BREAKOUT SESSION

BYRNE/JAG
CESF

North Carolina Governor’s Crime Commission
GCC Grant Management Staff

- Jason Wimmer – Director of GCC Grant Management
- Keith Bugner - Byrne/JAG & CESF Grant Manager
- Alicia Wood – Byrne/JAG & CESF Grant Manager
- LaShanya Richardson – Byrne/JAG & CESF Grant Manager
Byrne JAG/CESF Break-Out Agenda

- Grant Enterprise Management System
- Grant Opening Process
- Adjustments
- Reimbursements
- Reporting
- Questions
GEMS

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

Notice of
Implementation
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 & Less-lethal – Use of Force Policy
- Body armor/similar – “Must wear” Policy
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 (2)

• **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
  - **IF Financial Officer, OBSERVE ONLY. DO NOT create or submit adjustment or reimbursement. Loss of control.**
Organization Roles (3)

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
- AFTER GCC approval received -- Request processed in GEMS by Organization Administrator (approval and assignment)
Organization Roles (4)

Found in GEMS > My Profile > Request Organization Roles

Request Organization Roles

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

- **Organization Administrator** - Maintains organization information. There can be multiple Organization Administrators. This is not the Board Treasurer.

- **Financial Officer** - Approves the project budget and has final say over your Board Treasurer.

- **Authorizing Official** - Can enter into a contract on behalf of the 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.
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 90-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 if more restrictive than Federal rule (5 yrs, one/more year service life)
- Use generic budget line-item names
  - Specific Models/Brands will limit you
- Mirror quotes/invoices as closely as possible
  - Note that quantities must 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 supporting documents must 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 – prevents problems if disallowed.

- 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 (2)

- 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 each site 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 (4)

- 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 on-line directly to BJA, in a timely manner.

- A copy **must** be uploaded to GEMS (PMT Reports Section) by 10\textsuperscript{th} of month following report period
- 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 – Annual Progress Report**

- Due annually by September 30\(^{th}\) or 30 days after grant end date
- Completed in GEMS

---

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

Only the Project Director can submit this report to GCC.

<table>
<thead>
<tr>
<th>Objective 1</th>
<th>Activities</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Questions?
GCC Contact Information

Main Switchboard: 919-733-4564
US Postal: 1201 Front St, Raleigh, NC  27609
<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&lt;sup&gt;th&lt;/sup&gt;</td>
<td>April 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>May 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>April – June</td>
<td>July 10&lt;sup&gt;th&lt;/sup&gt;</td>
<td>July 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>August 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>July - September</td>
<td>October 10&lt;sup&gt;th&lt;/sup&gt;</td>
<td>October 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>November 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>October - December</td>
<td>January 10&lt;sup&gt;th&lt;/sup&gt;</td>
<td>January 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>February 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
</tbody>
</table>