



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

PROJ012848 2018 - Alleghany County Sheriff's Office - Equipment improvement grant
Project Overview
Attachments
Notice of Implementation
Reimbursements
Budget Adjustments
Non Budgetary Adjustment
Project Progress Report

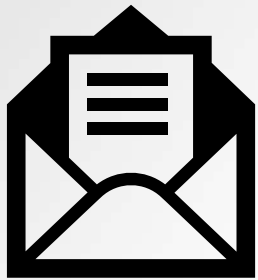
▶ Grant Enterprise Management System

➔ Project Attachments & Notice of Implementation

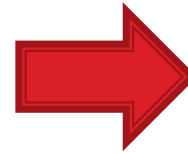
{ Requests for Reimbursements & Adjustments

➔ Grant Reporting

Grant Opening Process



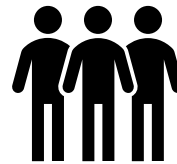
Signed
Grant Package
Returned to GCC



GCC
Grant
Manager



Required
Documentation

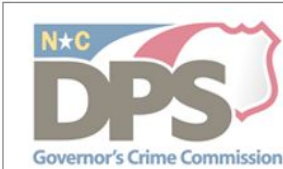
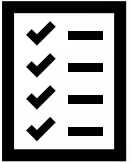


Organizational
Roles



Implementation
Plan

Required Documentation



GCC GRANT AWARD CHECKLIST - BYRNE JAG 2019/2020

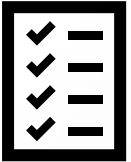
Project Number: _____

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.
- * **EEOP 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.



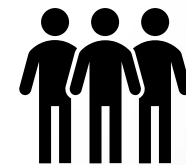
Required Documentation

Town/City or County Policies

- Procurement or Purchasing
- Conflict of Interest
- Whistleblower
- Unlawful Discrimination

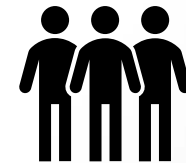
Byrne JAG Specific Policies

- 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



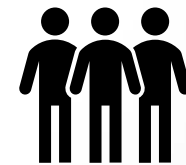
Organizational Roles

- **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)**

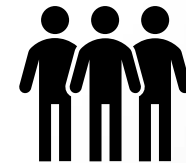
- Access to project details
- Updates to budget adjustments
- Can create and submit reimbursements



Organization Roles

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

My Profile

Request Organization Roles

Request Project Access

Indirect Costs

Request Organization Roles

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

- Organization Administrator** - Maintains organization information. There can be multiple Organization Administrators. This is not the same as the GEMS Organization Administrator.
- Financial Officer** - Approves the project budget and has financial authority. This role must be approved by your Board Treasurer.
- Authorizing Official** - Can enter into a contract on behalf of the organization.

Justification *

SUBMIT REQUEST



Notice of Grant Implementation

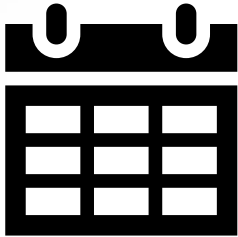
- Must be submitted within 60 Days of Opening / GM Introduction

PROJ013290 3 Grant Workshop 2018	Notice of Implementation	
Project Overview	Status Reviewed by GCC	Submitted On 09/05/2018
Attachments	Choose activities that represent implementation measures *	
Notice of Implementation	<input checked="" type="checkbox"/> Advertising for Positions	<input checked="" type="checkbox"/> Acceptance of Referrals
Reimbursements	<input checked="" type="checkbox"/> Securing Bids	<input type="checkbox"/> Hiring of Project Personnel
Budget Adjustments	<input checked="" type="checkbox"/> Purchase of Equipment	<input type="checkbox"/> Other
Non Budgetary Adjustment	Describe the implementation measures <i>(Max 3900 characters)</i>	
	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.



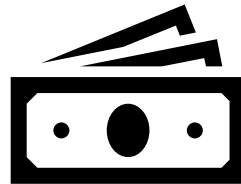
Grant Adjustments occur during the Grant's Period of Performance. Must be submitted **prior to 60-days before** Grant End Date.

Grant Adjustments



▶ Non-Budgetary Adjustments

- Grant Period Extensions
- Project Adjustments
- Personnel Adjustments



▶ Budget Adjustments

- Budgeted Items
- Quantities and Unit Costs

Grant Adjustments

Byrne/JAG & CEFV 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

Grant Reimbursements

- 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

Reporting - PMT

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)
- 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

Reporting Period	Subrecipient Due Date	GCC Federal Due Date	GEMS Hold Starts
January – March	April 10 th	April 30 th	May 1 st
April – June	July 10 th	July 30 th	August 1 st
July - September	October 10 th	October 30 th	November 1 st
October - December	January 10 th	January 30 th	February 1 st

Reporting – Annual Progress Report

- Due annually by September 30th
- Completed in GEMS

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

Only the Project Director can submit this report to GCC.

Objective 1

Activities

Comments



Questions?