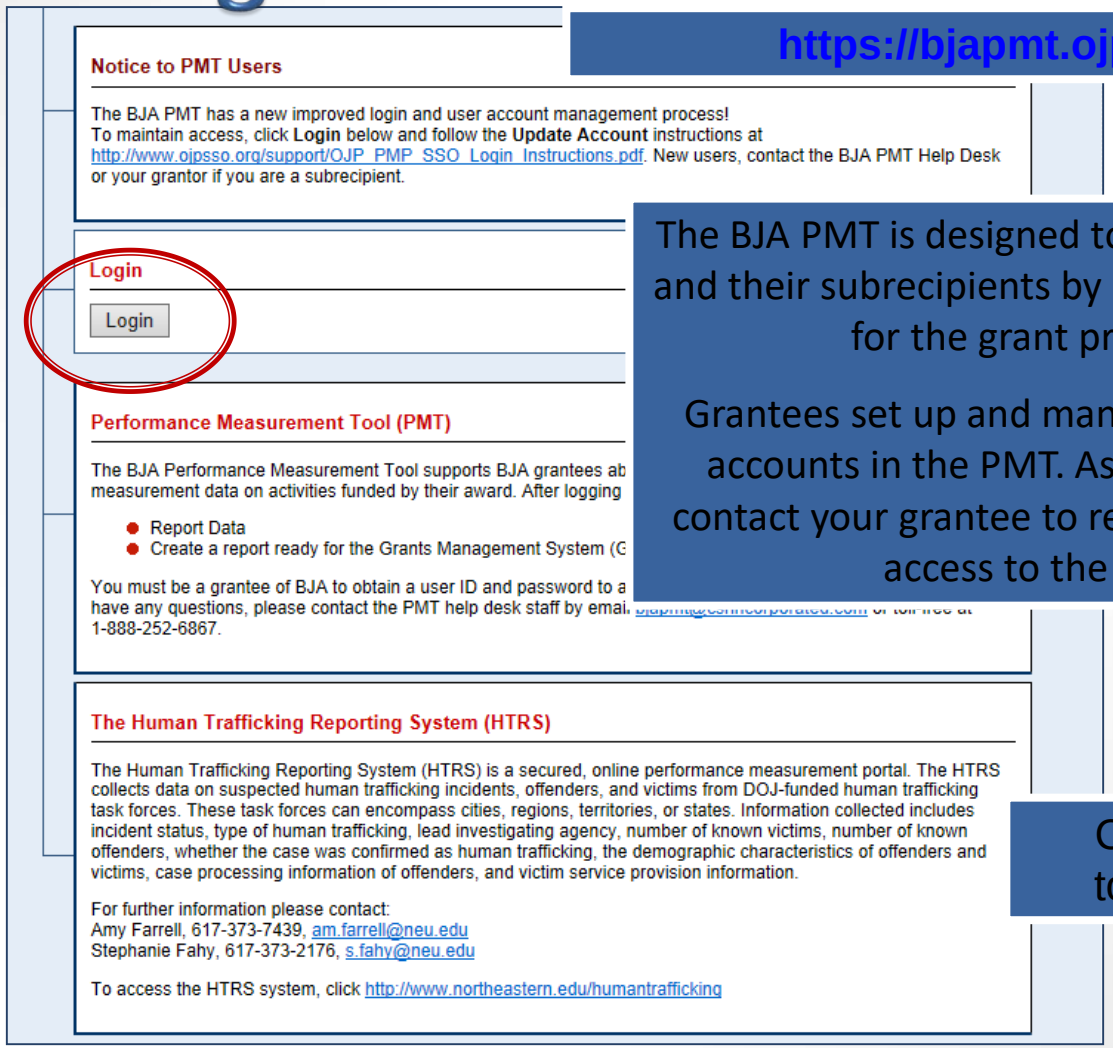
- Goals and Objectives *(slides 22–23)*
- Review *(slide 24)*
- Complete *(slides 25–27)*

Helpful Hints *(slides 28–29)*

Resources *(slides 30–31)*

Step 1: Log In

https://bjapmt.ojp.gov/



The BJA PMT is designed to support grantees and their subrecipients by recording progress for the grant program.

Grantees set up and manage subrecipient accounts in the PMT. As a subrecipient, contact your grantee to request and obtain access to the PMT.

Click **Login** to continue.

Step 1: Log In

U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs
Innovation • Partnerships • Safer Neighborhoods
Performance Measurement Platform
User Name
Email Address
Password
Maximum of 3 attempts
Login
Forgot Password
Please note: JavaScript must be enabled to use this site. If not, site navigation will not work properly. If you need to enable JavaScript, click here to find out how.
BJA
OVC
OJJDP
NIJ
Privacy | FOIA

Step 1: Log In

From: OJP PMP Administrator
Subject: [BULK] OJP Performance Measurement Platform – New Account
Importance: Low

An account has been established for you in the PMT. Please click on the link below to complete you

https://www.ojpsso.org/?sk=9B1C8BD3-A86A-6149-C8362CFF1093E5XX

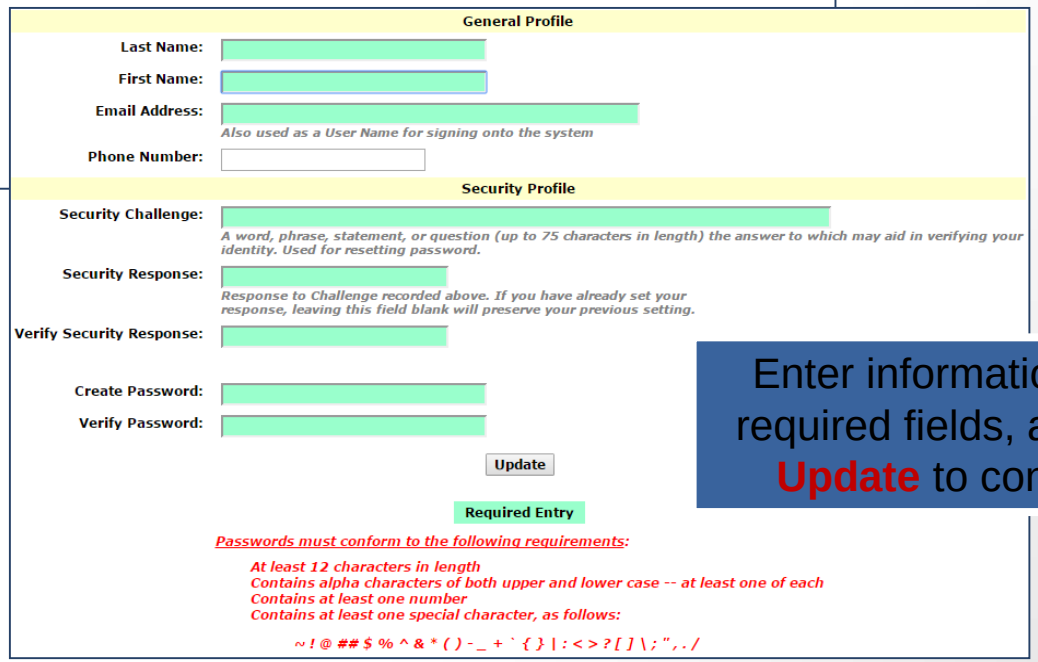
If, for some reason, the link does not work, copy the link and paste it into the Address Field of your browser.

For any issues or questions, please contact the Help Desk at XXX@csrincorporated.com or call toll-free 1 (###) ###-####.

Thank you.

OJP PMP Administrator
CSR, Incorporated, contractor for:
Office of Justice Programs (OJP)

Users added to the subrecipient account by the grantee will receive an e-mail from BJA PMT with instructions on how to create a new user account.



Enter information in all required fields, and click **Update** to continue.

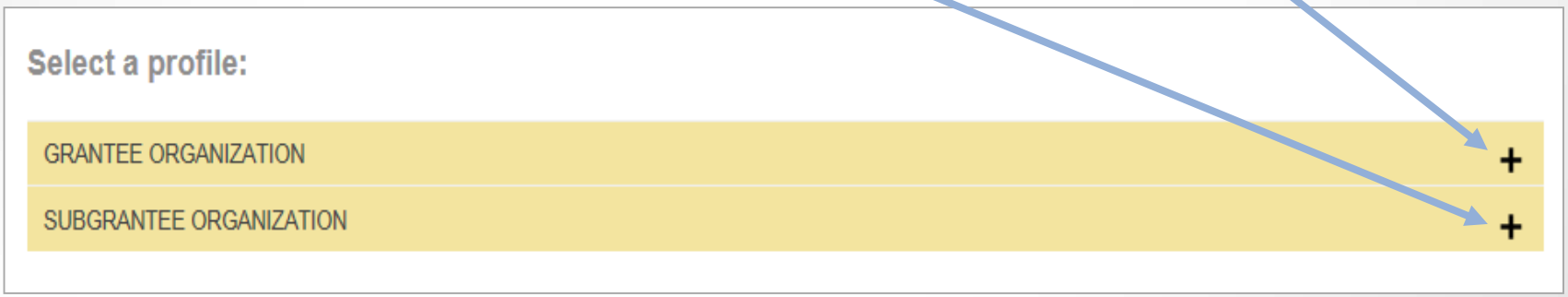
Step 1: Log In

Here you can update or change your account and password information.

Click **BJA PMT** to continue.

Step 2: Profile

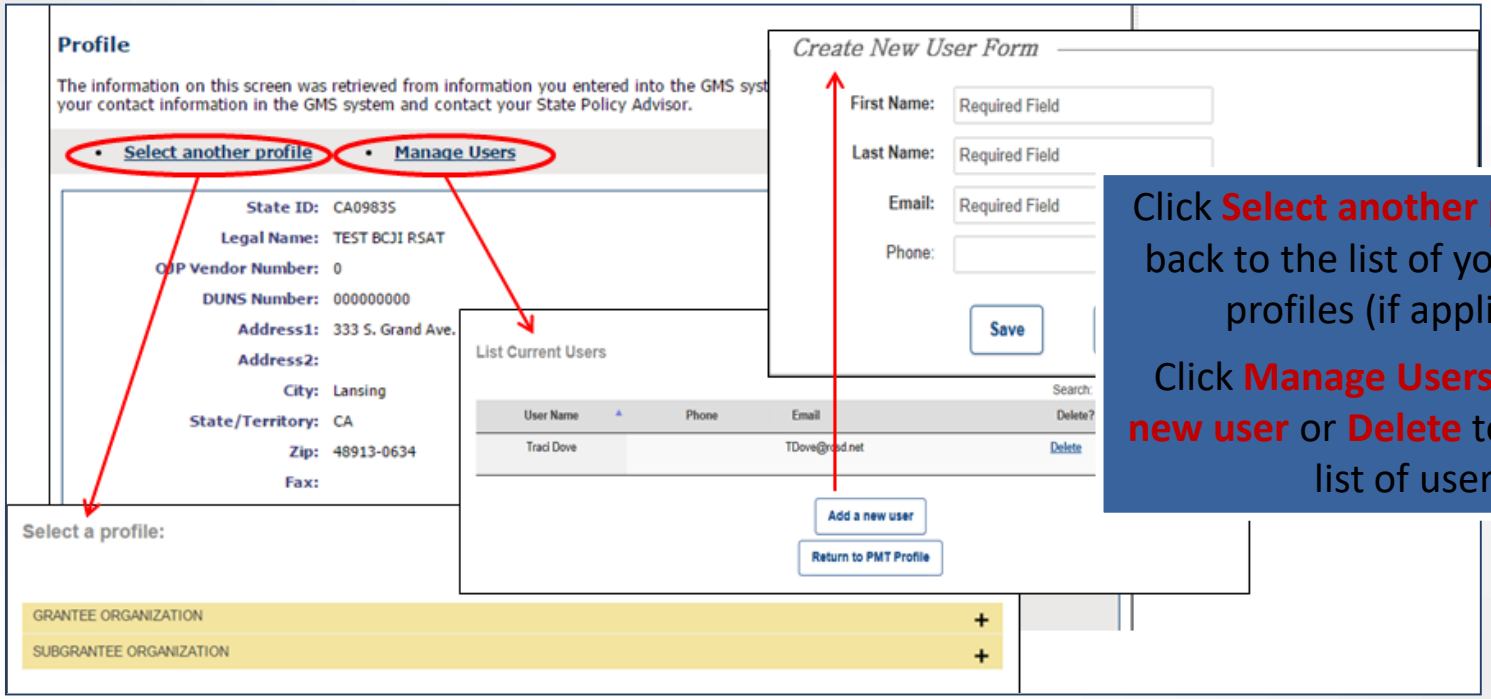
Select the **Grantee Organization** or **Subgrantee Organization** profile, depending on your role, to enter/edit data.



Step 2: Profile

Check your profile for accuracy.

If any changes are needed, contact your grantor.

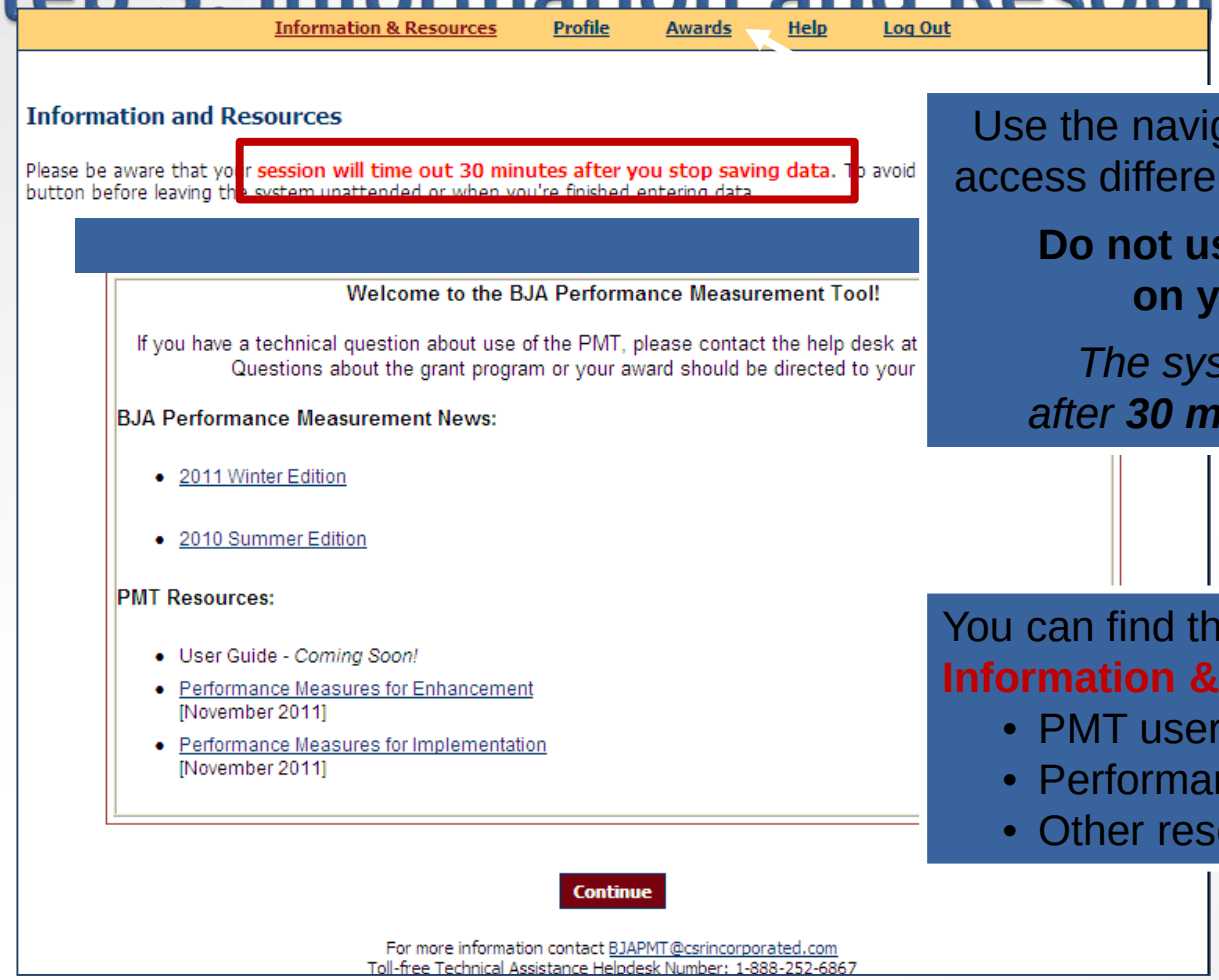


Click **Select another profile** to go back to the list of your assigned profiles (if applicable).

Click **Manage Users** and **Add a new user** or **Delete** to update the list of users.

NOTE: Only add users who need access to the BJA PMT to complete data entry and reporting. Adding a user automatically sends that person an e-mail with a link to create and complete a user account.

Step 3: Information and Resources



Use the navigation bar at the top to access different pages in the system.

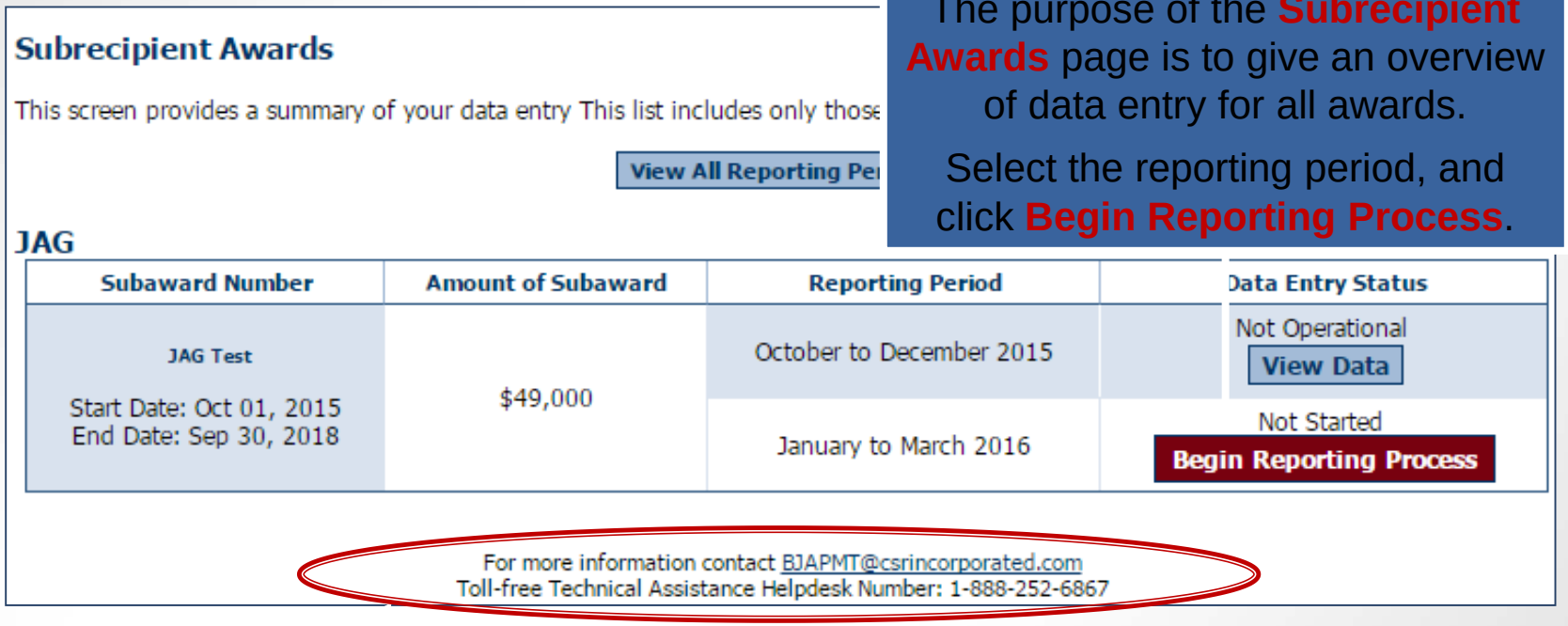
Do not use the back arrow on your browser.

*The system will time out after **30 minutes** of inactivity.*

You can find the following on the **Information & Resources** page:

- PMT user guide
- Performance measures
- Other resources

Step 4: Subrecipient Awards



Subrecipient Awards

This screen provides a summary of your data entry This list includes only those

View All Reporting Pe

JAG

Subaward Number	Amount of Subaward	Reporting Period	Data Entry Status
JAG Test Start Date: Oct 01, 2015 End Date: Sep 30, 2018	$49,000	October to December 2015	Not Operational View Data
		January to March 2016	Not Started Begin Reporting Process

For more information contact BJAPMT@csrincorporated.com
Toll-free Technical Assistance Helpdesk Number: 1-888-252-6867

The purpose of the **Subrecipient Awards** page is to give an overview of data entry for all awards.

Select the reporting period, and click **Begin Reporting Process**.

Each page has the contact information for the PMT Help Desk.

Step 4: Subrecipient Awards

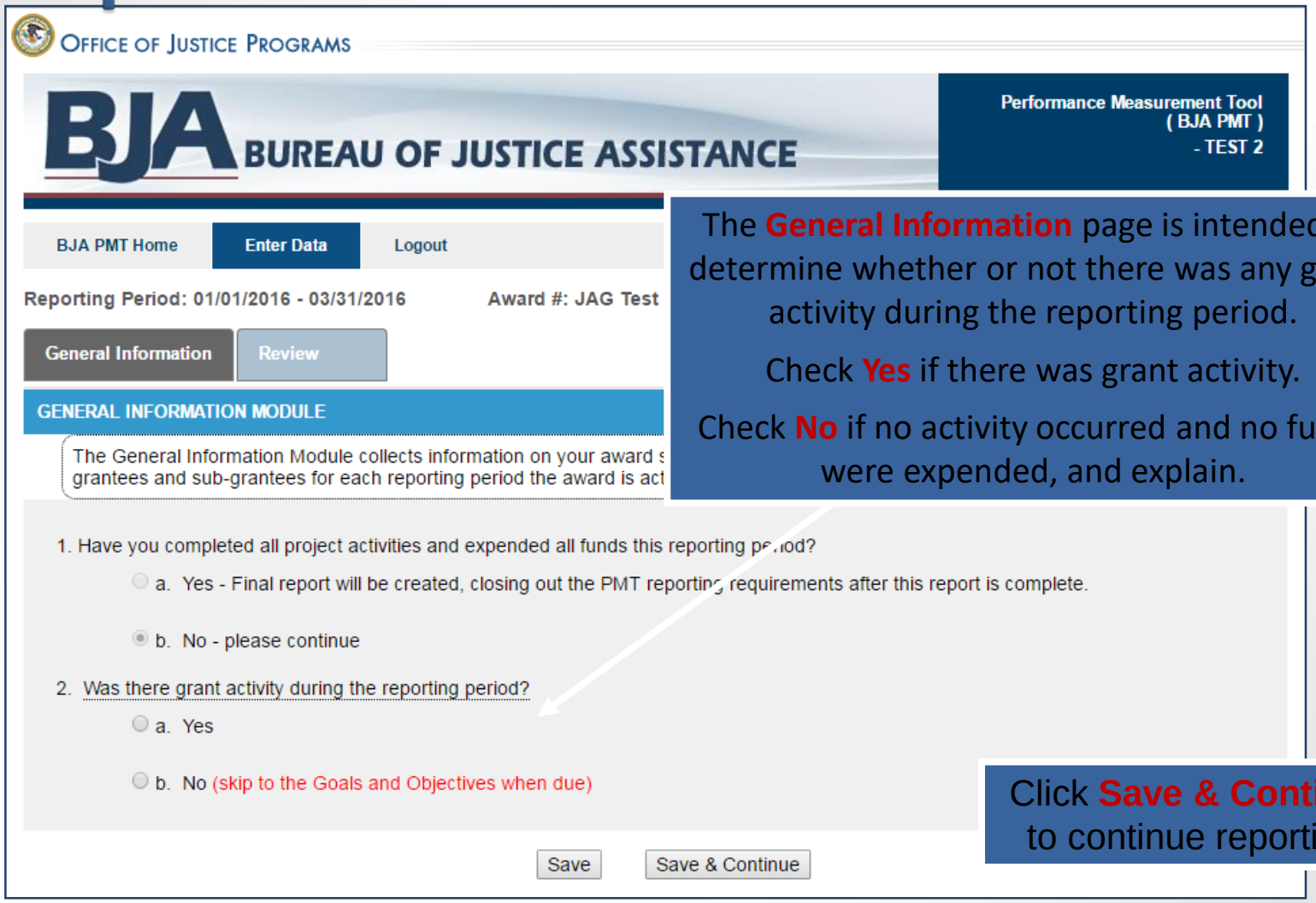
Status on the Subrecipient Awards page:

Not Started: Subrecipient has NOT saved any data.

In Progress: Subrecipient has begun entering data but has not completed the data entry process.

Complete: Subrecipient has entered and saved data; the record is marked as complete.

Step 5: General Award Information



The **General Information** page is intended to determine whether or not there was any grant activity during the reporting period.

Check **Yes** if there was grant activity.

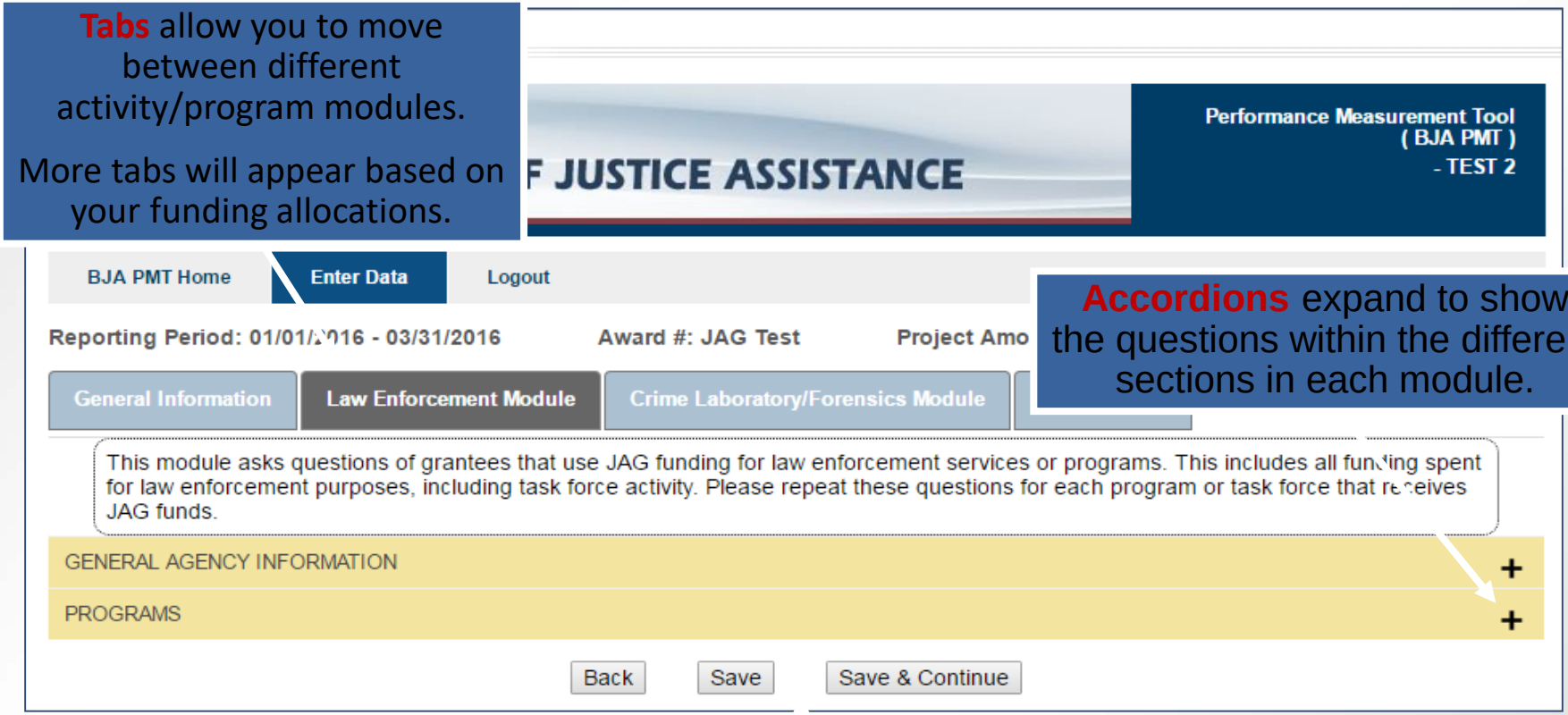
Check **No** if no activity occurred and no funds were expended, and explain.

Click **Save & Continue** to continue reporting.

Step 6: Data Entry

Tabs allow you to move between different activity/program modules.

More tabs will appear based on your funding allocations.



Accordions expand to show the questions within the different sections in each module.

Enter data for all fields. When you are finished, click **Save & Continue** to move on to the next tab. Click **Save** if you need to save your data and continue working on the rest of the questions later.

Step 6: Data Entry

Equipment Supplies and Technology

7. During the reporting period, did you expend any JAG funds on equipment, supplies, or technology enhanc

- A. Yes
- B. No (if No, skip to next section,

Consultants and Contracts

10. During the reporting period, did you expend

- A. Yes
- B. No (if No, skip to next section,

Equipment Supplies and Technology

7. During the reporting period, did you expend any JAG f

- A. Yes
- B. No (if No, skip to next section, Consultants and Contracts)

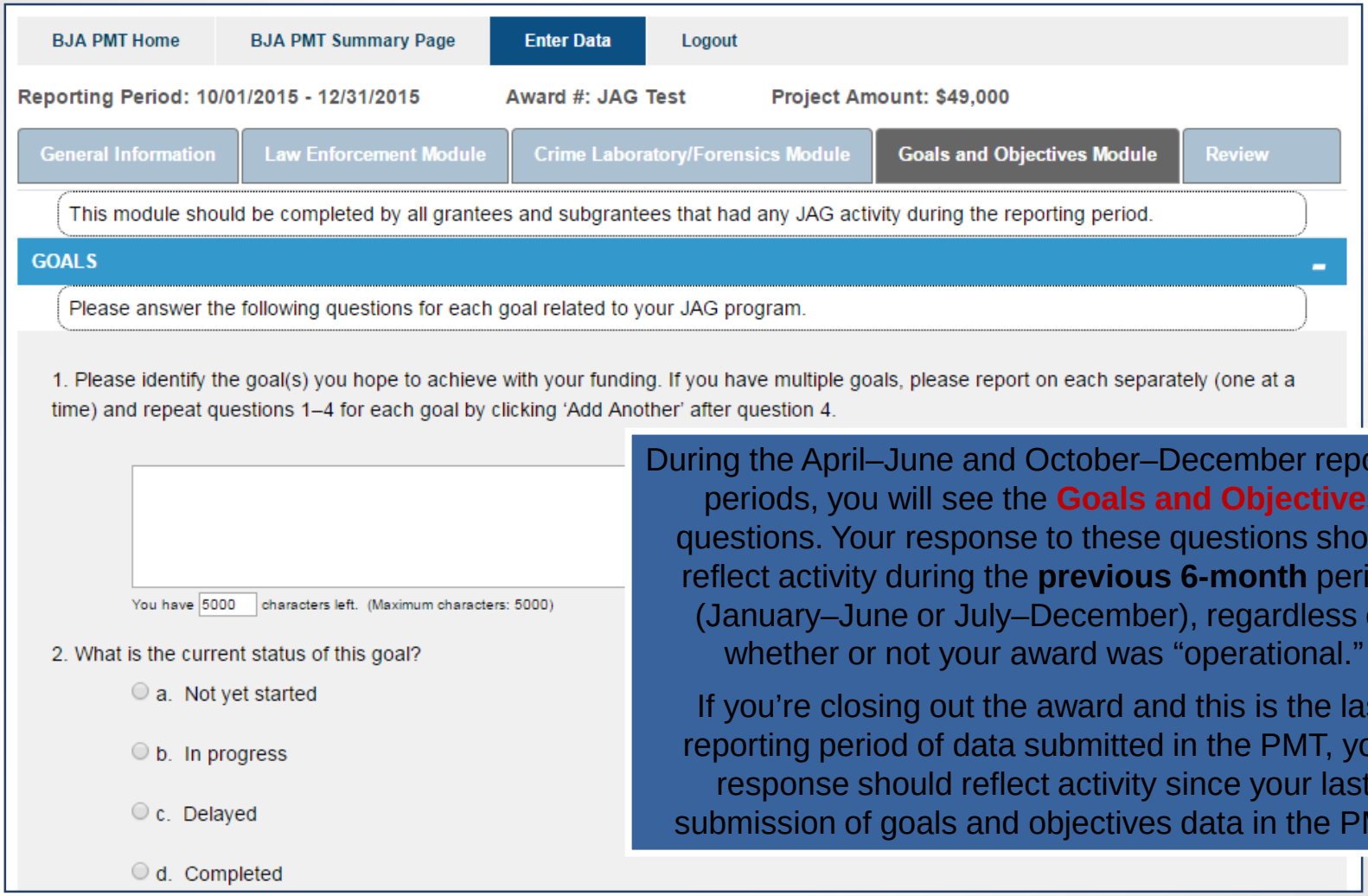
8. Please complete the table below indicating the number and cost of items purchased in each BJA-defined category. Individual line-item reports are not needed.

General Category	Specific Category	Total Quantity Purchased	Total JAG Funds Spent
Controlled Items	Manned aircraft, fixed wing (airplanes) (Controlled)	Number	Number
	Manned aircraft, rotary wing (helicopters) (Controlled)	Number	Number
	Unmanned aerial vehicles (drones) (Controlled)	Number	Number
	Armored vehicles, wheeled (Lenco Bearcat or similar) (Controlled)	Number	Number
	Tactical vehicles, wheeled (Humvee, transport, or similar vehicles) (Controlled)	Number	Number
	Command and control vehicles (Incident response vehicles, mobile headquarters, etc.) (Controlled)	Number	Number
	Non-service issued firearms (any specialized firearm) (Controlled)	Number	Number
	Non-service issued ammunition (any ammunition for above) (Controlled)	Number	Number

Skip questions determine whether or not you need to answer additional questions related to a specific service or activity.

If you need to answer additional questions, the skip question will expand. If not, no questions appear.

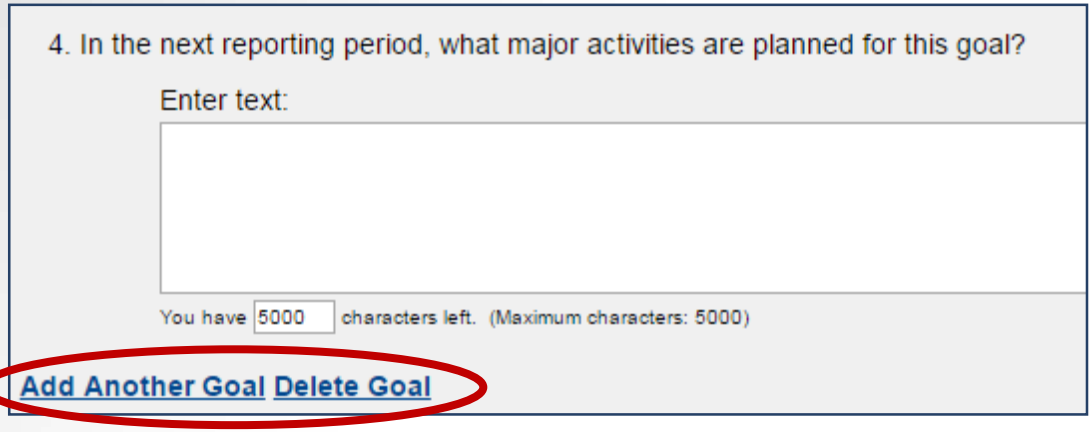
Step 6: Data Entry (Goals and Objectives)

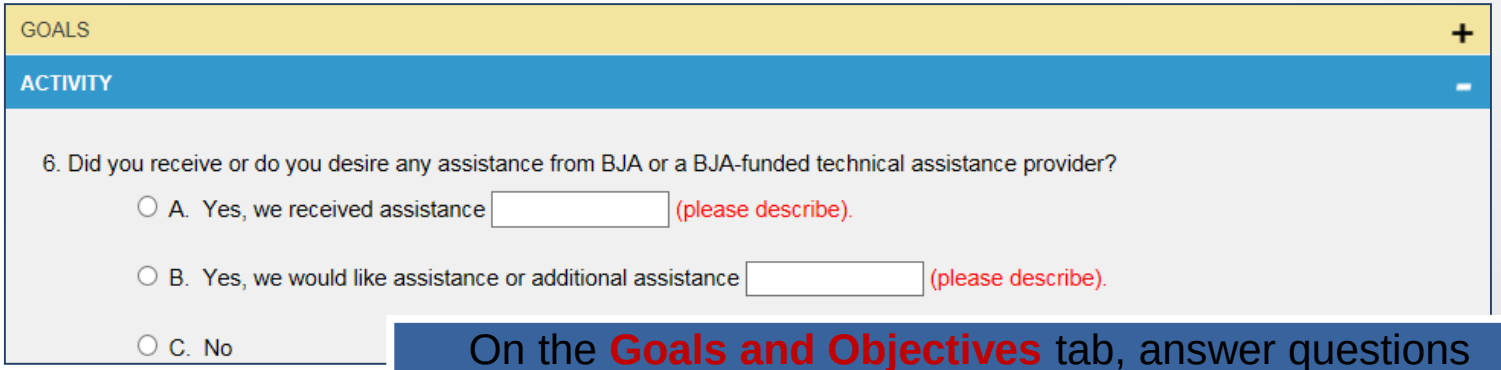


During the April–June and October–December reporting periods, you will see the **Goals and Objectives** questions. Your response to these questions should reflect activity during the **previous 6-month** period (January–June or July–December), regardless of whether or not your award was "operational."

If you're closing out the award and this is the last reporting period of data submitted in the PMT, your response should reflect activity since your last submission of goals and objectives data in the PMT.

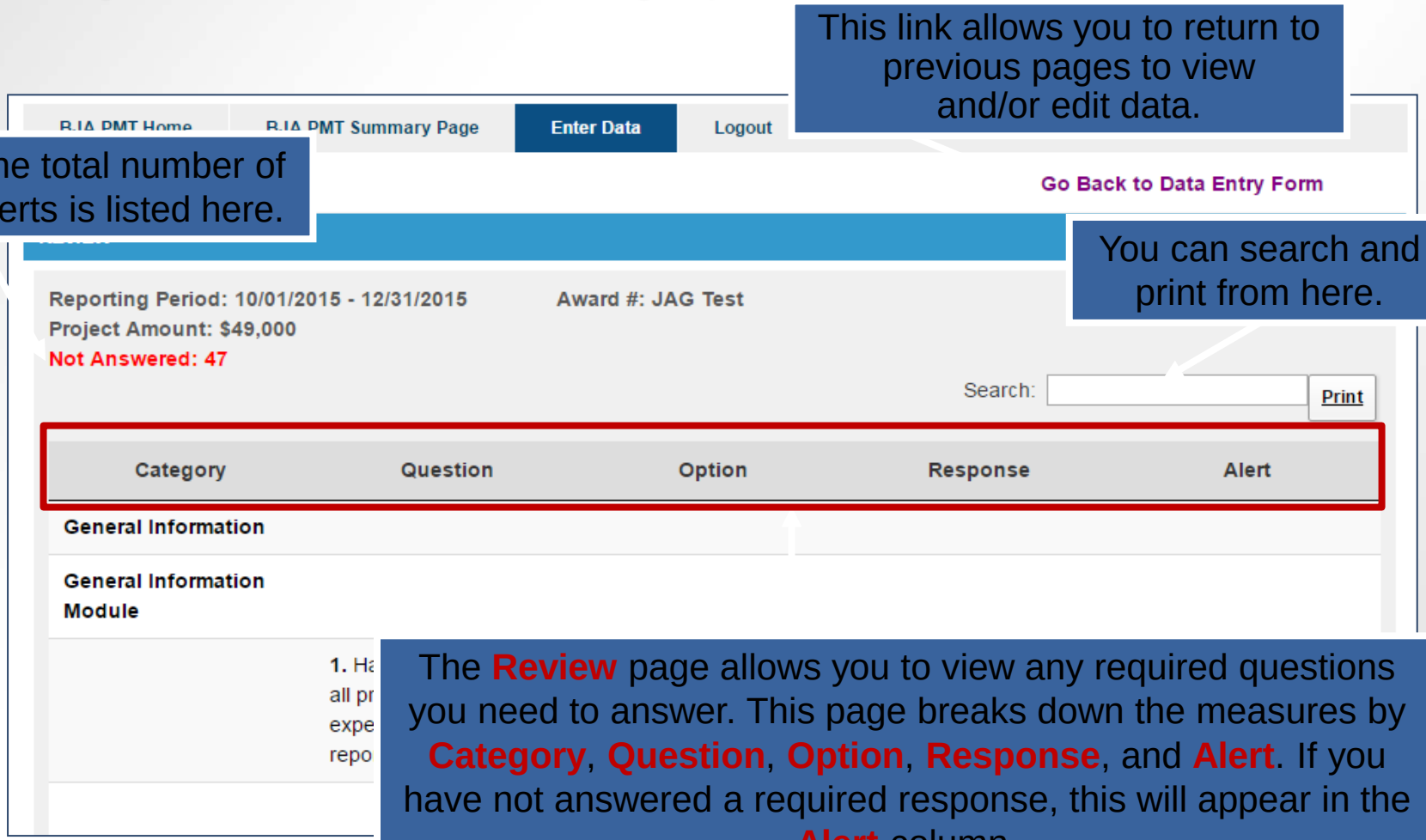
Step 6: Data Entry (Goals and Objectives)





On the **Goals and Objectives** tab, answer questions regarding each of your program's goals. Click **Add Another Goal** or **Delete Goal** to add or delete a goal entry. Once you have answered all questions, click the **Activity** tab to finish answering questions for the section.

Step 6: Data Entry (Review)

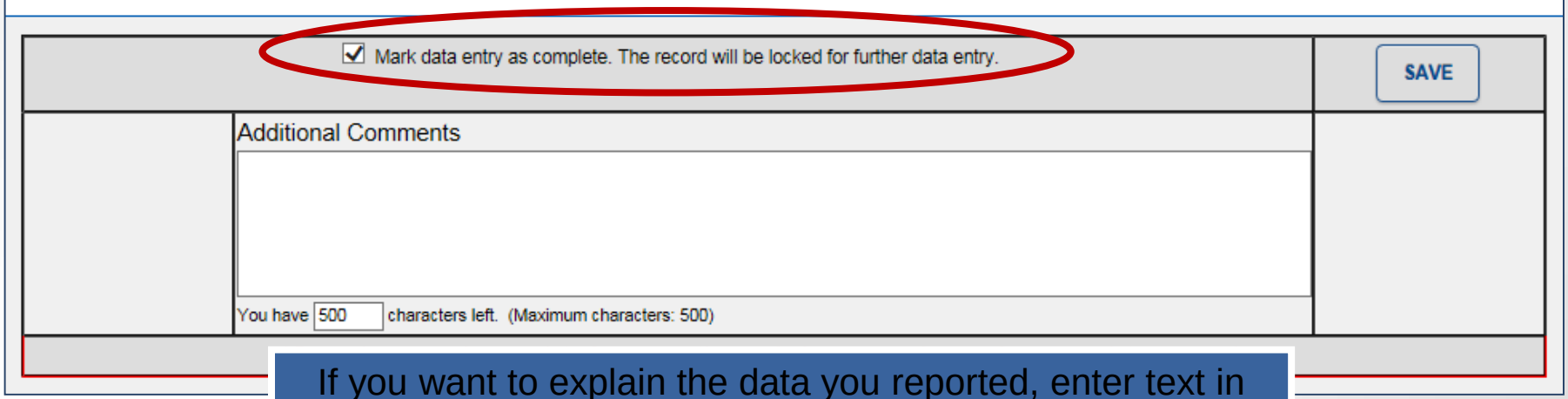


Step 6: Data Entry (Complete)

Once you have completed and reviewed all data entry, check the **Mark Data as Complete** box and click **Save**. The saved data will then be submitted to your grantor.

This action will PREVENT you from further entering or editing data or information. Please be sure your data entry is final before checking the Mark Data as Complete box.

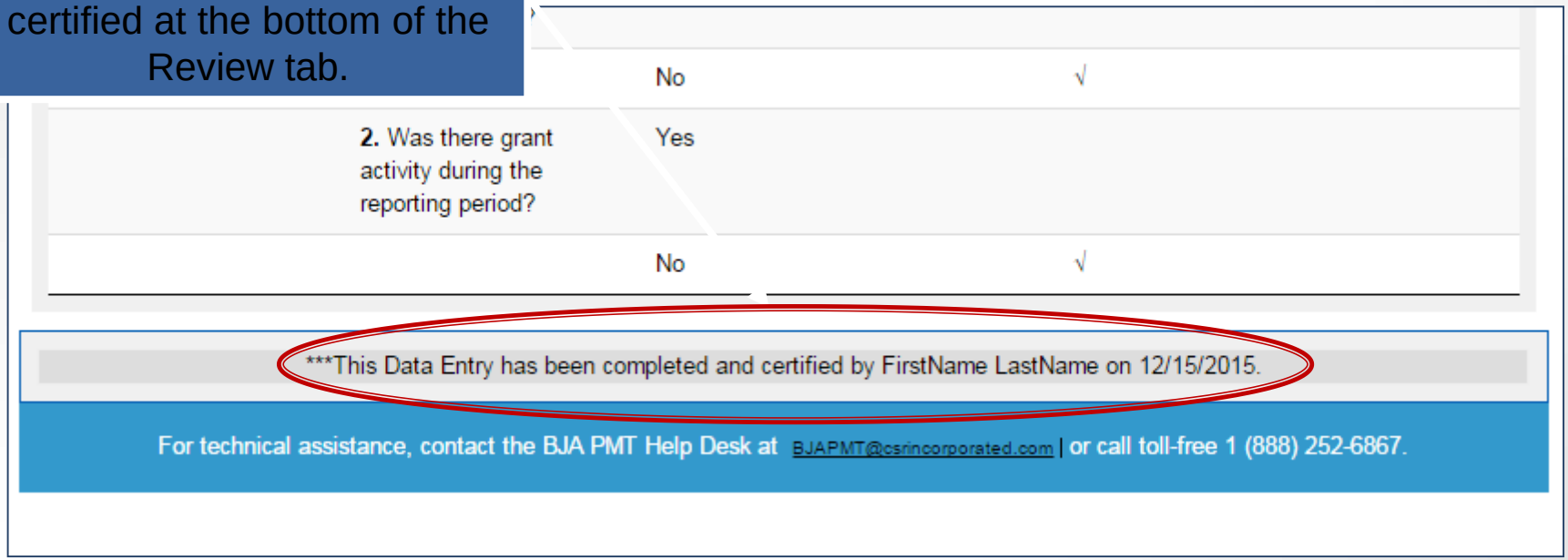
If you need to make changes to your data after you have submitted it, contact your grantor and request that your data be unlocked.



If you want to explain the data you reported, enter text in the **Additional Comments** box.

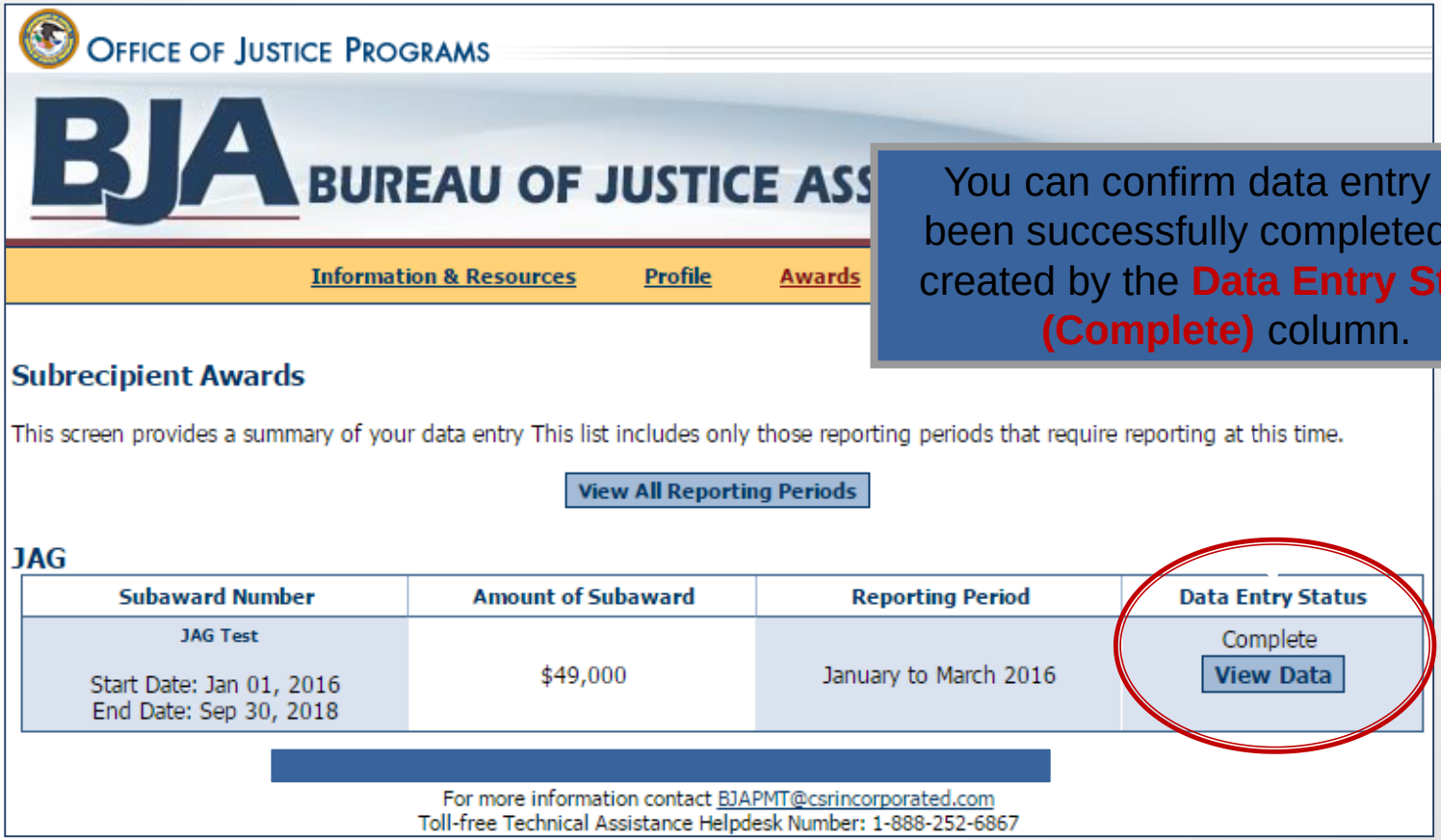
Step 6: Data Entry (Complete)

The system will now show data entry as complete and certified at the bottom of the Review tab.



Step 6: Data Entry (Complete)

View of Data Entry Status and Report Status



You can confirm data entry has been successfully completed and created by the **Data Entry Status (Complete)** column.

Helpful Hints

What If . . .

My award is not operational?

- An award is "not operational" when activities proposed in the BJA-accepted grant application have not been implemented or executed with the BJA grant.

I get an error message?

- Follow the instructions to correct any errors or discrepancies.
- If you have questions, contact the PMT Help Desk.

I need to edit data that I submitted, and I already created a report?

- Contact your grantor and request that the report be unlocked or returned to you for revisions.

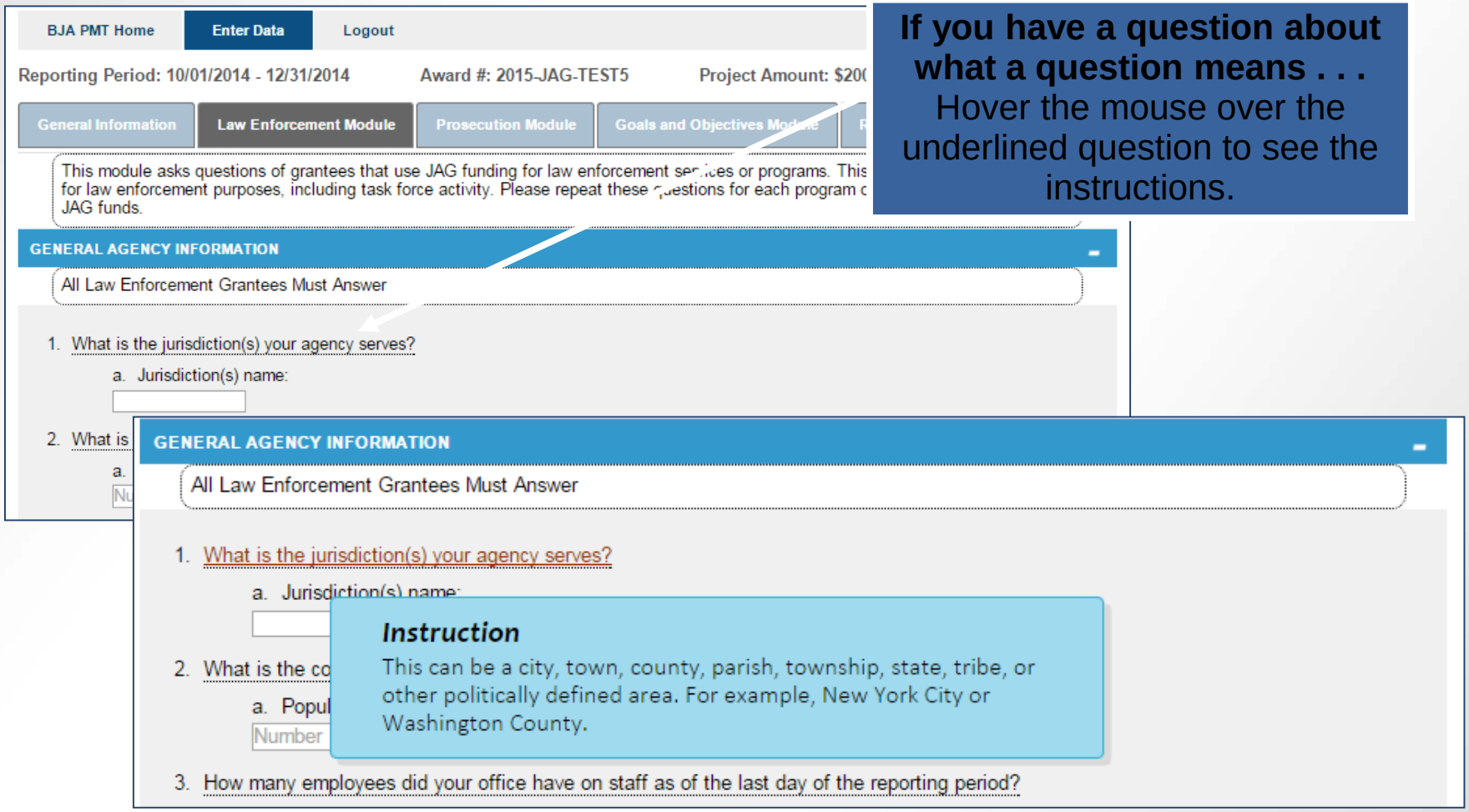
The award point of contact information on the profile page in the PMT is not correct?

- Contact your grantor to ensure it is aware of any changes.

I lost my data!

- Please be aware that your **session in the PMT will time out 30 minutes after you stop saving data**. To avoid losing and having to reenter data, click **Save** periodically, before leaving the system unattended, or when you have finished entering data.

Helpful Hints



If you have a question about what a question means . . . Hover the mouse over the underlined question to see the instructions.

Resources

- BJA PMT Web Site: https://bjapmt.ojp.gov/
- For questions about your program performance measures data reporting requirements and deadlines, contact your grantee.
- For questions about the PMT, contact the BJA PMT Help Desk:
  - Monday–Friday 8:30 a.m.–5:30 p.m. ET
  - Toll-free number: 1-888-252-6867
  - E-mail: **bjapmt@usdoj.gov**

Seven Purpose Areas

1) Law Enforcement and Task Forces
2) Prosecution and Court, Defense & Indigent Defense
3) Prevention and Education
4) Corrections and Community Corrections
5) Drug Treatment and Enforcement Programs
6) Planning, Evaluation and Technology Improvement
7) Crime Victim and Witness Protection (other than compensation)

Purpose Area Data

- Purpose Areas are assigned by GCC Planning Staff
- Questions are determined based on the assigned purpose area. Therefore, some questions will not apply specifically to your project.
- Answer questions that apply to your project - and answer with a “N/A” or 0 (zero) to the questions that do not apply.

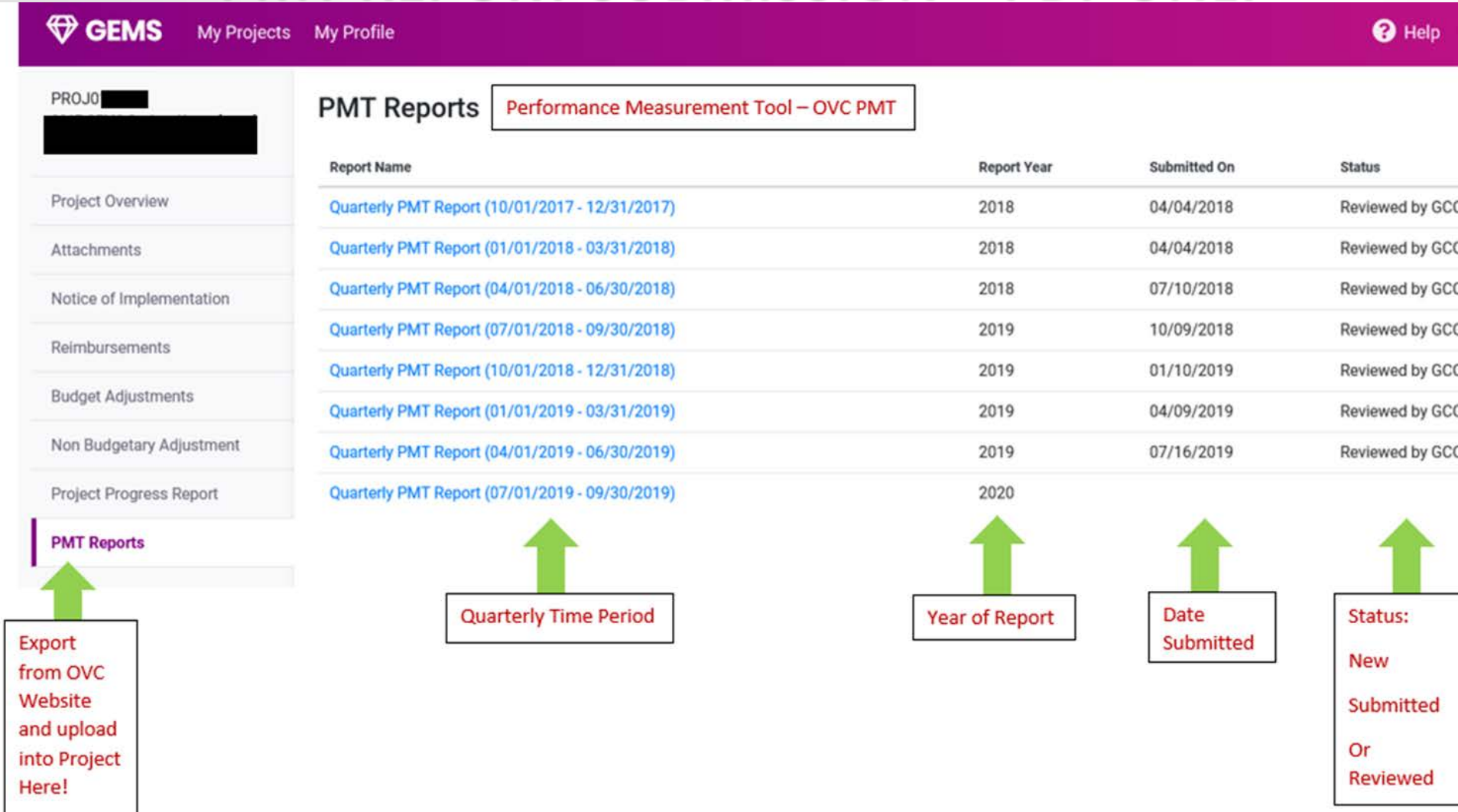
Reporting Status

- **Not Started** – No data has gone into the PMT system for this reporting period.

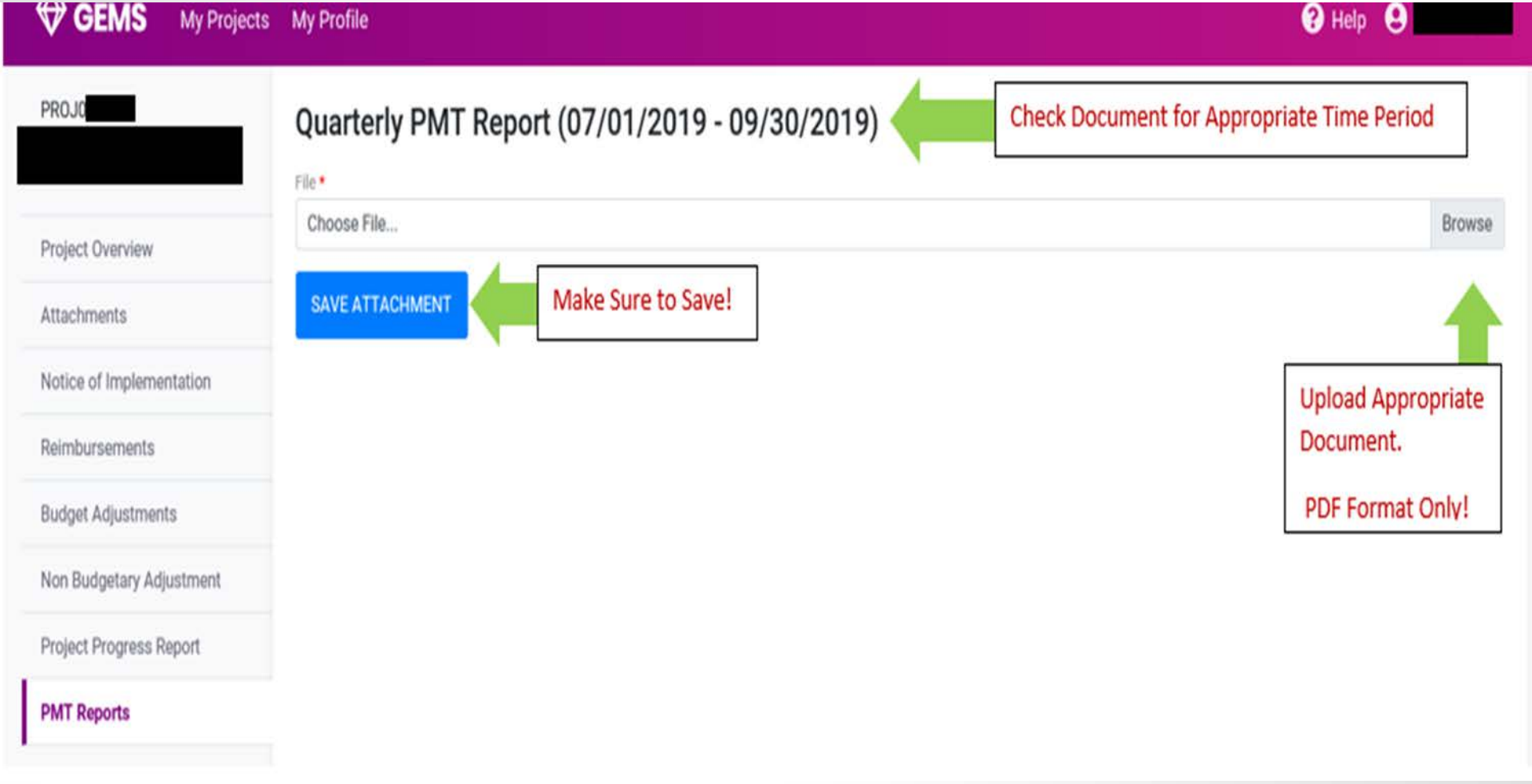
- **In Progress** – Data has been entered, but not completed and submitted. Please note that you there may be several pages of data to enter before the process is complete.

- **Complete** – All questions have been answered error free and ***submitted*** to grantor.

PMT REPORT SUBMISSION – PDF ONLY



PMT REPORT SUBMISSION



PMT Reporting Requirements

- A copy **must be provided** to your assigned Grant Management Specialist upon completion by mail, fax or email or by uploading it through GEMS. Upload your PMT report to GEMS using the PMT report tab in your active project.

  It is **YOUR responsibility** to ensure the Grant Management Specialist has a copy of the report.

- **PLEASE NOTE** these reports are in addition to GCC reports.

- It will be a permanent part of your file.

PMT Reporting Periods

PMT Reports are REQUIRED Quarterly!
…and are due the 10th of the month following the close of a quarter.

- **October 1 – December 31** (due January 10)
- **January 1 – March 31** (due April 10)
- **April 1 - June 30** (due July 10)
- **July 1 – September 31** (due October 10)

By the 10th of the month that these reports are due, the BJA PMT Report must be completed in the PMT Website and that report must be uploaded to the corresponding PMT Quarter tab in the GEMS system.

Additional Information

- If the Project Director changes, please make sure you update the contact information in Grants Management Enterprise (GEMS) and notify GCC staff so that we may make the change with the Bureau of Justice Assistance (BJA). ALL CORRESPONDENCE REGARDING PMTS ARE SENT TO THE PROJECT DIRECTOR. IT IS IMPERATIVE THIS CONTACT INFORMATION IS ACCURATE.

- If your grant closes prior to the original end date, a PMT report will still be required for all quarters the grant was active. (ex. PROJXXXX received reimbursement for purchases on January 7 and the grant was closed Jan 8. A PMT report will still be required for the January-March quarter due on April 10th). BJA does not permit early submission of quarterly reports. Therefore, the grantee may have to wait until BJA opens the quarter for reporting.

- Unfortunately, BJA and GEMS are NOT linked. Therefore, you MUST copy and paste a copy to a PDF document to upload to GEMS.

- Courtesy email reminders used to be mailed to Project Directors. Unfortunately due to workloads and staffing issues, we are unable to do this any longer. It will be the Project Director's responsibility to ensure that all PMT Reports are submitted in the https://bjapmt.ojp.gov/ website by the 10th day of the month following the quarter end.

Criminal Justice Planning Team

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Keyon Ashe, Keyon.Ashe1@ncdps.gov

…Please contact the Criminal Justice Planning Team for PMT reporting assistance.
If no one is available, please contact

The BJA PMT Help Desk at 1-888-252-6867