



BYRNE/JAG CESF

Break-Out Session

North Carolina Governor's
Crime Commission

GCC Grant Management Staff

- ▶ Jason Wimmer – Director of GCC
Grant Management
- ▶ Keith Bugner -
Byrne/JAG & CESF Grant Manager
- ▶ Alicia Wood –
Byrne/JAG & CESF Grant Manager
- ▶ LaShanya Richardson –
Byrne/JAG & CESF Grant Manager

Byrne JAG/CESF Break-Out Agenda

- ▶ Grant Enterprise Management System
- ▶ Grant Opening Process
- ▶ Adjustments
- ▶ Reimbursements
- ▶ Reporting
- ▶ Questions

PROJ012848 2018 - Alleghany County Sheriff's Office - Equipment improvement grant
Project Overview
Attachments
Notice of Implementation
Reimbursements
Budget Adjustments
Non Budgetary Adjustment
Project Progress Report

▶ Grant Enterprise Management System

➔ Project Attachments & Notice of Implementation

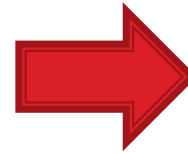
{ Requests for Reimbursements & Adjustments

➔ Grant Reporting

Grant Opening Process



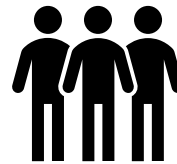
Signed
Grant Package
Returned to GCC



GCC
Grant
Manager



Required
Documentation

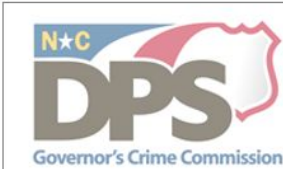
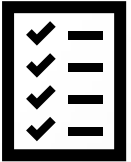


Organizational
Roles



Notice of
Implementation

Required Documentation



GCC GRANT AWARD CHECKLIST - BYRNE JAG 2019/2020

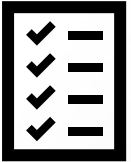
Project Number: _____

Project Name: _____

Subrecipient Name: _____

Before the Grant is open by the Grants Management Director, returned signed Grant Awards must contain the following documentation below (marked with *).

- * **NOTE: (Should be kept with CJI Planning) USDOJ Certification of Compliance with 8 U.S.C § 1373 & 1644 by Prospective Subrecipient: Recipient State Subaward to a Local Government** document signed by chief legal officer of the prospective subrecipient.
- * **Grant Award** (Gray Page) signed by Authorizing Official and Project Director.
- * **Special Conditions Letter** signed by Authorizing Official and Project Director.
- * **Certification Regarding Lobbying; Debarment, Suspension**, signed.
- * **EEOP Certification Form**, signed.
- * **GCC Civil Rights Compliance Checklist** (6 pages).
- * **GCC Civil Rights Compliance Self-Certification for Grantees**
- * **GCC Subrecipient Single Audit Certification Form** signed by Financial Officer.
- * **NCID Acceptable Use Policy** signed by Project Director.



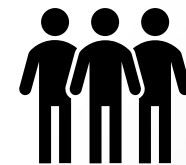
Required Documentation

Town/City or County Policies

- Procurement or Purchasing
- Conflict of Interest
- Whistleblower
- Unlawful Discrimination

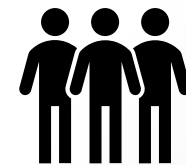
Byrne JAG Specific Policies

- Firearms & Less-lethal – Use of Force Policy
- Body armor/similar – “Must wear” Policy
- Body/In-car Cameras – Usage and File Maintenance Policies.



Organizational Roles

- **Authorizing Official (AO)**
 - Signatory to grant award
 - Chief point of oversight for the project
- **Financial Officer (FO)**
 - Provides financial oversight to project
 - Agency financial policies and procedures
 - Federal financial policies and procedures
- **Project Director (PD)**
 - Signatory to grant award
 - Responsible for the execution of the project
 - The primary point of contact with GCC



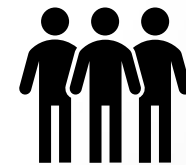
Organizational Roles (2)

- **Organization Administrator**

- Submits all SAM updates to GEMS.
- Approves all requests for organization roles (AO, FO, PD)
- Assigns AO, FO, and PD to open projects.
- Approves/Denies requests for project access
- Deactivates access/roles, if needed

- **Project Editor (Optional Role)**

- Access to project details
- Updates to budget adjustments
- Can create and submit reimbursements
- IF Financial Officer, OBSERVE ONLY. DO NOT create or submit adjustment or reimbursement. Loss of control.

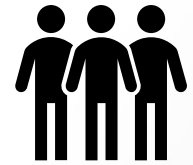


Organization Roles (3)

Changes to Organization Roles

- **Requires prior notice** (request from AO, addressed to GCC on letterhead)
- All contacts must have valid NCID
- Contact must log into GEMS
 - Associate with organization
 - Request project role
- AFTER GCC approval received -- Request processed in GEMS by Organization Administrator (approval and assignment)

Organization Roles (4)



Found in GEMS > My Profile > Request Organization Roles

My Profile

Request Organization Roles

Request Project Access

Indirect Costs

Request Organization Roles

Select one or more of the following roles, write a justification for your GEMS Organization Administrator and you will be notified.

- Organization Administrator** - Maintains organization information. There can be multiple Organization Administrators. This is not the same as the Project Administrator.
- Financial Officer** - Approves the project budget and has financial authority. This role must be approved by your Board Treasurer.
- Authorizing Official** - Can enter into a contract on behalf of the organization.

Justification *

SUBMIT REQUEST

Notice of Grant Implementation



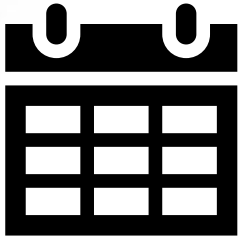
- Must be submitted within 60 Days of Opening / GM Introduction

PROJ013290 3 Grant Workshop 2018	Notice of Implementation	
Project Overview	Status Reviewed by GCC	Submitted On 09/05/2018
Attachments	Choose activities that represent implementation measures *	
Notice of Implementation	<input checked="" type="checkbox"/> Advertising for Positions	<input checked="" type="checkbox"/> Acceptance of Referrals
Reimbursements	<input checked="" type="checkbox"/> Securing Bids	<input type="checkbox"/> Hiring of Project Personnel
Budget Adjustments	<input checked="" type="checkbox"/> Purchase of Equipment	<input type="checkbox"/> Other
Non Budgetary Adjustment	Describe the implementation measures <i>(Max 3900 characters)</i>	
	We are in the middle of logistical strategies to start the project. *Reviewing Contracts.	

Grant Adjustments



A **Grant Adjustment** is the means to change certain portions of terms or conditions previously issued Grant Agreement.



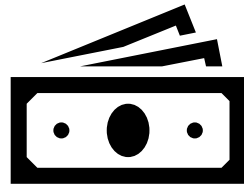
Grant Adjustments occur during the Grant's Period of Performance. Must be submitted **prior to 90-days before** Grant End Date.

Grant Adjustments



▶ Non-Budgetary Adjustments

- Grant Period Extensions
- Project Adjustments
- Personnel Adjustments



▶ Budget Adjustments

- Budgeted Items
- Quantities and Unit Costs

Grant Adjustments

Byrne/JAG & CEFV Specific

- Overestimate costs where possible
- Equipment vs. Supplies – follow your policy if more restrictive than Federal rule (5 yrs, one/more year service life)
- Use generic budget line-item names
 - Specific Models/Brands will limit you
- Mirror quotes/invoices as closely as possible
 - Note that quantities must match

Grant Adjustments

Byrne/JAG & CESF Specific

- Provide details in justification, must be in line with Project scope
- Do not request more funds than you have available. Will cause Project to be out of balance.

Grant Reimbursements

- Funding provided **after** approved Project expenses are incurred
- Requests and documentation are submitted via GEMS
- Requests and reviewed by your GCC Grant Manager and payments are dispersed on a set schedule



Grant Reimbursements

Byrne/JAG & CEFV Specific

- Submit by end of month following transaction
 - **Reimburse as you go**
- You are proving the purchase to your GM
 - Think of this as an investigation
- All supporting documents must be in .pdf format

Grant Reimbursements

- Photos of all items (take as you receive items)



Grant Reimbursements

- Three (3) Bids/Quotes or Sole Source Requests for purchases > \$10K
 - Split procurement is not allowable
 - Sole Source Requests should be approved prior to purchase – prevents problems if disallowed.

Service provider is continuing services already engaged from previous year(s)

Advertising & Research revealed no other service providers in the area
(Attach details of the effort made in Advertising and Research)

Other *(explain below and/or attach additional documentation)*

Grant Reimbursements (2)

- Invoices
 - Quotes / Acknowledgements are not invoices
 - Highlight Purchases that are included in this reimbursement request
- Proof of Payment
 - Processed Check (Both Sides, or clearance details)
 - Bank Statements
 - Check vouchers are not payment proof
 - \$0 Vendor invoice or receipt

Grant Reimbursements (3)

- Vendor Debarment Checks
 - Check each site before you purchase
 - Document on State list that your vendor(s) are not included

Federal

<https://www.sam.gov>

State

<https://ncadmin.nc.gov/documents/nc-debarred-vendors>

Grant Reimbursements (4)

- Property Control Documentation
 - Federal Requirement
 - Serial Numbers / Asset Tags
 - Items susceptible to repurposing
- GCC Property Control Record & Equipment Certification
 - Check with GM if you have local forms
- Must be signed & .pdf format

Reporting - PMT

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

- A copy **must** be uploaded to GEMS (PMT Reports Section) by 10th of month following report period
- 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 prevent your organization from applying for funds.

Reporting – Annual Progress Report

- Due annually by September 30th or 30 days after grant end date
- Completed in GEMS

Project Progress Report (10/01/2019 - 09/30/2020)

Only the Project Director can submit this report to GCC.

Objective 1

Activities

Comments

Questions?



GCC Contact Information

Main Switchboard: 919-733-4564

US Postal: 1201 Front St, Raleigh, NC 27609







NORTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY

PREVENT. PROTECT. PREPARE

Reporting – PMT Important Dates

Reporting Period	Subrecipient Due Date	GCC Federal Due Date	GEMS Hold Starts
January – March	April 10 th	April 30 th	May 1 st
April – June	July 10 th	July 30 th	August 1 st
July - September	October 10 th	October 30 th	November 1 st
October - December	January 10 th	January 30 th	February 1 st