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
- Kevin Farrell – Byrne/JAG & CESF Grant Manager
- Clarissa Moore – CESF Grant Manager
Byrne JAG/CESF Break-Out Agenda

- Grant Enterprise Management System
- Grant Opening Process
- Adjustments
- Reimbursements
- Reporting
- Questions
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
Implementation Plan
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.
☐ * EEOC 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 – Use of Force Policy
- Tasers & Non-Lethal Arms – Usage Policy
- Body 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

- **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
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
- Request processed in GEMS by Organization Administrator (approval and assignment)
Organization Roles

Request Organization Roles

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

- **Organization Administrator** - Maintains organization information, can be multiple Organization Administrators. This is not the project lead.

- **Financial Officer** - Approves the project budget and has final authority for your Board Treasurer.

- **Authorizing Official** - Can enter into a contract on behalf of your organization.

Justification *

Submit Request
Notice of Grant Implementation

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

**Notice of Implementation**

- **Status**
  - Reviewed by GCC
  - Submitted On: 09/05/2018

- **Choose activities that represent implementation measures** *
  - Advertising for Positions
  - Securing Bids
  - Purchase of Equipment
  - Acceptance of Referrals
  - Hiring of Project Personnel
  - Other

- **Describe the implementation measures** *(Max 3900 characters)*
  - We are in the middle of logistical strategies to start the project.
  - *Reviewing Contracts.*

**PROJ013290**

- 3 Grant Workshop 2018

**Attachments**

**Notice of Implementation**

- Reimbursements
- Budget Adjustments
- Non Budgetary Adjustment
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 60-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 & CESF Specific

- Overestimate costs where possible
- Equipment vs. Supplies – follow your policy
- Use generic budget line item names
  - Specific Models/Brands will limit you
- Mirror quotes/invoices as closely as possible
  - Note that quantities should 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 & CESF 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 submissions should 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

- 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

- 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
Vendor Debarment Checks
- Check 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

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

- A copy **must** be uploaded to GEMS (PMT Reports Section)

- 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 – PMT Important Dates

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Subrecipient Due Date</th>
<th>GCC Federal Due Date</th>
<th>GEMS Hold Starts</th>
</tr>
</thead>
<tbody>
<tr>
<td>January – March</td>
<td>April 10(^{th})</td>
<td>April 30(^{th})</td>
<td>May 1(^{st})</td>
</tr>
<tr>
<td>April – June</td>
<td>July 10(^{th})</td>
<td>July 30(^{th})</td>
<td>August 1(^{st})</td>
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<tr>
<td>July - September</td>
<td>October 10(^{th})</td>
<td>October 30(^{th}}</td>
<td>November 1(^{st})</td>
</tr>
<tr>
<td>October - December</td>
<td>January 10(^{th})</td>
<td>January 30(^{th}}</td>
<td>February 1(^{st})</td>
</tr>
</tbody>
</table>
# Reporting – Annual Progress Report

- Due annually by September 30\textsuperscript{th}
- Completed in GEMS

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

<table>
<thead>
<tr>
<th>Objective 1</th>
<th>Activities</th>
<th>Comments</th>
</tr>
</thead>
</table>

Only the Project Director can submit this report to GCC.
Questions?