WELCOME TO GEMS

GCC WORKSHOP

2021
GEMS TRAINING CONTENTS

- GEMS My Profile Overview
- Organization Roles
- Reimbursement Requests
- Budget Adjustments
- Non-Budgetary Adjustments
- Reporting
GEMS OVERVIEW

PRESENTED BY: Allyson Teem
MY PROFILE OVERVIEW

My Profile
- Request Organization Roles
- Request Project Access
- My Organization
- Approve/Deny Requests
- Deactivate Roles
- Assign Officials
- Indirect Costs

My Profile
- Any information that is grayed out (read-only) is managed by your NCID account. Please visit the NCID website to update this information.

Organization *
- Select Existing Organization

Salutation
- Andrea Russo

Job Title

Name

Email
- andrea.russo@ncdps.gov

Phone

Street Address 1

Street Address 2 (optional)

City

State

Zip

SAVE MY PROFILE
## Project Overview

**Project Name**

**Start Date**
10/01/2017

**Grant Manager**

crmadmin@nc crim kontrol.org

**Financial Officer**

**Project Summary**

test

The ‘Remaining’ columns in the below budget table reflects all requirements that have been paid or currently in process.

<table>
<thead>
<tr>
<th>Name</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Federal Share</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contractual</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone Service</td>
<td>1,000.00</td>
<td>$10.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Phone Service: 2nd Year</td>
<td>1,000.00</td>
<td>$10.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computers</td>
<td>10.00</td>
<td>$1,500.00</td>
<td>$6,475.00</td>
</tr>
<tr>
<td>Computers: 2nd Year</td>
<td>10.00</td>
<td>$1,500.00</td>
<td>$6,475.00</td>
</tr>
<tr>
<td><strong>Surplus</strong></td>
<td>0.00</td>
<td>$1.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Personnel</strong></td>
<td>0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
MY PROFILE – INDIRECT COSTS

Indirect Costs

Select appropriate Option

Only the ‘financial officer’ of your organization can select the indirect cost option.

Unless otherwise allowed, all costs attributed to a grant must be directly related to the objective of that grant. If your grant allows you to charge indirect costs, please select from the choices below. If your grant does not allow for indirect costs, the default (direct costs) option will be shown and no other elections are possible.

- **Option 1: Direct (Allocated) Costs Only.**
  All costs will be treated as direct costs and will be allocated proportionally.

- **Option 2: De Minimis Indirect Cost Rate.**
  By selecting this option, you MUST attach a completed Indirect Cost Rate Certification Form for Agencies Using the 10% De Minimis Rate.
  Applicant agency is eligible for and elects to use the 10 percent de minimis rate per 2CFR200.414(f) for Modified Total Direct Costs (MTDC) as outlined under 2CFR200.68. MTDC means all program related direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the project). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs (i.e., office supplies, copier rental and supplies, telephone, utilities, accounting and payroll costs, etc.) and the portion of each subaward in excess of $25,000.

- **Option 3: Federally Negotiated Indirect Cost Rate.**
  If you have a federally negotiated indirect cost rate, you MUST attach a copy of your negotiated rate letter from your federal cognizant agency.
  Our agency has a federally negotiated indirect cost rate.
ATTACHMENTS

Attachments

Reimbursement receipts should not be uploaded as project attachments. Documents that are relevant to the entire project i.e., contracts, agreements etc. should be uploaded here.

File:
Choose File...

Name file accordingly

Find PDF file to upload

Click

SAVE

North Carolina Department of Public Safety
Governor’s Crime Commission
NOTICE OF IMPLEMENTATION

Notice of Implementation

Status
Reviewed by GCC

Submitted On
09/05/2018

Select all boxes that apply

- Advertising for Positions
- Securing Bids
- Purchase of Equipment

Choose activities that represent implementation measures *

- 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.

Enter description of next steps for project to proceed/begin
MY PROFILE – MY ORGANIZATION/SAMS UPDATE

Enter organization Name

Select “NEW” Date

Choose PDF Only

Click

SAVE ORGANIZATION
QUESTIONS?

If you have questions, ask them in the chat box.
Organization
Roles
TRAINING CONTENTS

- MY PROFILE
  - Organization Roles
  - Project Access
  - SAM
NEED TO KNOW

- **Always** notify Grant Administrator via email of any key role staff changes.
- Your NCID is for you only to access GEMS and must not be shared.
** (All persons needing GEMS access must obtain an NCID through https://ncid.nc.gov):

- **Authorizing Official (AO).**
  - Signatory to grant award.
  - Chief point of oversight for 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 execution of project.
  - Primary point of contact with GCC.

- **Organization Administrator.**
  - Submits all SAM updates to GEMS.
  - Approves all requests for organization roles (AO, FD, PD)
  - Assigns AO, FO and PD to open projects.
  - Approves/Denies requests for project access
  - Deactivates access/roles, if needed.
MY PROFILE – REQUEST ORGANIZATION ROLES

Request Organization Roles

Select one or more of the following roles, write a justification for needing this role, and click Submit. This request will be reviewed by your GEMS Organization Administrator and you will be notified by email.

- Organization Administrator - Maintains organization information and manages GEMS users, organization roles, and projects roles. There can be multiple Organization Administrators. This role is not the same as a Project Director. This role is at the Organization level.
- Financial Officer - Approves the project budget and has final approval of all financial documentation. For non-profits, this person must be your Board Treasurer.
- Authorizing Official - Can enter into a contract on behalf of your agency. For non-profits, this must be the Board President or Board Chair.

Justification

Submit Request
MY PROFILE – REQUEST PROJECT ACCESS

Request Project Access

Select a project from the drop-down list, write a justification and click Submit. This request will be approved by your GEMS Organization Administrator. If approved, you will be able to edit project application, create or edit reimbursements, budget adjustments, reports etc.

Select appropriate project.

Enter justification here.

Submit Request
MY ORGANIZATION – APPROVE/DENY ROLE REQUESTS

### Approve/Deny Requests

Search...

Select the users you want to approve or deny and click ‘Approve/Deny Request(s)’ button.

<table>
<thead>
<tr>
<th>Approve</th>
<th>Deny</th>
<th>User</th>
<th>Organization Role</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Test User 1</td>
<td>Financial Officer</td>
<td>Test</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approve</th>
<th>Deny</th>
<th>User</th>
<th>Project Role</th>
<th>Project ID</th>
<th>Project Name</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Test User 1</td>
<td>Project Editor</td>
<td>PROJ999999</td>
<td>Test Project 1</td>
<td>Test</td>
</tr>
</tbody>
</table>

**Previous Requests**

<table>
<thead>
<tr>
<th>Organization Role</th>
<th>Requestor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorizing Official</td>
<td>Test User 2</td>
<td>Approved</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Role</th>
<th>Project ID</th>
<th>Name</th>
<th>Requestor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Editor</td>
<td>PROJ111111</td>
<td>Test User 2</td>
<td>Test User 2</td>
<td>Approved</td>
</tr>
</tbody>
</table>
MY PROFILE – DEACTIVATE ROLES

Select
Click
Click

Search for Person/Role to Deactivate

Select the users and click ‘Deactivate Roles’ button.

Deactivate Roles

Organization Roles

Select User Organization Role

Test User 2 Authorizing Official

Project Roles

Select User Project Role Project ID Name

Test User 1 Project Editor PROJ999999 Test Project 1
MY PROFILE – ASSIGN OFFICIALS

Assign Officials

- Select Project
- Select Category
- Select Director
- Select Official

Click SAVE
QUESTIONS?
If you have questions, ask them in the chat box.
REIMBURSEMENT REQUESTS
NEED TO KNOW:

- All reimbursements must be submitted monthly from the 1st to the last day of the month.

- Reimbursements are submitted based on actuals not budgeted.

- Submit reimbursements in the month the expense was incurred. (Wait until paid and cleared to submit)

- Make sure to select yes for final reimbursement

- NEW! Last request is due 60 days after end of period of performance.
BYRNE JAG & CESF ONLY:

Reimbursements Rules for specific grants:

- **Period Start/End Dates** – since equipment grants typically are not submitting monthly reimbursements, the subrecipient should enter the period of time the purchases occurred (from quote gathering to payment). It’s ok if the period is longer or shorter than one month.

- **Importance of Photos** – photos are very important for equipment grants – best practice is to photograph equipment as it arrives. Be sure to include photos of serial numbers or asset tags for larger purchase and all firearms.
REIMBURSEMENT REQUESTS

Notice of implementation has not been reviewed by GCC.

No reimbursements have been created.
CREATE REIMBURSEMENT

Enter time period by month

Click
REIMBURSEMENT FUNCTIONS

Transaction ID

Total requested

Edit reimbursement Dates

Add Document
UPLOAD REIMBURSEMENT FILE

LABEL DOCUMENT AS PERSONNEL, SUPPLIES, ETC. LABEL PAGE NUMBERS. ENTER PAGE NUMBERS INTO DOC # BOX AFTER UPLOAD.
ADD REIMBURSEMENT LINE ITEM

MATCH & FEDERAL SHARE

FEDERAL SHARE ONLY

MATCH ONLY

Add Document/s

Add Reimbursement

Reimbursement Request

Transaction ID
TRAN000

Period
07/01/2019 - 07/31/2019

Status
New

Total Requested
$0.00

Reimbursement Requested
$0.00

Match Contribution
$0.00

Match & Federal Share

FEDERAL SHARE ONLY

Documentation

Please upload all relevant documentation that support the costs and expenditures that are recorded for this online GEMS Reimbursement Request. For easier document management, please scan multiple receipts and timesheets into a single document. For instructions specific to each budget category Click Here.

Doc #
Name

1
S2019 Grants Management Guide -- GEMSR Step 3.png

Reimbursement Details

Name

Quantity
Unit Cost
Total
Match Contribution
Reimbursement Requested

MATCH & FEDERAL SHARE

FEDERAL SHARE ONLY

MATCH ONLY

Add Document/s

Add Reimbursement
DROP DOWN AND SELECT LINE ITEM

Select cost category

Select lines for reimbursement

Court Advocate 2:2nd Year

Court Advocate:2nd Year
FOLLOW INSTRUCTIONS BELOW

1. Enter description Title
2. Name of Employee/Contractor
3. Enter Quantity = 1
4. Enter page #. EX: P1-P3

Click Save
SUBMIT TO FINANCIAL OFFICER
BUDGET ADJUSTMENTS

PRESENTED BY: Matt Stuart
NEED TO KNOW

- **Always** notify your Grant Administrator of any budget changes in a detailed email prior to submitting an adjustment.

- **Always** notify Grant Administrator via email of any key role staff changes.

- **Always** ask your Grant Administrator when in question of allowability.
HOW TO SWITCH FROM YEAR 1 TO YEAR 2

1) Create new adjustment
2) Freeze/delete remaining lines in year 1 to move them to surplus.
3) Submit and wait for approval
4) Grant Administrator Approves/Waits for secondary Approval from team lead.
5) Grant Administrator switches you to year 2 in the system
6) Create a new BADJ if need to allocate surplus to year 2 budget.
Budget Adjustment Rules for specific grants: EQUIPMENT ONLY:

- When adding new budget line items for equipment, it is preferable to give general names in the budget.

- An example is to list “Radios” as the budget line name, instead of “Kenwood Radio Model XTS.” The more specific you are, the greater of a chance you’ll have to submit another budget adjustment if that model is not available, or if needs or prices change.
BUDGET ADJUSTMENTS

Budget Adjustments

<table>
<thead>
<tr>
<th>ID</th>
<th>Total Adjustment</th>
<th>Submitted On</th>
<th>Status</th>
<th>REVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJ0000025781</td>
<td>$0.00</td>
<td>03/31/2020</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>ADJ0000026383</td>
<td>$0.00</td>
<td>07/29/2020</td>
<td>Completed</td>
<td></td>
</tr>
</tbody>
</table>
CREATE A BUDGET ADJUSTMENT

Enter detailed description to describe reasoning for submitting the budget adjustment request.

Are you switching from year 1 to year 2?

Click Save
**BUDGET ADJUSTMENT FUNCTIONS**

### Budget Adjustment

**Description**
Enter enough detail here to completely describe why adjustment is necessary. Include financial breakdowns and other relevant information.

<table>
<thead>
<tr>
<th>Project Budget</th>
<th>Surplus</th>
<th>Budget Total</th>
<th>Fed Share</th>
<th>Match Allocated</th>
<th>Match Required (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL</td>
<td>$87.50</td>
<td>$687,352.50</td>
<td>$687,352.50</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

- **Sort categories**
- **Click to add new line**
- **Click to freeze entire year/All lines at once**
- **Federal Share Only**
- **Add New Line**
ADD A BUDGET LINE ITEM

Select appropriate category

- CONTRACTUAL
- EQUIPMENT
- INDIRECT COST
- PERSONNEL
- SUPPLIES
- TRAVEL

Click

SAVE  CANCEL
ADD BUDGET LINE – CATEGORY SELECTIONS

Select personnel type

- Salaries
- Overtime
- Fringe Benefits: FICA (7.65%)
- Fringe Benefits: Retirement
- Fringe Benefits: Hospitalization
- Fringe Benefits: Workers Comp
- Fringe Benefits: Unemployment
- Fringe Benefits: Dental
- Fringe Benefits: Other
ADD BUDGET LINE ITEM - SALARY

- Enter Position Title
- Quantity in months
- Enter name/s
- Select position type
- Select job type
- Enter accurate percentage of time worked on project
- Enter detailed job duties obtaining to personnel position
### FREEZE/EDIT OPTIONS

#### Match Required (0%)

<table>
<thead>
<tr>
<th>Fed Share</th>
<th>In-Kind Match</th>
<th>Cash Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted</td>
<td>Budgeted</td>
<td>Budgeted</td>
</tr>
<tr>
<td>$400.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### Over Matched/Under Matched

<table>
<thead>
<tr>
<th>Fed Share</th>
<th>In-Kind Match</th>
<th>Cash Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remaining</td>
<td>Remaining</td>
<td>Remaining</td>
</tr>
<tr>
<td>$16,420.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

- Funds spent = Freeze Option
- Funds not spent = Delete Option
EDIT BUDGET LINE

Edit Budget Line

Enter Cash Match for cash expenses

Enter In-kind Match for donations

Description *

Quantity *
480

Cost Per Item *
$48.00

Budget Total
$23,040.00

Cash Match *
$0.00

In-Kind Match *
$0.00

Federal Share
$23,040.00

Quantity Spent: 154.50
Match Spent: $0.00
Fed Share Spent: $6,620.00

Click
SAVE
CANCEL
REQUESTING ADDITIONAL FEDERAL SHARE

Budget Adjustment

You are requesting additional federal funds in the amount of $412.50

Adjustment ID
ADJ0000

Description
Enter enough detail here to completely describe why adjustment is necessary. Include financial breakdowns and other supporting information, as needed.

SUBMIT TO FINANCIAL OFFICER

Budget Summary

<table>
<thead>
<tr>
<th>Surplus</th>
<th>Budget Total</th>
<th>Fed Share</th>
<th>Match Allocated</th>
<th>Match Required (%)</th>
<th>Over Matched/Under Matched</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Adjustment</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>After Adjustment</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Requesting Additional Federal Share Requires Prior Approval!

When Ready to submit

Project Budget

Contractual

Court Advocate RV2: 2nd year

Court Advocate: 2nd year

Other Expenses

Surplus

$0.00 $0.00

Printer: 2nd Year

1.00 1.00 $500.00 $500.00 $500.00 $0.00 $0.00

North Carolina Department of Public Safety
QUESTIONS?

If you have questions, ask them in the chat box.
NON- BUDGETARY ADJUSTMENTS

PRESENTED BY: Thomas Cook
**NEED TO KNOW**

- Non-Budgetary Adjustments are submitted to make non-financial changes to a federal award.
- Non-Budgetary Adjustments are frequently, but not exclusively, personnel adjustments and grant period extensions.
Non-Budgetary Adjustment Rules for specific grants:

- **Grant Period Extensions** – may be needed for equipment grants when items are on backorder, or have not arrived by the project end date. Work with your Grant Admin to determine if additional time is needed.

- **Project Changes** – Scope changes for equipment grants should be discussed with your Grant Admin to make sure the change still meets the funding priority and is allowable under the federal award.
NON – BUDGETARY ADJUSTMENT
NON – BUDGETARY ADJUSTMENT

Non-Budgetary Adjustment

No non budget adjustments have been created.

Requires prior Approval

Select Option

Click

+ ADJUSTMENT

Grant Period Extension
Project Personnel Adjustment
Project Adjustment

Project Overview
Attachments
Notice of Implementation
Reimbursements
Budget Adjustments
Non Budgetary Adjustment
Project Progress Report
VOCA Reports
VAWA Reports
PMT Reports
GRANT PERIOD EXTENSION

Enter a detailed justification for the grant extension

Enter “New” proposed Extension date

Make sure to save!
NON-BUDGETARY ADJUSTMENT

Non-Budgetary Adjustment
No non budget adjustments have been created.

Select Option
- Grant Period Extension
- Project Personnel Adjustment
- Project Adjustment

Click
## Personnel Adjustment

<table>
<thead>
<tr>
<th>Budget Type</th>
<th>Description</th>
<th>Budget Year</th>
<th>Budget Amount</th>
<th>Employee/Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACTUAL</td>
<td>Phone Service</td>
<td>Year 1</td>
<td>$10,000.00</td>
<td></td>
</tr>
<tr>
<td>PERSONNEL</td>
<td>Programmer</td>
<td>Year 1</td>
<td>$57,600.00</td>
<td>john doe</td>
</tr>
</tbody>
</table>

Click to edit.
PERSONNEL ADJUSTMENT – EDIT JOB INFORMATION

Add/Edit Job Information
- Enter Position title
- Select Position Type
- Detailed job functions
- Add Fringe Information
- Enter Employee/s name/s
- Select Appropriate option

Click
- SAVE
- CANCEL
PROJECT ADJUSTMENT

Non-Budgetary Adjustment
No non budget adjustments have been created.

Click + ADJUSTMENT
Select Option
Grant Period Extension
Project Personnel Adjustment
Project Adjustment
PROJECT ADJUSTMENT

Current abstract of project

New proposed abstract of project

SAVE
PROJECT ADJUSTMENT

Project Adjustment

Current Timeline information

New proposed Timeline of project

SAVE
PROJECT ADJUSTMENT

Current Goals of project

Project Adjustment

Abstract  Timeline  Goals  Objectives  Justification

Description

Agency will continue to expand its services and collaborative partners.

Through services received through isolation.

Clients will report an increase in feelings of safety and a decrease in feelings of...
## Current objectives of project

- **Description:**
  - 4 collaborative partner meetings per year.
  - Access to and utilization of comprehensive services for victims of domestic and sexual violence.
  - Program initiative will report an increase in safety following comprehensive crisis and support services.
  - If isolation perceived following their participation in services or the VOICES group.
Enter the NEW justification of proposed changes for the project.
QUESTIONS?

If you have questions, ask them in the chat box.
PROJECT REPORTING

PRESENTED BY: Thomas Cook
REPORTING

- PMT
- Initial Subaward Report (VOCA ONLY)
  - VOCA – Victims of Crime
  - CESF – Coronavirus Emergency Supplemental Funding
  - BYRNE JAG
  - JUVENILE JUSTICE
- VAWA – STOP – Violence Against Women
- PROJECT PROGRESS REPORT
# REPORTING SCHEDULE

<table>
<thead>
<tr>
<th>ACROYNMS</th>
<th>Due Dates</th>
<th>Report Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOGI</td>
<td>October - Grant Opening</td>
<td>Notice of Grant Implementation</td>
</tr>
<tr>
<td>ISAR/SAR</td>
<td>October - Grant Opening</td>
<td>Initial Sub-Grant Award Report</td>
</tr>
<tr>
<td>BJA PMT</td>
<td>Quarterly - October/January/April/July</td>
<td>Bureau of Justice Assistance PMT</td>
</tr>
<tr>
<td>PMT</td>
<td>Quarterly - October/January/April/July</td>
<td>Performance Measurement Tool Reports</td>
</tr>
<tr>
<td>PPR</td>
<td>Annually - October</td>
<td>Project Progress Report</td>
</tr>
<tr>
<td>STOP</td>
<td>Annually - October</td>
<td>VAWA Annual Progress Report</td>
</tr>
<tr>
<td>BA</td>
<td>60 days prior to grant expiration</td>
<td>Budget Adjustments</td>
</tr>
<tr>
<td>NBA</td>
<td>Before grant expires</td>
<td>Non-Budgetary Adjustments</td>
</tr>
</tbody>
</table>
NEED TO KNOW

- If your reports are late your agency will be put on hold.
- Submit your reports in a timely manner
- If you have any issues submitting your reports, contact your Grant Administrator
VOCA REPORTING – INITIAL SUBAWARD REPORT

FOR VOCA PROJECTS ONLY - Complete when opening project

Click link to compete part 2 of SAR – Sub-Award Report
### Initial Subgrant Award Report

**Purpose of the funded project**
- Start up a new victim services project
- Continue a VOCA funded victim project funded in a previous year
- Expand or enhance an existing project not funded in a previous year
- Start up a new native American victim services project
- Enhance an existing native American project

**These VOCA funds will primarily be used to**
- Expand services into a new geographic area
- Offer new types of services
- Serve additional victim populations
- Continue existing services to crime victims
- Other

### Within the victim services program, which includes the VOCA funds and match, indicate the number of paid staff and volunteers

Use **FULL TIME EQUIVALENTS (FTEs)** FOR BOTH PAID STAFF AND VOLUNTEERS (based on the universal 2,080 hours per year = 1 FTE). Round any fractions to the nearest whole number. For example, 2.5 FTEs become 3 FTEs, and 1.3 FTEs becomes 1 FTE.

- Number of paid staff (FTEs)
  - 8
- Number of volunteers (FTEs) *  
  - 46
### Sample Pages: Select each option appropriate to your project and submit

**Select the type of Implementing Agency**

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Local</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

**Report the total budget available to the victim services program for the grant award period (Total must be greater than or equal to $38,640.00)**

Do not report the entire agency budget, unless it is all devoted to direct victim services. FEDERAL, STATE and LOCAL refer to government funds. FEDERAL are any funds other than this VOCA funded project. OTHER are any non-governmental funds like United Way, fundraisers, individual donors, etc.

- **Federal**: [Value]
- **State**: [Value]
- **Local**: [Value]
- **Other**: [Value]

(Excluding this project)

**Check the box(es) that identify the types of victims the VOCA funded project will serve and indicate the dollar amount devoted to each type (Total must be equal to $144,900.00).**

- [ ] Child Abuse
- [ ] DUI/DWI Crashes
- [ ] Domestic Violence
- [ ] Adult Sexual Assault
- [ ] Elder Abuse
- [ ] Adults Molested as Children
- [ ] Survivors of Homicide Victims
- [ ] Robbery

- [ ] [Value]
INITIAL SUBAWARD REPORT FORM 3

Sample Pages: Select each option appropriate to your project and submit

Check the box(es) that identify the types of services that will be provided by the VOCA funded project, as described below *

- ASSISTANCE IN FILING COMPENSATION CLAIMS includes making victims aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering needed documentation, etc. It may also include follow-up contact with the victim compensation agency on behalf of the victims. ALL PROJECTS SHOULD BE DOING THIS; AND THEREFORE CHECK THIS BOX.

- CRISIS COUNSELING refers to in-person crisis intervention, emotional support, guidance and counseling provided by advocates, counselors, mental health professionals, or peers. It may occur at the crime scene, immediately after a crime or be provided on an on-going basis.

- FOLLOW-UP CONTACT refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victims' progress, etc.

- THERAPY refers to intensive professional psychological and/or psychiatric treatment for individuals, couples, and family members to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

- GROUP TREATMENT refers to coordination and provision of supportive group activities and includes self-help, peer, social support, etc.

- CRISIS HOTLINE COUNSELING typically refers to the operation of a 24/7 telephone service, which provides counseling, guidance, emotional support, information and referral, etc.

- SHELTER/SAFE HOUSE refers to offering short and long term housing and related support services to victims and families following a victimization.

- INFORMATION & REFERRAL refers to in-person contacts with victims during which time services and available support are identified.

- CRIMINAL JUSTICE SUPPORT/ADVOCACY refers to support, assistance, and advocacy provided to victims at any stage of the criminal justice process, to include post-sentencing services and support.

- EMERGENCY FINANCIAL ASSISTANCE refers to cash outlays for transportation, food, clothing, emergency housing and support.
Please note:

1. The PMT system will remain open for reporting until further notice. The Grants Management System (GMS) closed on September 22. Beginning October 15, primary grantees or direct recipients of OJP grant funds should upload PMT reports in PDF format to JustGrants (https://justicegrants.usdoj.gov) instead of the GMS. Primary grantees should upload PMT reports in JustGrants semi-annually or annually (in accordance with the award solicitation) and at closeout.
2. The PMT System works best in Google Chrome (version 4.1.0 and above) and Internet Explorer (version 11 and above).
3. In order for PMT system features to properly function, users must enable JavaScript. For instructions on how to enable JavaScript, click here.

NOTICE TO USERS
Note: The PMT system works best and supports Google Chrome 4.1.0 and above and Internet Explorer (IE) 11 and above.

*** Staying Logged-In ***
Keep this window open for navigation to all of your assigned OJP applications!
INITIAL SUBAWARD REPORT
Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.
Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.

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<tr>
<th>SubAward Number</th>
<th>Subaward Amount</th>
<th>Project Dates</th>
<th>Federal Award</th>
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<td>10/01/2020 - 09/30/2022</td>
<td></td>
<td>Complete</td>
<td>Review</td>
</tr>
</tbody>
</table>

Go Back  Add Subaward  Update
INITIAL SUBAWARD REPORT

F. Number of volunteer hours supporting the work of this VOCA award (plus match) for subgrantee’s victimization programs and/or services: 4,418.00

Overall Comments(Optional):

*This SAR data has been completed by: on 2021-02-23 18:48:32.57.

Check Mark the SAR as Approved.

Add Comments for Revision

You have 500 characters left. (Maximum characters: 500)

Approve Close Window

Comments History Comments Action By Whom Date
No comments Mark SAR as Completed 02/23/2021
### PMT Reports

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Year</th>
<th>Submitted On</th>
<th>Status</th>
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<tbody>
<tr>
<td>Quarterly PMT Report (10/01/2020 - 12/31/2020)</td>
<td>2021</td>
<td>04/15/2021</td>
<td>Reviewed by GCC</td>
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<tr>
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<td>04/27/2021</td>
<td>Reviewed by GCC</td>
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<tr>
<td>Quarterly PMT Report (04/01/2021 - 06/30/2021)</td>
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<td>07/20/2021</td>
<td>Reviewed by GCC</td>
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<td>Quarterly PMT Report (07/01/2021 - 09/30/2021)</td>
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SUBMITTING PMT REPORT

Quarterly PMT Report (04/01/2021 - 06/30/2021)

File
Choose File...

SAVE ATTACHMENT
### VAWA Reports

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Due Date</th>
<th>Submitted On</th>
<th>Status</th>
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<td>01/31/2018</td>
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<td>2018 VAWA Annual Progress Report (01/01/2018 - 12/31/2018)</td>
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<td>2019 VAWA Annual Progress Report (01/01/2019 - 12/31/2019)</td>
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<td>2020 VAWA Annual Progress Report (01/01/2020 - 12/31/2020)</td>
<td>10/30/2020</td>
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</tbody>
</table>

This form must be completed every calendar year for each VAWA Grant. Click on the link below to open the report. After you have completed and validated the report, you must save and upload your report.

- **VAWA Report**
- **Reporting Instructions**

[Click to download VAWA Report]
NEW 2019 STOP Formula Subgrantee Reporting Form Instructions

View program-specific reporting form instructions for more in-depth guidance on how to report grant-funded activities on the progress report.

Please visit the STOP Subgrantee Progress Reporting Form page for instructions on how to download and submit the reporting form.
Sample VAWA REPORT

U.S. Department of Justice
Office on Violence Against Women
ANNUAL PROGRESS REPORT FOR

STOP Violence Against Women Formula Grant Program

Brief Instructions: This form must be completed for each STOP Violence Against Women Formula Grant Program (STOP Program) subgrant received. The grant administrator or coordinator must ensure that the form is completed. Grant partners, however, may complete sections relevant to their portion of the grant. Grant administrators and coordinators are responsible for compiling and submitting a single report that reflects all information collected from grant partners.

All subgrantees should read each section to determine which questions they must answer, based on the activities supported under this subgrant during the current reporting period. Following are some guidelines regarding which sections of the form must be completed by STOP Program subgrantees:

- All grantees must complete sections B and F and subsections A1 and C3.
- In sections D, E, and subsections A2, C1, C2, and C4-C8, subgrantees must answer an initial question about whether they supported certain activities during the current reporting period. If the response is yes, then the subgrantee must complete that section or subsection. If the response is no, the rest of that section or subsection is skipped.

For example,
1. If you are a victim services agency providing education and victim services with staff funded under this grant, you would complete A1, A2, B, C2, C3, D, and F (and answer ‘no’ in C1, C4-C8, and E1-E5).
2. If you are a law enforcement agency receiving funds to pay for staff who provide training to other law enforcement, you would complete A1, A2, B, C1, C3, and F (and answer ‘no’ in C2, C4-C8, D, and E1-E5).

If you are required to provide a match for your STOP Program subgrant, report on activities supported with this match. The activities of volunteers or interns should be reported if they were coordinated or supervised by STOP Program-funded staff or if STOP Program funds substantially supported their activities.

For further information on filling out this form, refer to the separate instructions, which contain detailed definitions and examples illustrating how questions should be answered.

<table>
<thead>
<tr>
<th>SECTION</th>
<th>Page Number</th>
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<tr>
<td>Section A: General Information</td>
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<tr>
<td>A1: Grant Information</td>
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<tr>
<td>A2: Staff Information</td>
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<tr>
<td>Section B: Purpose Areas</td>
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<tr>
<td>Section C: Function Areas</td>
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<tr>
<td>C1: Training</td>
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<tr>
<td>C2: Education</td>
<td>10</td>
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<td>C3: Coordinated Community Response</td>
<td>12</td>
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<tr>
<td>C4: Policies and Legislation</td>
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</tbody>
</table>

Make sure to Validate report in Adobe Prior to Submission into GEMs
Sample VAWA REPORT

STOP Program Annual Progress Report • 59 • Office on Violence Against Women

Make sure to Validate report in Adobe Prior to Submission into GEMs
Sample VAWA REPORT

STOP Program Annual Progress Report • 59 • Office on Violence Against Women

Warning: JavaScript Window - Form Validation Message

Your form has passed validation and is ready for submission to GMS

Make sure to Validate report in Adobe Prior to Submission into GEMs

Validate
UPLOAD VAWA REPORT

2020 VAWA Annual Progress Report (01/01/2020 - 12/31/2020)

File *
Choose File... [Upload Validated PDF Version]

Click

SAVE ATTACHMENT

Browse

Project Overview
Attachments
Notice of Implementation
Reimbursements
Budget Adjustments
Non Budgetary Adjustment
Project Progress Report
VOCA Reports
VAWA Reports
PMT Reports
PROJECT PROGRESS REPORT

Project Progress Reports

<table>
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<td></td>
<td>Pending</td>
</tr>
</tbody>
</table>
PROJECT PROGRESS REPORT – OBJECTIVE

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

Only the Project Director can submit this report to GCC.

Objective 1

Project Objective

Performance Measure

Evaluation Method

Results For This Report Period (Max 0/2000 characters)

Enter detailed description for project results

Click

SAVE
PROJECT PROGRESS REPORT - ACTIVITIES

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

Only the Project Director can submit this report to GCC.

Objective 1

Activities

Project Timeline Of Activities

test

Results For This Report Period (Max 0/2000 characters)

Enter detailed description for project activity results

Click SAVE
PROJECT PROGRESS REPORT - COMMENTS

Enter detailed comments regarding project.
ncdps.gov Governor’s Crime Commission
Resources > FAQ

THANK YOU FOR ATTENDING THE 2021 GOVERNOR’S CRIME COMMISSION ANNUAL GRANT WORKSHOPS

GCC Point of Contact email:
GCC_Grants_Management@ncdps.gov