



Juvenile Justice Planning Committee

Reporting Requirements

September 16, 2020



Getting Started Juvenile Justice Reports

Juvenile Justice (JJ) reports are completed online

There are two main reports

- Mid-Year and Final Reports
- Project Progress Reports

Instructions for Completing JJ reports are in the Grant Enterprise Management System (GEMS)

- <http://gems.ncdps.gov/PAGES/Default.aspx>

Purpose of Juvenile Justice Reports

JJ Reports provide information to monitor grant implementation and the achievement of program objectives.

Reports enable reporting on Federal Performance Measures.

Steps to reporting:

- Grantees report to Governor's Crime Commission through GEMS
- GCC reports NC's data to federal Office of Juvenile Justice & Delinquency Prevention (OJJDP)
- OJJDP uses data from states to report to Congress, & the Office of Management and Budget (OMB)

Juvenile Justice Main Reports

Mid-Year and Final Reports

- Formerly called “Annual Performance Reports”
- Reports on Federal Performance
- Output and outcome of data are measured

- Project Progress Reports
- Same report, due dates, and reporting periods
- Reporting should reflect quantitative & qualitative information

Juvenile Justice Mid-Year and Final Reports

- Section 1: Reports **quantitative** information from **only** projects providing direct services to participants (**e.g., Teen court**)
- Section 2: All JJ projects reports **qualitative** information (*e.g., accomplishments, problems and or barriers*)

Juvenile Justice Project Progress Reports

- Reporting on performance measures specified in the Special Conditions for your grant
- Activities and General Comments tabs are also included and reports on: **Timeline and Activities, Accomplishments, Evaluation Method(s), Performance Measure and Project Objective**



Reporting By Funding Source

Reporting Due Dates for Grant Year Beginning
January 1, 2021

Title II Formula Grants Reporting Due Dates

Title II 1st Year

Mid-Year Reports for Periods:

- 01/01/2021 – 06/30/2021
- Due: 07/30/2021

Final Report Accounts for Periods:

- 07/01/2021 – 12/31/2021
- Due: 01/31/2022

Project Progress Report:

- 01/01/2021 – 12/31/2021
- Due: 01/31/2022

Title II 2nd Year

Mid-Year Reports for Periods

- 01/01/2022 – 06/30/2022
- Due: 07/30/2022

Final Report for Periods:

- 07/01/2022 – 12/31/2022
- Due: 01/31/2023

Project Progress Report:

- 01/01/2022 – 12/31/2022
- Due: 01/31/2023

Children's Justice Act Reports Due Dates

CJA 1st Year

Mid-Year Reports for Periods:

- 01/01/2021 – 06/30/2021
- Due: 07/30/2021

Final Report Accounts for Periods:

- 07/01/2021 – 12/31/2021
- Due: 01/31/2022

Project Progress Report:

- 01/01/2021 – 12/31/2021
- Due: 01/31/2022

CJA 2nd Year

Mid-Year Reports for Periods

- 01/01/2022 – 06/30/2022
- Due: 07/30/2022

Final Report for Periods:

- 07/01/2022 – 12/31/2022
- Due: 01/31/2023

Project Progress Report:

- 01/01/2022 – 12/31/2022
- Due: 01/31/2023

Title II and CJA

Mid-Year and Final Reports and Progress Reports

Juvenile Justice Mid-Year/Final Report		Report Name	Due Date	Submitted On	Status
Project Overview		Mid Year Juvenile Justice Report (10/01/2019 - 03/31/2020)	04/30/2020		New
Attachments		Yearly Final Juvenile Justice Report (04/01/2020 - 09/30/2020)	10/31/2020		New
Notice of Implementation		Mid Year Juvenile Justice Report (10/01/2020 - 03/31/2021)	04/30/2021		New
Reimbursements		Yearly Final Juvenile Justice Report (04/01/2021 - 09/30/2021)	10/31/2021		New
Budget Adjustments		Mid Year Juvenile Justice Report (10/01/2021 - 03/31/2022)	01/31/2022		New
Non Budgetary Adjustment					
Project Progress Report					
	JJ Mid/Final Reports				

Project Progress Reports		Report Name	Due Date	Submitted On	Status
Project Overview		Project Progress Report (10/01/2019 - 09/30/2020)			Pending
Attachments		Project Progress Report (10/01/2020 - 09/30/2021)			Pending
Notice of Implementation		Project Progress Report (10/01/2021 - 09/30/2022)			Pending
Reimbursements					
Budget Adjustments					
Non Budgetary Adjustment					
	Project Progress Report				
	JJ Mid/Final Reports				

The Importance of Juvenile Justice Reports

Your data reports ensures GCC is able to complete federal reports for funds awarded:

- Submitting timely reports ensures timely reimbursements.
- Reimbursements are not able to be processed while a JJ Report is pending or outstanding.

Tips for Better Juvenile Justice Reporting

- Review what you will be expected to report as soon as possible.
- Establish a recordkeeping system or database.
- Keep and use the handout from today's presentation
- Be honest about barriers and realistic about successes
- System makes reporting easier, but direct communications are still welcome and appreciated (we like to know how your project is doing and the direction it is taking. We are also here to help in anyway possible).

Contact Information

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