



NORTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY
PREVENT. PROTECT. PREPARE

Governor's Crime Commission

DPS and STATE Subrecipient Training

September 14, 2021



WELCOME and INTRODUCTIONS



Table of Contents

<u>Title</u>	<u>Page No.</u>
Title Page.....	Page 1
Welcome and Introductions.....	Page 2
Table of Contents.....	Page 3
Grants Enterprise Management System (GEMS).....	Pages 4-7
Required Reporting	Pages 8-13
Site Visits.....	Pages 14-15
Q&A.....	Page 16
Fiscal Responsibility.....	Pages 17-22
Budget Monitoring, Reimbursements, & Documentation..	Page 23-29
Know your BD-701.....	Pages 30-34
Q&A.....	Page 35
Deadlines and Limitations.....	Pages 36-39
Q&A.....	Page 40
Grants Administrators Directory.....	Pages 41-42
Farewell.....	Page 43

GRANTS ENTERPRISE MANAGEMENT SYSTEM



GEMS TRAINING CONTENTS

****All persons needing GEMS access must obtain an NCID through <https://ncid.nc.gov>**

- ▶ ADJUSTMENT RULES & TIPS

- ▶ BUDGET ADJUSTMENTS
 - Match and Surplus

- ▶ NON - BUDGETARY ADJUSTMENTS
 - Grant period extension
 - Personnel adjustment
 - Project Adjustment (also known as a scope change)

BUDGET GUIDELINES

▶ **When is a budget adjustment necessary?**

- When you know your spending plan needs a change
- Prior to making any purchases
- Once purchased, a budget adjustment will be submitted for approval

▶ **What is an appropriate reason? (examples)**

- Must move project forward under conditions agreed to in award
- Allowable, Allocable, Reasonable, and Necessary for the sole purpose of the project according to the application

Match and Surplus

- ▶ Surplus contains Federal Share only
- ▶ When a line is deleted with match attached
- ▶ Match must be met by end of the project period
- ▶ If match is not met, federal funds tied to that match will require a check refund back to GCC

REQUIRED REPORTING



Acronyms

ACRONYMS	Due Dates	Report Names
NOGI	October - Grant Opening	Notice of Grant Implementation
ISAR/SAR	October - Grant Opening	Initial Sub-Grant Award Report
BJA PMT	Quarterly - October/January/April/July	Bureau of Justice Assistance PMT
PMT	Quarterly - October/January/April/July	Performance Measurement Tool Reports
PPR	Annually - October	Project Progress Report
STOP	Annually - October	VAWA Annual Progress Report
BA	60 days prior to grant expiration	Budget Adjustments
NBA	Before grant expires	Non-Budgetary Adjustments

First reports to complete in GEMS

Report	Due Date	Reason	Type of Grants Requiring
Notice of Grant Implementation	Immediately after receiving Grant	Allows you to submit reimbursements	All
Initial Subgrant Award Report	Immediately after receiving Grant	Allows GA to complete SAR part I	VOCA
Subgrant Award Report Part 2	Immediately after GM completes Part 1	Immediately after receiving Grant	VOCA

NOTE: A revised SAR is required if changes are made to the initial report.

OJP OVC PERFORMANCE PMT QUARTERLY REPORTS

Submitted Online - <https://OJPssso.ojp.gov>

This site is optimized for Google Chrome

▶ Year 1 - VOCA

▶ Year 2 - VOCA

Period	Due Date
October 1, 2021- December 31, 2021	January 30, 2022
January 1, 2022-March 31, 2022	April 30, 2022
April 1, 2022-June 30, 2022	July 30, 2022
July 1, 2022- September 30, 2022	October 30, 2022

Period	Due Date
October 1, 2022- December 31, 2022	January 30, 2023
January 1, 2023-March 31, 2023	April 30, 2023
April 1, 2023-June 30, 2023	July 30, 2023
July 1, 2023- September 30, 2023	October 30, 2023



Project Progress Reports

Progress Report	Due Date	Grant requiring
Project Progress Report Year 1	October 30, 2022	VOCA, Byrne Jag, JJ
Project Progress Report Year 2	October 30, 2023	VOCA, Byrne Jag, JJ

- Due in GEMS prior to the approval of September expenses.

Juvenile Justice Progress Reports	Due Date
For Period of 10/1/2021-9/30/2022	Due 30 Days after the end of the quarter
Mid Year report	April 15, 2022
Final Report	October 15, 2022

STOP VAWA Report

Period	Due Date
October 2021-December 2021	January 30, 2022
January 2022-September 2022	October 30, 2022

Note: Only required with VAWA Grants

SITE VISITS



SITE VISIT

- ▶ Required one time within your two-year grant period to ensure programmatic objectives and fiscal responsibilities are in line with the grant objectives and fiscal requirements from DOJ
- ▶ Pre-site visit documents
 - Participant monitoring form
 - Site Visit attendance form
- ▶ Completes Site Visit Monitoring Form

Q & A

FISCAL RESPONSIBILITY



PROJECT DIRECTOR

- ▶ Responsible for execution of the project
- ▶ Overall management of programmatic and fiscal obligations-budget monitoring
- ▶ Completes Required Reports including Performance/Progress reports
- ▶ Primary point of contact with GCC and Budget Knowledge Expert
- ▶ Completes Budget Adjustments in GEMS

FINANCE OFFICER

- ▶ Provides financial oversight of project
- ▶ Agency financial policies and procedures
- ▶ Federal financial policies and procedures

STATE CONTROLLER

- ▶ Contact who assists the Project Director in preparing the supporting documentation for the expenditures to be submitted for reimbursement
- ▶ Submits the reimbursements to GCC through GEMS.
- ▶ Issues the reimbursement payments from the fiscal office

Organization Administrator

- ▶ Submits all SAM updates in 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

GCC Grants Administrator

- ▶ Is the main point of contact at the Governor's Crime Commission
- ▶ Will direct you after the grant has been awarded through the closeout of the grant
- ▶ Will review and approve all the monthly reimbursements, budget and non-budgetary adjustments that are submitted
- ▶ Will review quarterly PMT reports and annual progress reports
- ▶ Will send out reminders of important due dates

Budget Monitoring, Reimbursements, and Documentation



Monitoring Your Budget



 EXPORT BUDGET
  PRINT

- PROJ007960
2 Grant Workshop 2018
- Project Overview**
- Attachments
- Notice of Implementation
- Reimbursements
- Budget Adjustments
- Non Budgetary Adjustment
- Project Progress Report
- VOCA Reports
- VAWA Reports
- PMT Reports

Project Overview

Project ID
 PROJ007960

Start Date
 06/30/2012

Grant Manager
 Ranjith Balmoori
ranjith.balmoori@ncdps.gov

Financial Officer
 Meghan Test
ranjith.balmoori@ncdps.gov
 789-123-4562

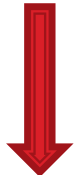
Project Summary
 This is a summary testing.** Ranjith **


Project Name
 2 Grant Workshop 2018

End Date
 07/06/2020

Project Director
 Gems User
lee.queen@ncdps.gov
 919-456-7891

Authorizing Official
 Erik Hooks
erik.hooks@ncdps.gov
 919-733-2126



 The 'Remaining' columns in the below budget table reflects all reimbursements that have been paid or currently in process.
 BUDGET FILTER

Name	Quantity		Unit Cost	Fed Share		In-Kind Match		Cash Match	
	Budgeted	Remaining		Budgeted	Remaining	Budgeted	Remaining	Budgeted	Remaining
CONTRACTUAL									
Phone Service	1,000.00	1,000.00	\$10.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Phone Service::2nd Year	1,000.00	1,000.00	\$10.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00



Budget Filter

Financial Officer

Meghan Test
ranjith.balmoori@ncdps.gov
 789-123-4562

Authorizing Official

Erik Hooks
erik.hooks@ncdps.gov
 919-733-2126

Project Summary

This is a summary testing.** Ranjith **

! The 'Remaining' columns in the below budget table reflects all reimbursements that have been paid or currently in process.

BUDGET FILTER

Name	Quantity		Unit Cost	Fed Share		In-Kind Match		Budgeted	Remaining
	Budgeted	Remaining		Budgeted	Remaining	Budgeted	Remaining		
CONTRACTUAL									
Phone Service	1,000.00	1,000.00	\$10.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Phone Service::2nd Year	1,000.00	1,000.00	\$10.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
EQUIPMENT									
Computers	10.00	10.00	\$1,500.00	\$6,705.00	\$6,705.00	\$1,475.00	\$1,475.00	\$6,820.00	\$6,820.00
Computers::2nd Year	10.00	10.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
xyz	2.00	2.00	\$20.00	\$10.00	\$10.00	\$5.00	\$5.00	\$5.00	\$5.00
SURPLUS									
Surplus	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- Contractual
- Equipment
- Personnel
- Supplies
- Travel
- Year 1
- Year 2

How Do I Get Reimbursed?

Step 1

- ▶ Project Directors reference the approved budget line items for the grant for which you are requesting reimbursement for the monthly expenditures.

Step 2

- ▶ Request the information that is needed for the reimbursement from the Controller - The Controller will provide the BD701 report and personnel information for the period which you are preparing the reimbursement.

How Do I Get Reimbursed? (con't)

Step 3

- ▶ Send expenditures/invoices to the Controller for the cost categories within your budget that were made during the reimbursement period.
- ▶ Include the GCC required “Coversheets” for each expense category and all documentation supporting the expenditures on the reimbursement.

Step 4

- ▶ The Controller will submit your reimbursement in GEMS to GCC.
- ▶ When the Controller processes the reimbursement in GEMS you will see the adjustment in the budget in GEMS.

PROJECT NAME: _____

PROJECT ID NUMBER: _____

REPORTING PERIOD: From _____ To _____

CONTRACTUAL						
Doc Id #	Contractor Name and Title	Hours of Service	Rate	Total Cost	Federal Share	Match Share
Total Cost				\$ 0.00	\$ 0.00	\$ 0.00

Instructions:

- Document number:** Assign an identification number or letter to each invoice, bill, receipt, proof of payment and to any back up documentation related to the cost reimbursement requested
- Contractor name and title:** Enter the name and title of the contracted service provider as listed in the approved grant budget
- Hours per service:** Enter the number of service hours provided; must include a copy of the invoice that outlines services rendered as part of supporting documentation for the costs
- Rate:** Enter the cost per service hour, day, or session as listed in the approved grant budget
- Total cost:** Enter requested amount for reimbursement (hours of service x rate = total cost)
- Federal share:** Enter amount of to be paid by the grant
- Match share:** Enter amount of to be paid by the grantee agency (if applicable)

For this request to be approved, back up documentation must be included with this coversheet: invoices, credit card statement, bank statement, issued or cleared check showing proof of payment.
 All contracts must be pre-approved by GCC/Grant Administrator prior to the execution of any work or services.
 Any changes to contracted services must be pre-approved by GCC/Grant Administrator prior to the execution of any work or services. Failure to comply with these instructions may result in the delayed or denial of this request.

CONTROLLER'S

Process for receiving expenditures

- ▶ Print the BD-701
- ▶ Print invoices and timesheets from BEACON
- ▶ Send the documents to the Project Director
- ▶ Project Director will complete the coversheets, ensure GCC supporting documentation is correct, and send to the Controller to upload into GEMS
- ▶ Controller completes the GEMS reimbursement process



KNOW YOUR BD-701

PROOF of PAYMENT

DETAIL REPORT

ACCOUNT	DESCRIPTION	** AUTHORIZED ** BUDGET	***** A C T U A L *****			BALANCE	ENCUMBRANCES	UNENCUMBERED	RATE
			CURRENT	QUARTERLY	TO DATE				
EXPENDITURES-BUDGET ANDACTUAL									
53	EPA-TIME LIMITED SAL-REC								
53	EPA&SPA-LONGVTY PAY-REC								
53	SOCIAL SEC CONTRIB-RECPT								
53	REGRETIRE CONTRIB-RECPT								
53	MEDINS CONTRIB-RECPTS								
53	UNEMP COMP PAYMNTS TO DE								
53	FLEXIBLE SPENDING SAVING								
531XXX	PERSONAL SERVICES								
53	TRANSP-GRND- IN STATE								
53									
532XXX	PURCHASED SERVICES								
53	GENERAL OFFICE SUPPLIES								
533XXX	SUPPLIES								
53	PC/PRINTER EQUIPMENT								
534XXX	PROPERTY, PLANT & EQUIP								
	EXPENDITURES								
	REVENUES								
	INCREASE/(DECREASE) IN FUND BALANCE								

CENTER: XXXXXXXXXXXXX

EFF DATE	DOCUMENT	ENTY	ADDITIONAL DESCRIPTIVE INFO	DEBIT	CREDIT	BALANCE
ACCT 53xxxxx 05/25/20xx	EPA-TIME LIMITED xxxxxxx	SAL-RECP NCxxxxx		*** BEGINNING BALANCE *** xxx . xx	.00	xxx . xx
05			* PERIOD BALANCE *	xxx . xx	.00	xxx . xx
ACCT 53xxxxx	EPA-TIME LIMITED	SAL-RECP		*** GL ENDING BALANCE ***		===== xxx . xx
ACCT 53xxxxx 05/25/20xx	SOCIAL SEC CONTRIB-RECPTS xxxxxxx	NCxxxxx		*** BEGINNING BALANCE *** xxx . xx	.00	xxx . xx
05			* PERIOD BALANCE *	xxx . xx	.00	xxx . xx
ACCT 53xxxxx	SOCIAL SEC CONTRIB-RECPTS			*** GL ENDING BALANCE ***		===== xxx . xx
ACCT 53xxxxx 05/25/20xx	REGRETIRE CONTRIB-RECPTS xxxxxxx	NCxxxxx		*** BEGINNING BALANCE *** xxx . xx	.00	xxx . xx
05			* PERIOD BALANCE *	xxx . xx	.00	xxx . xx
ACCT 53xxxxx	REGRETIRE CONTRIB-RECPTS			*** GL ENDING BALANCE ***		===== xxx . xx
ACCT 53xxxxx 05/03/20xx	MEDINS CONTRIB-RECPTS xxxxxxx	NCxxxxx		*** BEGINNING BALANCE *** xxx . xx	.00	xxx . xx
05			* PERIOD BALANCE *	xxx . xx	.00	xxx . xx
ACCT 53xxxxx	MEDINS CONTRIB-RECPTS			*** GL ENDING BALANCE ***		===== xxx . xx
ACCT 53xxxxx 05/25/20xx	FLEXIBLE SPENDING SAVINGS xxxxxxx	NCxxxxx		*** BEGINNING BALANCE *** xxx . xx	.00	xxx . xx
05			* PERIOD BALANCE *	xxx . xx	.00	xxx . xx
ACCT 53xxxxx	FLEXIBLE SPENDING SAVINGS			*** GL ENDING BALANCE ***		===== xxx . xx



CONTROLLER REMINDERS

- ▶ Scan coversheets and backup documents as **one** file
- ▶ Questions or Concerns about Budgets and Accounts Payable should be directed to Budgets and Accounts Payable not the Controller
- ▶ Issues with your BD-701 directed to Budgets and Accounts Payable
- ▶ Respond to emails from the Controller team in a timely manner

Reimbursement

- ▶ Reimbursements are to be submitted monthly, by the last day of the month, for actual expenses made during the previous month
- ▶ If submitted on time, it is the Grants Management Team's goal to have the first touch of the reimbursement within 10 days of submitting. This means the reimbursement will be approved, require modifications, or be denied
- ▶ Final reimbursement is due 45 days after the end of the period of performance

Q & A

Deadlines and Limitations

Standard Operating Procedures

Deadlines

Requirement	Due	Grants Effected
Final Budget Adjustments	60 days prior to the end of the Period of Performance	All Grants
Final Reimbursements	45 days after the period of performance ends	All Grants
Contract- Prior Approval	Prior to opening the project	All Grants
Out Of State Travel - Prior Approval	90 Days before travel	All Grants

Conference Limitations

Limits	Items	References
\$100,000 or less	90 Days prior to the conference and NOT exceeding any cost thresholds	2 CFR Part 200
>\$100,000 or exceeds any one cost threshold	120 Days prior to the conference	Department of Justice Grants Financial Guide
>\$25/day per attendee or \$20,000	Meeting room/Audio-visual services	DOJ
>\$50/attendee or \$8,750	Logistical Planners	DOJ
>\$200/attendee or \$35,000	Programmatic Planners	DOJ
NOT ALLOWED	Food and Beverages	DOJ
NOT ALLOWED	Refreshments	DOJ
NOT ALLOWED	Souvenirs	DOJ
\$78.90 in state \$93.20 out of state rate for July 1, 2021	Hotel	www.GSA.gov

Procurement Limitations

Limits	Item	References
\$5,000 or <	Supplies	2 CFR Part 200.314 and DOJ
\$5,000 or > + <u>1 year of useful life</u>	Equipment bought with grant funds requires Property Tags and Property Control Record & Equipment Certification Form	2 CFR Part 200.313
\$10,000 or >	Purchases will need prior approval of three bids from vendors or Sole Source Provider Form and justification of why	2 CFR Part 200.313
<\$10,000	Micro Purchases threshold	2 CFR Part 200.67
\$10,000 to \$150,000	Small Purchases Simplified Acquisition Threshold (SAT)	2 CFR Part 200.88
>\$250,000	Sealed bids maybe required or competitive proposals	2 CFR Part 200

Q & A

GRANTS ADMINISTRATORS DIRECTORY



GCC Grants Management

We're here when you need us!

Director

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Business Analyst

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Tanya Ogburn tanya.ogburn@ncdps.gov 919-899-9142

Lead

Desrine Yon desrine.yon@ncdps.gov 919-899-9223

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Thomas Cook thomas.cook@ncdps.gov 919-899-9222

Valarie Hunter valarie.hunter@ncdps.gov 919-899-9151

Vernita Walden Vernita.walden@ncdps.gov 984-255-0125

Governor's Crime Commission

**THANK YOU FOR ATTENDING
THE GCC DPS and STATE
TRAINING BREAKOUT**