



Governor's Crime Commission

DPS and STATE Subrecipient Training

September 16, 2020



WELCOME and INTRODUCTIONS

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, 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 GM to complete SAR part I	VOCA
Subgrant Award Report Part 2	Immediately after receiving Grant	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

Period	Due Date
October 1, 2019- December 31, 2019	January 30, 2020
January 1, 2020-March 31, 2020	April 30, 2020
April 1, 2020-June 30, 2020	July 30, 2020
July 1, 2020- September 30, 2020	October 30, 2020

▶ Year 2 - VOCA

Period	Due Date
October 1, 2020- December 31, 2020	January 30, 2021
January 1, 2021- March 31, 2021	April 30, 2021
April 1, 2021-June 30, 2020	July 30, 2021
July 1, 2021- September 30, 2021	October 30, 2021

Project Progress Reports

Progress Report	Deadline	Grant requiring
Project Progress Report Year 1	October 31, 2020	VOCA, Byrne Jag, JJ
Project Progress Report Year 2	October 31, 2021	VOCA, Byrne Jag, JJ

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

Juvenile Justice Progress Reports	
For Period of 10/1/2019-9/30/2020	Due 30 Days after the end of the quarter
Mid Year report	April 30, 2020
Final Report	October 31, 2020

STOP VAWA Report

Period	Due Date
Quarter 1- October- December	January 30, 2020
1/1/2019-9/30/2020	October 30, 2020

Note: Only required with VAWA Grants

SITE VISIT

Required one time within your two year grant period to make sure that programmatic objects 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

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 to send expenditures for reimbursement
- ▶ Review expenditures provides reimbursement payment from your fiscal office and processes the reimbursements with GCC through GEMS.

Q & A

Governor's Crime Commission

Reimbursement and Documentation

Monitoring Your Budget



 EXPORT BUDGET
  PRINT

PROJ007960
2 Grant Workshop 2018

Project Overview

Project Overview

Attachments

Notice of Implementation

Reimbursements

Budget Adjustments

Non Budgetary Adjustment

Project Progress Report

VOCA Reports

VAWA Reports

PMT Reports

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
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 789-123-4562

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BUDGET FILTER

Name	Quantity		Unit Cost	Fed Share		In-Kind Match		Budgeted	Remaining	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	\$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	\$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	\$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	\$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	\$5.00	\$5.00
SURPLUS											
Surplus	0.00	0.00	\$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 budget line items that were approved on the grant for which you are requesting reimbursement to expenditures.

Step 2

- ▶ Send expenditures/invoices to the Controller for the cost categories within your budget that were made during the (monthly) reporting period.
- ▶ When the Controller processes the reimbursement in GEMS you will see the effect on your budget.

How Do I Get Reimbursed? (con't)

Step 3

- ▶ Include the GCC required “Coversheets” (required for new grants beginning October 1, 2019), for each expense category and all documentation supporting the expenditures on the reimbursement.

Step 4

- ▶ Submit your reimbursement through GEMS to GCC.

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 Controller to upload in GEMS
- ▶ Controller completes the GEMS reimbursement process.

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
- ▶ Per DPS Fiscal, payments are not processed on the last week of the month
- ▶ Final reimbursement is due 45 days after the end of the period of performance

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



KNOW YOUR BD-701

PROOF of PAYMENT

DETAIL REPORT

ACCOUNT	DESCRIPTION	** AUTHORIZED **		***** ACTUAL *****			BALANCE	ENCUMBRANCES	UNENCUMBERED	RATE
		BUDGET		CURRENT	QUARTERLY	TO DATE				
EXPENDITURES-BUDGET AND ACTUAL										
531222	SPA TIME LIMITEDSAL-REC	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
531462	EPA&SPA-LONGVTY PAY-REC	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
531512	SOCIAL SEC CONTRIB-RECPT	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
531522	REG RETIRE CONTRIB-RECPT	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
531562	MED INS CONTRIB-RECPTS	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
531576	FLEXIBLE SPENDING SVG ACC	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
531XXX	PERSONAL SERVICES	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
532199	MISC CONTRACTUAL SERVICE	763,962.00	59,754.25	119,508.50	478,034.00	285,928.00	264,017.02	21,910.98	.97	
532430	MAINT AGREEMENT-EQUIP	1,345.00	.00	876.00	876.00	469.00	.00	469.00	.65	
532441	MAINT AGRMT-CTHR SOFTWR	2.00	.81	1.11	1.11	.89	.00	.89	.56	
532521	RENT/LEASE-MOTOR VEHICLE	1,017.00	209.14	205.89	171.12	845.88	.00	845.88	.17	
532712	TRANS AIR-OUT STATE, IN U	3,000.00	.00	.00	.00	3,000.00	.00	3,000.00	.00	
532714	TRANS-GRND - IN STATE	3,300.00	.00	.00	.00	3,300.00	.00	3,300.00	.00	
532721	LODGING - IN STATE	100.00	.00	.00	.00	100.00	.00	100.00	.00	
532728	MISC - OUT STATE, IN US	4,446.00	.00	.00	.00	4,446.00	.00	4,446.00	.00	
532814	CELLULAR PHONE SERVICES	738.00	122.77	368.59	737.80	.20	.00	.20	1.00	
532815	EMAIL AND CALENDARING	50.00	14.45	25.84	41.23	8.77	.00	8.77	.82	
532817	INTERNET SERV PROV CHARG	522.00	.00	.00	.00	522.00	.00	522.00	.00	
532821	COMPUTER/DATA PROCESS SV	529.00	.00	.00	.00	529.00	.00	529.00	.00	
532823	AUTHENTIC & AUTHORIZ SVC	66.00	28.23	43.83	65.41	.59	.00	.59	.99	
532826	SOFTWARE SUBSCRIPTIONS	480.00	.00	99.71	99.71	380.29	.00	380.29	.21	
532840003	POST, FR&DEL-POSTAL METER	1,800.00	58.48	85.48	117.00	1,683.00	.00	1,683.00	.07	
532930	REGISTRATION FEES	750.00	.00	.00	.00	750.00	.00	750.00	.00	
532XXX	PURCHASED SERVICES	782,107.00	59,769.85	120,903.17	490,143.38	301,963.62	264,017.02	37,946.60	.95	
533110	GENERAL OFFICE SUPPLIES	3,257.00	21.99	441.89	441.89	2,815.11	92.44	2,722.67	.16	
533XXX	SUPPLIES	3,257.00	21.99	441.89	441.89	2,815.11	92.44	2,722.67	.16	
535900	OTHER EXPENSES	19,969.00	.00	.00	.00	19,969.00	.00	19,969.00	.00	
535XXX	OTHER EXPENSES & ADJUST	19,969.00	.00	.00	.00	19,969.00	.00	19,969.00	.00	
5371GR	GRANT RESERVES	890,008.00	.00	.00	.00	890,008.00	.00	890,008.00	.00	
537XXX	RESERVES	890,008.00	.00	.00	.00	890,008.00	.00	890,008.00	.00	
	EXPENDITURES	1,758,644.00	66,461.23	141,253.21	543,884.74	1,214,759.26	264,109.46	950,649.80	.46	

RMDSID19 CERTIFIED ON 07/30/2020
 BD701-04
 190 DEPARTMENT OF PUBLIC SAFETY
 14550 DPS - GENERAL FUND
 1115 ████████████████████
 1256 ████████████████████
 6JDS9 FY19 VOCA-INTERNAL GRANT

STATE OF NORTH CAROLINA GENERAL LEDGER SYSTEM
 AUTHORIZED MONTHLY BUDGET REPORT
 FOR THE PERIOD ENDING JUNE 29, 2020

PAGE: 2
 A19-GL-BD701-ORG-RPT-MASK
 RUN DATE: 07/31/2020
 ATBD701- FAB

DETAIL REPORT

ACCOUNT	DESCRIPTION	** AUTHORIZED ** BUDGET	***** CURRENT	A C T U A L QUARTERLY	***** TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED	RATE
<u>EXPENDITURES-BUDGET AND ACTUAL</u>									
<u>REVENUES-ESTIMATED AND ACTUAL</u>									
43250D	VOCA GRANT INTERNAL	1,758,642.00	134,516.42	387,159.66	410,454.67	1,348,187.33	.00		.23
437127	PROCUREMENT CARD REBATES	2.00	.00	2.51	2.51	.51-	.00		1.26
	REVENUES	1,758,644.00	134,516.42	387,162.17	410,457.18	1,348,186.82	.00		.23
	APPROPRIATION	.00	68,055.19-	249,908.96-	133,427.56	133,427.56-	.00		***



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	10 Business Days Prior to entering a contract	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
\$75.10 in state 88.70 out of state rate for 2019-2020	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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**THANK YOU FOR ATTENDING
THE GCC DPS and STATE
TRAINING BREAKOUT**