

**Grant Management Workshop**

**FAQ from Plenary Session Chat**

**September 14, 2021**

**Question: Does this hold true for Year 2020 grants? Year one unspent funds will go back to GCC?**

Answer: No, only grants that open October 1, 2021.

**Question: Will this PowerPoint be forwarded to everyone once the class is complete?**

Answer: The PPT will be posted to the GCC website for downloading.

**Question: If we pay an employee for accrued leave when they leave is that an allowable expense if they are being paid through the GCC grant.**

Answer: It is allowable if the subrecipients policy indicates that the type of employee receives accrued leave as a part of their benefits. Keep in mind leave must still be allocated across the funding sources that supports the employee.

**Question: What if we have more lines than are on the coversheets?**

Answer: You can use an additional coversheet for the expense category. Be sure to label them in the page numbers.

**Question: Does the automatic Y2 reversion rule apply to newly-awarded grants only or does that rule include current, open grants?**

Answer: Applies to the new grants opening October 1, 2021 and later.

**Question: Any unspent funds for any grants awarded in 2021 will not have any year 1 funds rolled over to year 2**

Answer: That is correct for the grants opening October 1, 2021 and later.

**Question: Is there a form or guideline for what is required to be listed on a property tag for the property purchases over \$5K?**

Answer: The property control record has some guidance and we have guidance listed in the Grants Management Guidelines. This would be based on the policy of the subrecipient. For more details your Grant Administrator will be able to assist.

**Question: Is the property form on the GCC website?**

Answer: Yes

**Question: When is a resume required for contract?**

Answer: This is needed when working to justify a rate increase above the \$81.25 per hour rate. This speaks to the qualifications of the person you need to utilize.

**Question: If you forget to upload something and it is pending is there a way to still upload the missing item or do we wait until we are contacted?**

Answer: Contact your grant administrator for assistance. They can send back the reimbursement request to you for modifications.

**Question: Will we be receiving this presentation in an email? It would be helpful.**

Answer: The presentation will be posted to the GCC website in a few days.

**Question: What constitutes a "valid explanation" for excess rates?**

Answer: This would have to demonstrate that the contractor rate requested is the fair market rate for like duties of the position. This could be demonstrated by the qualifications of the employee along with proof of being paid the amount for like duties, or market research that would justify the increased amount.

**Question: Do we have to have employee allocation forms for employees who participate in this grant but do not get paid any extra.**

Answer: If the only allocation the employee is receiving then you would use the single funding source time and activity sheet and 100% of their effort would be recorded to the grant. Time and activity sheets are required for all staff working on the grant.

**Question: Where do we find out who our Grant Administrator is?**

Answer: This can be found on the award letter that is sent to the subrecipients, or in the GEMS system. You will also receive an introduction email from your assigned Grants Administrator.

**Question: Are therapists considered contractors if they are hired by the organization as a regular employee and on payroll?**

Answer: If hired as a regular employee they are not considered a contractor.

**Question: Is the CJI grant a required match grant?**

Answer: There is not a requirement to provide Match on CJI awards.

**Question: How do I access the grants GEM'S Screen? I have an account in GEMS, but it doesn't show any grants on it currently.**

Answer: Your grant manager can assist you to ensure you are using the correct NCID and Password. Check with your organization's GEMS administrator to make sure you have been assigned a role on the grant.

**Question: We are looking to apply for a grant through GCC this grant year. I believe opening is November 1st. Who would I reach out to?**

Answer: Please reach out to one of the planners for the grant that you are interested in applying 919-733-4564. You can also reach them from the Commission Staff tab on the GCC website.

VOCA- Sandy Dixon

VAWA- Karen Lombri

JJ- Adonicca McAllister

Byrne-Jag- Navin Puri

**Question: I am new to grant writing and this entire process. Is there somewhere on the GEMS website with a glossary of acronyms and definitions - subrecipients, VOCA, etc.**

Answer: Yes, the Grants Management Guidelines book has a page that explains the acronyms.

**Question: When will the 2021-2023 modifications and attachments be review and approve? We got the letter in June and submitted in June.**

Answer: We do not have a specific date please reach out to your planner for more details.

**Question: Regarding match. Can the Marriage License Fees and Divorce Filing Fees Appropriations be used as match for the GCC Grants?**

Answer: Funds that are State or other sources can be used to match federal share.

**Question: Contractual form was approved for the first year. Will we need to do another form for year two?**

Answer: Depends, if the contract was for the full two years you will not have to submit another form. If the contract was for one year, then yes you will have to submit again for year 2.