



WELCOME TO GEMS GCC WORKSHOP 2021



GEMS TRAINING 101

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 Projects

My Profile

Help

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 -

or

+ ORGANIZATION

Salutation

Name

Andrea Russo

Job Title

Phone

Email

andrea.russo@ncdps.gov

Street Address 1

Street Address 2 (optional)

City

State

Zip

SAVE MY PROFILE



PROJECT OVERVIEW

Project Overview

Project ID: PROJ
 Start Date: 10/01/2017
 Grant Manager: crmadmin@nccrimecontrol.org
 Financial Officer:

New Feature

EXPORT BUDGET PRINT

Project Name:
 End Date: 09/30/2020
 Project Director:
 Authorizing Official:

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

Project Summary test

Quantity

Unit Cost

Federal Share

Filter Option

The 'Remaining' columns in the below budget table reflects all reimbursements that have been paid or currently in process.

BUDGET FILTER


Name	Quantity		Unit Cost	Fed Share		Match Share	
	Budgeted	Remaining		Budgeted	Remaining	Budgeted	Remaining
CONTRACTUAL							
Phone Service	1,000.00	1,000.00	\$10.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00
Phone Service::2nd Year	1,000.00	1,000.00	\$10.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00
EQUIPMENT							
Computers	10.00	10.00	\$1,500.00	\$6,475.00	\$6,475.00	\$8,525.00	\$8,525.00
Computers::2nd Year	10.00	10.00	\$1,500.00	\$6,475.00	\$6,475.00	\$8,525.00	\$8,525.00
SURPLUS							
Surplus	0.00	0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00
PERSONNEL							

MY PROFILE – INDIRECT COSTS

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

- Project Overview
- Attachments**
- Notice of Implementation
- Reimbursements
- Budget Adjustments
- Non Budgetary Adjustment
- Project Progress Report
- VOCA Reports
- VAWA Reports
- PMT Reports

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... Find PDF file to upload Browse

Description *
Name file accordingly

Click SAVE

NOTICE OF IMPLEMENTATION

 My Projects My Profile Workshops ? Help

Notice of Implementation

Status Reviewed by GCC Submitted On 09/05/2018

Choose activities that represent implementation measures *

Select all boxes that apply

- Advertising for Positions
- Acceptance of Referrals
- Securing Bids
- Hiring of Project Personnel
- Purchase of Equipment
- Other

Description

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

GEMS My Projects My Profile Workshops Help

My Profile **My Organization** Request Organization Roles Request Project Access

My Organization Approve/Deny Requests Deactivate Roles Assign Officials Indirect Costs

Legal Organization Name * Enter organization Name

Federal Tax ID Number * 9 digit number

Business Type * State Government

SAM Expiration Date * mm/dd/yyyy Select "NEW" Date

Street Address 1 *

City *

State *

Business Phone *

Email

Dun & Bradstreet Number (DUNS) * 9 digit number

Fiscal Year End Date * mm/dd

Attach SAM Expiration Date Proof No file chosen i

Street Address 2

County *

Zip Code * zip+4

Business Fax

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.

ORGANIZATION ROLES

- ▶ **** (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, FO, 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



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.

Request Project Access

Organization Administrator - Maintains organization information and manages GEMS users, organization roles and projects roles. There can be multiple Organization Administrators. This is not the same as a Project Director. This role is at the Organization level.

My Organization

Financial Officer - Approves the project budget and has final approval of all financial documentation. For non-profits, this person must be your Board Treasurer.

Approve/Deny Requests

Authorizing Official - Can enter into a contract on behalf of your agency. For non-profits, this must be the Board President or Board Chair.

Deactivate Roles

Justification *

Assign Officials

Indirect Costs

SUBMIT REQUEST

MY PROFILE – REQUEST PROJECT ACCESS

GEMS My Projects My Profile Workshops Help

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.

Project *

Please enter a justification for this request *

SUBMIT REQUEST

MY ORGANIZATION – APPROVE/DENY ROLE REQUESTS



GEMS

My Projects

My Profile

Workshops

Help

My Profile

Request Organization Roles

Request Project Access

My Organization

Approve/Deny Requests

Deactivate Roles

Assign Officials

Indirect Costs

Approve/Deny Requests

Search...

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

Approve	Deny	User	Organization Role	Justification
---------	------	------	-------------------	---------------

<input type="checkbox"/>	<input type="checkbox"/>	Test User 1	Financial Officer	Test
--------------------------	--------------------------	-------------	-------------------	------

Approve	Deny	User	Project Role	Project ID	Project Name	Justification
---------	------	------	--------------	------------	--------------	---------------

<input type="checkbox"/>	<input type="checkbox"/>	Test User 1	Project Editor	PROJ999999	Test Project 1	Test
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APPROVE/DENY REQUEST(S)

Previous Requests

Organization Role	Requestor	Status
-------------------	-----------	--------

Authorizing Official	Test User 2	Approved
----------------------	-------------	----------

Project Role	Project ID	Name	Requestor	Status
--------------	------------	------	-----------	--------

Project Editor	PROJ111111	Test Project 2	Test User 2	Approved
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MY PROFILE – DEACTIVATE ROLES

Deactivate Roles

Search...

Select the users and click 'Deactivate Roles' button.

Organization Roles

Select	User	Organization Role
<input type="checkbox"/>	Test User 2	Authorizing Official

Click →

Project Roles

Select	User	Project Role	Project ID	Name
<input type="checkbox"/>	Test User 1	Project Editor	PROJ999999	Test Project 1

Click →

MY PROFILE – ASSIGN OFFICIALS

The screenshot shows the 'Assign Officials' page in the GEMS system. The page title is 'Assign Officials' and it includes a sub-header: 'Use this page to change the project officials when someone leaves the organization.' The page contains several form fields and a 'SAVE' button, with green arrows and blue boxes highlighting key elements:

- Assign Officials** (Page Title)
- Project *** (Dropdown menu) with a blue box labeled **Select Project**
- Project Directors** (Dropdown menu) with a blue box labeled **Select Director**
- Financial Officer** (Dropdown menu) with a blue box labeled **Select Category**
- Authorizing Official** (Dropdown menu) with a blue box labeled **Select Official**
- Please enter a justification for this change *** (Text area) with a blue box labeled **Click**
- SAVE** (Blue button) with a blue box labeled **Click**

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

GEMS My Projects My Profile Help

Reimbursements

Notice of implementation has not been reviewed by GCC.

No reimbursements have been created.

Project Overview

Attachments

Notice of Implementation

Reimbursements

Budget Adjustments

Non Budgetary Adjustment

VOCA Reports

CREATE REIMBURSEMENT

The screenshot shows the GEMS system interface. The top navigation bar includes the GEMS logo, 'My Projects', 'My Profile', and a 'Help' icon. On the left is a sidebar menu with options: Project Overview, Attachments, Notice of Implementation, Reimbursements (highlighted with a green arrow), Budget Adjustments, Non Budgetary Adjustment, Project Progress Report, and PMT Reports. The main content area is titled 'Create Reimbursement' (with a green arrow pointing to it). Below the title are two date input fields: 'Period Start' with the value '7/1/2019' and 'Period End' with the value '7/31/2019' and a clear 'x' button. A blue box with the text 'Enter time period by month' has a green arrow pointing to the 'Period End' field. Below the date fields are 'SAVE' and 'CANCEL' buttons. A green arrow points to the 'SAVE' button, and a blue box with the text 'Click' has a green arrow pointing to it.

REIMBURSEMENT FUNCTIONS

The screenshot shows the GEMS web application interface for a Reimbursement Request. The top navigation bar includes the GEMS logo, 'My Projects', 'My Profile', and a 'Help' link. The main content area is titled 'Reimbursement Request' and displays the following information:

- Transaction ID:** A callout box points to the Transaction ID field.
- Period:** 07/01/2019 - 07/31/2019, with an 'EDIT' button and a callout box 'Edit reimbursement Dates' pointing to it.
- Status:** New
- Total Requested:** \$0.00, with a callout box 'Total requested' pointing to it.
- Reimbursement Requested:** \$0.00
- Match Contribution:** \$0.00, with a callout box 'Add Document' pointing to a '+ DOCUMENT' button.

The left sidebar contains a menu with the following items: Project Overview, Attachments, Notice of Implementation, **Reimbursements** (highlighted with a green arrow), Budget Adjustments, Non Budgetary Adjustment, Project Progress Report, and PMT Reports.

The 'Documentation' section includes a text prompt: '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](#).' Below this is a table with columns 'Doc #' and 'Name'.

UPLOAD REIMBURSEMENT FILE

The screenshot shows the GEMS (Government Expense Management System) interface. At the top, there is a navigation bar with the GEMS logo, 'My Projects', 'My Profile', 'Help', and a user profile icon. The main content area is titled 'Reimbursement Request' and displays details for a specific request, including Transaction ID, Period (07/01/2019 - 07/31/2019), Status (New), Total Requested (\$0.00), and Reimbursement Requested (\$0.00). A table with columns for Transaction ID, Period, Status, and Contribution is partially visible. A green arrow points from a text box 'Upload PDF file document only' to the 'Add Document' modal. The modal contains a 'Choose file' input field, a 'Browse' button, and an 'UPLOAD' button. A sidebar on the left lists various project-related options, with 'Reimbursements' highlighted.

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

ADD REIMBURSEMENT LINE ITEM

The screenshot shows the GEMS Reimbursement Request page. The top navigation bar includes the GEMS logo, 'My Projects', 'My Profile', and a 'Help' button. The main content area is titled 'Reimbursement Request' and contains several sections: Transaction ID (TRAN000), Period (07/01/2019 - 07/31/2019), Status (New), Total Requested (\$0.00), and Reimbursement Requested (\$0.00). A left sidebar lists navigation options: Project Overview, Attachments, Notice of Implementation, Reimbursements (highlighted), Budget Adjustments, Non Budgetary Adjustment, Project Progress Report, and PMT Reports. The 'Documentation' section includes a table with one entry: Doc # 1, Name S2019 Grants Management Guide – GEMSR Step 3.png. Below this is the 'Reimbursement Details' section with a table header: Name, Quantity, Unit Cost, Total, Match Contribution, Reimbursement Requested. Annotations with green arrows point to various elements: 'MATCH & FEDERAL SHARE' points to the left sidebar; 'FEDERAL SHARE ONLY' points to the Transaction ID and Period fields; 'MATCH ONLY' points to the Status and Match Contribution fields; 'Add Document/s' points to the '+ DOCUMENT' button; 'Add Reimbursement' points to the '+ REIMBURSEMENT LINE' button; and a green arrow points to the 'Reimbursements' link in the sidebar.

GEMS My Projects My Profile Help

Reimbursement Request

Transaction ID: TRAN000 **PERIOD** 07/01/2019 - 07/31/2019 EDIT

Status: New

Total Requested: \$0.00 Reimbursement Requested: \$0.00

Match Contribution: \$0.00

Match & Federal Share

Federal Share Only

Match Only

Add Document/s + DOCUMENT

Add Reimbursement + REIMBURSEMENT LINE

Reimbursements

Doc #	Name
1	S2019 Grants Management Guide – GEMSR Step 3.png

Name	Quantity	Unit Cost	Total	Match Contribution	Reimbursement Requested
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DROP DOWN AND SELECT LINE ITEM

The screenshot shows the GEMS system interface for a Reimbursement Request. The main page displays details for a request with Transaction ID TRAN0000, Period 07/01/2019 - 07/31/2019, and a Reimbursement Requested amount of \$0.00. A modal dialog titled "Select the budget line you want to reimburse against" is open, showing a "Cost Category" dropdown set to "ALL" and a table of budget lines. Two blue callout boxes with green arrows point to the "Cost Category" dropdown and the "SELECT" buttons in the table.

Reimbursement Request

Transaction ID: TRAN0000
Period: 07/01/2019 - 07/31/2019
Status: New

Total Requested: \$0.00
Reimbursement Requested: \$0.00
Match Contribution: \$0.00

Modal Dialog: Select the budget line you want to reimburse against

Cost Category: ALL

Name	Quantity Remaining	Unit Cost	Total Remaining
Court Advocate 2:2 nd Year			
Court Advocate:2 nd Year			

FOLLOW INSTRUCTIONS BELOW

The screenshot shows the GEMS (Grants Management System) interface. At the top, there is a navigation bar with 'GEMS', 'My Projects', and 'My Profile'. The main content area is titled 'Reimbursement Request' and includes fields for 'Transaction ID' (TRAN00001166), 'Period', and 'Status'. A modal window titled 'Add Reimbursement Detail' is open, containing the following fields and elements:

- Description:** A text input field containing 'Court Advocate:2nd Year'. A callout box points to this field with the text 'Enter description Title'.
- Approved Service Provider / Contractor *:** A text input field. A callout box points to this field with the text 'Name of Employee/Contractor'.
- Quantity *:** A text input field. A callout box points to this field with the text 'Enter Quantity = 1'.
- Unit Cost *:** A text input field with a '\$' symbol. A callout box points to this field with the text 'Enter page #. EX: P1-P3'.
- Quantity Remaining:** A label above a 'Total Remaining' field.
- Attachments:** A table with columns 'Page #' and 'Name'. It contains one entry: a checkbox, a small image icon, and the text 'S2019 Grants Management Guide -- GEMSR Step 3.png'. A callout box points to the image icon with the text 'Enter page #. EX: P1-P3'.
- Buttons:** A 'Click' button with a green arrow pointing to a blue 'SAVE' button.

The background interface shows a sidebar with 'Project Overview', 'Attachments', 'Notice of', 'Non Budget', 'Project Progress Report', and 'PMT Reports'. The main area also shows 'Total Requested', 'Match Contribution', and a 'Reimbursement Request' section with a '+ REIMBURSEMENT LINE' button. A 'DELETE' button is also visible.

SUBMIT TO FINANCIAL OFFICER

Reimburse

Transaction ID
TRAN00C

Total Requested
\$1.00

SUBMIT TO F

Documentation

Please upload a
management, p

Doc #
1

Reimburse

EDIT BUDGET LINE

Enter Cash Match for cash expenses

Enter In-kind Match for donations

Description *

Quantity * Cost Per Item * Budget Total

Cash Match * In-Kind Match * Federal Share

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

SAVE CANCEL

Contribution

+ DOCUMENT

sement Request. For easier document
ory [Click Here.](#)

DELETE

+ REIMBURSEMENT LINE

Name	Total	Match Contribution	Reimbursement Requested
Court Advocate:2 nd Year	1	\$1.00	\$1.00



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 you Grant Administrator when in question of allowability.

NEED TO KNOW

- ▶ 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.

BYRNE JAG & CESF ONLY:

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



My Projects My Profile Workshops

Help



Budget Adjustments

Click



+ ADJUSTMENT

- Project Overview
- Attachments
- Notice of Implementation
- Reimbursements
- Budget Adjustments**
- Non Budgetary Adjustment
- Project Progress Report
- VOCA Reports
- PMT Reports

ID	Total Adjustment	Submitted On	Status	
ADJ0000025781	\$0.00	03/31/2020	Completed	REVIEW
ADJ0000026383	\$0.00	07/29/2020	Completed	REVIEW



CREATING A BUDGET ADJUSTMENT

Create Budget Adjustment

Briefly describe the specific changes to your budget and a justification for those changes. (Max 1000 characters) *

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

165 / 994

Do you want to freeze the year 1 budget and move the project to year 2 *

Yes No

SAVE

Are you switching from year 1 to year 2?

Click Save

Project Overview

Attachments

Notific

Reimbursements

Budget Adjustments

Non Budgetary Adjustment

Project Progress Report

VOCA Reports

PMT Reports

Select Option

BUDGET ADJUSTMENT FUNCTIONS

GEMS My Projects My Profile ? Help

Budget Adjustment

Adjustment ID: [Redacted] Status: New

Description: [EDIT]
Enter enough detail here to completely describe why adjustment is necessary. Include financial breakdowns and other

Budget Summary

Surplus	Budget Total	Fed Share	Match Allocated	Match Required (0%)	
\$87.50	\$687,352.50	\$687,352.50	\$0.00	\$0.00	\$0.00

Project Budget: ALL [Sort categories] + BUDGET LINE FREEZE YEAR 2 BUDGET

Name	Cost	Fed Share		Match Share		EDIT	FREEZE
		Budgeted	Remaining	Budgeted	Remaining		
CONTRACTUAL							
Court Advocate 2:2 nd Year				\$0.00	\$0.00	[EDIT]	[FREEZE]
Court Advocate:2 nd Year				\$0.00	\$0.00	[EDIT]	[FREEZE]
OTHER EXPENSES							
Surplus				\$0.00	\$0.00		

Federal Share Only **Add New Line**



ADD A BUDGET LINE ITEM

Add Budget Line ✕

Cost Category *

Select appropriate category

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

Click **SAVE** CANCEL

ADD BUDGET LINE – CATEGORY SELECTIONS

Status

Add Budget Line ×

Cost Category *
PERSONNEL ▾

Personnel Type *
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

Add Budget Line [X]

Cost Category *
PERSONNEL

Personnel Type *
Salaries

Description *

Quantity * Cost Per Item * Budget Total ⓘ
\$ \$ \$0.00

Cash Match (0%) In-Kind Match Federal Share ⓘ
\$ \$ \$0.00

Employee Name(s) *

Position Type * Job Type *

Professional Licensure % Time Spent On Project *

Job Duties (Max 2000 Characters) *

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%)			Over Matched/Under Matched		
\$0.00			\$0.00		
 + BUDGET LINE			 FREEZE YEAR 1 BUDGET		
Fed Share		In-Kind Match		Cash Match	
Budgeted	Remaining	Budgeted	Remaining	Budgeted	Remaining
0,040.00	\$16,420.00	\$0.00	\$0.00	\$0.00	\$0.00
0,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00

Funds spent = Freeze Option

Funds not spent = Delete Option

EDIT BUDGET LINE

Edit Budget Line

Enter Cash Match for cash expenses

Description *
Enter In-kind Match for donations

Quantity *	Cost Per Item *	Budget Total ⓘ
480	\$ 48.00	\$23,040.00
Cash Match *	In-Kind Match *	Federal Share ⓘ
\$ 0.00	\$ 0.00	\$23,040.00

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

SAVE CANCEL

Click →

REQUESTING ADDITIONAL FEDERAL SHARE



Budget Adjustment

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

Requesting Additional Federal Share Requires Prior Approval!

Adjustment ID
ADJ00001

Status
New

Description [EDIT](#)

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

SUBMIT TO FINANCIAL OFFICER

When Ready to submit

Budget Summary

	Surplus	Budget Total	Fed Share	Match Allocated	Match Required (0%)	Over Matched/Under Matched
Before Adjustment				\$0.00	\$0.00	\$0.00
After Adjustment				\$0.00	\$0.00	\$0.00

Project Budget

[+ BUDGET LINE](#) [UNDO ALL CHANGES](#)

Name	Quantity		Unit Cost	Fed Share		Match Share		
	Budgeted	Remaining		Budgeted	Remaining	Budgeted	Remaining	
CONTRACTUAL								
Court Advocate RV2: 2 nd year						\$0.00	\$0.00	EDIT FREEZE
Court Advocate: 2 nd year						\$0.00	\$0.00	EDIT FREEZE
OTHER EXPENSES								
Surplus						\$0.00	\$0.00	
	0.00	0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	
Printer::2nd Year	1.00	1.00	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00	EDIT DELETE



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.

BYRNE JAG & CESF ONLY:

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

GEMS My Projects My Profile

Non-Budgetary Adjustment NBA Create Adjustment + ADJUSTMENT

Request Name	Request Status	Submitted On	
Project Personnel Adjustment	Approved	02/12/2018	REVIEW
Project Personnel Adjustment	Approved	04/09/2019	REVIEW

Navigation Menu:

- Project Overview
- Attachments
- Notice of Implementation
- Reimbursements
- Budget Adjustments
- Non Budgetary Adjustment**
- Project Progress Report
- PMT Reports

NON – BUDGETARY ADJUSTMENT

GEMS My Projects My Profile Workshops Help

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

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

Requires prior Approval → Select Option → Click → + ADJUSTMENT

- Grant Period Extension
- Project Personnel Adjustment
- Project Adjustment

GRANT PERIOD EXTENSION



Grant Period Extension

Current Project End Date
09/30/2020

New Project End Date *
mm/dd/yyyy

Enter "New" proposed Extension date

Justification *

Enter a detailed justification for the grant extension

SAVE

Make sure to save!

NON-BUDGETARY ADJUSTMENT

GEMS My Projects My Profile Workshops Help

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

+ ADJUSTMENT

- Grant Period Extension
- Project Personnel Adjustment
- Project Adjustment

Click

Select Option

PERSONNEL ADJUSTMENT

Personnel Adjustment

+ JOB INFORMATION

- Project Overview
- Attachments
- Notice of Implementation
- Reimbursements
- Budget Adjustments
- Non Budgetary Adjustment**
- Project Progress Report
- VOCA Reports
- VAWA Reports
- PMT Reports

Budget Type	Description	Budget Year	Budget Amount	Employee/Contractor
CONTRACTUAL	Phone Service	Year 1	\$10,000.00	
PERSONNEL	Programmer	Year 1	\$57,600.00	john doe

Click → EDIT

EDIT

PERSONNEL ADJUSTMENT – EDIT JOB INFORMATION

Add/Edit Job Information [Close]

Budget Line
Salaries:Programmer

Job Title * Programmer

Employee/Contractor Name * Emily Bright replacing John Doe

Position Type * Personnel

Job Type * Full Time

Professional Licensure

Job Duties (Max 2,000 Characters) *
Describe all job duties and functions of position.

Fringe Benefits (Max 500 Characters) ⓘ
Add Fringe benefit details.

SAVE CANCEL

Enter Position title

Select Position Type

Detailed job functions

Add Fringe Information

Click

Enter Employee/s name/s

Select Appropriate option

PROJECT ADJUSTMENT

GEMS My Projects My Profile Workshops Help

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

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

Click → **+ ADJUSTMENT**

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

PROJECT ADJUSTMENT

Project Adjustment

Abstract [Timeline](#) [Goals](#) [Objectives](#) [Justification](#)

Current Abstract

Current abstract of project

New Abstract (Max 1,500 characters)

New proposed abstract of project

SAVE

Project Overview

Attachments

Notice of Implementation

Reimbursements

Budget Adjustments

Non Budgetary Adjustment

VOCA Reports

PMT Reports

PROJECT ADJUSTMENT

Project Adjustment

[Abstract](#) [Timeline](#) [Goals](#) [Objectives](#) [Justification](#)

Current Timeline

Current Timeline information

New proposed Timeline of project

SAVE

Project Overview

Attachments

Notice of Implementation

Reimbursements

Budget Adjustments

Non Budgetary Adjustment

VOCA Reports

PMT Reports

PROJECT ADJUSTMENT



Project Adjustment

Abstract Timeline **Goals** Objectives Justification

Current Goals of project

Description

...agency will continue to expand its services and collaborative partners.

EDIT

Through services received through isolation.

...clients will report an increase in feelings of safety and a decrease in feelings of

EDIT

SAVE

Non Budgetary Adjustment

VOCA Reports

PMT Reports

PROJECT ADJUSTMENT

GEMS My Projects My Profile Workshops Help

Project Adjustment

Abstract Timeline Goals **Objectives** Justification

Description

m of 4 collaborative partner meetings per year. EDIT

access to and utilization of comprehensive services for victims of domestic and sexual violence. EDIT

rogram initiative will report an increase in safety following comprehensive crisis and support services. EDIT

if isolation perceived following their participation in services or the VOICES group. EDIT

SAVE

Project Overview
Attachments
Notice of Implementation
Reimbursements
Budget Adjustments
Non Budgetary Adjustment
VOCA Reports
PMT Reports

PROJECT ADJUSTMENT

Project Adjustment

[Abstract](#) [Timeline](#) [Goals](#) [Objectives](#) [Justification](#)

Justification (Max 2,000 characters) *

Enter the NEW justification of proposed changes for the project.

Project Overview

Attachments

Notice of Implementation

Reimbursements

Budget Adjustments

Non Budgetary Adjustment

VOCA Reports

PMT Reports

SAVE

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

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

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



VOCA Reports

FOR VOCA PROJECTS ONLY -
Complete when opening project



Report Name	Due Date	Status
Initial Subgrant Award Report	09/05/2018	Submitted to GCC



All VOCA reports except the 'Initial Subgrant Award Report' are now entered through the OVC PMT Reporting System, which can be found at <https://www.ojpsso.org>. Please go to that site, log in and enter the performance data for your project



Quarterly OVC-PMT reports are due as follows:

- October, November, December: January 30
- January, February, March: April 30
- April, May, June: July 30
- July, August, September: October 30

Click link to complete part 2 of SAR – Sub-Award Report

INITIAL SUBAWARD REPORT FORM 1



Initial Subgrant Award Report

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

Project Overview

Attachments

Notice of Implementation

Reimbursements

Budget Adjustments

Non Budgetary Adjustment

Project Progress Report

VOCA Reports

VAWA Reports

PMT Reports

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 *

Check the box that indicates how the VOCA funds will primarily be used. If it will be used equally for two or more items, select 'Other'

- 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

INITIAL SUBAWARD REPORT FORM 2

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



Select the type of Implementing Agency *



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

\$

(Excluding this project)

State

\$

Local

\$

Other

\$



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

\$

INITIAL SUBAWARD REPORT FORM 3

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

- Other Violent Crimes
- Other



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 victim's 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.

INITIAL SUBAWARD REPORT

ojpssso.ojp.gov



U.S. DEPARTMENT OF JUSTICE

Office of Justice Programs

Building Solutions • Supporting Communities • Advancing Justice

Performance Measurement Platform



User Name

Email Address

Password

Maximum of 3 attempts

Login

[Forgot Password](#)

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

INITIAL SUBAWARD REPORT



U.S. DEPARTMENT OF JUSTICE

Office of Justice Programs

Building Solutions • Supporting Communities • Advancing Justice

Performance Measurement Platform

[Logout](#)

[Home](#)

[Update My Account](#)

[Change Password](#)

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



OVC PMT

***** Staying Logged-In *****

Keep this window open for navigation to all of your assigned OJP applications!

BJA

OVC

OJJDP

INITIAL SUBAWARD REPORT

The screenshot displays the website for the Office of Justice Programs, Office for Victims of Crime. The top navigation bar includes links for OVC PMT Home, Administration, Profile, SAR, Enter Data, Reports, Need Help?, and Logout. The SAR menu is expanded, showing options for Add New Subgrantee, Subgrantee List, and SAR Data Export. A green arrow points from the 'GENERAL INFORMATION' tab to the 'Subgrantee List' option. A red text overlay reads: 'If any updates are needed, please contact J...'. The 'Legal Name' field is partially visible, showing 'North Carolina Department of Public Safety'.

INITIAL SUBAWARD REPORT

OVC PMT Home Administration Profile SAR Enter Data Reports Need Help? Logout

Subgrantee List

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.

SUBGRANTEE LIST

Filter Records:

Name	Address	POC	Subaward Count	SAR Finished	SAR Approved	Allow Data Entry
PROJ			2	1	1	<input type="checkbox"/>
PROJ			1	1	0	<input type="checkbox"/>

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.

SUBAWARDS

SubAward Number	Subaward Amount	Project Dates	Federal Award	SARS	Remove
14058		10/01/2020 - 09/30/2022		Complete Review	

Go Back

Add Subaward

Update



INITIAL SUBAWARD REPORT



[Close Window](#) [Print](#)

Office for Victims of Crime
Victim Assistance Formula Grants Program
SUBGRANT AWARD REPORT (SAR)

FEDERAL AWARD NUMBER: [\(EDIT\)](#)

AWARD NUMBER	\$\$\$ FROM THIS AWARD				
		0		0	0

1. SUBGRANTEE AGENCY NAME:

- A. Agency Name : PROJ0
- B. Agency Address :
- C. City :
- D. State : NC
- E. Zip Code :

2. SUBGRANTEE AGENCY POINT OF CONTACT :

- A. POC Name : :
- B. Phone Number
- C. E-mail :

3. SUBGRANTEE ORGANIZATION TYPE :

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.

Mark the SAR as Approved.

Add Comments for Revision

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



Hide/Show Comments History

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

VOCA REPORTING



My Projects My Profile Workshops

Help

PMT Reports

Report Name	Report Year	Submitted On	Status
Quarterly PMT Report (10/01/2020 - 12/31/2020)	2021	04/15/2021	Reviewed by GCC
Quarterly PMT Report (01/01/2021 - 03/31/2021)	2021	04/27/2021	Reviewed by GCC
Quarterly PMT Report (04/01/2021 - 06/30/2021)	2021	07/20/2021	Reviewed by GCC
Quarterly PMT Report (07/01/2021 - 09/30/2021)	2022		
Quarterly PMT Report (10/01/2021 - 12/31/2021)	2022		
Quarterly PMT Report (01/01/2022 - 03/31/2022)	2022		
Quarterly PMT Report (04/01/2022 - 06/30/2022)	2022		
Quarterly PMT Report (07/01/2022 - 09/30/2022)	2023		

Project Overview

Attachments

Notice of Implementation

Reimbursements

Budget Adjustments

Non Budgetary Adjustment

VOCA Reports

PMT Reports



SUBMITTING PMT REPORT

The screenshot shows the GEMS web application interface. At the top, there is a purple navigation bar with the GEMS logo and links for 'My Projects', 'My Profile', and 'Workshops'. A 'Help' button is located on the right side of the navigation bar. Below the navigation bar, the main content area is titled 'Quarterly PMT Report (04/01/2021 - 06/30/2021)'. On the left side, there is a sidebar menu with the following items: 'Project Overview', 'Attachments', 'Notice of Implementation', 'Reimbursements', 'Budget Adjustments', 'Non Budgetary Adjustment', 'VOCA Reports', and 'PMT Reports'. The 'PMT Reports' item is highlighted with a purple bar. In the main content area, there is a 'File*' label above a 'Choose File...' input field. To the right of the input field is a 'Browse' button. Below the input field is a blue 'SAVE ATTACHMENT' button. Three green arrows are overlaid on the image: one pointing up to the 'Browse' button, one pointing up to the 'SAVE ATTACHMENT' button, and one pointing left to the 'PMT Reports' menu item.

VAWA REPORTS



VAWA Reports

Report Name	Due Date	Submitted On	Status
2017 VAWA Annual Progress Report (01/01/2017 - 12/31/2017)	01/31/2018		
2018 VAWA Annual Progress Report (01/01/2018 - 12/31/2018)	01/31/2019		
2019 VAWA Annual Progress Report (01/01/2019 - 12/31/2019)	01/31/2020		
2020 VAWA Annual Progress Report (01/01/2020 - 12/31/2020)	10/30/2020		

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



VAWA Reports

VAWA REPORT INSTRUCTIONS

[ABOUT US](#)

[CONTACT US](#)

[Help](#)

[Newsletter](#)

[Search](#)

[Print](#)

VIOLENCE
AGAINST
WOMEN ACT

MEASURING
EFFECTIVENESS
INITIATIVE

[Grant Programs](#)

[Webinars](#)

[Reports](#)

[Tools & Resources](#)

[Tools & Resources](#) > [STOP Formula Grant Program](#) > [NEW 2019 STOP Formula Subgrantee Reporting Form Instructions](#)

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.



[VIEW INSTRUCTIONS](#)

Please visit the [STOP Subgrantee Progress Reporting Form page](#) for instructions on how to download and submit the reporting form.



VAWA REPORT PDF DOWNLOAD

Sample VAWA REPORT

OMB Clearance #
Expiration Date:



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

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



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.

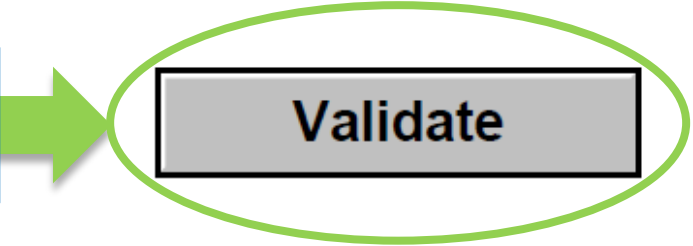
SECTION	Page Number
Section A: General Information	1
A1: Grant Information	1
A2: Staff Information	3
Section B: Purpose Areas	4
Section C: Function Areas	6
C1: Training	6
C2: Education	10
C3: Coordinated Community Response	12
C4: Policies and Legislation	14

VAWA REPORT PDF DOWNLOAD

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

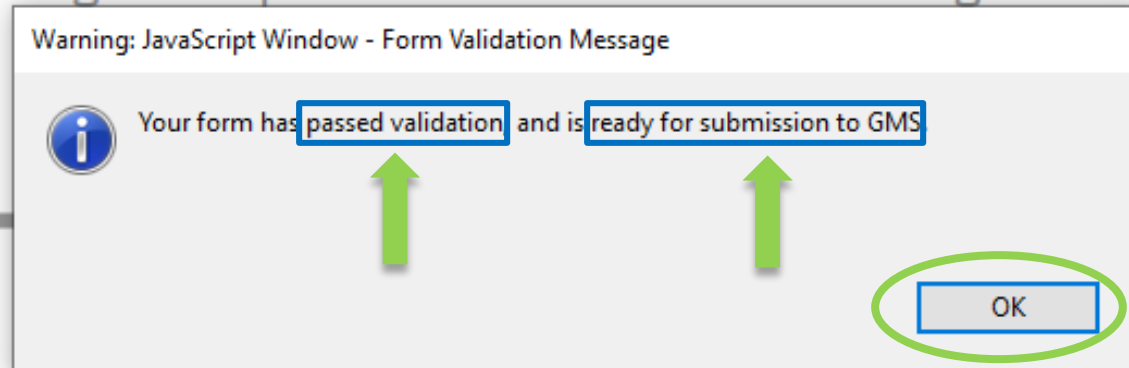


Validate

VAWA REPORT PDF DOWNLOAD

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

Validate

UPLOAD VAWA REPORT

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

File *

Choose File... Upload Validated PDF Version Browse

Click SAVE ATTACHMENT

- 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 Overview
- Attachments
- Notice of Implementation
- Reimbursements
- Budget Adjustments
- Non Budgetary Adjustment
- Project Progress Report**
- VOCA Reports
- VAWA Reports
- PMT Reports

Project Progress Reports

Report Name	Due Date	Submitted On	Status
Project Progress Report (10/01/2017 - 09/30/2018)			Pending
Project Progress Report (10/01/2018 - 09/30/2019)			Pending
Project Progress Report (10/01/2019 - 09/30/2020)			Pending

PROJECT PROGRESS REPORT – OBJECTIVE

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

- Project Overview
- Attachments
- Notice of Implementation
- Reimbursements
- Budget Adjustments
- Non Budgetary Adjustment
- Project Progress Report**
- VOCA Reports
- VAWA Reports
- PMT Reports

Only the Project Director can submit this report to GCC.

Objective 1	Activities	Comments
-------------	------------	----------

Project Objective
sdgh

Performance Measure
sdh

Evaluation Method
sdh

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 → Comments

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



- Project Overview
- Attachments
- Notice of Implementation
- Reimbursements
- Budget Adjustments
- Non Budgetary Adjustment
- Project Progress Report**
- VOCA Reports
- VAWA Report
- PMT Reports

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

Only the Project Director can submit this report to GCC.

Objective 1

Activities

Comments

General Comments

Enter detailed comments regarding project.

SAVE





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**