



Juvenile Justice Grant Reporting

Grant Award Breakout
September 2021

Federal Funding Sources

Juvenile Justice Planning Committee funds programs through two Federal grant programs:

- ▶ U.S. Department of Health and Human Services – Child Abuse Prevention and Treatment Act (CAPTA)
 - **Children’s Justice Act** funding priority ONLY
- ▶ Office of Juvenile Justice and Delinquency Prevention – Title II Formula Grant Program
 - **Juvenile Justice** funding priorities

Required Reports

All projects approved for funding by the Juvenile Justice Planning Committee are required to submit regular performance reports as a condition of the grant award.

- ▶ Reports must be submitted by their respective deadlines.

Non-submission of reports will impact your ability to receive reimbursements for project-related expenses!

Purpose of Juvenile Justice Reports

Grantees report to Governor's Crime Commission

GCC reports the data for the State to Federal partners (OJJDP, US DHHS)

Federal partners report nationwide data to Congress, & the Office of Management and Budget (OMB)

Reports by Award Type

- ▶ All projects funded by the GCC are required to provide an annual **Project Progress Report** that aligns with the specific goals and objectives of the project
- ▶ Both Children's Justice Act and Juvenile Justice projects must submit a **Mid-Year** and **Final Report**
- ▶ Please note that extensions to the award period may require additional reporting

<u>Grant Type</u>	<u>Report Name</u>	<u>Activity Period</u>	<u>Due Date</u>
<u>ALL</u> GCC Grants	Project Progress Report	October – September	October 30
Children’s Justice Act Grants	JJ Mid-Year	October – March	April 30
	JJ Final	April - September	October 30
Juvenile Justice Grants	JJ Mid-Year	October – March	April 15
	JJ Final	April - September	October 15

Report Types and Deadlines



Accessing Reports in GEMS

Accessing Reports

- ▶ All projects performance reports must be submitted in the GEMS system
- ▶ The Project Director for the project will receive all correspondence regarding the project, including all automated reminders from the GEMS system

Accessing Reports

- ▶ Both types of reports are listed on the bottom left menu.
- ▶ Click on the proper report type and reporting period to submit reports by their respective deadlines.

The screenshot displays the GEMS system interface. The header includes the GEMS logo and navigation links: My Projects, My Profile, Scoring, Help, and Adonicca McAllister. The left sidebar menu lists various report types, with 'Project Progress Report' highlighted by a red bracket. The main content area shows a table of 'Project Progress Reports' with columns for Report Name, Due Date, Submitted On, and Status. A red box highlights the first report name, and a blue callout box points to the report period. Red circles highlight the Due Date, Submitted On, and Status columns.

Report Name	Due Date	Submitted On	Status
Project Progress Report (10/01/2019 - 09/30/2020)			Pending
Project Progress Report (10/01/2020 - 09/30/2021)			Pending
Project Progress Report (10/01/2021 - 09/30/2022)			Pending
Project Progress Report (10/01/2022 - 09/30/2023)			Pending

PROJ013524 2019 CMPD Youth Diversion Program		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
	Yearly Final Juvenile Justice Report (04/01/2020 - 09/30/2020)	10/31/2020		New
	Mid Year Juvenile Justice Report (10/01/2020 - 03/31/2021)	04/30/2021		New
	Yearly Final Juvenile Justice Report (04/01/2021 - 09/30/2021)	10/31/2021		New
Reimbursements	Mid Year Juvenile Justice Report (10/01/2021 - 03/31/2022)	01/31/2022		New
Budget Adjustments				
Non Budgetary Adjustment				
Project Progress Report				
JJ Mid/Final Reports				

PROJ013524 2019 CMPD Youth Diversion Program		Project Progress Reports		
	Report Name	Due Date	Submitted On	Status
Project Overview	Project Progress Report (10/01/2019 - 09/30/2020)			Pending
	Project Progress Report (10/01/2020 - 09/30/2021)			Pending
	Project Progress Report (10/01/2021 - 09/30/2022)			Pending
Notice of Implementation				
Reimbursements				
Budget Adjustments				
Non Budgetary Adjustment				
Project Progress Report				
JJ Mid/Final Reports				





Project Progress Reports

Required for ALL GCC-funded Projects

Project Progress Reports

<u>Grant Type</u>	<u>Report Name</u>	<u>Activity Period</u>	<u>Due Date</u>
All GCC Funded Projects	Project Progress Report	October – September	October 30

- ▶ All projects funded by the GCC must provide an annual report
- ▶ Progress Reports align with the stated goals and objectives of your grant application



Children's Justice Act Reporting

Mid-Year/Final Reports

Please note that the CJA Mid-Year and Final reports are listed in GEMS as JJ Mid/Final Report

<u>Grant Type</u>	<u>Report Name</u>	<u>Activity Period</u>	<u>Due Date</u>
Children's Justice Act Grants	JJ Mid-Year	October – March	April 30
	JJ Final	April - September	October 30

Report Questions

Activities/Outputs:

Describe your project activities as they relate to the needs identified in your project application, including the implementation of evidence-based trainings and programming.

Goals/Accomplishments:

Describe your project progress and include any innovative programming or success stories. Describe whether project activity resulted in expected changes.

Outcomes/Impact of Project on System:

Describe the impact of this project on systems. Assess any changes in program participants. Describe any problems or barriers that you may have encountered during the report period. Include the results of program evaluation efforts.

CJA Reporting Tips

- ▶ Even though these are narrative questions, please provide quantitative data wherever possible
- ▶ Be detailed about how you collect and measure data specific to your project
- ▶ Share success stories from service providers and program participants



Juvenile Justice Reporting

Mid-Year/Final Reports

Juvenile Justice Mid-Year and Final reports are listed in GEMS as JJ Mid/Final Report

<u>Grant Type</u>	<u>Report Name</u>	<u>Activity Period</u>	<u>Due Date</u>
Juvenile Justice Grants	JJ Mid-Year	October – March*	April 15
	JJ Final	April - September	October 15

***NOTE:** Juvenile Justice priority grants begin 1/1 – the mid-year report for Year 1 of funding will cover activities occurring from January - March

JJ Mid/Final Reports

- ▶ **Currently** 24 report questions covering both quantitative and qualitative report data
- ▶ Report due dates align with Federal reporting requirements
- ▶ Report criteria may change due to transitioning to new Federal grant management system

JJ Mid/Final Report Questions

Quantitative report data may include:

- ▶ Frequency, Capacity
- ▶ Program Activities
- ▶ Referral Sources (to and from the program)
- ▶ Outputs/Outcomes

JJ Mid/Final Report Questions

Qualitative report questions may include:

- ▶ What were your accomplishments within this reporting period?
- ▶ What goals were accomplished as they relate to your grant application?
- ▶ What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your program goals or milestones?
- ▶ Please share a success story detailing your impact.

R/ED Priority Reporting Requirements

In addition to providing the required report data, R/ED priority grants must:

- ▶ Disaggregate their data by race and ethnicity
- ▶ Explain how their project aims to reduce disparities and/or promote racial equity
- ▶ Assess and provide measures of their program's impact on youth of color to determine if disparate outputs/outcomes were improved

JJ Mid/Final Reports

MALE				
Race/Ethnicity	Under 9	9-12	13-15	16-18
African American				
Native American				
Asian				
White				
Hispanic				
Other				

FEMALE				
Race/Ethnicity	Under 9	9-12	13-15	16-18
African American				
Native American				
Asian				
White				
Hispanic				
Other				

ADULTS	
African American	
Native American	
Asian	
White	
Hispanic	
Other	

JJ Reporting Tips

- ▶ Establish a recordkeeping system and collect data based on the required reporting elements
- ▶ Be honest about barriers, realistic about successes
- ▶ Contact the GCC if you experience any difficulty executing the work of your project – we want to support you!

Questions?

If you need assistance with required reports, contact a member for the Juvenile Justice Planning Team:

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