2020 Grant Writing Workshop
Pre-Award Requirements

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GCC Planning and Administrative Teams

Criminal Justice Improvement (CJI)	Juvenile Justice (JJ)	Crime Victim Services (CVS)		Administrative Support
Byrne JAG, JAG PREA, RSAT, CSEF, JRJ, Coverdell, SORNA, and NCHIP	Juvenile Justice (JJ), JJ PREA, and CJA	Violence Against Women Act STOP and SASP	Victims of Crime Act (VOCA)	All

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Preparing to Use GEMS to Submit a GCC Grant Application

Pre-Award Requirements

▸ All grant applications for funding from the GCC require the following credentials
  ◦ NCID
  ◦ DUNS Number
  ◦ SAM Registration
    • Make sure your SAM registration is current. All agencies must now submit a notarized letter to renew their SAM registration
    • **This is sometimes a lengthy process and should be started early!**
  ◦ Federal Tax ID for nonprofit agencies
▸ Agencies must be a nonprofit corporation or a unit of government

Registering for an NCID Account

▸ To enter information and work in the GEMS system, you must have an NCID account.

▸ The easiest way to get to the NCID site is to Google 'NCID' and click on the link (https://ncid.nc.gov):
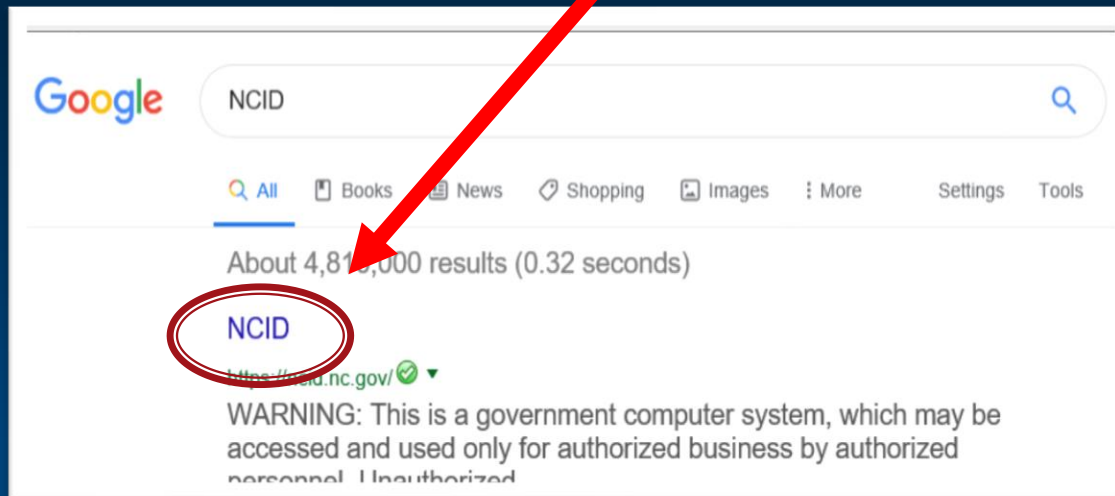
Registering for an NCID Account

▸ At the bottom of the screen, click on the **Register** link

▸ If you have an NCID, but have not used the account in the past 6-12 months, you can click on the **Forgot Password** or the **Need Help?** link to reset your password

NCID Post Upgrade Tips

NCID

Password

NCID Login

Forgot Username
Forgot Password
Unlock Account

Need Help?   Register!

Registering for an NCID Account

▸ Clicking on the 'Register' link will take to you this page:

▸ Click on the appropriate link to indicate your user type. If you are a nonprofit agency, click on Individual. Local government employees should click on that link, and so on.

Registering for an NCID Account

▸ Clicking on the appropriate link will take you to the page where you will enter the information needed to set up your NCID account:

▸ The system will ask you to enter a User ID and password. Remember your User ID and password. Your access to the GEMS system will be tied to the use of that NCID for the duration of <u>current and future projects</u> in the GEMS system.

NCID Management

▸ NCID User IDs and passwords should not be shared. Each person working in the GEMS system should have their own individual User ID and password.

▸ Once you have your User ID and password set up, you will be able to log into GEMS. Go to the Governor's Crime Commission home page (**www.ncdps.gov/gcc**) and scroll down to the GEMS link:

GEMS

Grant Enterprise Management System

GEMS Access

▸ Clicking on the GEMS icon will take you to the GEMS home page, where you can log in with your NCID User ID and password.

⬦ GEMS
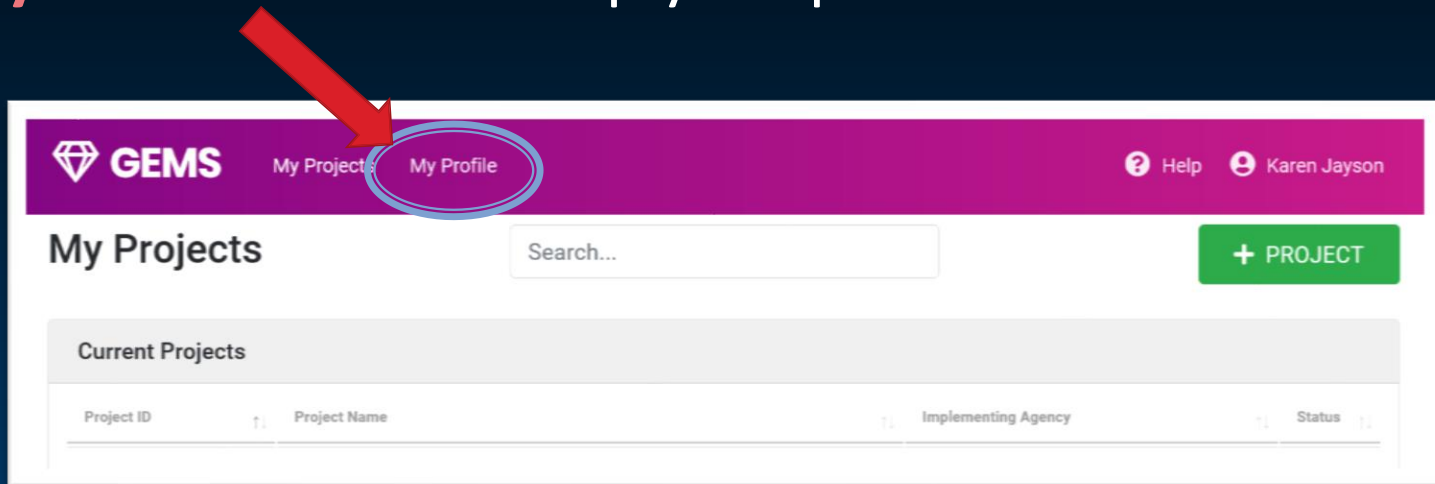
Password

SIGN IN

Need an NCID?   Forgot Password?

NCID Registration Issues? Please note the following: If you have difficulty obtaining your NCID or your NCID login does not work, you are advised to contact the ITS Service Desk. The ITS Service Desk is reachable 24 hours a day at 919-754-6000 or toll free at 1-800-722-3946.

GEMS

▸ Once you are on the GEMS home page, click on the **My Profile** link to set up your profile in GEMS.
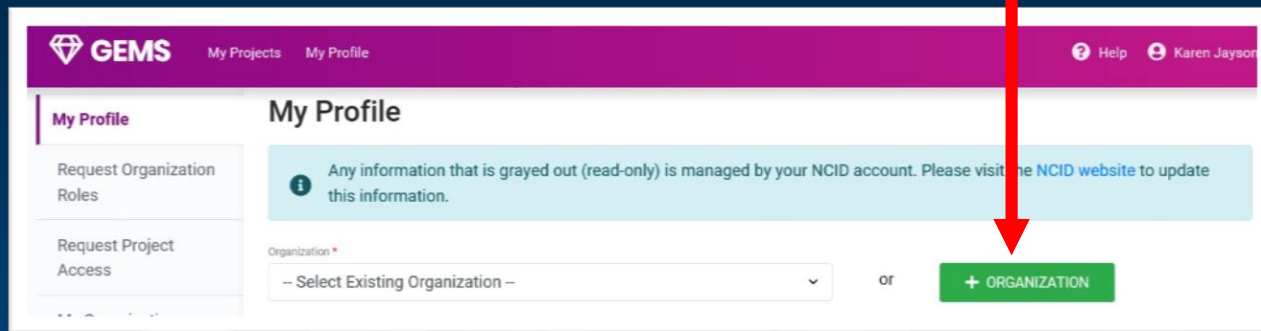
GEMS

▸ On the **My Profile** page, select your organization from the drop down box, and enter your contact information, including your position within the organization

▸ If your agency has not applied for funding before, you will need to click on the green box - **+ ORGANIZATION** - and enter your agency information.
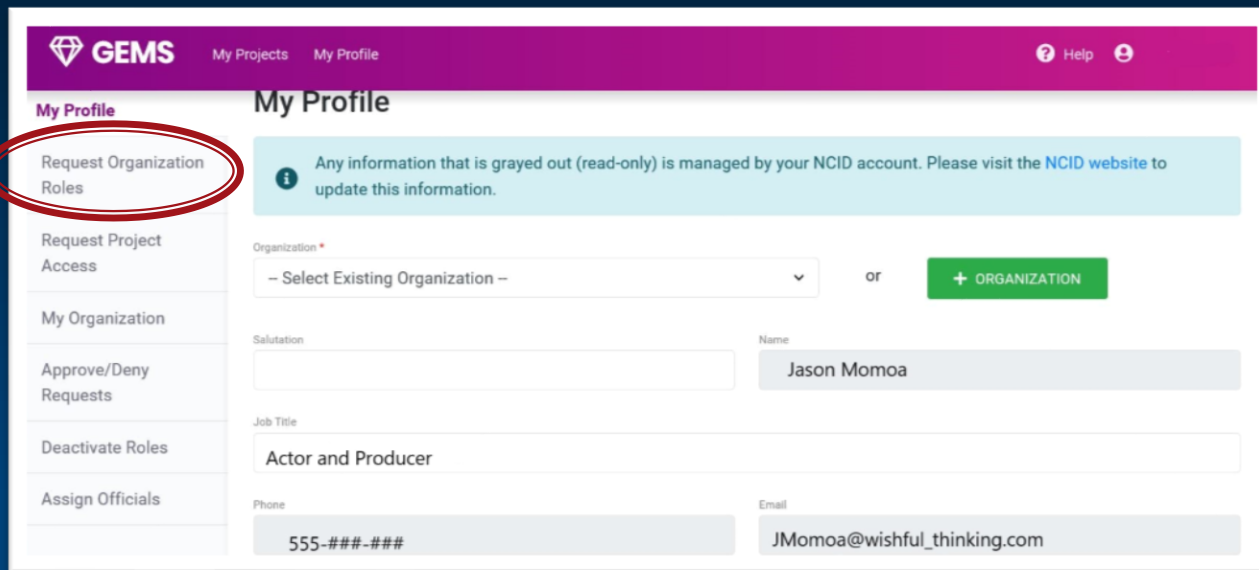
GEMS

▸ Once you are in the **My Organization** page, you will need to enter your organizational information, including:

GEMS

▸ Once you have either selected your organization or have entered it in the GEMS system and have your profile information entered, click on the **Request Organizational Roles** link:

Organizational Roles

ORGANIZATIONAL ROLE/RESPONSIBILITIES	REQUIRED AGENCY CONTACT
Authorizing Official (AO) • **Signatory to grant award** • **Chief point of oversight for project**	Nonprofits: Board Chair ** Must not be an employee of the agency State Government: Division Secretary Local Government: County Manager Law Enforcement Agencies: County or City Manager
Financial Officer (FO) • **Provides financial oversight to project** • **Ensures compliance with both agency and Federal financial policies and procedures**	Nonprofits: Board Treasurer ** Must not be an employee of the agency State Government: Chief Financial Officer or Division Finance Officer Local Government: Finance Director Law Enforcement Agencies: Agency Finance Director
Project Director (PD) • **Signatory to grant award** • **Responsible for execution of project** • **Primary point of contact with GCC**	Nonprofits: Executive Director or appointed project staff responsible for overseeing the work of the project State Government: Designee responsible for overseeing the work of the project Local Government: Designee project staff responsible for overseeing the work of the project Law Enforcement Agencies: Designee project staff responsible for overseeing the work of the project
Organizational Administrator • **Approves all requests for organization roles (AO, FO, PD)** • **Approves/denies access to project applications and open projects** • **Deactivates access/roles** • **Submits SAM updates to GCC via GEMS**	Other agency personnel, such as an internal Grant Manager or supervisor of project activities

GEMS

▸ On the next screen, select the role you need to request and provide a brief justification for the request in the text box, the click **Submit Request**:

GEMS – Approvals needed

▸ New organizations entered into GEMS must be approved by a GCC administrator. Once the organization has been approved, you will be able to select that organization from the drop down list and proceed with your application

▸ Likewise, when someone requests the role of Organization Administrator, it must also be approved by a GCC administrator

Updating Project Roles

▸ The organizational information should automatically load from your agency's profile in GEMS
  ◦ If the Authorizing Official or Financial Officer have changed, the information should be updated in GEMS to indicate the new individuals in these positions prior to submitting the project application.
  ◦ If the information for any of your project roles changes after your application is approved and before the award is signed, corrected information will need to be provided to GCC.

The Grant Application

Starting the Project Application

▸ Click on the Green **+Project** button
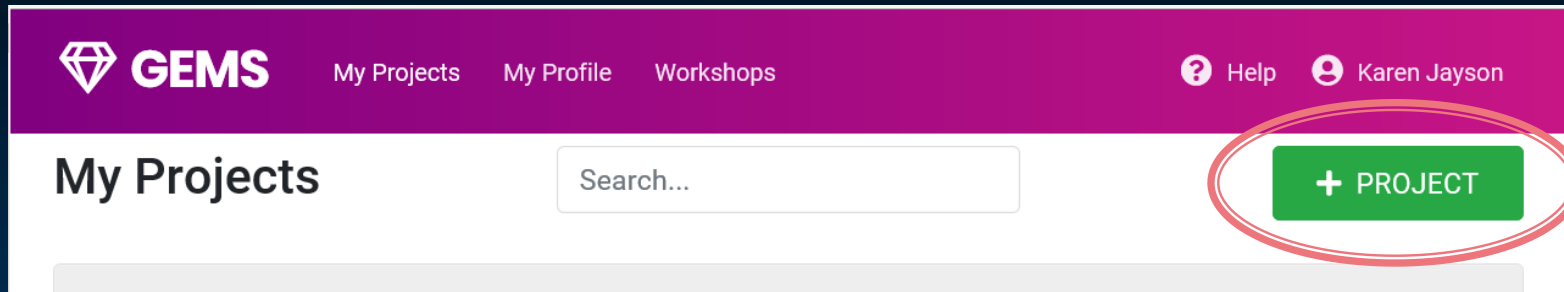
Starting the Project Application

Project Setup will ask for:

- Project Name
- Project Summary
- Start Date
- End Date
- Committee
  - Program Priority
- Project Director
- Financial Officer
- Authorizing Official

GCC Project Naming Conventions

▸ For Crime Victim Services and JJ projects:

◦ <<Agency>> <<County>> <<Priority>> << Year >>

◦ Caroline's Counseling Wake Underserved 2021

◦ Rainbow House Washington CAC Basic 2021

▸ For Criminal Justice Improvement projects:

▸ <<Year>> - <<Agency>> - <<Equipment>>

◦ 2021 - Franklin Sheriff's Office – Tasers and Holsters

◦ 2021 - Greensboro PD - Radios

Project Application Dates

▶ VOCA, VAWA, and CJI projects
  ◦ The start date should be **10/1/2021**
  ◦ The end date should be:
    • **9/30/2022** for 12 month projects
    • **9/30/2023** for projects lasting two years.

▶ For JJ projects (Two year projects)
  ◦ The start date should be 1/1/2022
  ◦ The end date should be 12/31/2023

Project Summary, Abstract, and Narrative

▸ Present the problem the project will address

▸ Provide **local** information and statistics to support the request for funding

▸ Focus on the needs of your area and how the project will meet those needs

CVS Projects: Goals and Objectives

▸ Each project should have one or two distinct goals

▸ Each goal should have one or two objective in support each goal

▸ For example:
  ◦ Goal 1: We will provide counseling and mental health services to 150 victims of sexual assault through 9/30/2022
    • Objective 1: We will implement an agency-wide structured intake and discharge system , including the use of clinical assessment tools, to ensure that we are meeting key victim needs by 12/31/2021
    • Objective 2: We will provide evidenced-based counseling (weekly individual and/or group sessions) to meet the needs of victims.

CVS Projects: Goals and Objectives

Each objective must have:

▸ A Statement of the objective
  ◦ How you will achieve the goal

▸ A Performance measure for the objective
  ◦ How you will measure the objective

▸ An Evaluation Measure for the objective
  ◦ What methods will be used to evaluate progress towards achieving the objective and the goal

Project Sustainability

▸ Agencies are required to provide a sustainability plan for every project application as part of the budget planning process.

▸ As federal funding tightens, all applicants will need to seriously consider their ability to continue to provide services to the community from sources other than GCC funding

Project Application

▸ Each section of the application should work together to show how the project will be implemented
- ◦ Personnel
- ◦ Fundamental Service Elements supported by the project
- ◦ Efforts to assist Federal Victims of Crime
- ◦ Project Narrative Summary
- ◦ How Volunteers will be used in the project
- ◦ Who will assist with Victim Compensation applications
- ◦ Project timeline of activities

The Project Budget

Building the Project Budget

▸ All project applications submitted to GCC require a budget :

○ Line item budget

○ A detailed budget narrative uploaded with the **Attachments** file of the project application
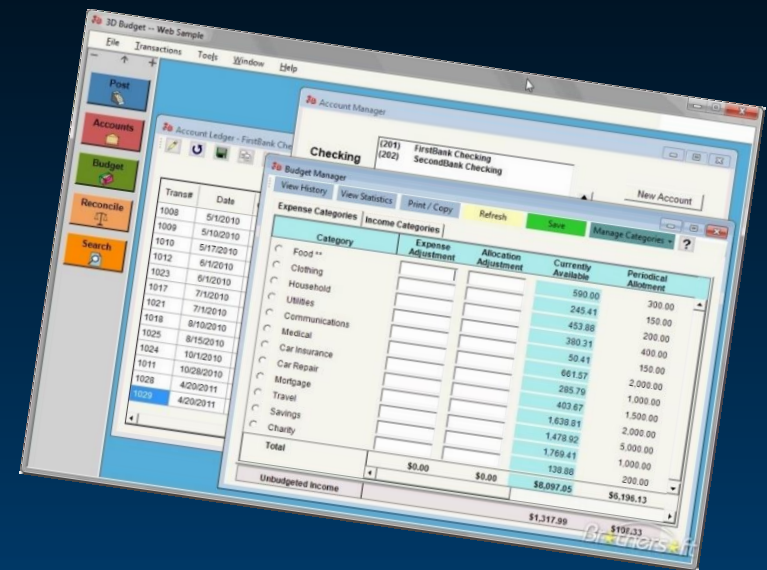
Budget Considerations

▸ Proposed costs in the application budget must be:

  ▸ **Allocable**

  ▸ **Allowable**

  ▸ **Reasonable**

  ▸ **Necessary**

Budget Development

▸ Costs should be **prorated** based on the percentage of time each position is funded by the project or by the percentage that an item is used by the project.

▸ For example, if 25% of a staff member's time is being used to support a project, 25% of the cost of salary and fringe benefits can be covered by the project.

Budget Detail Worksheet

As you enter each budget line item in the project application, you will gradually build up the budget detail worksheet in your project:

Budget Details

Description	Quantity	Unit Cost	Total	Cash Match	In-Kind Match	Federal Share
Salaries:• Latinx Child Interviewer/Family Advocate	12.00	$581.92	$6,983.04	$1,396.00	$0.00	$5,587.04
Salaries:Family Advocate	12.00	$527.75	$6,333.00	$1,267.00	$0.00	$5,066.00
Salaries:Child Trauma Therapist/Interviewer	12.00	$644.58	$7,734.96	$1,547.00	$0.00	$6,187.96
Fringe Benefits:Retirement	12.00	$176.08	$2,112.96	$423.00	$0.00	$1,689.96
Fringe Benefits:Workers Comp	12.00	$166.50	$1,998.00	$400.00	$0.00	$1,598.00
Fringe Benefits:Unemployment	12.00	$27.33	$327.96	$65.00	$0.00	$262.96

Detailed Budget Narrative

▸ The detailed budget narrative is an attachment that you create and upload with the application to provide a brief description for each budget line item.

▸ Example: The Bilingual Advocate (Salary: $48,000/yr., FT, 100% project funded) will provide advocacy and support to victims of domestic violence who do not speak or are not fluent in English by providing translation to assist and support the victim in court and at other legal meetings to ensure the victim understands the processes and procedures.

Budget Category: Personnel

Personnel includes all individuals providing services to and funded by a project:

Executive Director (10%)

Veterinary Assistant 50%

Victim Advocate 1 (100%)

Advocacy Project

Bilingual Advocate (50%)

Victim Advocate 2 (100%)

Legal Advocate (25%)
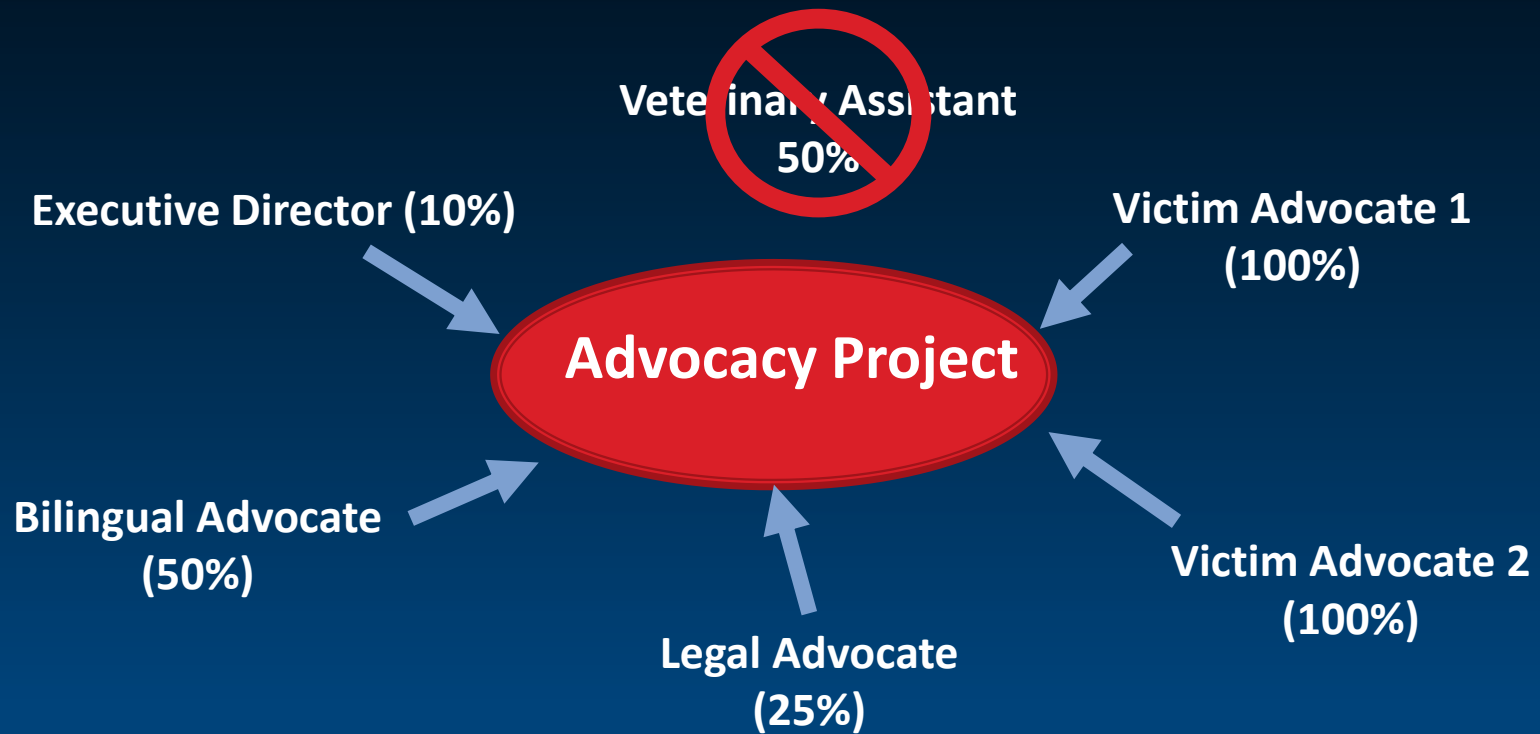
Budget Category: Personnel

Personnel costs should be entered by individual position

▸ **Quantity** should be either the number of times the position is paid (preferably monthly) or the number of hours worked annually

▸ **Unit Cost** should be the monthly salary or the hourly rate of pay for contract or hourly workers

▸ **Total** is the annual cost – or Quantity times Unit Cost

▸ **Cash Match** is the amount of 'cash' funding provided by the agency from cash donations

▸ **In-Kind Match** is match donated as work performed or items donated to an agency

▸ **Cash Match plus In-Kind Match** equal the amount of match funding required for the project

▸ **Federal Share** is the amount of federal funding provided through the funding source

Budget Category: Personnel

- Includes salaries or wages, fringe benefits, allowances, and other services provided by the agency to employees as part of the compensation package

- Costs of fringe benefits are allowable as long as they are reasonable or required by law and paid to other non-grant funded positions

- Fringe benefits include, but are not limited to FICA, paid leave, health/dental/vision or other insurance, retirement benefits and mandatory costs including workers compensation and unemployment insurance

Budget Category: Travel

▸ Travel expenses are an allowable cost for employees who must travel on official business directly related to the project funded

▸ Travel costs must be in accordance with the agency's written travel reimbursement policy or federal policy

▸ If the agency does not have a written travel policy in place, NC state travel policy must be followed.

Budget Category: Travel

- Travel calculations should show the number of travelers as the unit and the cost per person as the cost per unit

- Lodging, per diem (meals), mileage, airfare, ground transportation, baggage, and other **allowable** expenses should be listed on separate budget lines (tips are not an allowable expense)

- Mileage should be listed as the estimated number of miles traveled annually as the unit and the mileage allowance per mile as the cost per unit

Budget Category: Travel

Below is an example of the budget detail for three staff members to travel to an out-of-state conference:

Subcategory: Travel	Units/ Persons Traveling	Cost per Person	Number of Nights/Days	Total Cost
Conference Registration	3	$500.00	--	$1,500.00
Transportation – Airfare (Round Trip)	3	$625.00	--	$1,875.00
Lodging – 3 Nights	3	$174.86	3	$1,573.74
Per Diem	3	$71.50	3.5	$691.50
Baggage Fees	3	$50.00	--	150.00
Other: Parking, Shuttle	3	$120.00	3	$360.00
Total Travel Cost				**$6,105.24**

Budget Category: Equipment

▸ Per the federal government: Equipment is defined as any durable item with a useful life of more than one year and costing more than $5,000 per unit

▸ Nevertheless, agencies have to follow their written procurement or purchasing policies

Below is a sample table listing equipment to be purchased

Equipment	Unit Cost	Number of Units	Estimated Cost
Copier/Scanner/Fax Machine	$5,500.00	2	$11,000.00
Total Estimated Cost			$11,000.00

Budget Category: Supplies

▶ Supplies are property considered expendable, costing less than $5,000 (or per your agency's policy for other supply purchases), and usually consumed over the course of a project

▶ Supply items should be listed by major type, listing the cost per item and how frequently the item will be purchased
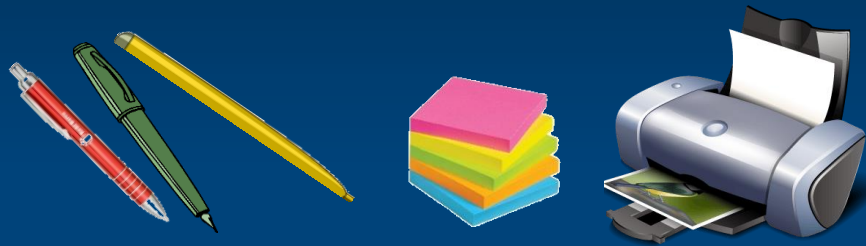
Budget Category: Supplies

▸ Below is an example of a budget for supplies to be purchased:

Supply Item	Quantity	Unit Cost	Total Cost
Office Supplies	4	$750	$3,000.00
Cell Phones	2	350.00	$700.00
Laptop Computers	2	$900.00	$1,800.00
Victim Personal Products (shampoo, soap, toothbrushes, toothpaste, etc.)	50	$10.00	$500.00
Agency Brochures	1,000	$0.10	$100.00
Total Estimated Cost			**$6,100.00**

Conferences and Meetings

2020 GCC

Grant Writing Workshop

Conference Planning

▶ Conference costs must comply with limitations established under 2 CFR 200 and DOJ Grants Management Financial Guidelines in regard to cost thresholds for:
  ◦ Food and beverage costs
  ◦ Meeting room costs
  ◦ Audio-visual costs
  ◦ Logistical planners
  ◦ Programmatic planners

Conference Planning

- A conference is not a routine operational meeting, a law enforcement operation, or a prosecutorial activity in connection with a specific case, a testing activity, or a technical site visit

- All conferences supported with GCC funding must receive prior approval in writing

NOTE: An approved project budget is not considered prior approval!

Conference Planning

▸ Cost thresholds and limitations are in place for the following items:

Item	Cost
Meeting room/audio-visual services	Lesser of $25 per day per attendee or $20,000
Logistical planners	Lesser of $50 per attendee or $8,750
Programmatic Planners	Lesser of $200 per attendee or $35,000
Food and Beverages	**NOT ALLOWED**
Refreshments	**NOT ALLOWED**

Contracts and Consultants

Budget: Purchasing & Procurement

- **<u>Proposed</u>** contracts or a completed copy of the GCC contract template should be uploaded to the project application so each can be reviewed for compliance to 2 CFR 200 regulations

- **NOTE: Contract Approval must be received from the project Grant Administrator BEFORE entering into the contract!**

Contractors or Consultants

▸ When using a contractor or consultant, the agency must have a signed agreement or contract stating what work is to be done, the estimated amount of time to be worked, and costs associated with the work

▸ Invoices from the consultant/contractor must clearly show:
  ◦ Vendor name
  ◦ Hours worked
  ◦ Payment amount due for the services performed
  ◦ List of the service(s) provided or performed

Note: Contractor/Consultant reimbursement rates are **capped at $81.25 per hour, not to exceed $650 per day**. Documentation must be submitted to support any compensation in excess of the federal rates.

Contractors or Consultants

▸ Examples of Contractors or Consultants
- Counselors
- Therapists
- IT support and/or security technicians
- Software/hardware computer engineers
- Lawyers
- Grounds maintenance staff

▸ Examples of Unallowable Contractors or Consultants
- Board Members
- Employees or relatives of employees

Contracts

▸ Contracts should contain:
  ◦ Name of the GCC subrecipient (agency)
  ◦ Contractor's name and agency or company
  ◦ Scope of work to be performed through the contract
  ◦ Time period covered by the contract
  ◦ Compensation for services to be performed

▸ The service period of the contract must fall within the project's period of performance

▸ A resume for the contractor must be included with the submitted contract

▸ The contract must ensure that compensation must fall within the approved range

Match Funding
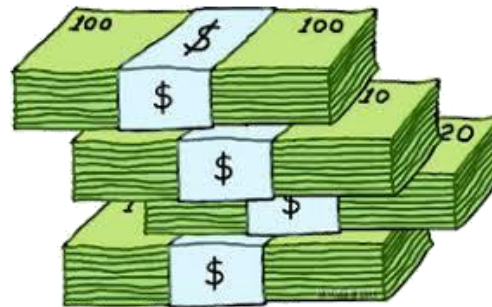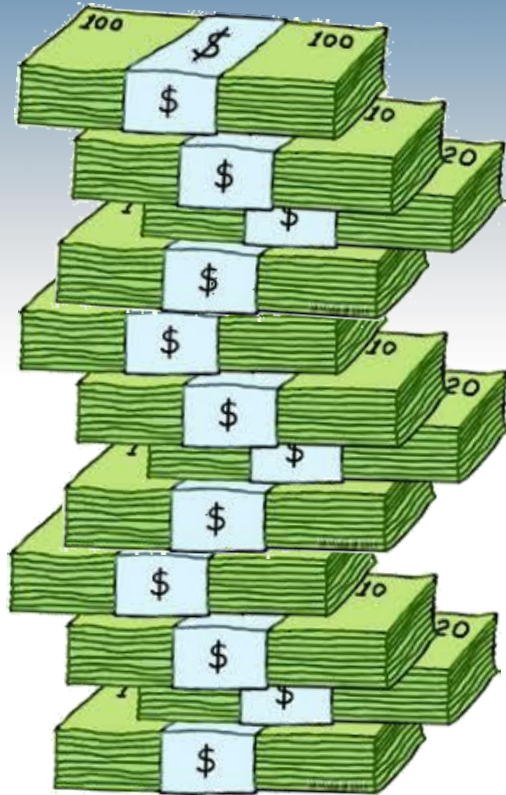
Match Funding

Match funding is the portion of a project not supported by federal funds, meaning that a portion of the costs of a project must come from sources other than federal grant funding.

▸ Unless otherwise indicated, grants are funded through a:

◦ Federal share: 75 – 80% of the total project budget awarded

◦ Match share: 20 – 25% of the total project budget awarded

Match Funding

Read the 'Request for Application' (RFA) thoroughly:

▸ Understand the portion of funding that must be provided as match funding based on the federal funding source

▸ Match funding is subject to the same regulations and restrictions as funds received from the federal funding source.

Match Funding

Match funding is REQUIRED for some funding sources:

▸ Victims of Crime Act (VOCA) funding requires a 20% match

▸ Violence Against Women Act (VAWA)funding requires a 25% match for governmental organizations

▸ Juvenile Justice funding requires a 25% match

▸ Criminal Justice Improvement (CJI), Byrne/JAG, and Children's Justice Act (CJA) funding sources do not require match funding

Match Funding Description

Match contributions can only be counted <u>once</u> toward a federally funded project.

▸ If your agency received a match contribution that can be used to support two of your projects, the contribution should prorated between the two projects.

▸ Match may be either:

  ◦ In-Kind: Services provided or items donated at no cost to the agency

  ◦ Cash Match: Donations of cash or the value of items donated to an agency

Types of Match Funding: Cash Match

Cash Match: Includes cash donated to your agency that is spent for project-related costs

▸ Outside cash contributions to your agency count toward satisfying the match funding requirements, provided the funds are spent for allowable project costs

Note: The valuation of match provided by a subrecipient must be in accordance with 2 CFR 200.306 Cost Principles.

Sources of Cash Match Funding

Cash match may come from:

▸ State, tribal, and local government funds

▸ Private donations, such as corporate foundations, private grant funding, United Way, faith-based organizations, etc.

▸ Agency activities, such as fundraisers

If you are unsure about a source of the cash match funding, reach out to a GCC Planner or Grant Administrator

Types of Match Funding: In-Kind Match

In-Kind Match: Includes services, supplies, equipment, or real property donated to the agency by companies, individuals, or organizations

▸ The value of donated services may be used to meet the match requirement as long as:

◦ The services are an integral and necessary part of the project and

◦ Allowable under the program's funding source

Types of Match Funding: In-Kind Match

Examples:

▸ An office supply store donates a printer to your agency:
  ◦ Your agency must actually need a printer to support project activities

▸ A psychologist provides therapy for victims at your agency at no charge:
  ◦ Your project must include psychological counseling for victims in the project activities

▸ Documentation supporting the value of in-kind match must be provided to support the cost of value of the in-kind match:
  ◦ Timesheets for volunteers or donated services including time and activities performed
  ◦ Documentation of the value or cost of donated items
  ◦ Receipts for the items donated showing the value of the items donated

Valuation of In-Kind Match

Valuation of donated services:

▶ Volunteer services furnished by outside professional and technical personnel, and other skilled or unskilled labor may be counted as match funding provided that the service or activity is an <u>integral and necessary part of an approved project</u>

▶ Costs of the services donated must be in line with costs for similar services in the same job or field in your area

How to Calculate Match Share

Example:

▸ The federal share offers a grant is $100,000. The proposed project has a 20% match funding requirement. To calculate the match funding requirement:

	Formula	Amount	
Federal Government Grant Funding Amount		$100,000	Federal Funding Share
Calculate **Total** Project Cost	$100,000 ÷ .80	$125,000	Total Budget Amount
Calculate Match Funding Requirement	$125,000 x .20	$25,000	Match Funding Amount Contributed by Subrecipient

Waiver of Match Funding Requirement

VOCA and JJ Match Waivers:

▸ The match funding requirement may be waived based on the agency's documentation and demonstration of financial hardship.

　◦ The Office for Victims of Crime requires proof of the **"extraordinary hardship"** that would result if an agency were required to provide match funding.

▸ Federally recognized Native American tribes providing services to victims of crime are not required to provide match funding for projects.

Requesting a Waiver of Match Funding

To apply for a waiver of the VOCA or JJ match funding requirement, an agency must:

▸ Submit a letter requesting a match waiver as an attachment to the grant application.

- ◦ Use the letter to explain the reason your agency needs a waiver and the "extraordinary hardship" that would result if your agency were required to provide match funding for this project

  - Economic distress level of the area (Tier 1, Tier 2, or Tier 3)

  - Double digit unemployment rates

  - Covid-19 impact on volunteers or fundraising efforts

Request for a Waiver of Match Funding

▸ When the grant application period has ended, the Planning staff will consolidate all letters requesting a waiver of the match funding requirement.

▸ All requests will be reviewed and a determination will be made as to whether or not to approve the waiver request.

▸ After a decision has been made, staff will contact the agency to notify them about the decision on the waiver request.

Match Waiver Requests

▸ **Note: Receiving a waiver of the match funding requirement for a federally-funded project does not increase the federal share of the project.**

▸ **The amount awarded will only be for the federal share of the of the project application's budget.**

◦ If your total project budget was $100,000, with a federal share of $80,000 and a required match share of $20,000, a waiver of the match share would result in the project being funding for $80,000 with NO match funding in the project budget.

VAWA Match Waivers

▸ Match funding is not required for nonprofit agencies and tribal organizations applying for VAWA funding.

▸ All governmental agencies applying for VAWA funding <u>must</u> provide 25% match funding.

▸ **GCC does not have the authority to issue VAWA match waivers!**

Indirect Costs
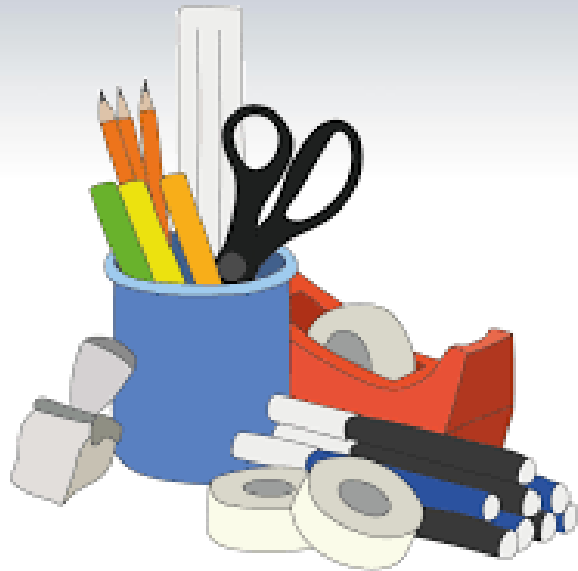
Cost Categories

Direct Costs

- Personnel
- Fringe Benefits
- Travel
- Equipment and or items specifically related to the project
- Programmatic Supplies
- Contracts/Consultants

Indirect Costs

- Rent (office)
- General administration
- Utilities (office)
- Office supplies
- Salaries and expenses of executive officers, personnel administration, accounting and office staff

Direct Costs + Indirect Costs = Total Costs

Direct Costs

▸ Identified with a specific project or project activity

▸ Assigned to activities easily and accurately

▸ Examples include:

◦ Case Manager to work with victims

◦ Law enforcement officer assigned to a domestic violence unit

◦ Crisis worker for at-risk youth

◦ Supplies or food for a domestic violence shelter

• Note: Food can be purchased for shelters and child advocacy centers for victim use, but not for meetings or conferences

Indirect Costs

▸ Costs that cannot be identified or covered under a single project or program activity

▸ Serve a common purpose for an agency as a whole
  ◦ Administrative expenses, such as management, personnel or accounting staff
  ◦ Supplies purchased for the agency as a whole, such as copy paper, pens, toner cartridges, etc.
  ◦ Rent and utilities (non shelter space)

Charging Indirect Costs to a Project

▸ Two kinds of indirect costs are accepted by GCC:

◦ Federally Negotiated Indirect Cost Rate Agreement
  • A copy of the agreement must be uploaded to the project application attachments

◦ De Minimis Rate (10%)
  • A copy of the Modified Direct Total Costs (MDTC) certification form must be uploaded to the project application attachments

Indirect Cost Base

▸ Indirect costs are calculated on a 'base' specified in the ICR agreement

▸ Modified Total Direct Costs (MTDC):

  ◦ Includes all direct salaries, wages, fringe benefits, supplies, travel, and up to the first $25,000 of each subaward

  ◦ A contract that your agency enters into with another person or agency to provide services integral to the grant's purpose – that is "carry out part of the OJP award," (e.g., legal or mental health services) is a subaward and only $25K of that contract will count towards your MTDC base

De Minimis Indirect Cost Rate

▶ De Minimis rate can be used <u>ONLY</u> by agencies that have never had a Federally Approved Indirect Cost Rate Agreement and that don't receive more than $35M/yr in federal funds (any source)

▶ It is calculated using the MDTC base, which includes
  ◦ Direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward.

Calculating the MDTC

Budget Category	Cost	
Project Personnel & Fringe Benefits	$243,035.00	← **Direct Cost**
Accounting Personnel & Fringe Benefits	$146,900.00	
Travel	$3,250.00	← **Direct Cost**
Equipment	$4,500.00	
Project Supplies	$58,000.00	← **Direct Cost**
Contractual Services	$34,320.00	
Total Modified Direct Total Costs	**$451,185.00**	
10% De Minimis	$45,118.50	← **MDTC * 10%**
Total Project Costs	**$496,303.50**	← **MDTC + 10% De Minimis**

Budget Summary

▸ The budget summary provides the total cost for each budget category. GEMS uses each line item entered in the budget and creates the total amount of funding requested by category:

◦ Contractual

◦ Equipment

◦ Personnel

◦ Supplies

◦ Travel

Budget Summary

▸ The budget also summarizes total funding requested by:

◦ Total budget amount for the project

◦ Summary of Year 1 and Year 2 funding, including

• Federal funding share

• Match funding share

Federal Share + Match Share = Total Budget

$100,000 + $20,000 = $120,000

Budget Summary

Once the budget has been entered into GEMS, the budget summary will look something like this:

Budget Summary

Category	Year 1	Year 2	Total
PERSONNEL	$164,739.56	$168,615.36	$333,354.92
SURPLUS	$0.01	$0.00	$0.01
SUPPLIES	$8,434.48	$4,765.20	$13,199.68
EQUIPMENT	$11,558.87	$0.00	$11,558.87
Total Budget	$184,732.92	$173,380.56	$358,113.48
(-)Match Funds	$36,946.60	$34,676.10	$71,622.70
TOTAL FEDERAL REQUEST	$147,786.32	$138,704.46	$286,490.78

Job Descriptions

Job Descriptions

▶ Employee/Contractor/Volunteer Name
  ◦ Provide the employee's name
  ◦ If the position is one you will be recruiting for indicate 'To be hired'.

▶ Job Title
  ◦ Provide the job title: Case Manager, Mental Health Therapist
  ◦ If you have more than one position with the same job title, make sure the job titles are given different titles, such as Advocate 1, Advocate 2,

▶ Position Type
  ◦ Should be listed as Managerial, Administrative, or Staff

Job Information

▸ Professional Licensure
  ◦ If the position requires certification or licensure, indicate the educational level or certification, such as LCSW, PhD, JD, etc

▸ Job Type
  ◦ Full Time, Part Time, On Call, or Volunteer

▸ Time Spent
  ◦ The percentage of time that this person is funded through this project.
  ◦ Note: Executive and Managerial positions should not be funded at 100%, unless they are also involve in providing services

Job Information

▸ Job Duties

◦ While you will be required to upload a detailed job descriptions as an attachment to the application, you must also provide job details for each position in the body of the application

◦ Someone reviewing your grant application should be able to understand what that position will do in support of project activities

▸ Fringe Benefits

◦ List the fringe benefits paid by the employer that are associated with the position as part of the compensation package (eg. FICA, unemployment insurance and worker's compensation)

Modification Conditions

Modification Conditions

▸ After applications have been submitted and approved to move forward in the application process, grant planners will review each application and send agencies notifications of any modifications that need to be made to bring the grant into compliance with GCC and Federal guidelines

Modification Conditions

▸ The Modification Conditions Notification will be sent as an email from one of the planners

▸ It will include a list of items that need to be corrected before any funding can be awarded

▸ Review and check the list off as items are corrected

▸ If there are items on the list that are not corrected, a member of the planning team will contact you to correct the condition(s) listed.

Modification Conditions

▶ Once all conditions are completed to the satisfaction of the planning staff, the status of the project application will change to "Pending Award"

▶ This indicates that the application is corrected and ready to begin once the federal funding is received

  ◦ *All awards are pending based on the receipt of federal funding by GCC*

  ◦ *No awards can be issued until North Carolina receives funding from the U.S. Department of Justice, Office of Justice Programs*

Grant Awards

Signing Your GCC Grant Awards

▸ Once funding is received, grant award packets will be sent to you via Docusign. The contractual documents (Grant Award and Special Conditions) are signed using Docusign

▸ The required attachments are attached as Adobe Acrobat documents that must be signed, scanned, and uploaded to the project.

Signing Your GCC Grant Awards

▸ You must also send an email to GCC planner to let them know you have uploaded your award attachments.

▸ Your award cannot be opened until both the Docusign contractual documents and the attachments have been returned to GCC!!!

The Grant Award

▸ Review the information in the grant award packet carefully

◦ Check names to ensure they are correct

◦ If the names are not correct, return the grant packet to GCC. A new grant award packet will have to be generated and reissued

◦ Read the Special Conditions attached to the grant award, they contain information specific to the award and federal requirements that must be met and maintained over the life of each project

Grant Award

▸ After your documentation is returned, it will be reviewed by the GCC Administrative team for completeness.

▸ Complete packages will be sent to the Grants Management team and your project will be assigned to a Grants Manager and opened.

▸ Congratulations!!!

Any Questions?