WELCOME TO GEMS

GCC WORKSHOP 2021

GEMS TRAINING 101

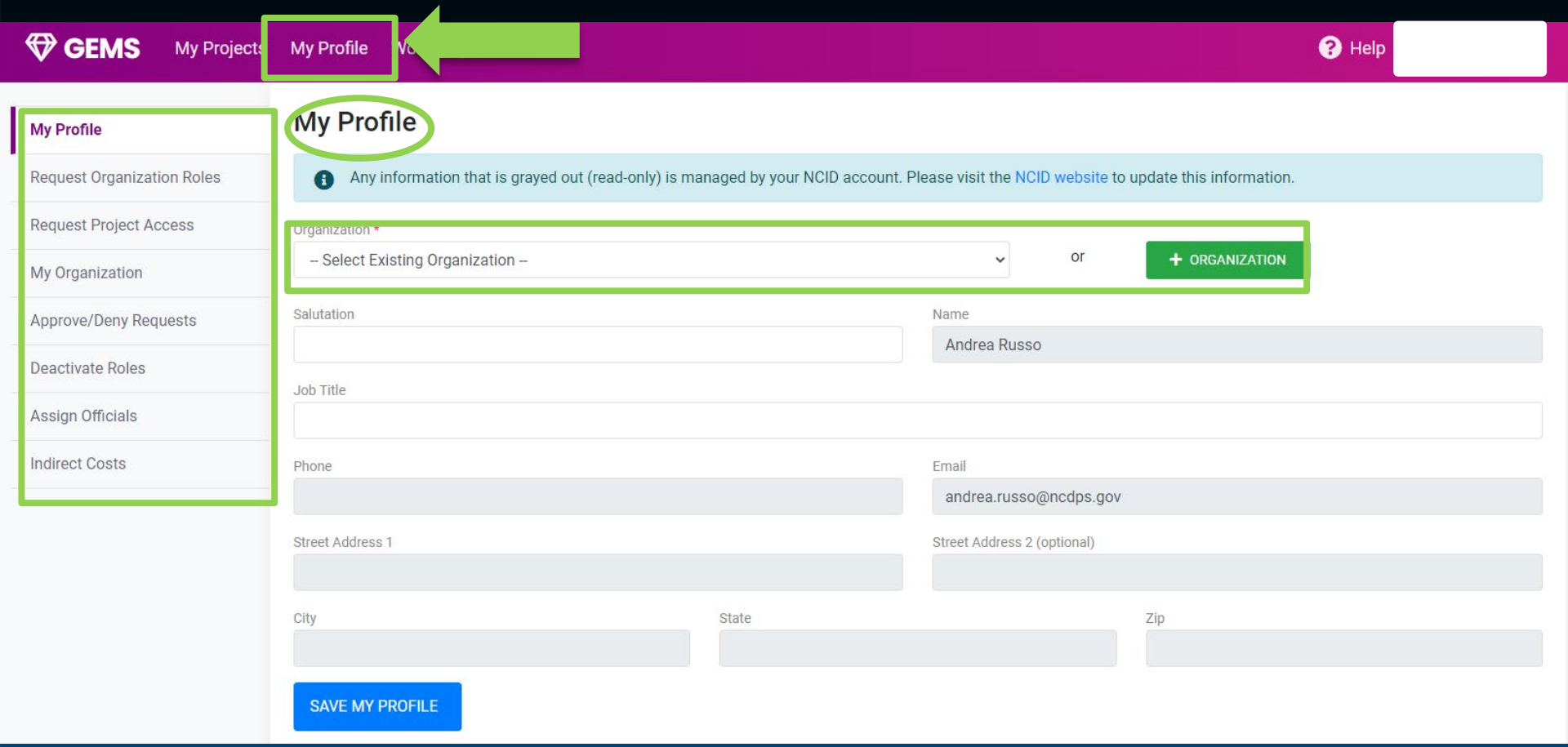
GEMS TRAINING CONTENTS

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

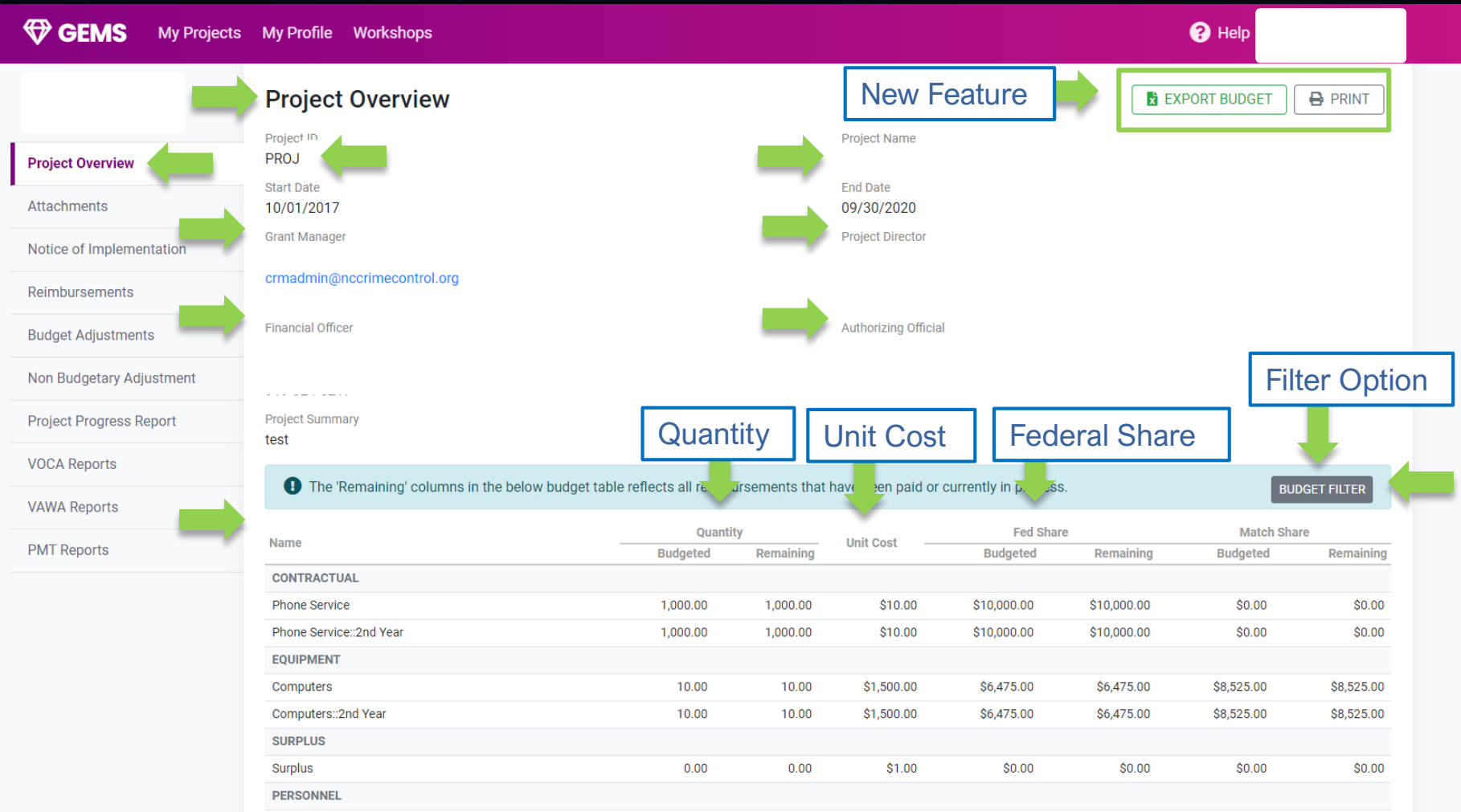
GEMS OVERVIEW

PRESENTED BY: Allyson Teem

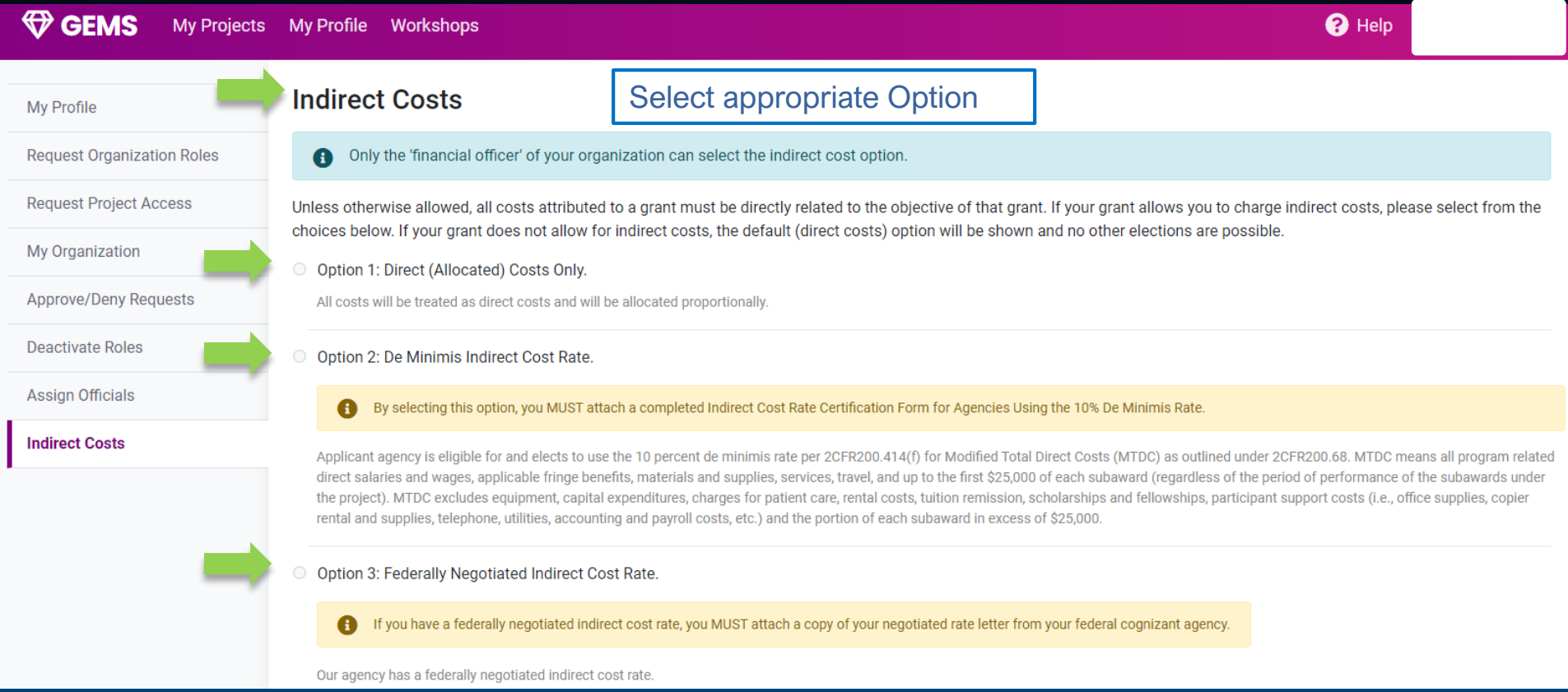
MY PROFILE OVERVIEW



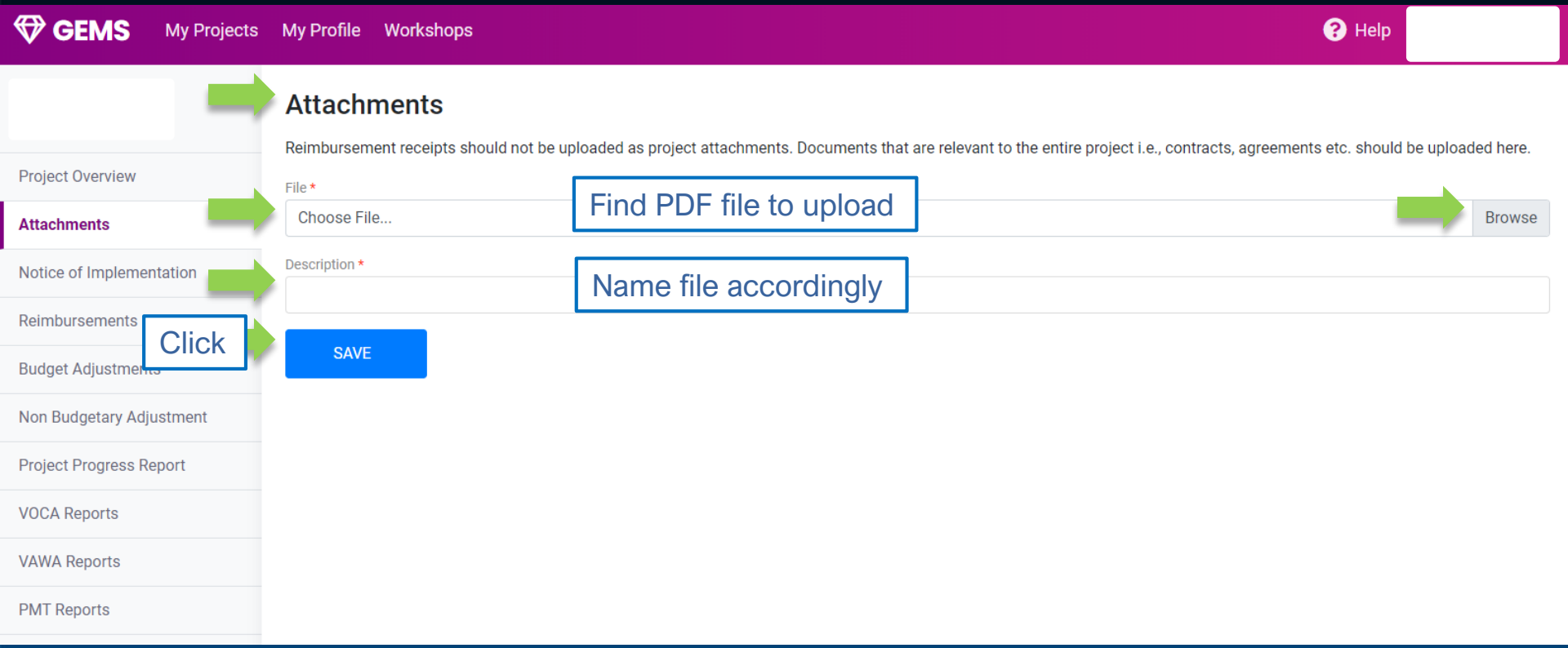
PROJECT OVERVIEW



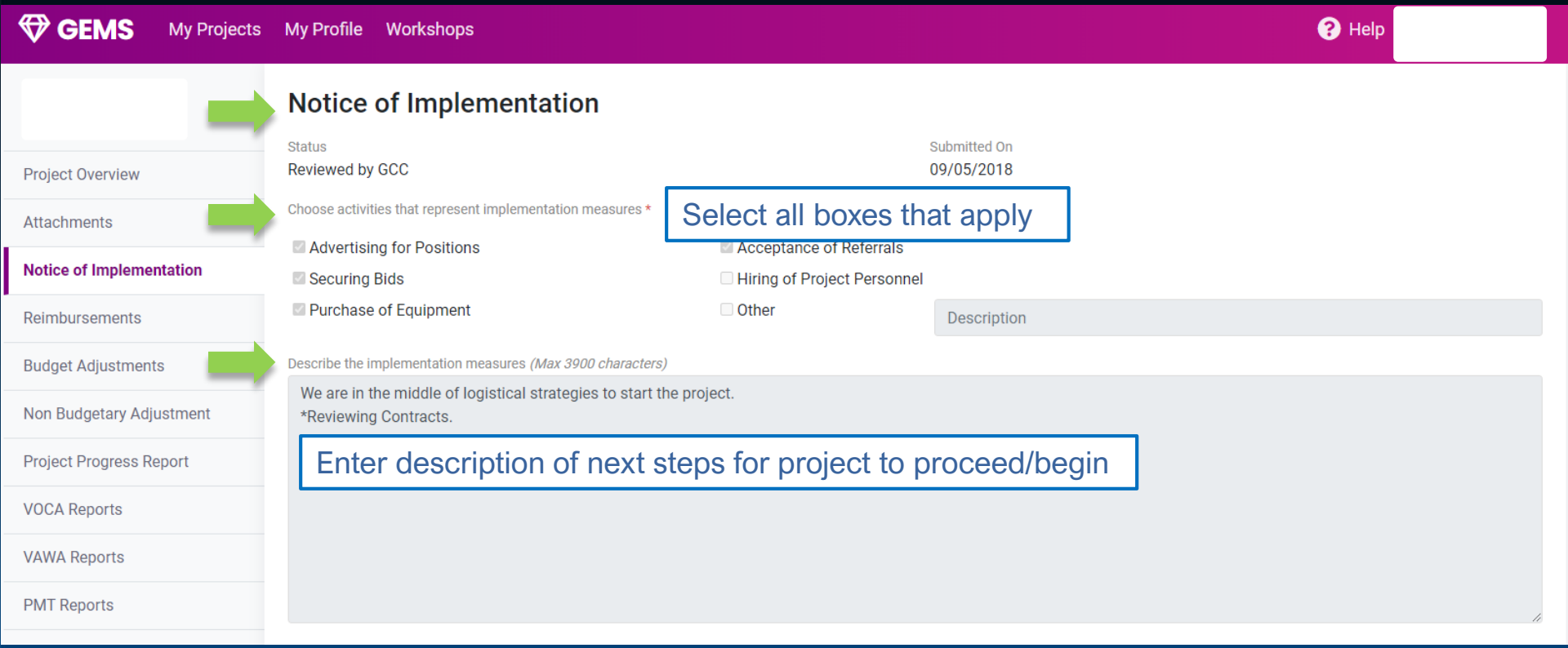
MY PROFILE – INDIRECT COSTS



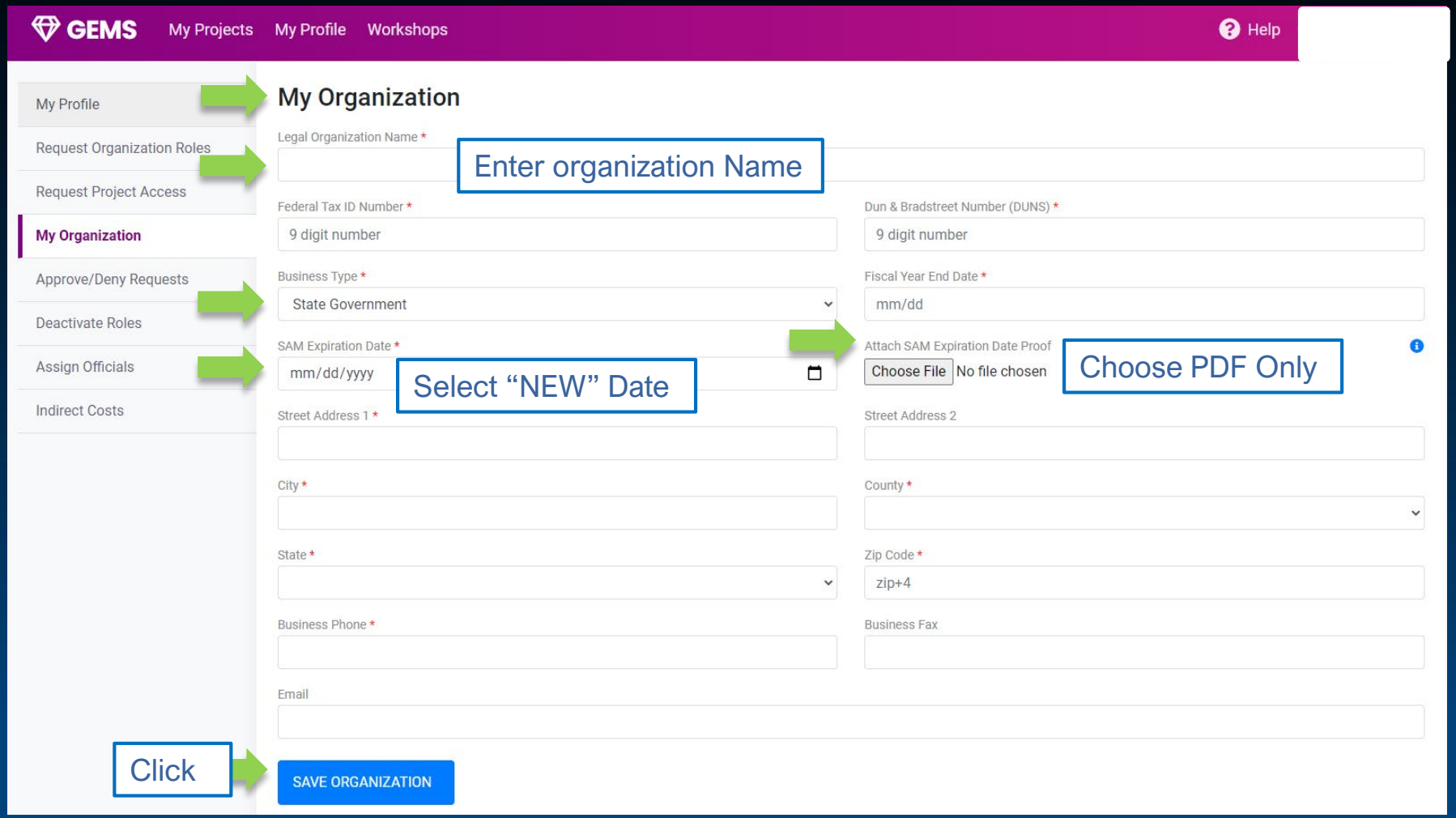
ATTACHMENTS



NOTICE OF IMPLEMENTATION



MY PROFILE – MY ORGANIZATION/SAMS UPDATE



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

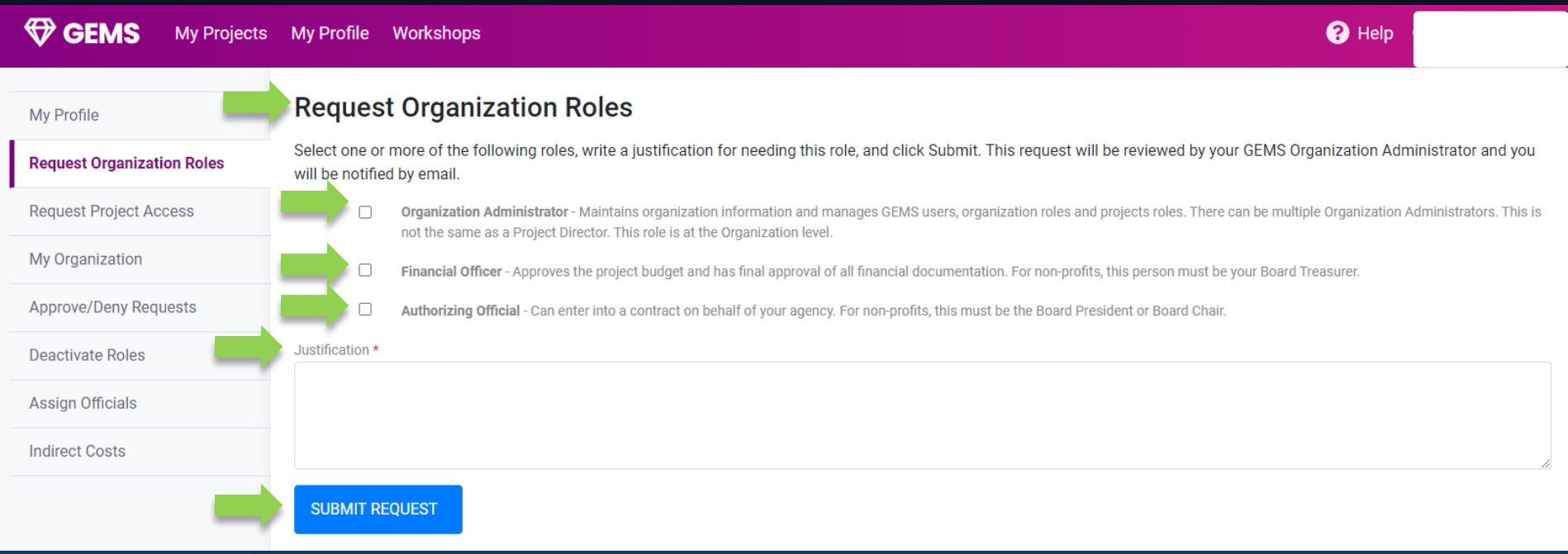
- **Always** notify Grant Administrator via email of any key role staff changes.
- Your NCID is for you only to access GEMS and must not be shared.

ORGANIZATION ROLES

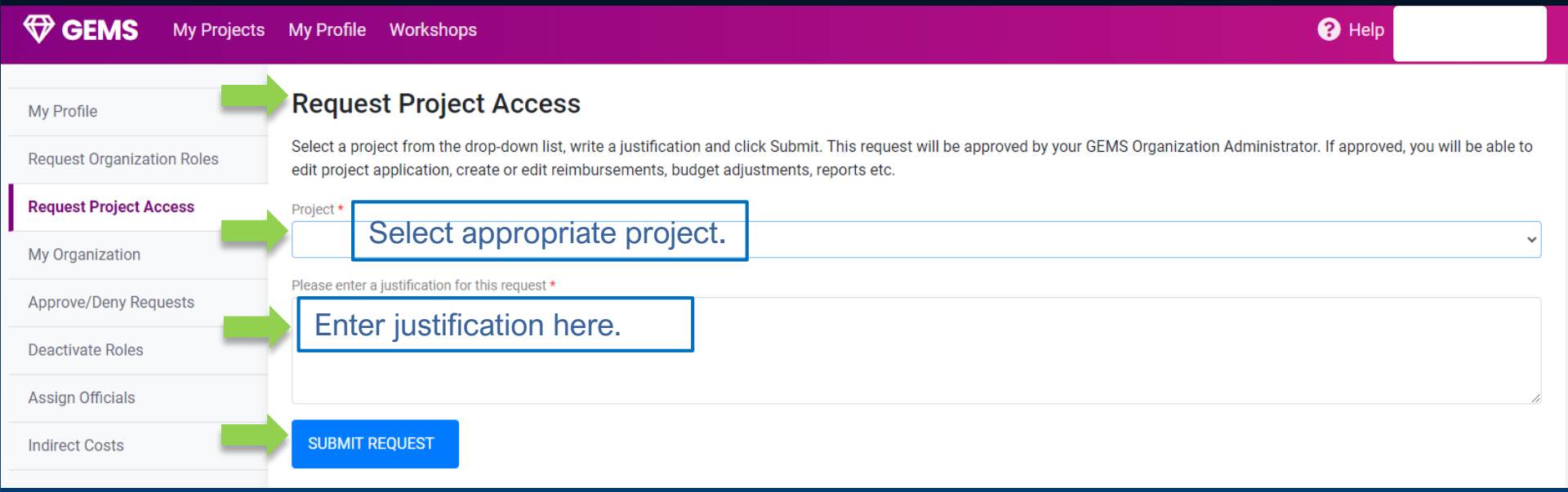
- **(All persons needing GEMS access must obtain an NCID through https://ncid.nc.gov):

- **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, FD, PD)
  - Assigns AO, FO and PD to open projects.
  - Approves/Denies requests for project access
  - Deactivates access/roles, if needed.

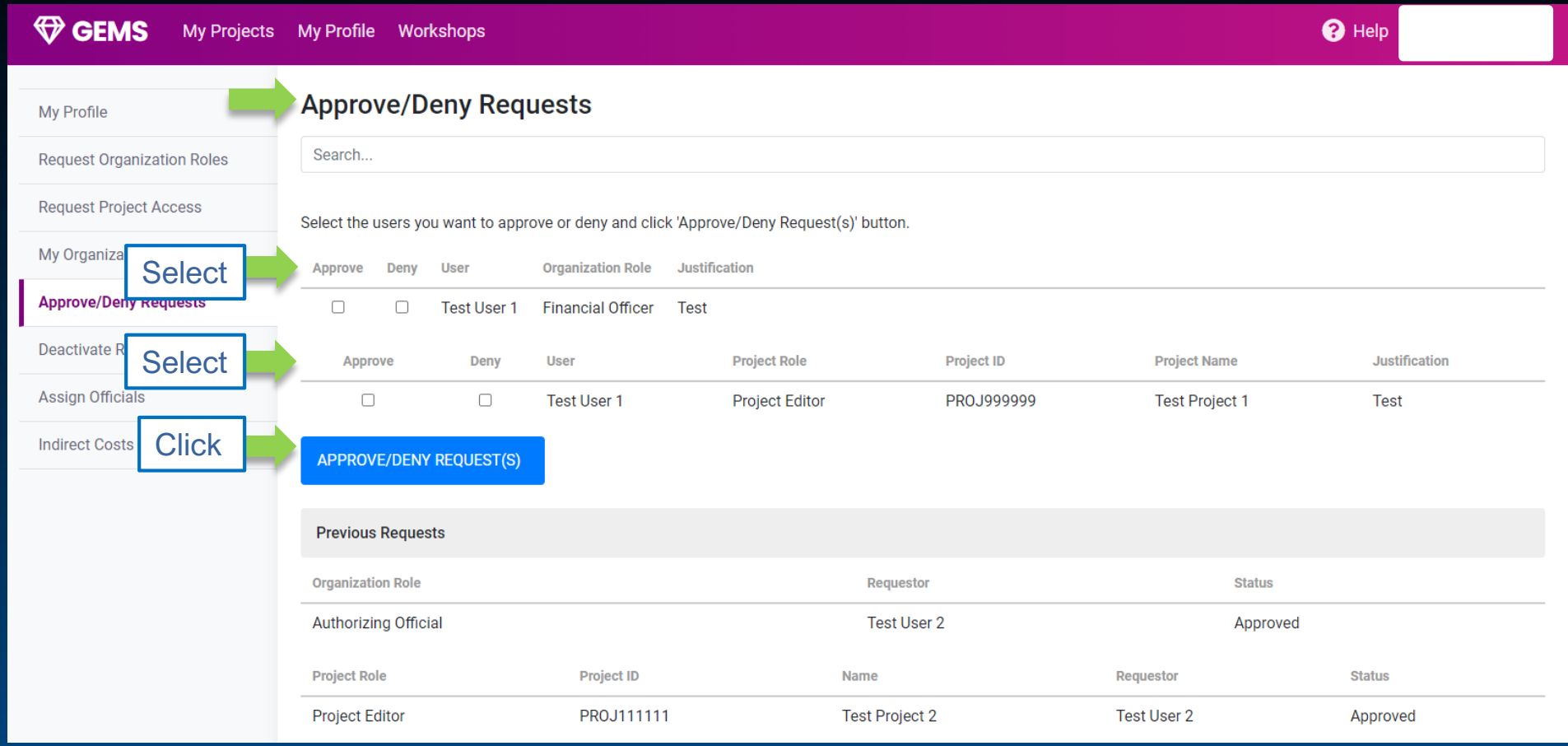
MY PROFILE – REQUEST ORGANIZATION ROLES



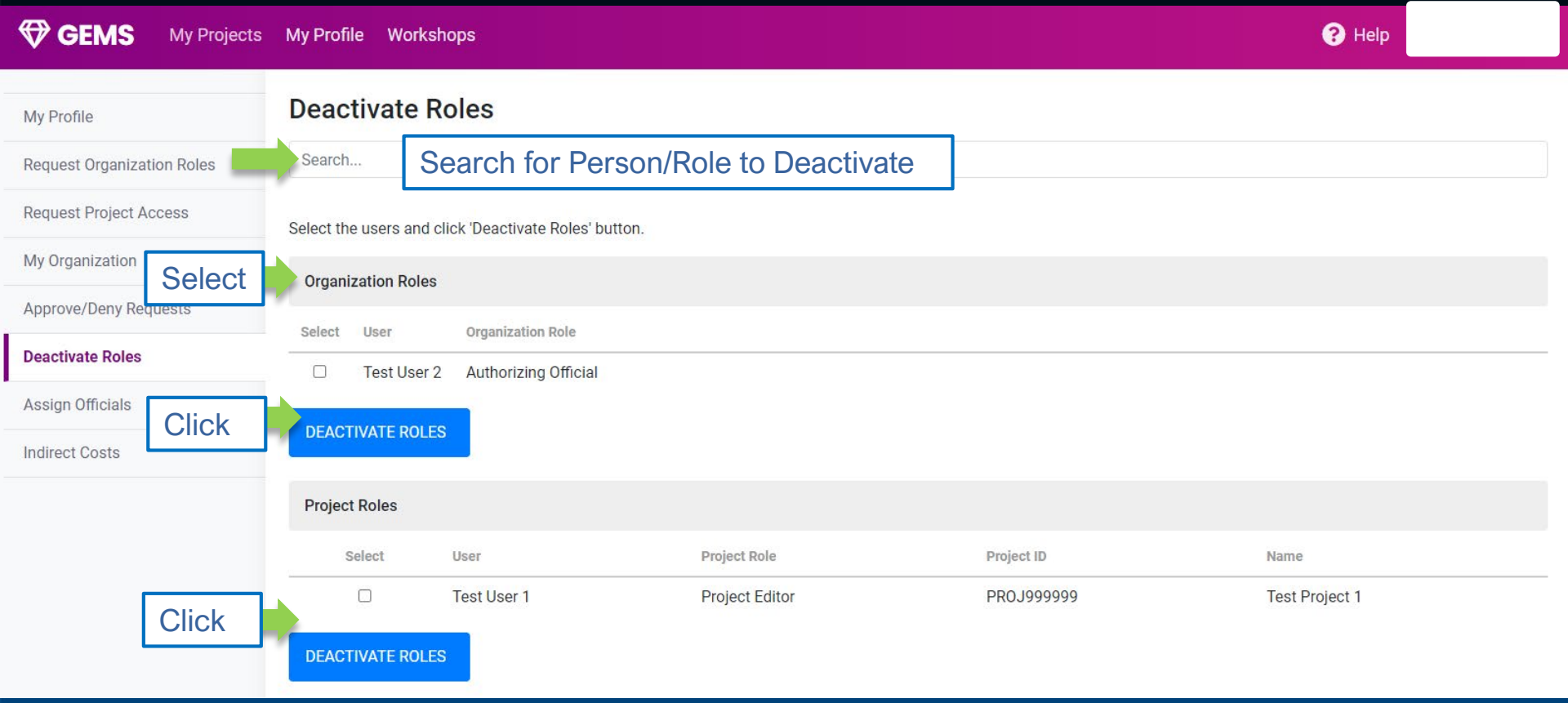
MY PROFILE – REQUEST PROJECT ACCESS



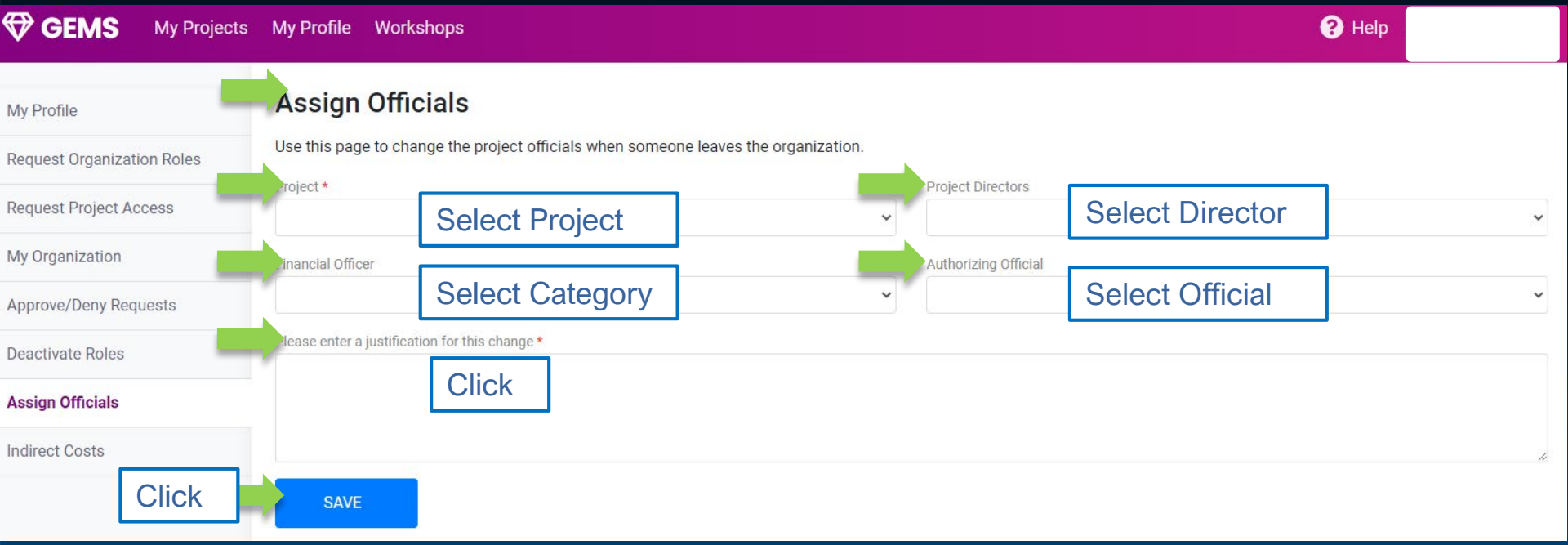
MY ORGANIZATION – APPROVE/DENY ROLE REQUESTS



MY PROFILE – DEACTIVATE ROLES



MY PROFILE – ASSIGN OFFICIALS



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.

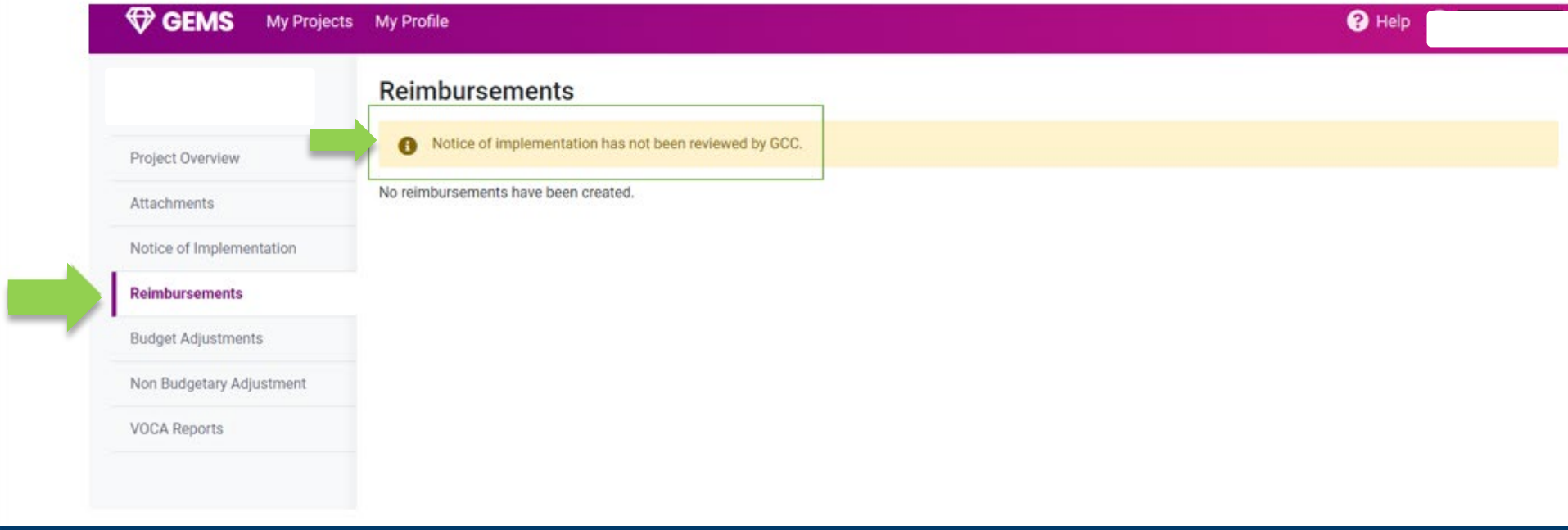
BYRNE JAG & CESF ONLY:

Reimbursements Rules for specific grants:

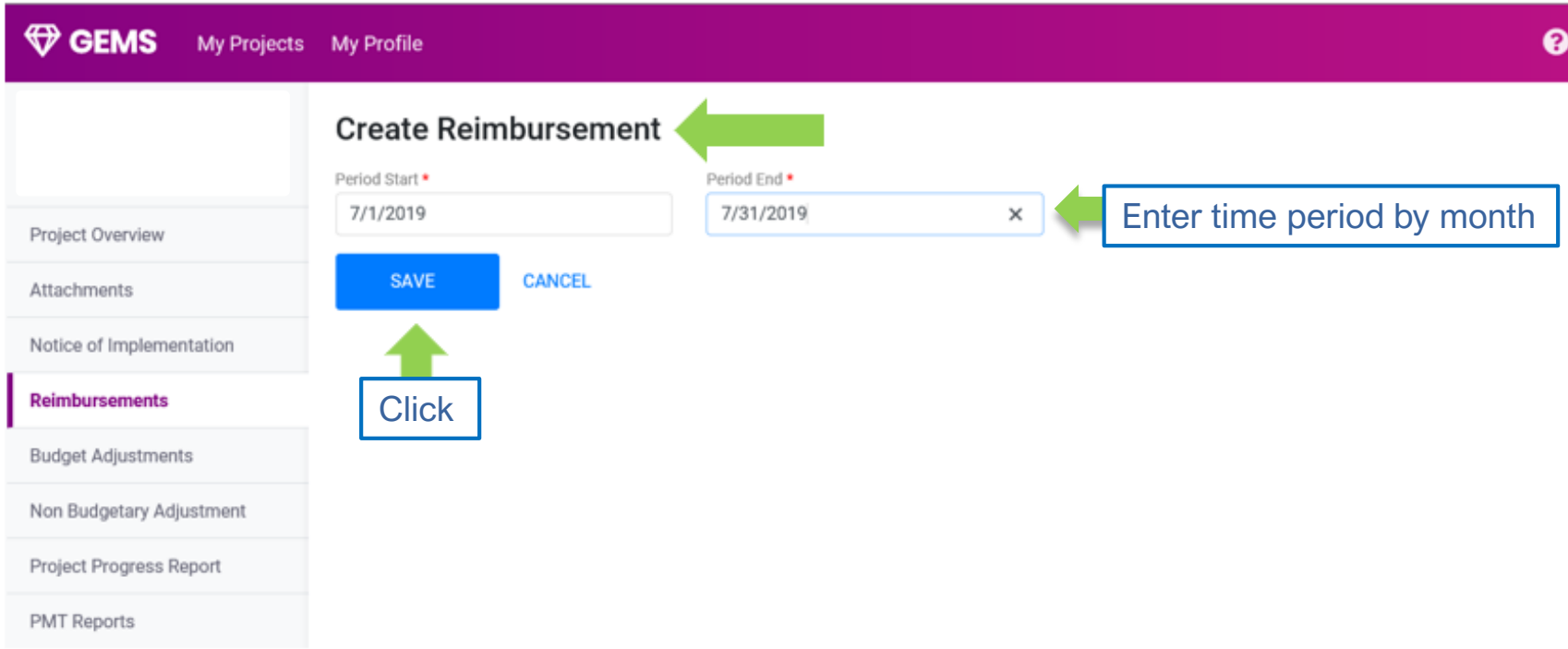
- Period Start/End Dates – since equipment grants typically are not submitting monthly reimbursements, the subrecipient should enter the period of time the purchases occurred (from quote gathering to payment). It's ok if the period is longer or shorter than one month.

- 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.

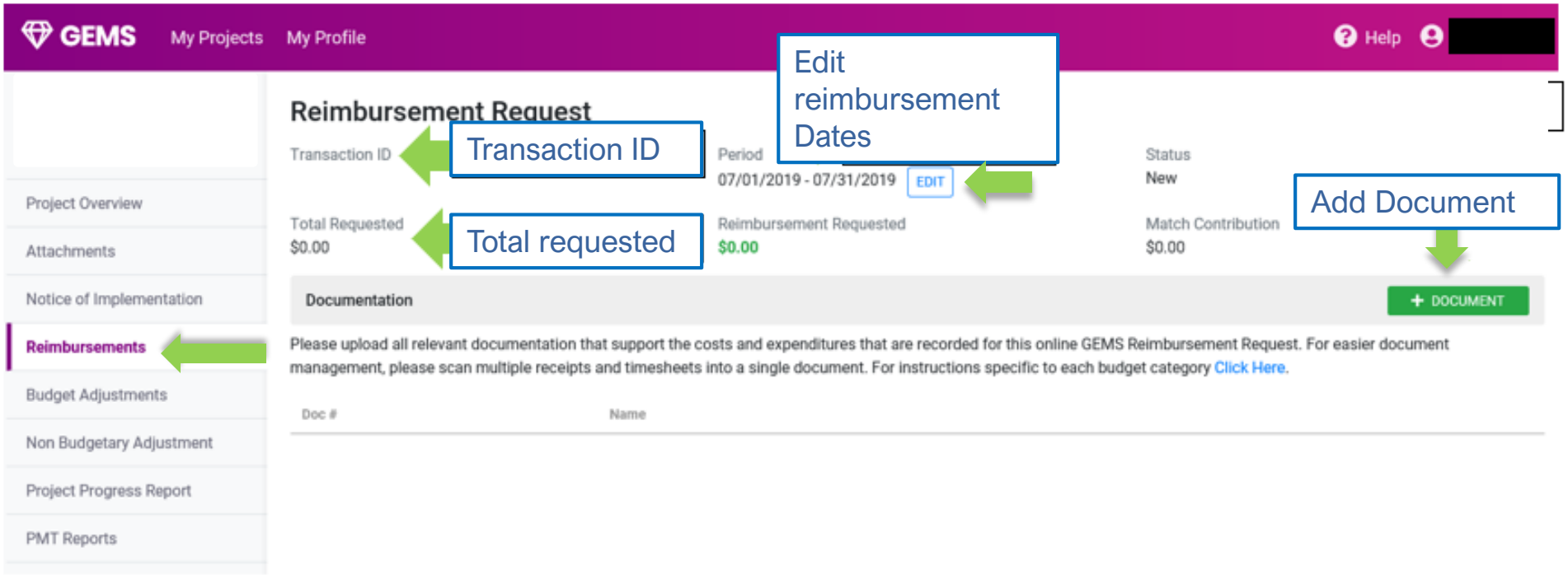
REIMBURSEMENT REQUESTS



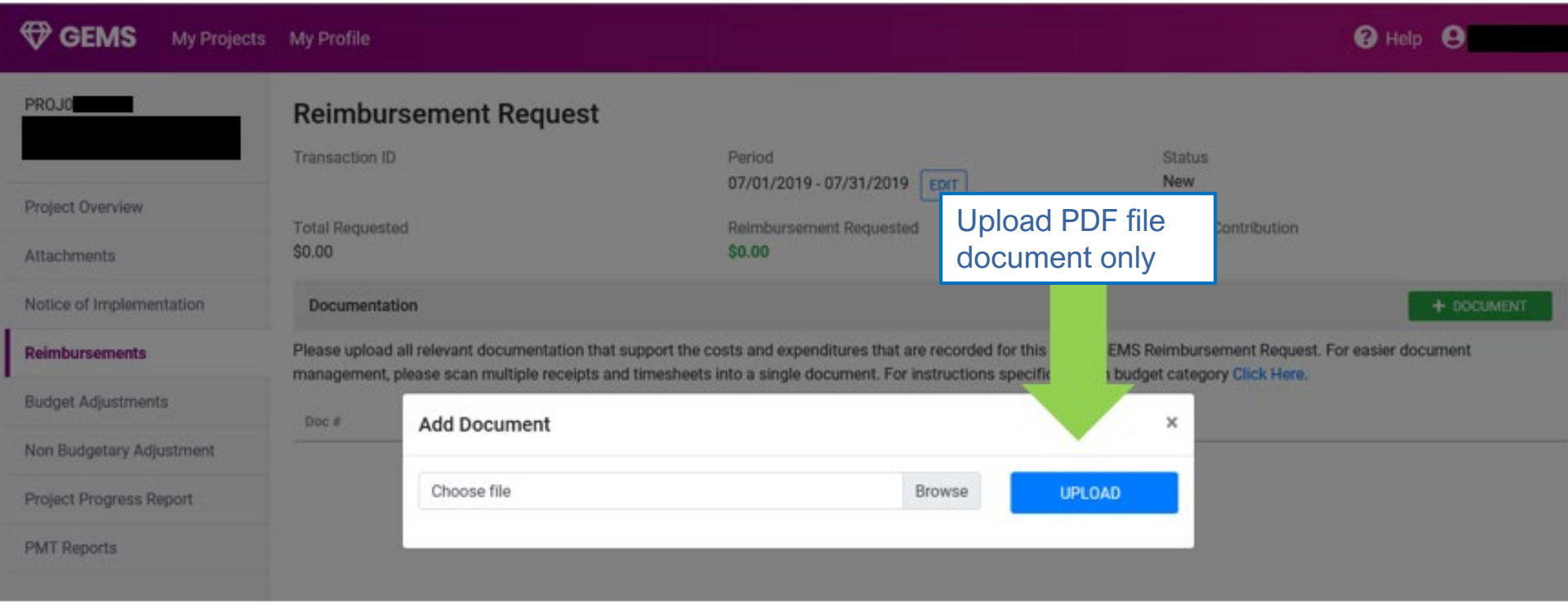
CREATE REIMBURSEMENT



REIMBURSEMENT FUNCTIONS

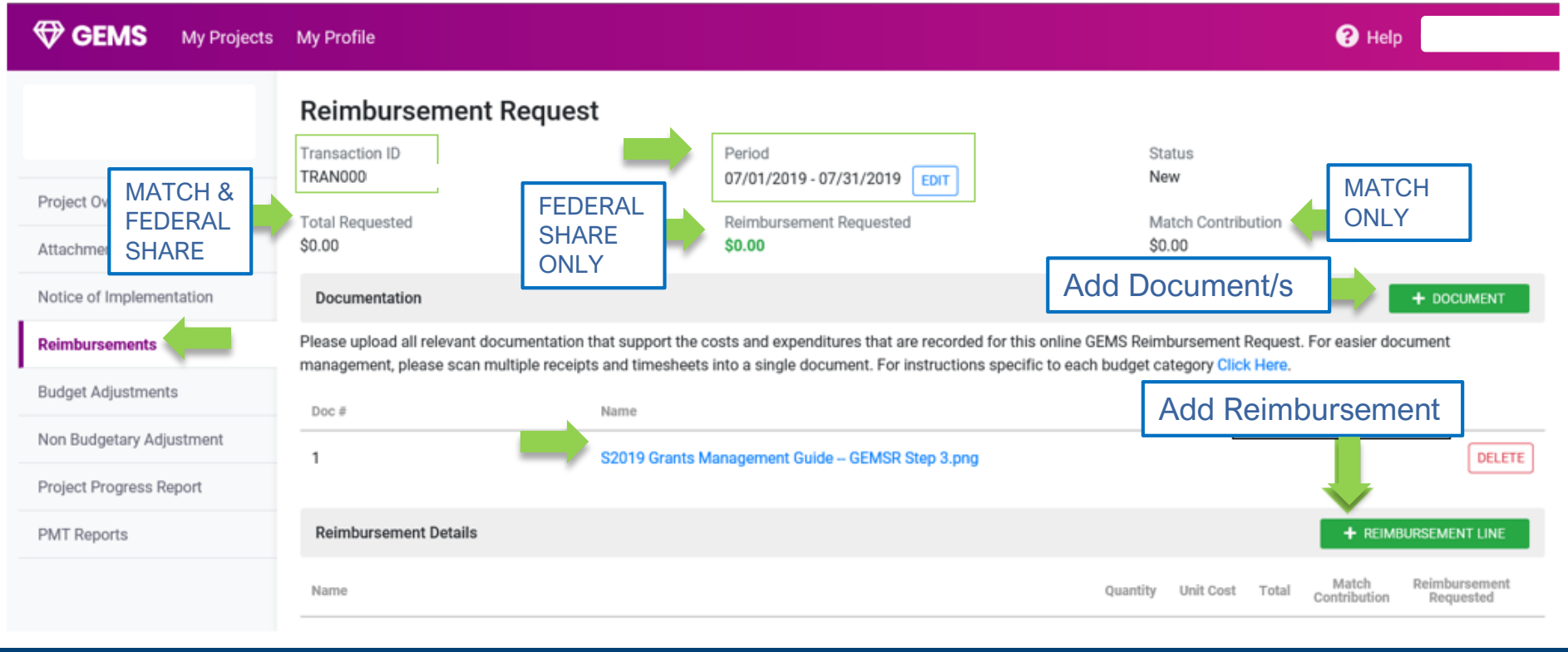


UPLOAD REIMBURSEMENT FILE

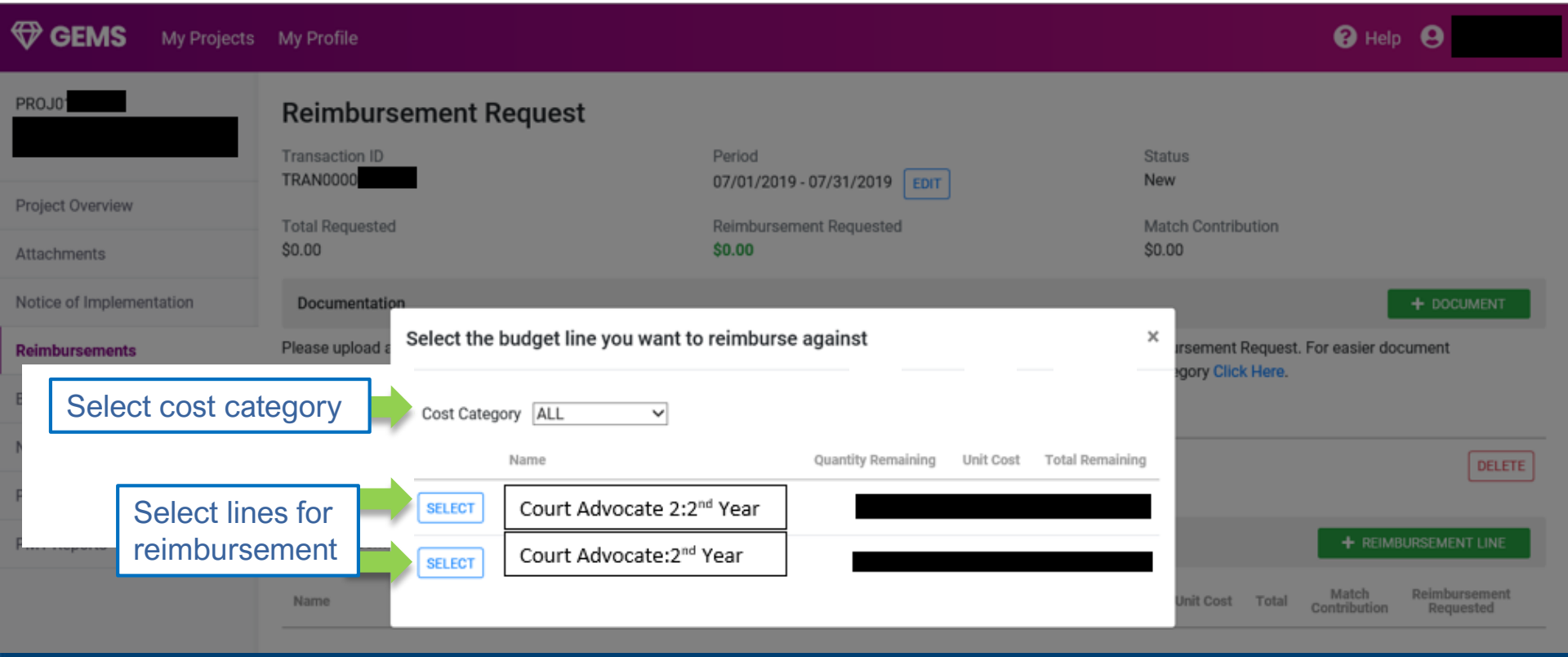


LABEL DOCUMENT AS PERSONNEL, SUPPLIES, ETC. LABEL PAGE NUMBERS. ENTER PAGE NUMBERS INTO DOC # BOX AFTER UPLOAD.

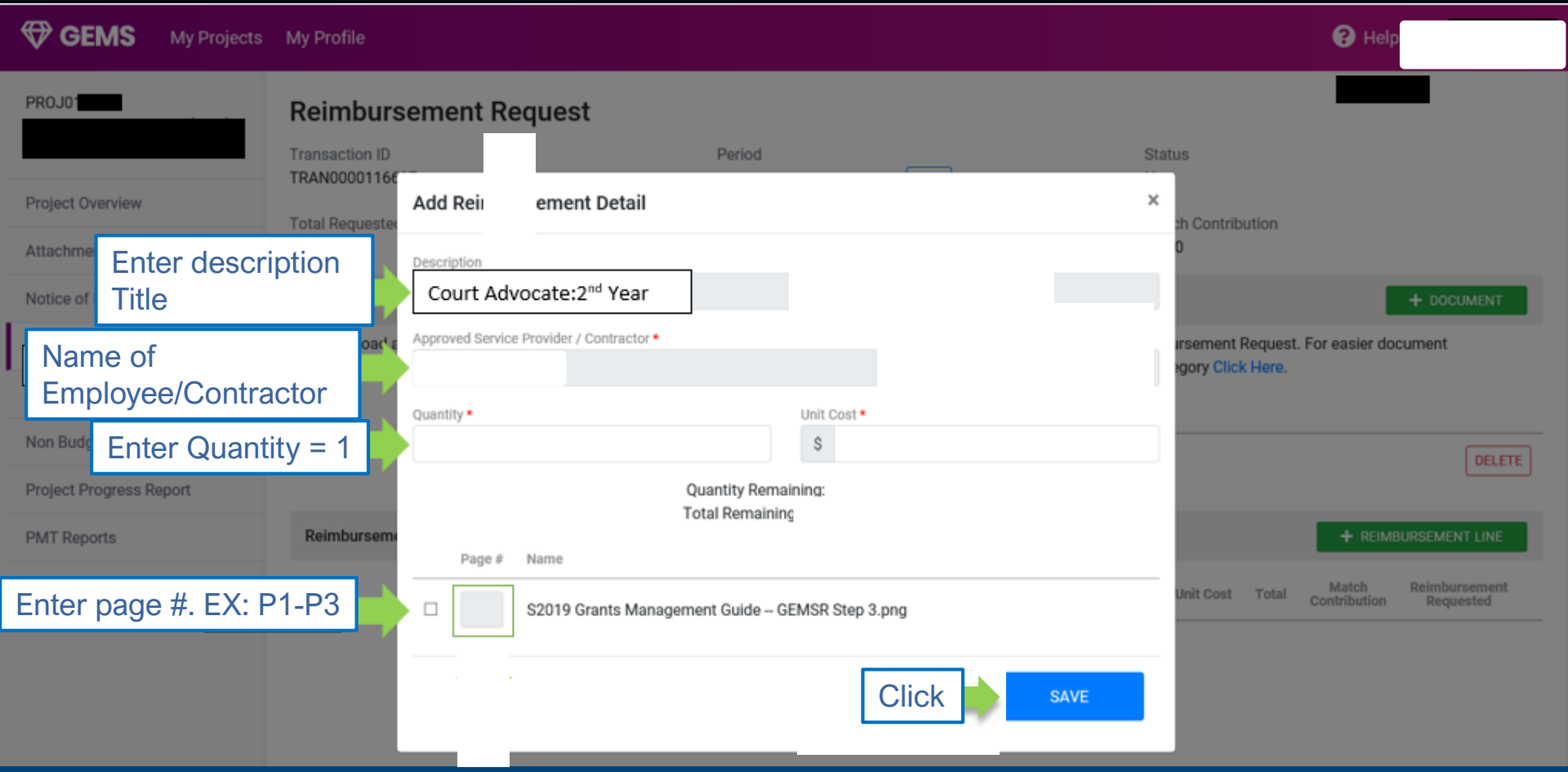
ADD REIMBURSEMENT LINE ITEM



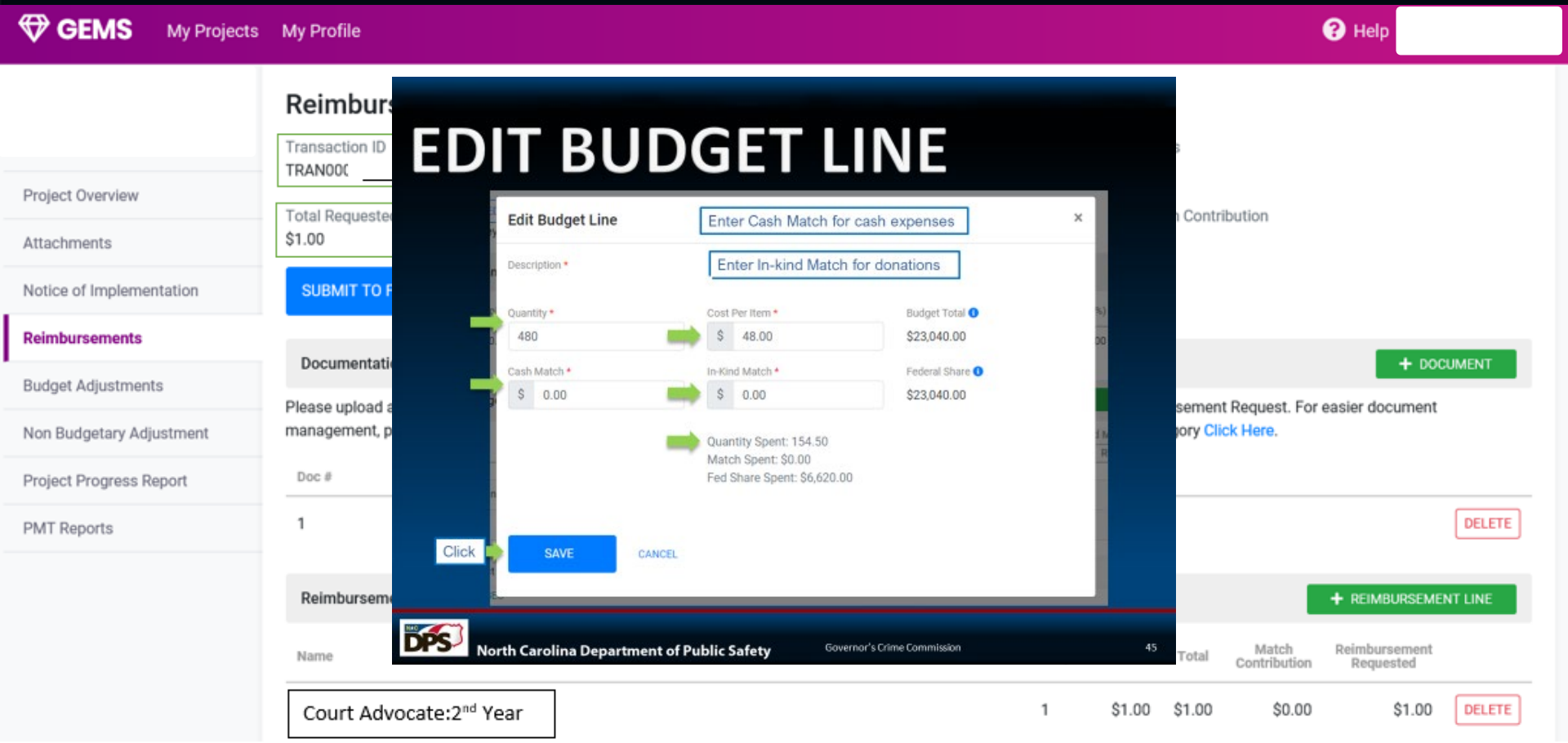
DROP DOWN AND SELECT LINE ITEM



FOLLOW INSTRUCTIONS BELOW



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 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.

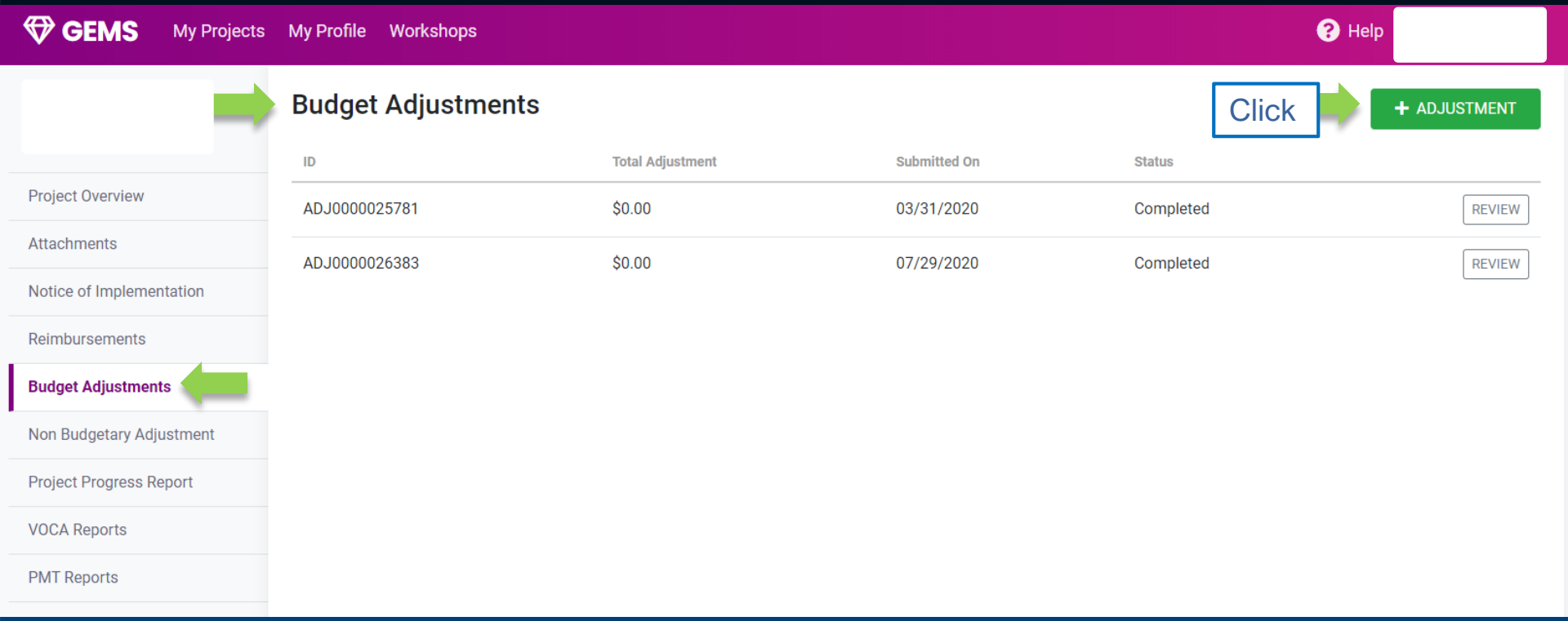
BYRNE JAG & CESF ONLY:

Budget Adjustment Rules for specific grants:
EQUIPMENT ONLY:

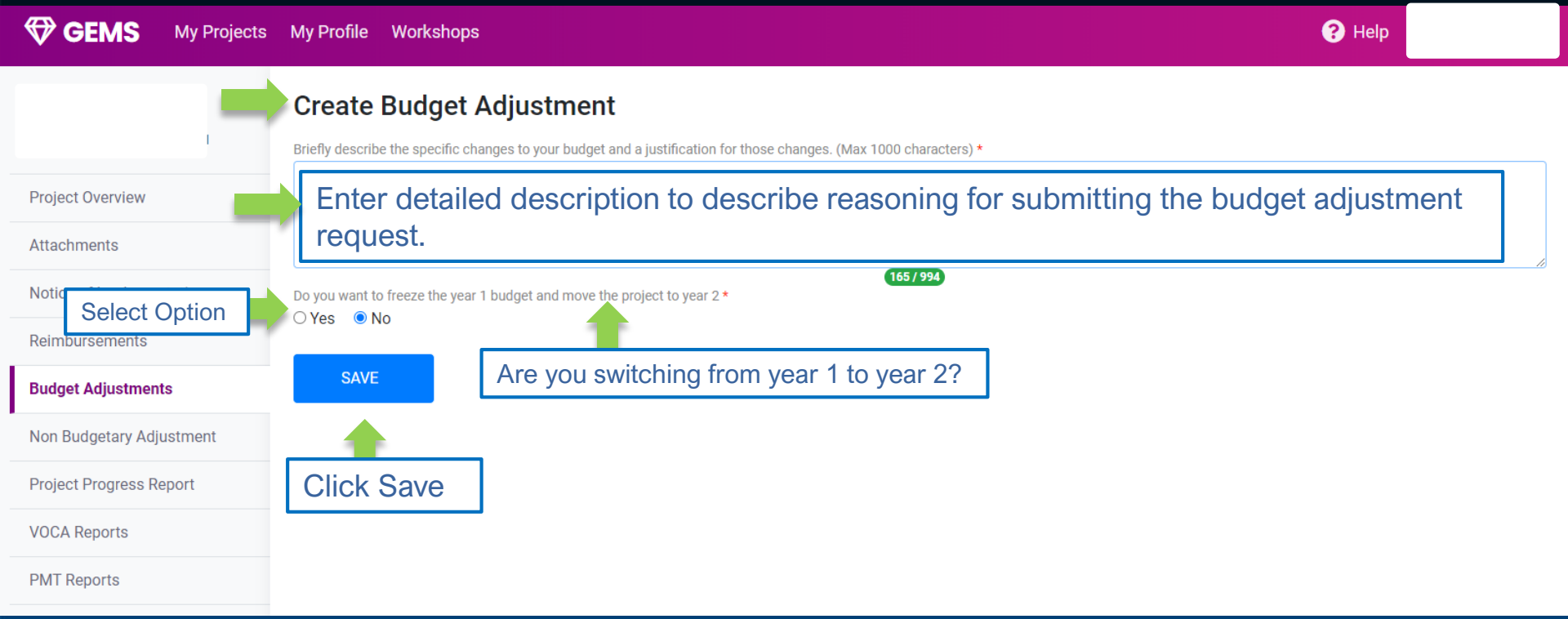
- When adding new budget line items for equipment, it is preferable to give general names in the budget.

- 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.

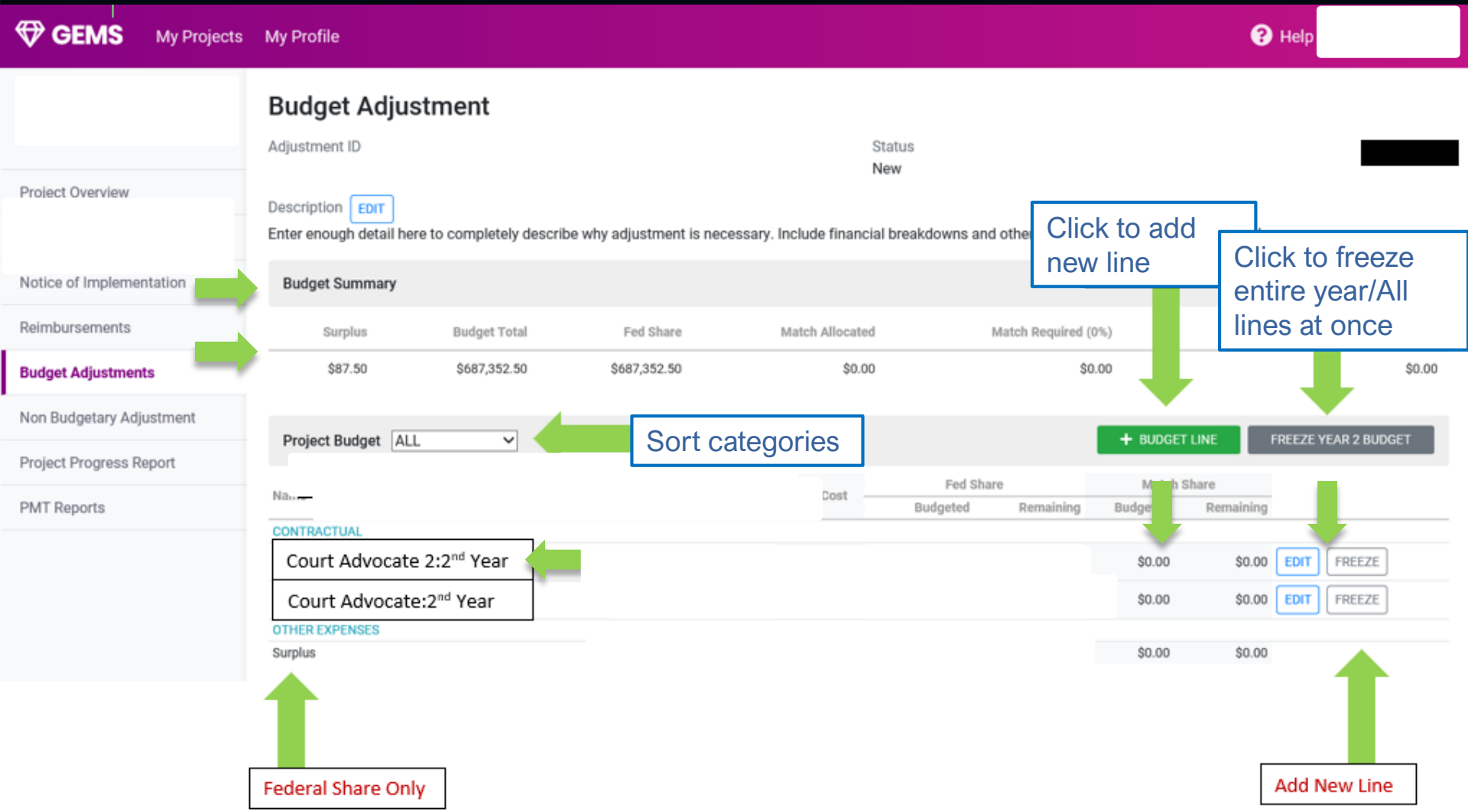
BUDGET ADJUSTMENTS



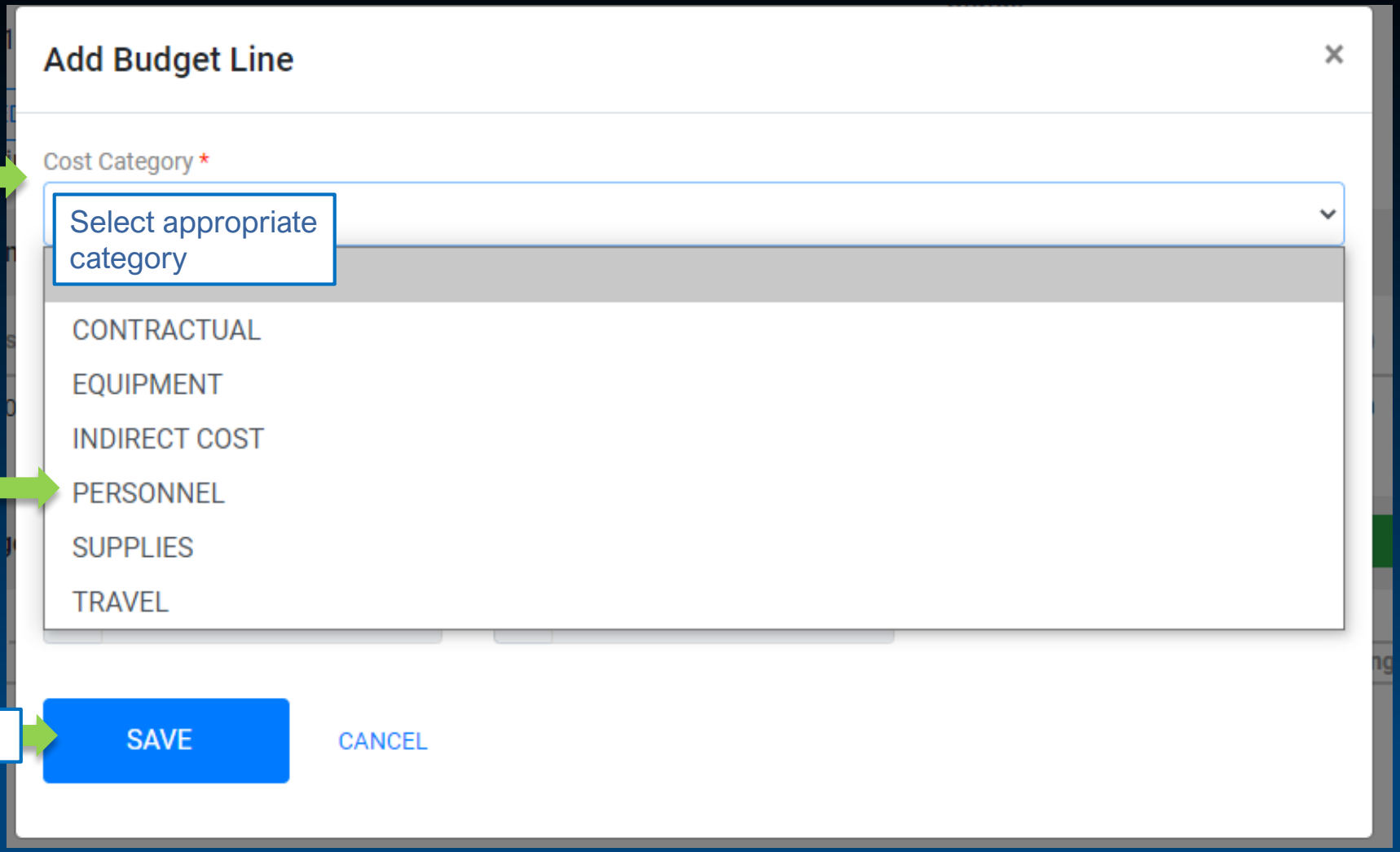
CREATING A BUDGET ADJUSTMENT



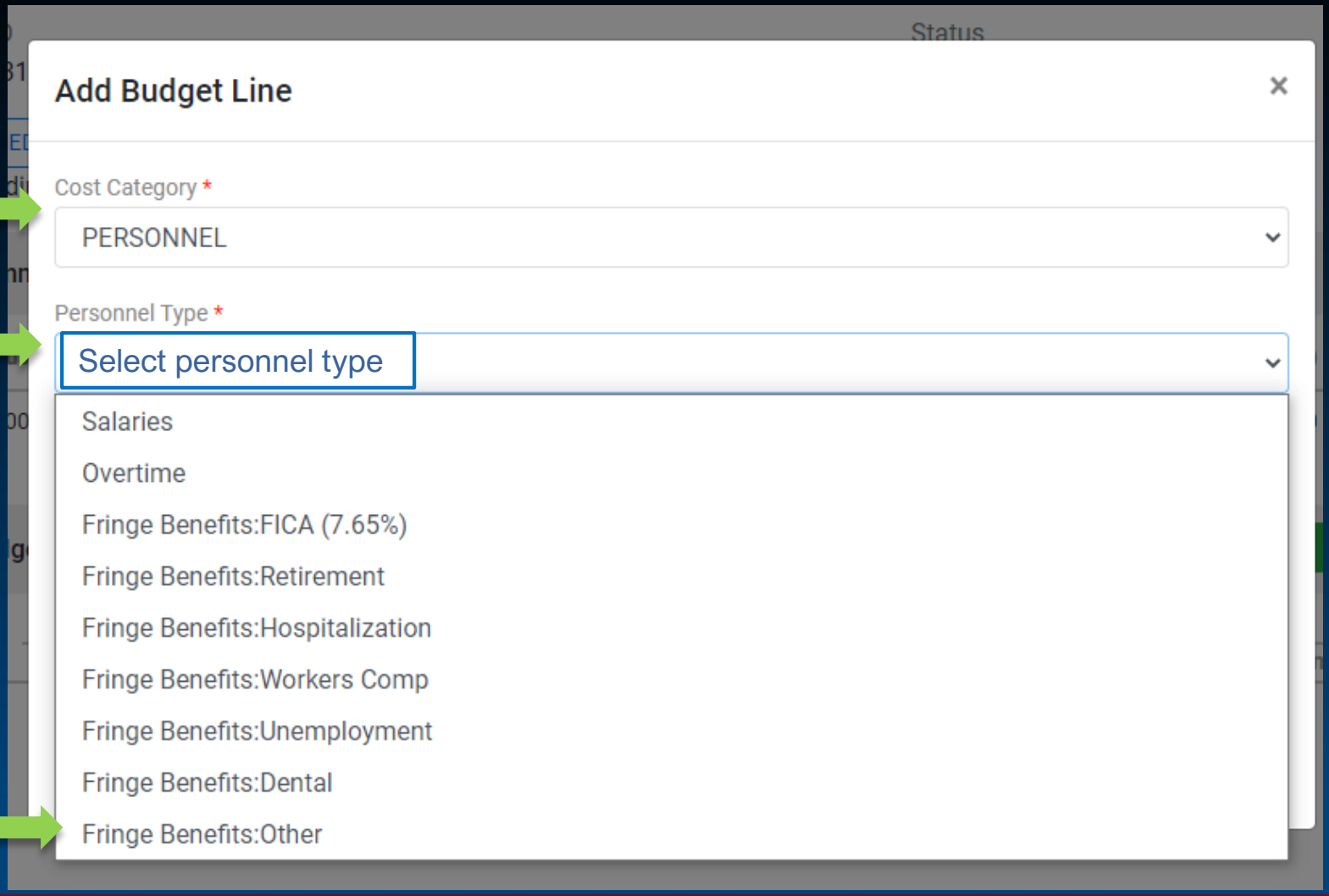
BUDGET ADJUSTMENT FUNCTIONS



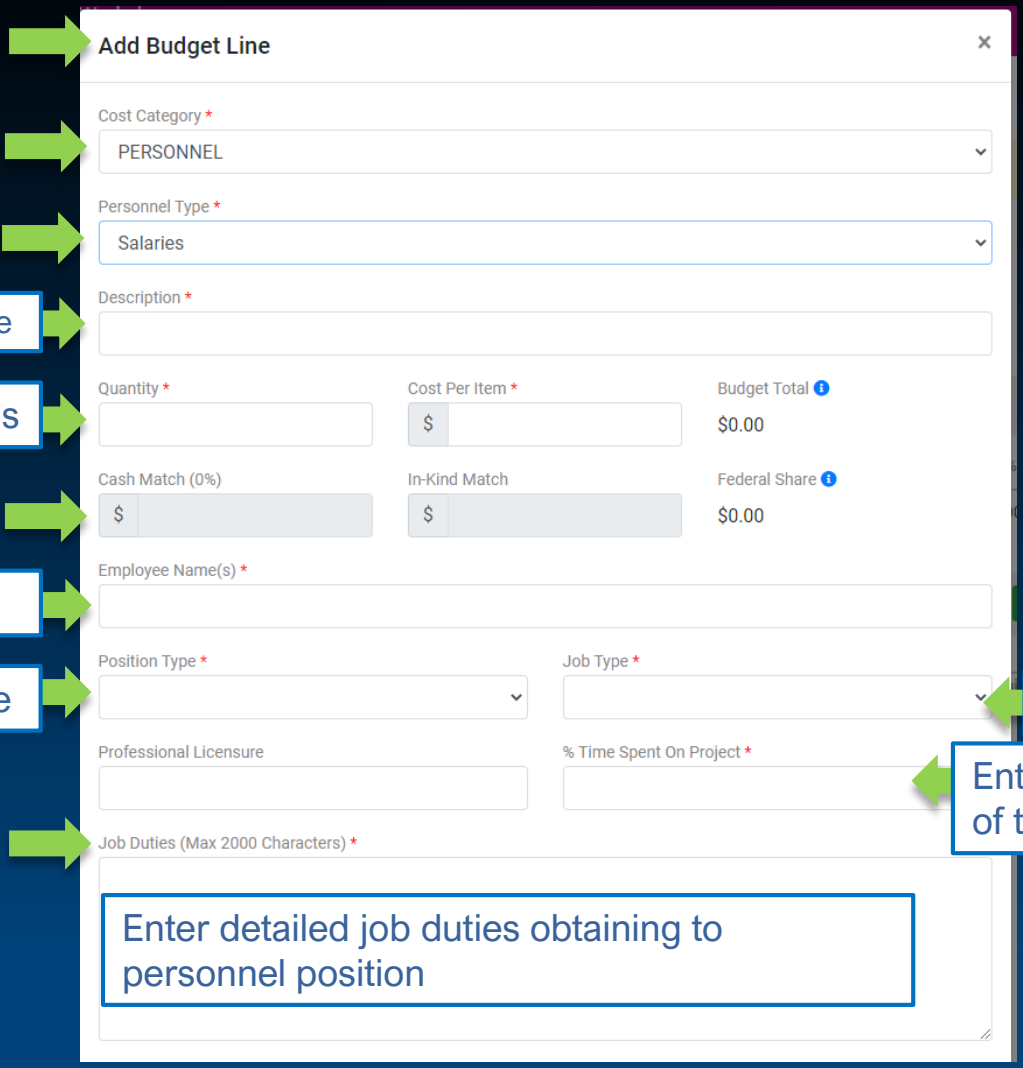
ADD A BUDGET LINE ITEM



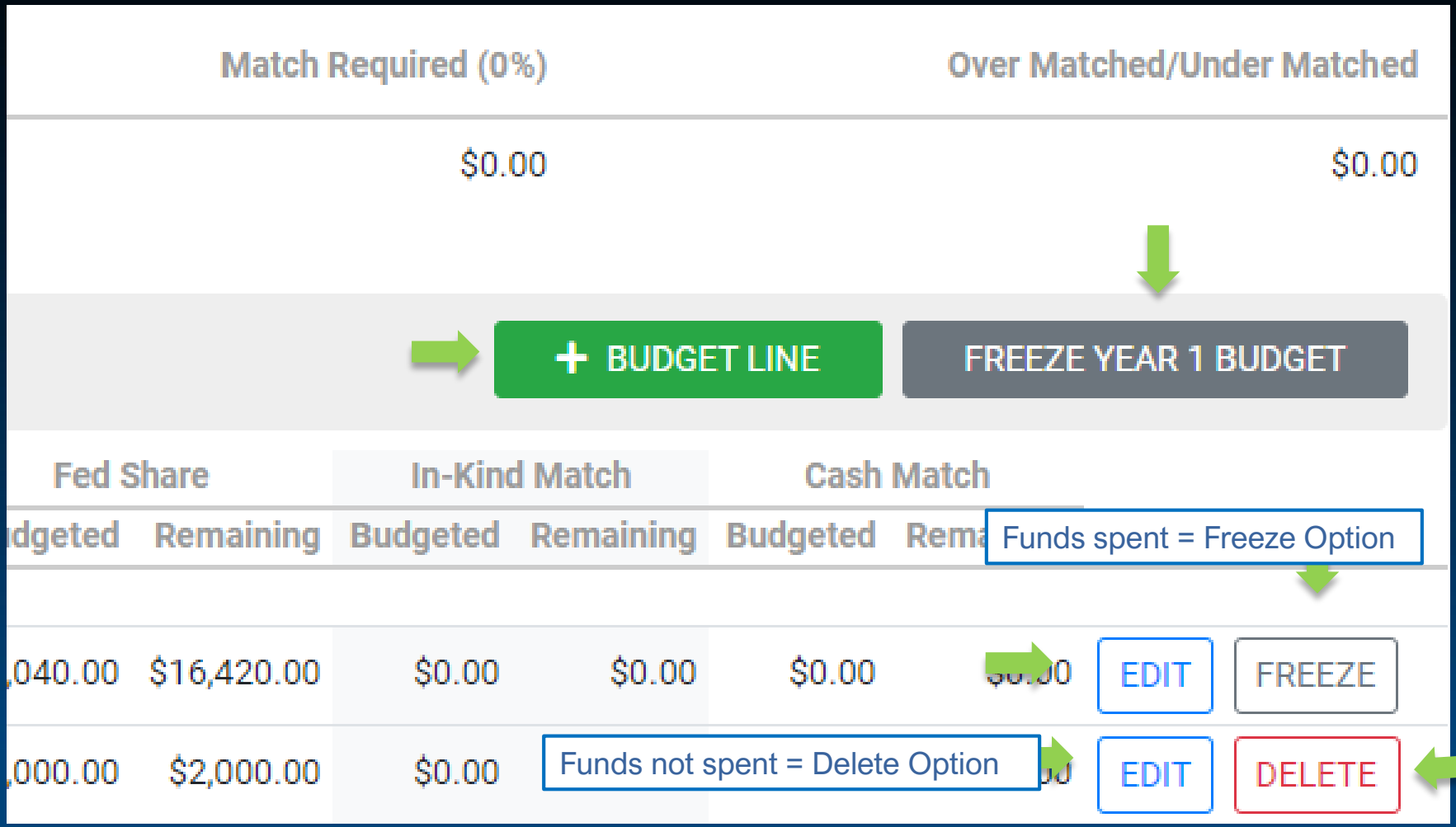
ADD BUDGET LINE – CATEGORY SELECTIONS



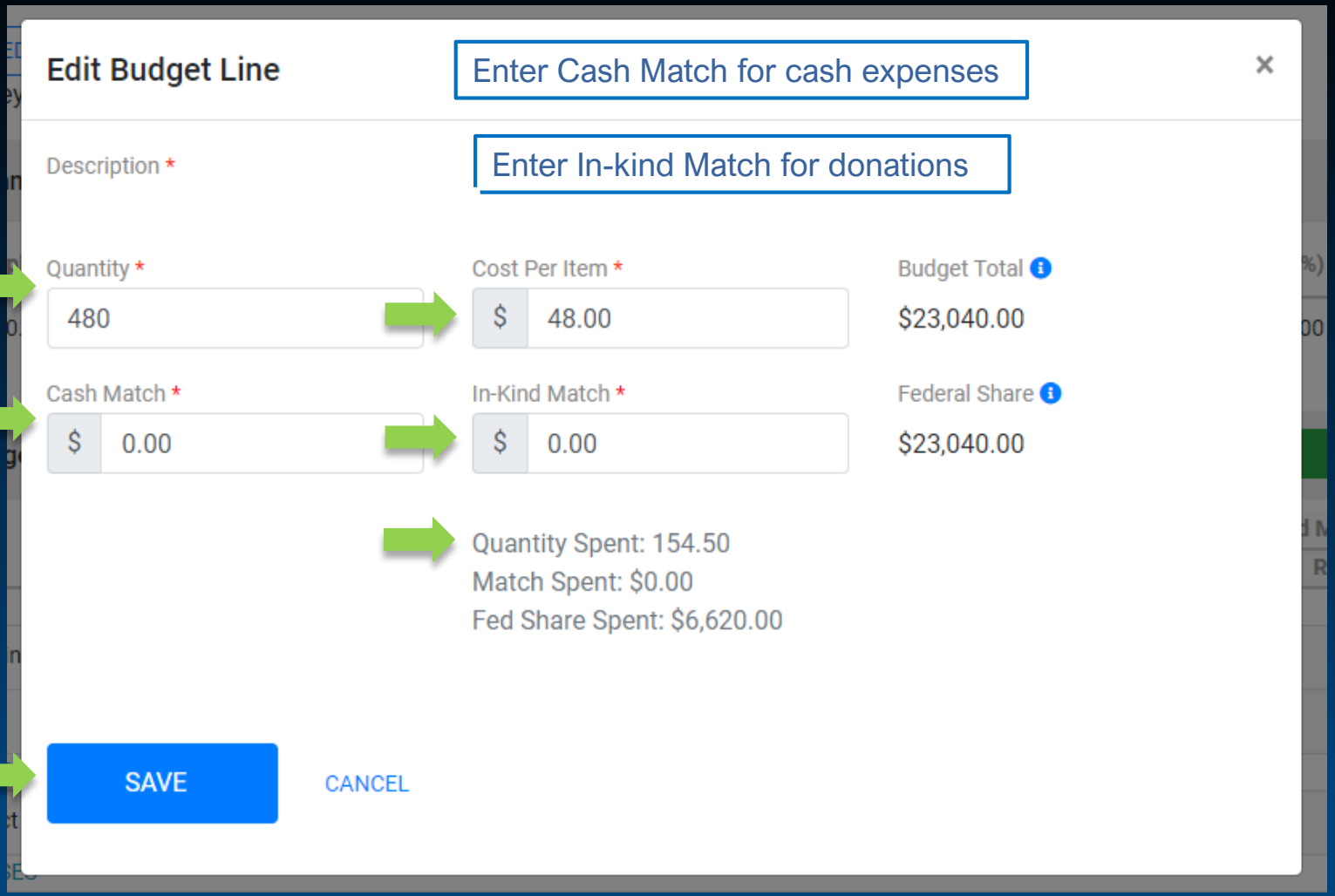
ADD BUDGET LINE ITEM - SALARY



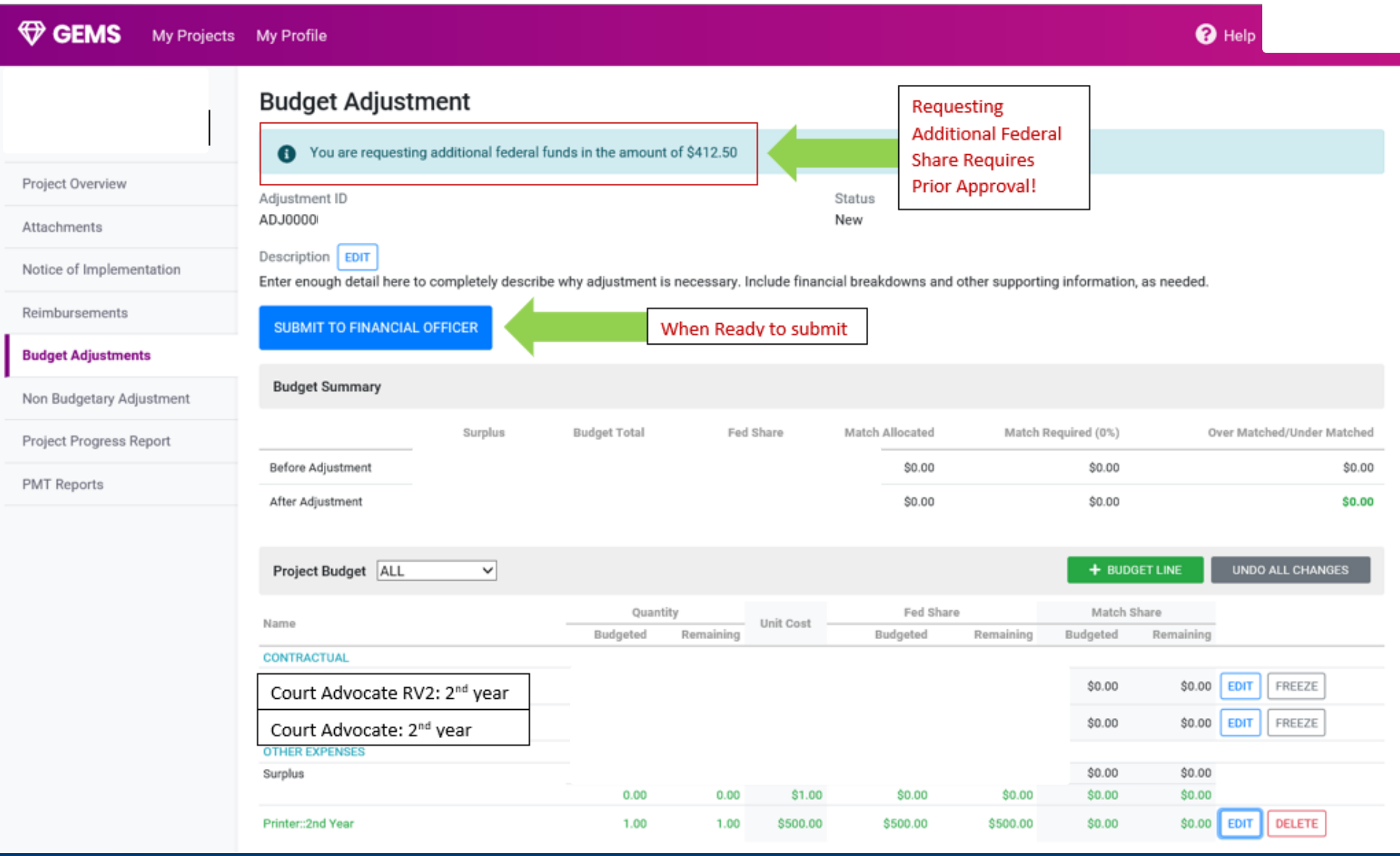
FREEZE/EDIT OPTIONS



EDIT BUDGET LINE



REQUESTING ADDITIONAL FEDERAL SHARE



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.

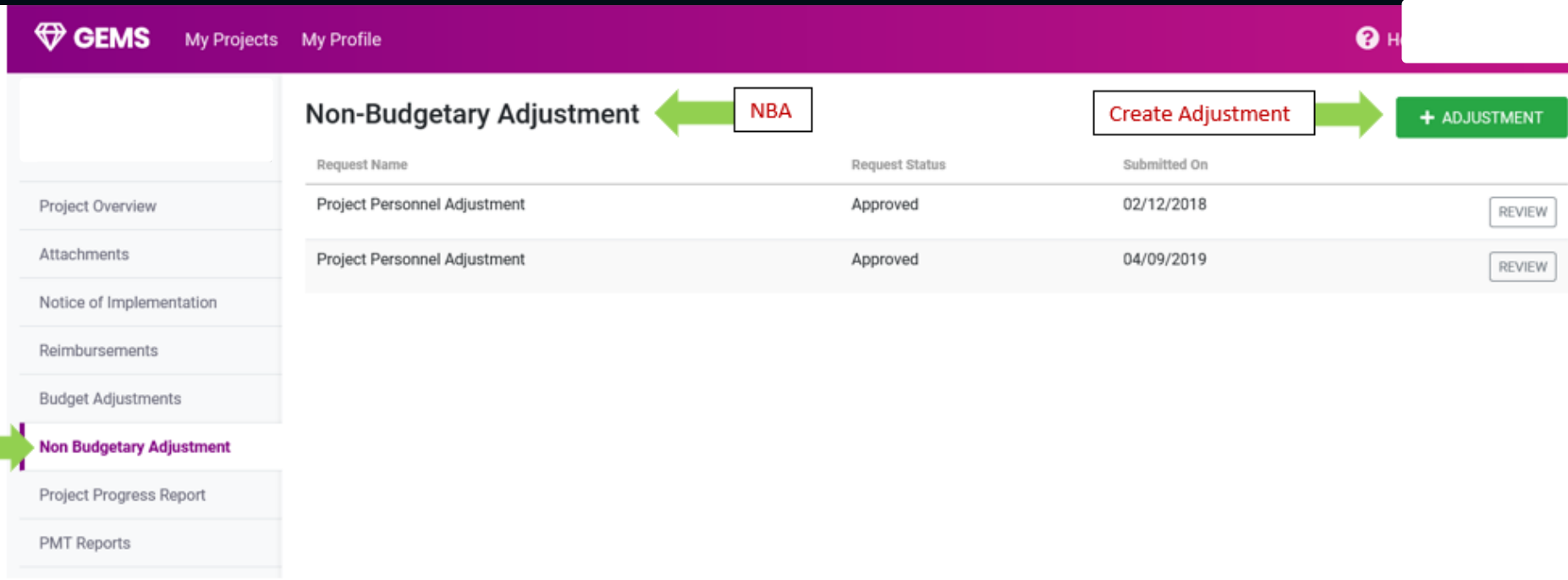
BYRNE JAG & CESF ONLY:

Non-Budgetary Adjustment Rules for specific grants:

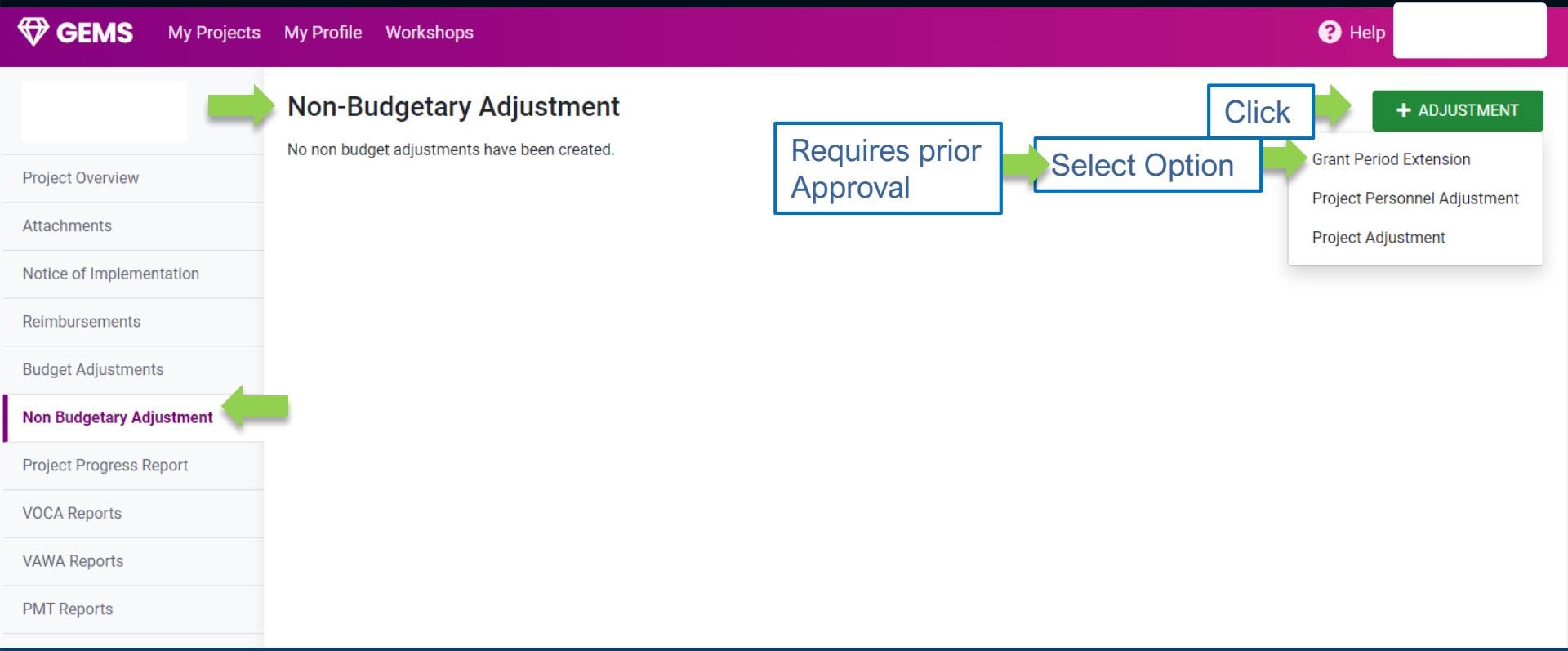
- Grant Period Extensions – may be needed for equipment grants when items are on backorder, or have not arrived by the project end date. Work with your Grant Admin to determine if additional time is needed.

- 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.

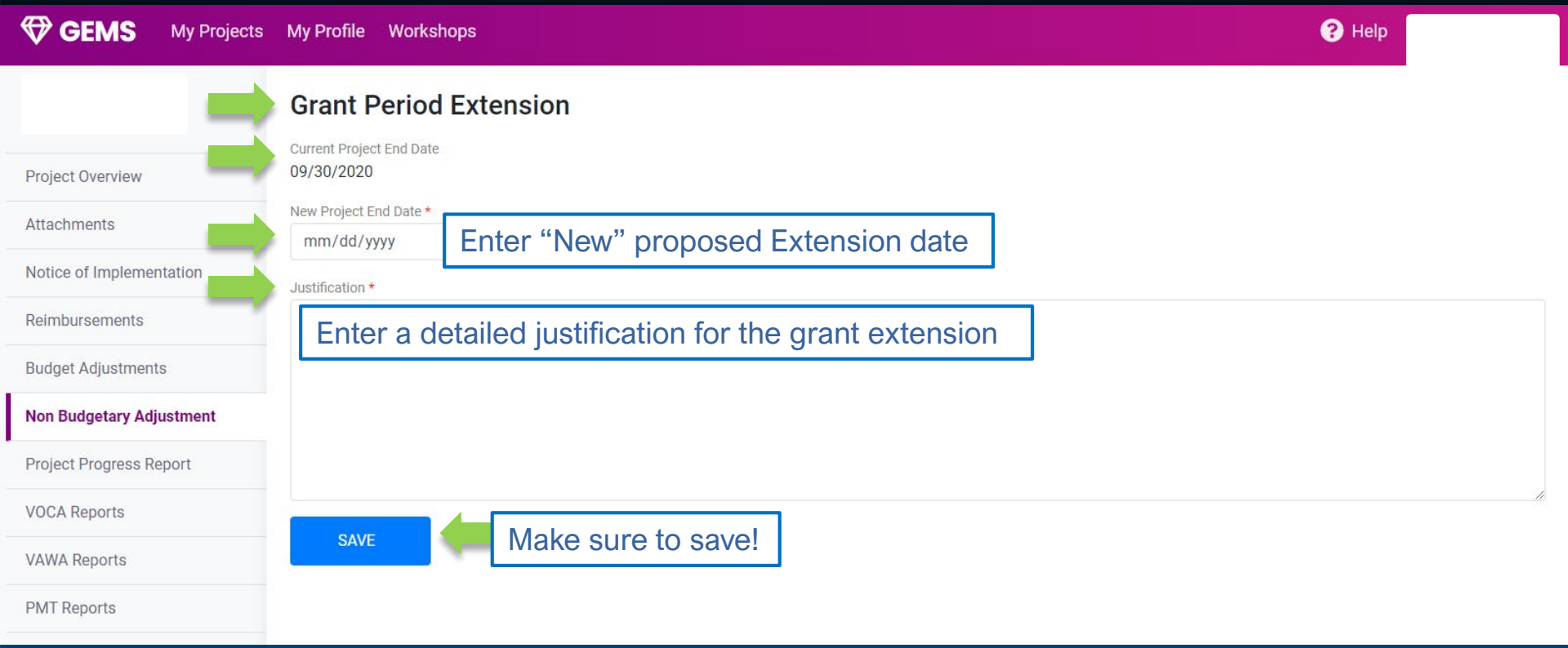
NON – BUDGETARY ADJUSTMENT



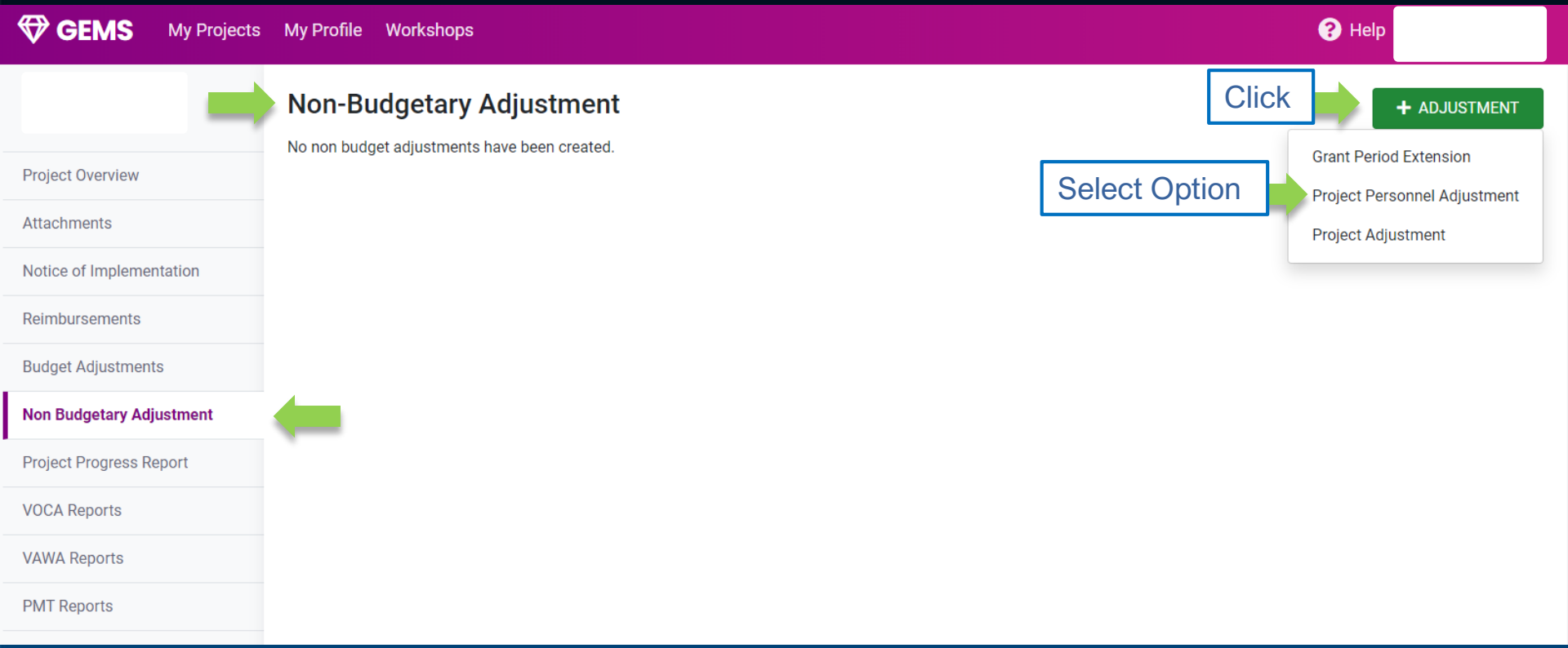
NON – BUDGETARY ADJUSTMENT



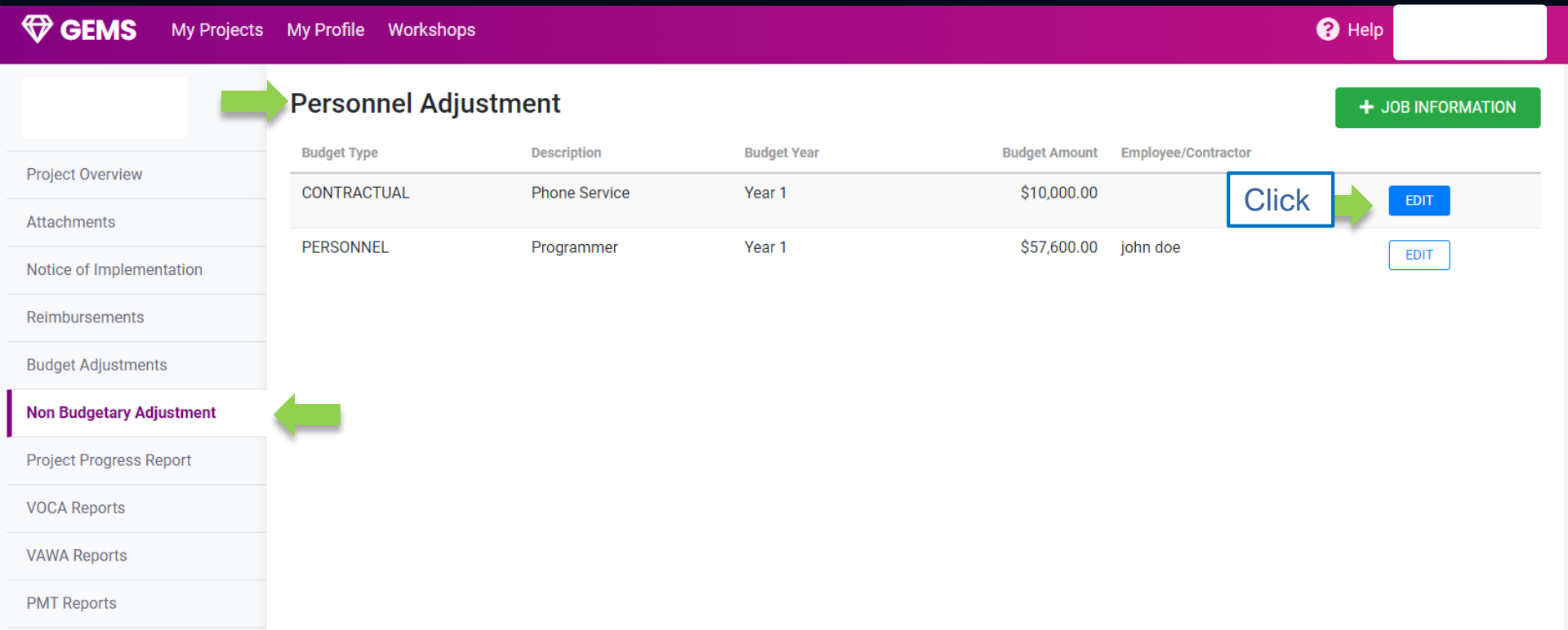
GRANT PERIOD EXTENSION



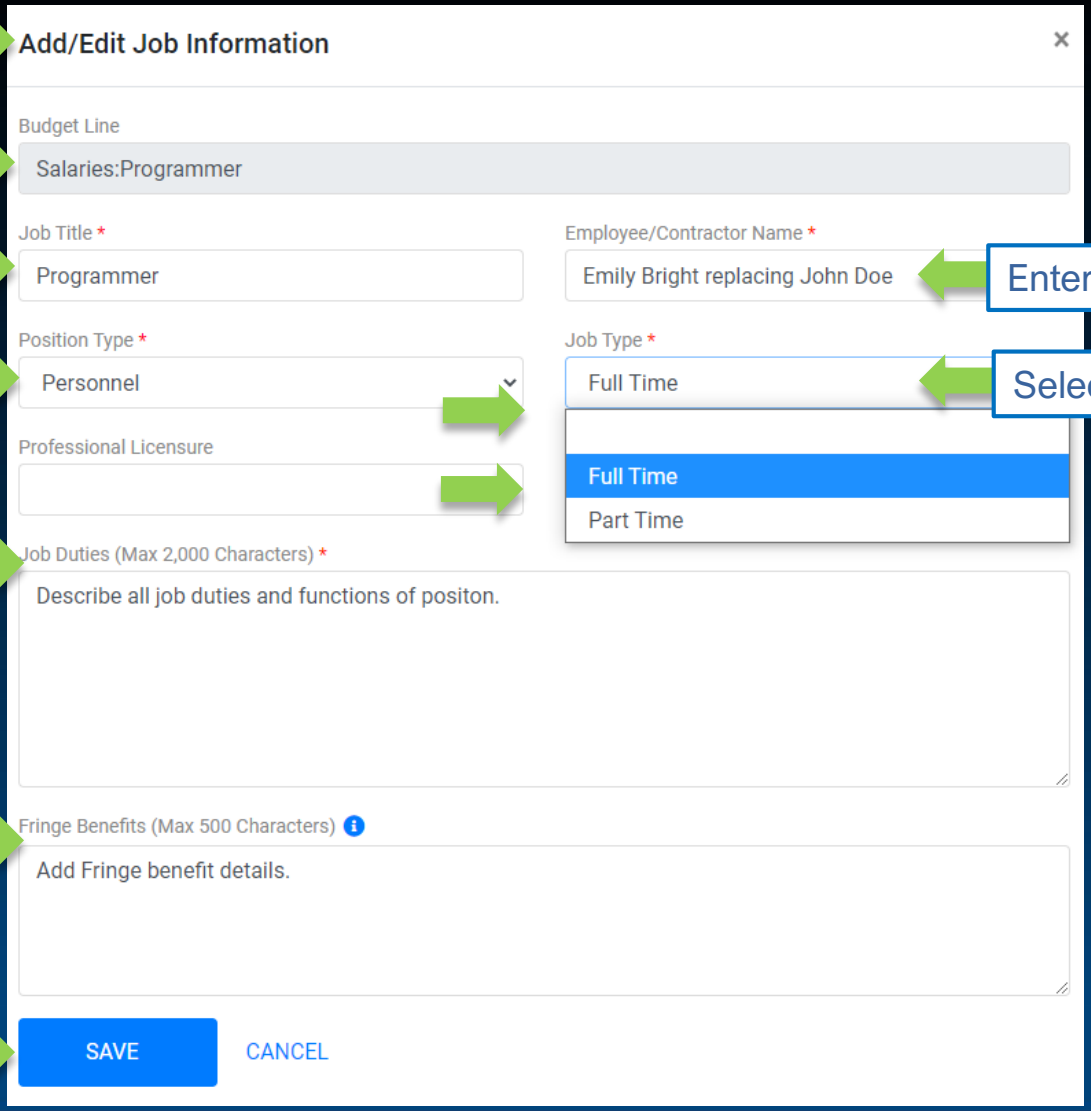
NON-BUDGETARY ADJUSTMENT



PERSONNEL ADJUSTMENT



PERSONNEL ADJUSTMENT – EDIT JOB INFORMATION



Enter Position title

Enter Employee/s name/s

Select Position Type

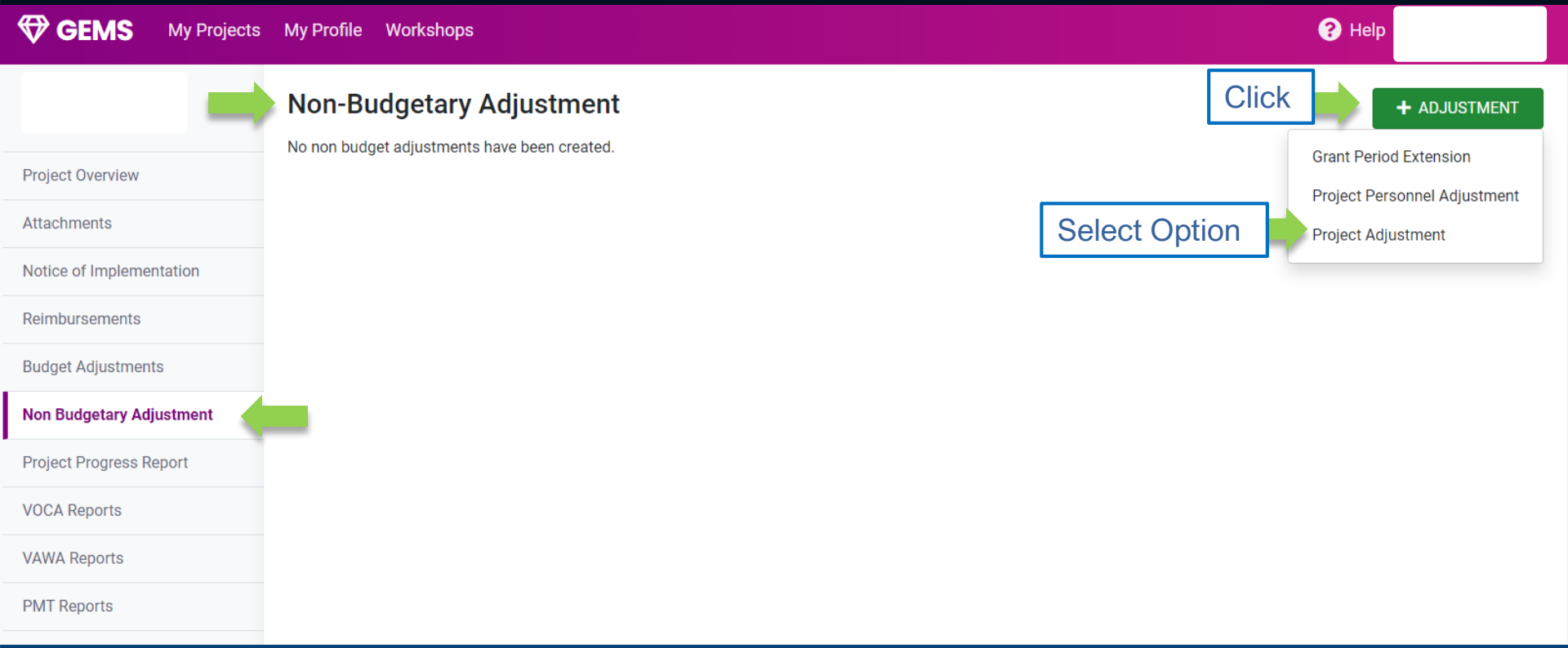
Select Appropriate option

Detailed job functions

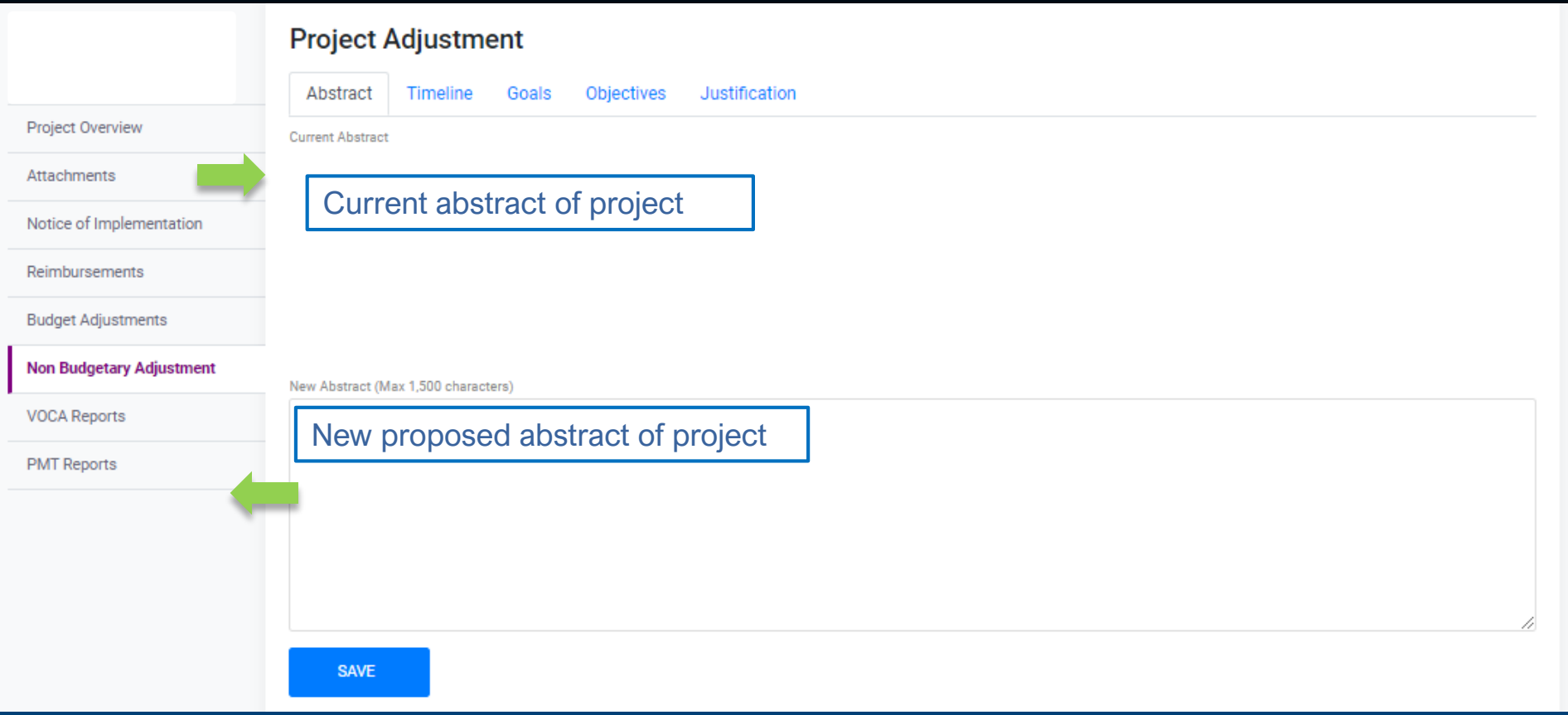
Add Fringe Information

Click

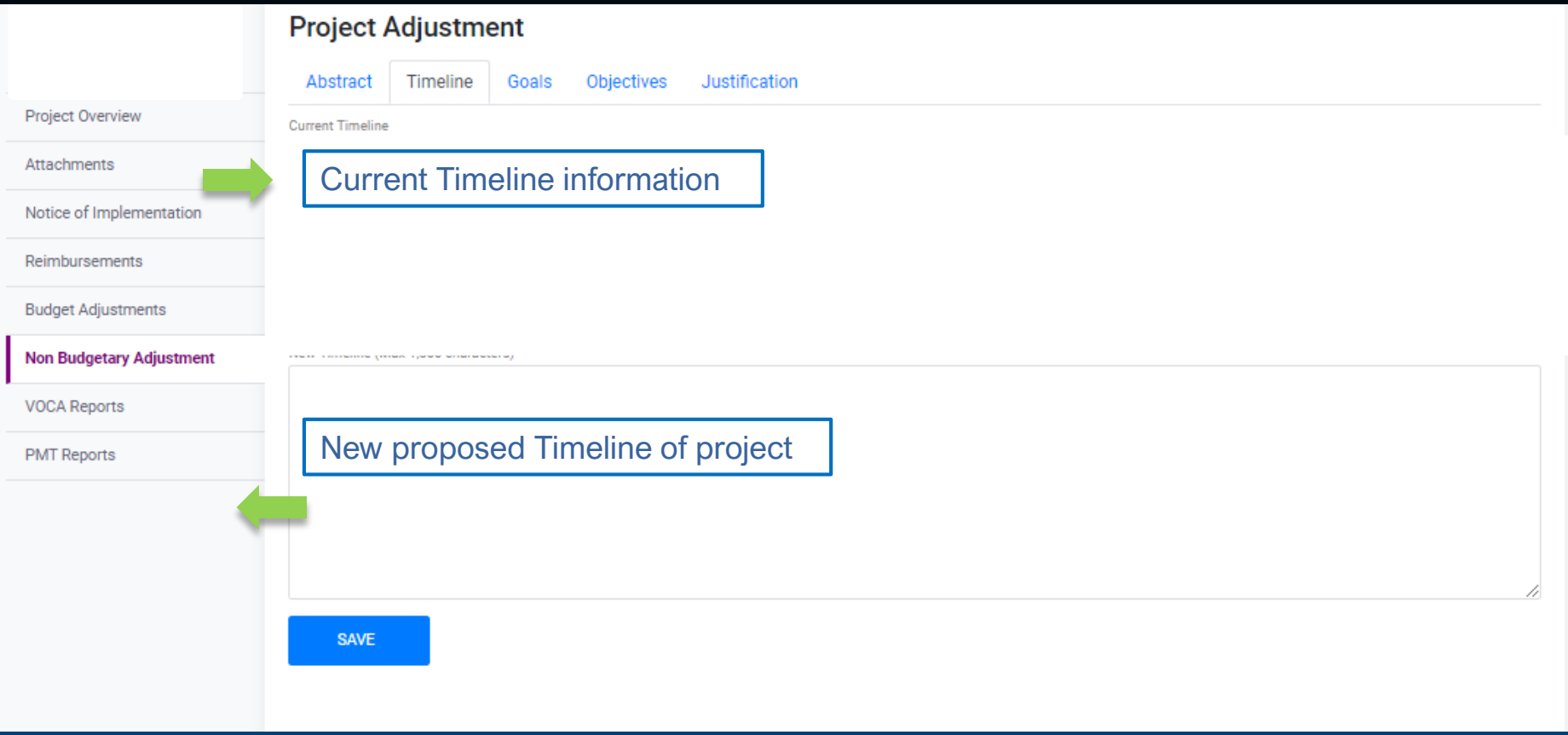
PROJECT ADJUSTMENT



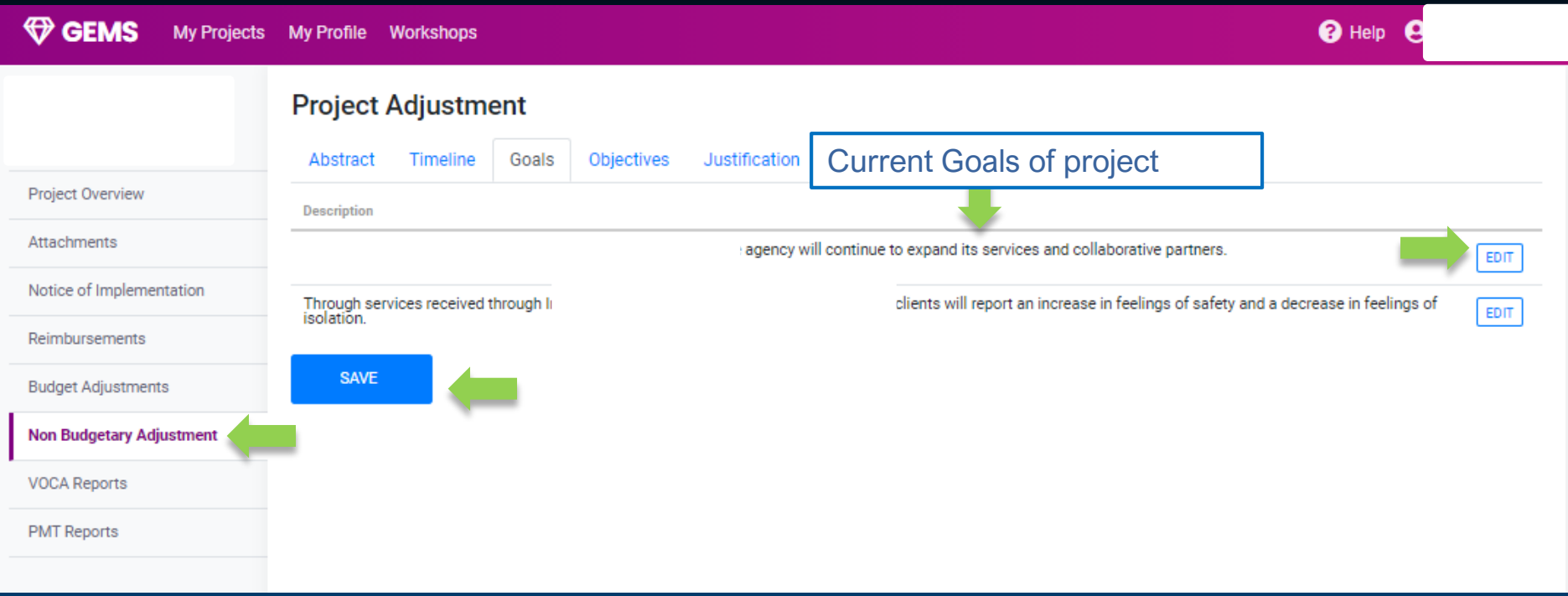
PROJECT ADJUSTMENT



PROJECT ADJUSTMENT



PROJECT ADJUSTMENT



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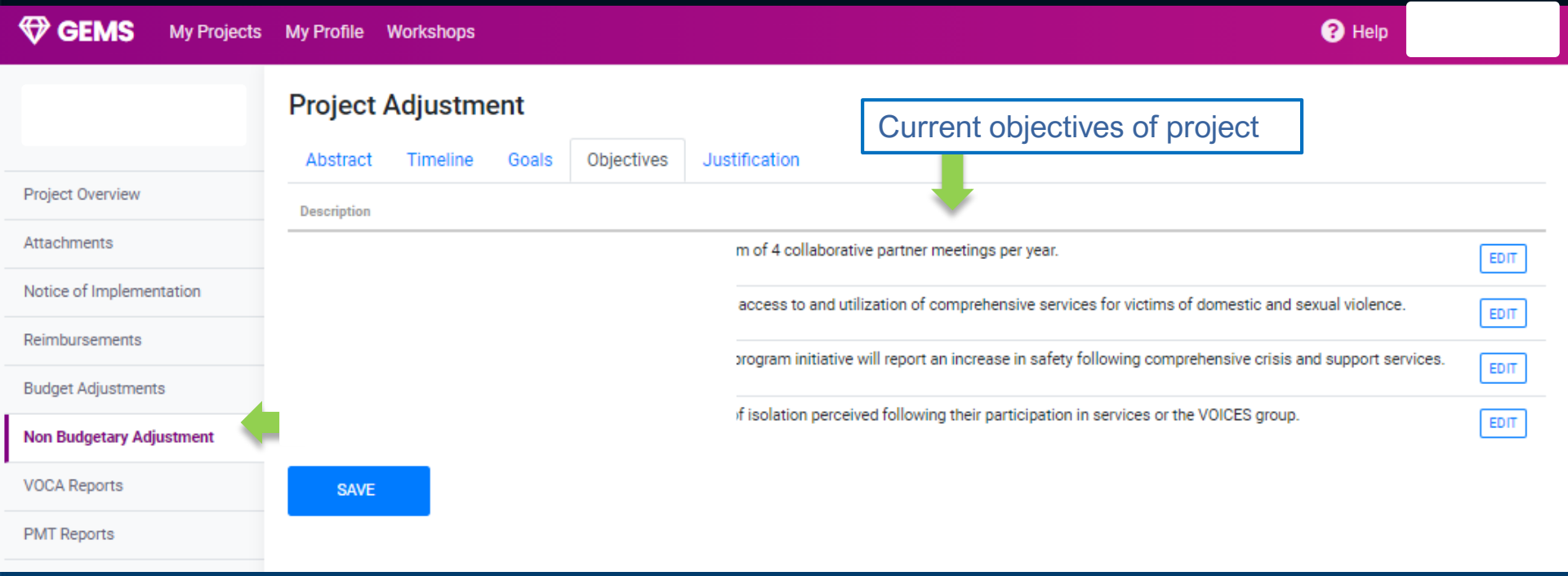
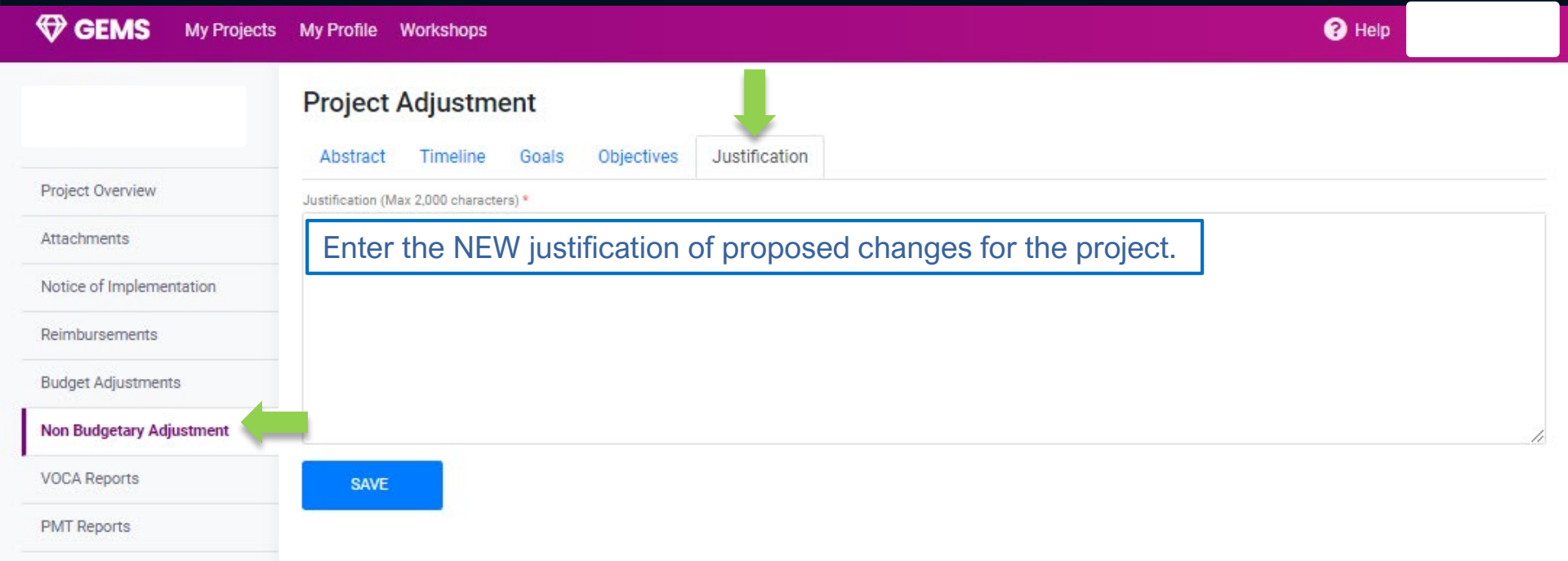


PROJECT ADJUSTMENT



QUESTIONS?

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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

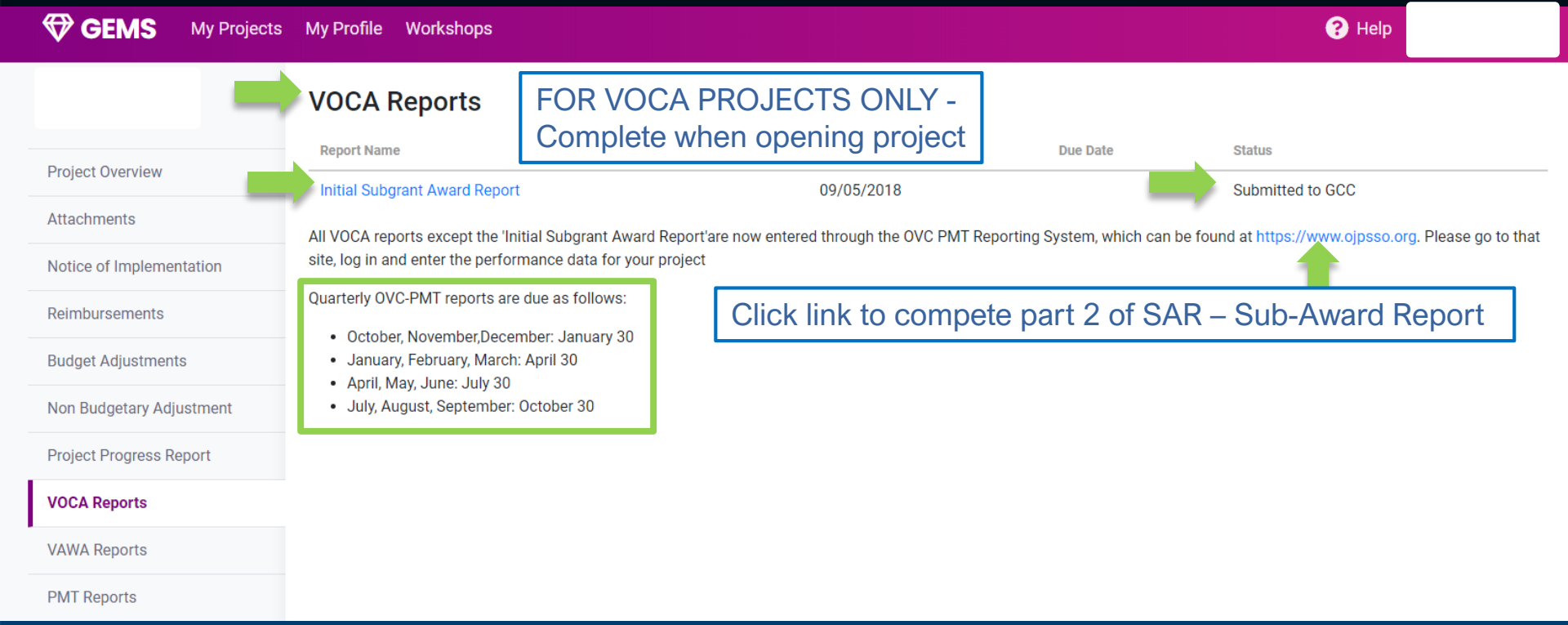
REPORTING SCHEDULE

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**

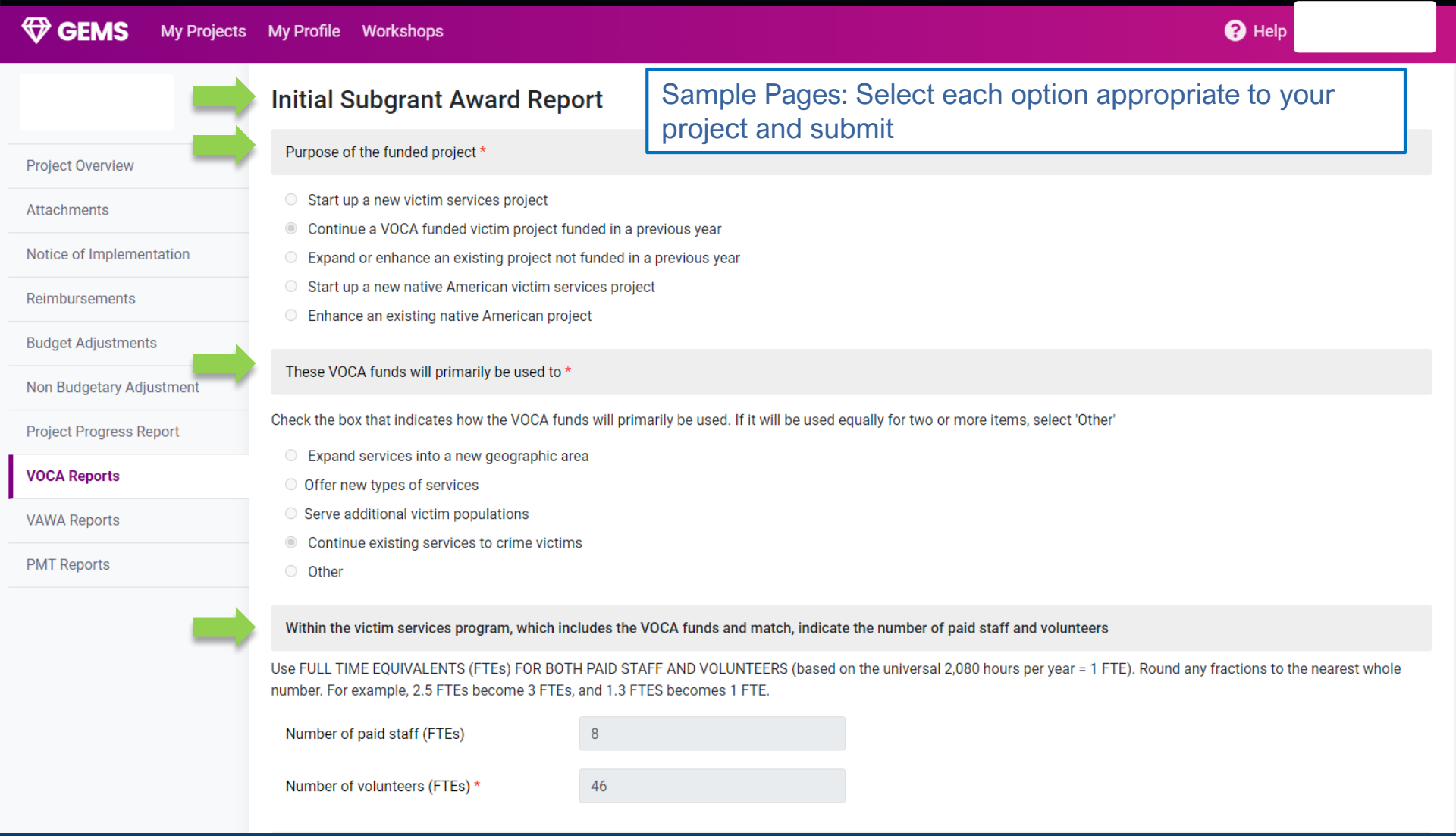
NEED TO KNOW

- 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



INITIAL SUBAWARD REPORT FORM 1



INITIAL SUBAWARD REPORT FORM 2

GEMS My Projects My Profile Workshops Help

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

INITIAL SUBAWARD REPORT FORM 3

GEMS My Projects My Profile Workshops Help

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

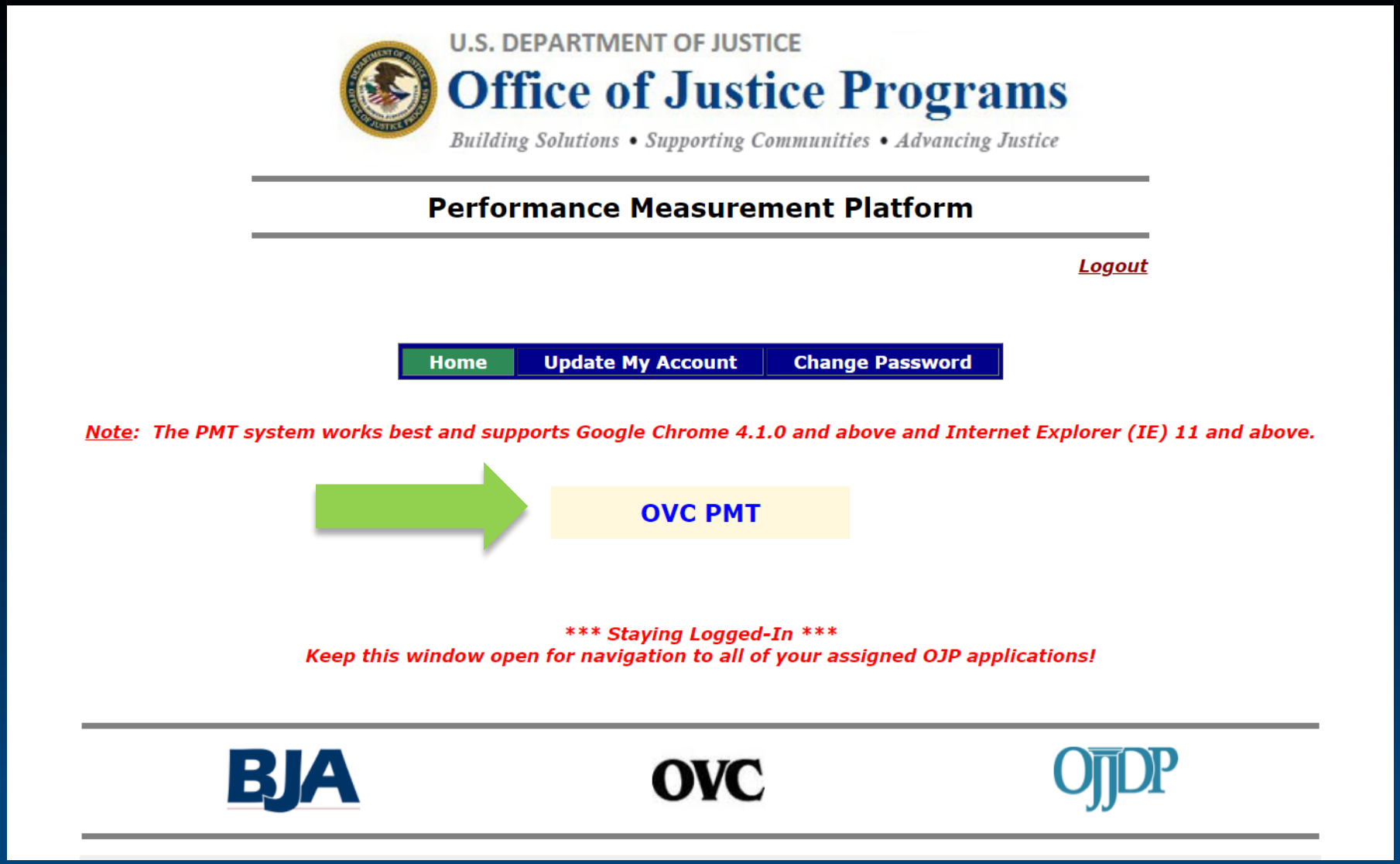
- [ ] Other Violent Crimes
- [ ] Other

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

- [x] **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 occurence of crime. thsi 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.
- [x] **CRIMINIAL 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

INITIAL SUBAWARD REPORT



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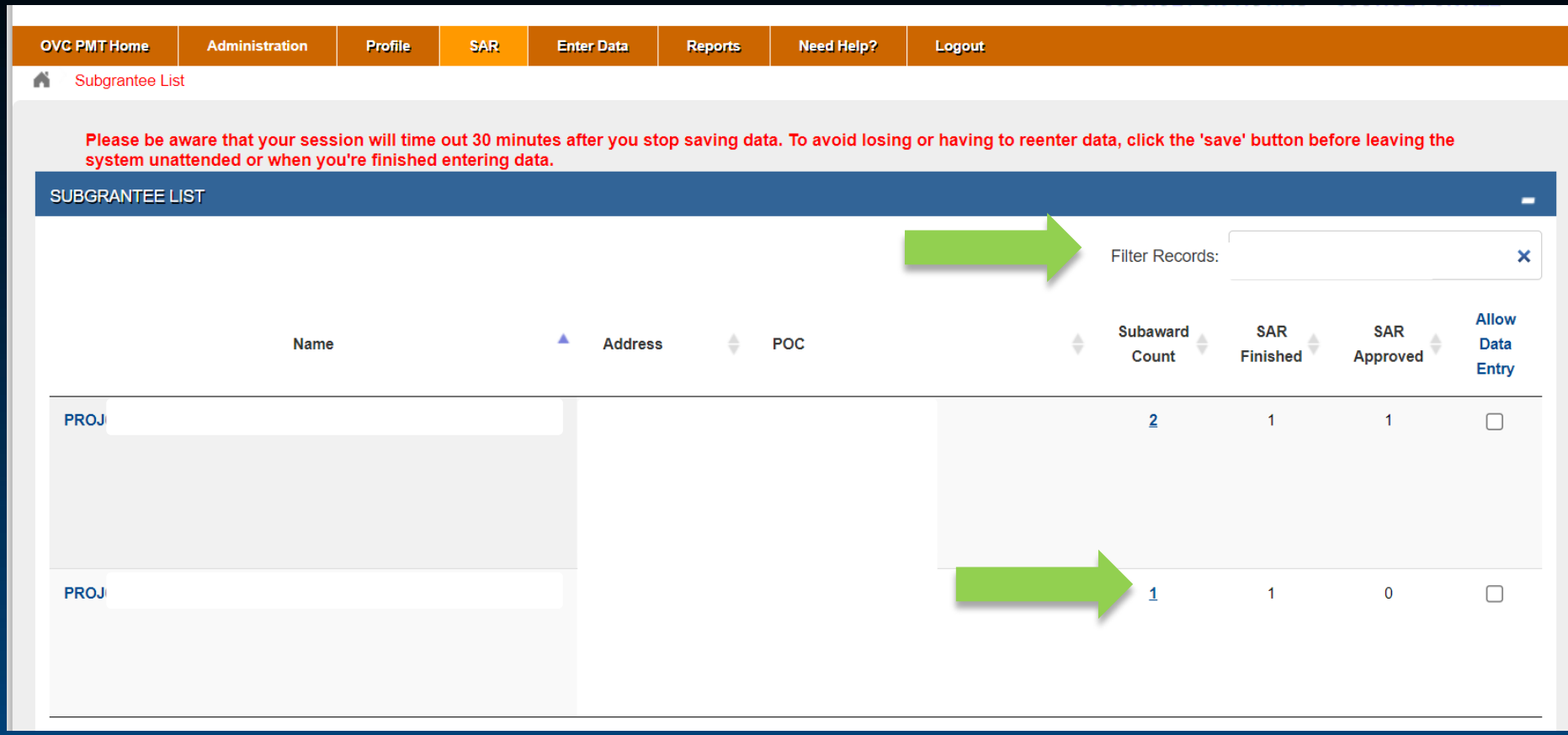

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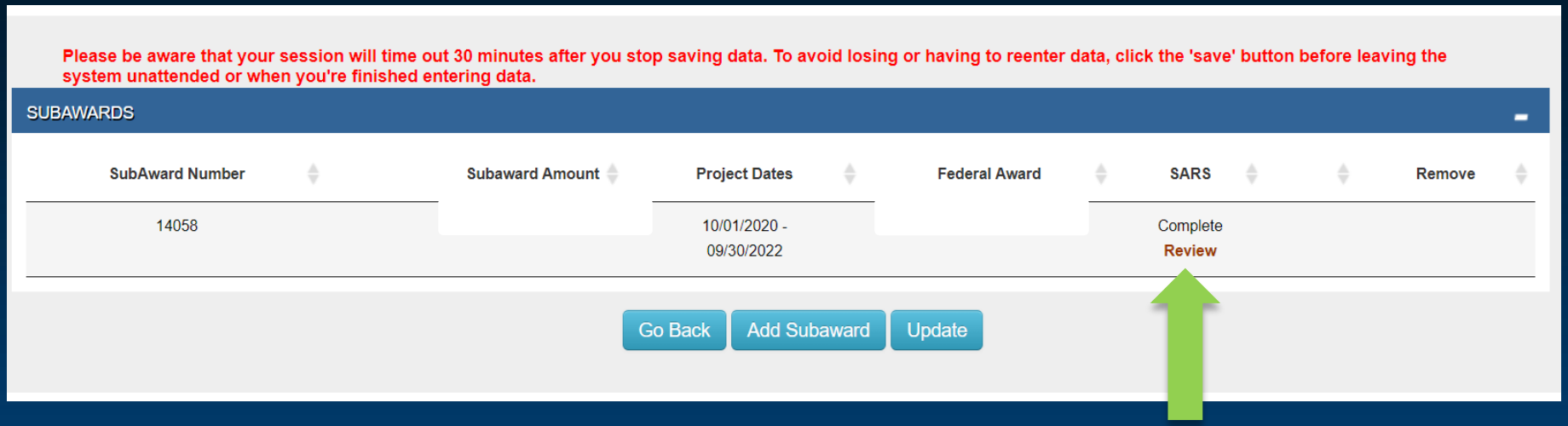


INITIAL SUBAWARD REPORT

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:

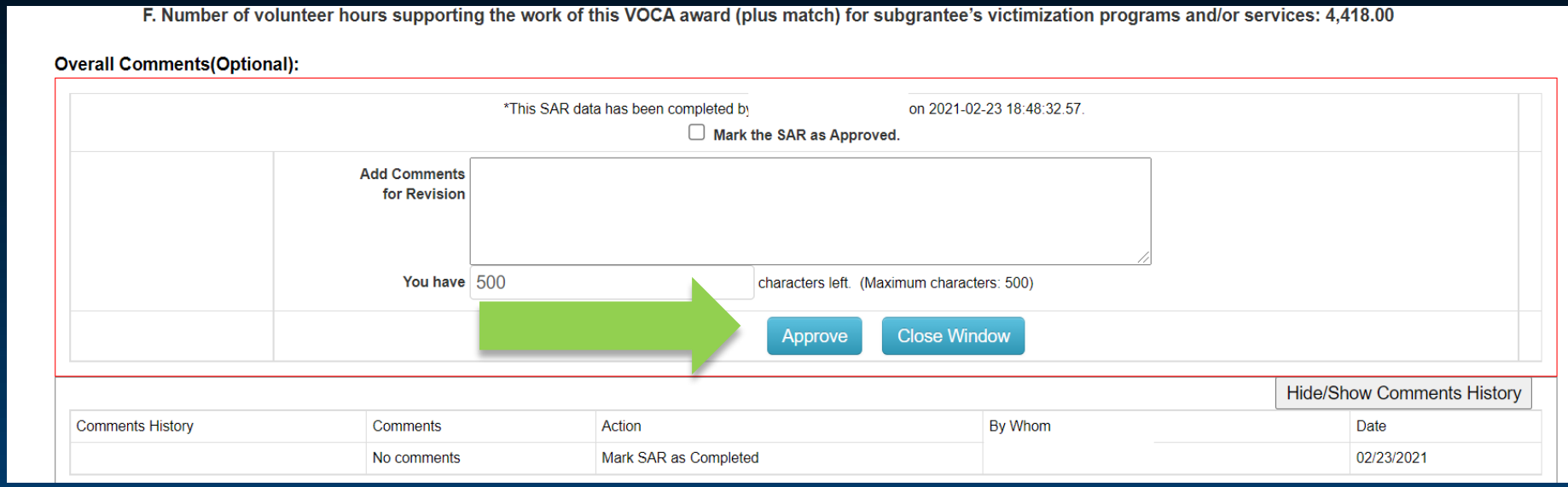
A. Agency Name : PROJ0
B. Agency Address :
C. City :
D. State : NC
E. Zip Code :

2. SUBGRANTEE AGENCY POINT OF CONTACT :

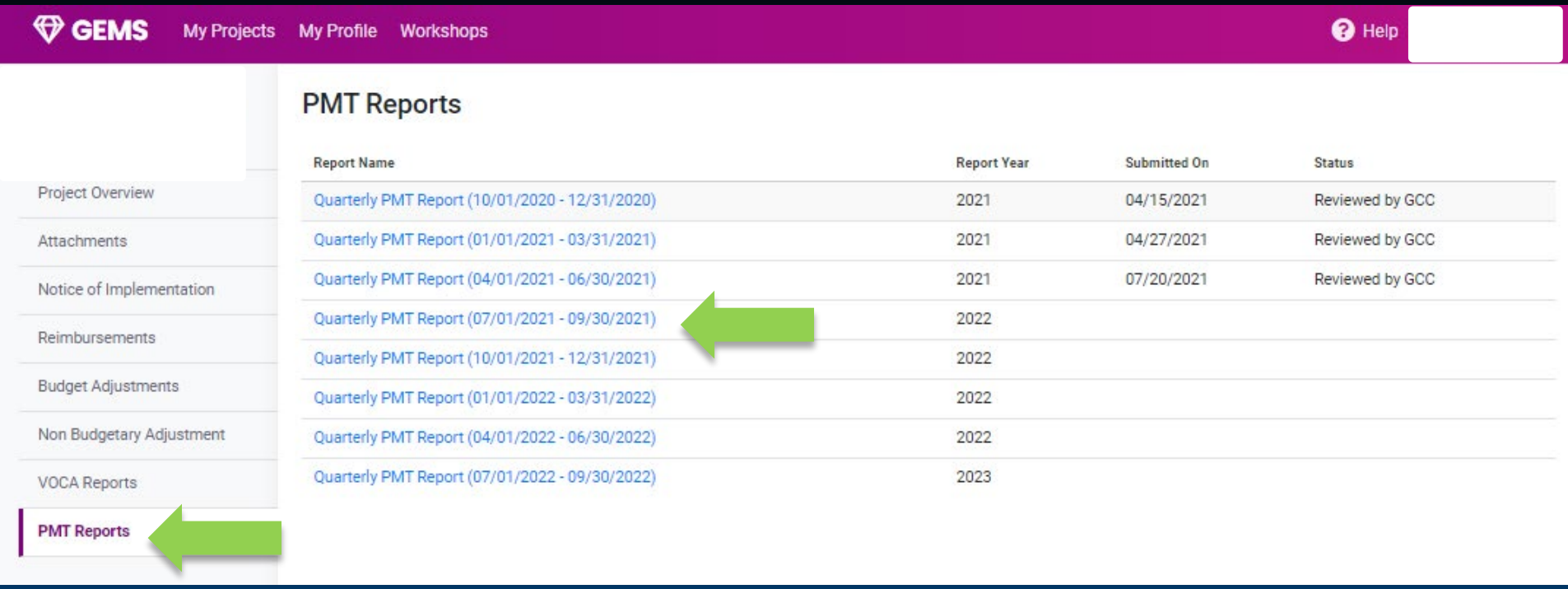
A. POC Name :
B. Phone Number
C. E-mail :

3. SUBGRANTEE ORGANIZATION TYPE :

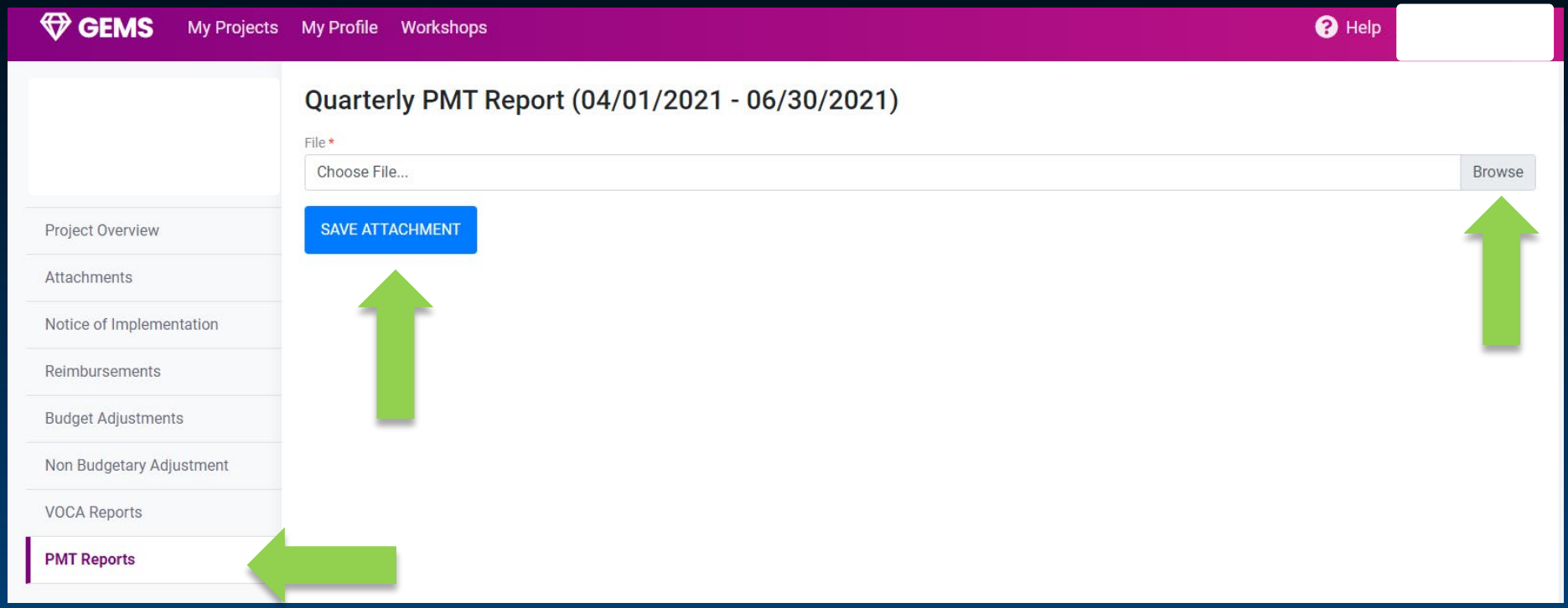
INITIAL SUBAWARD REPORT



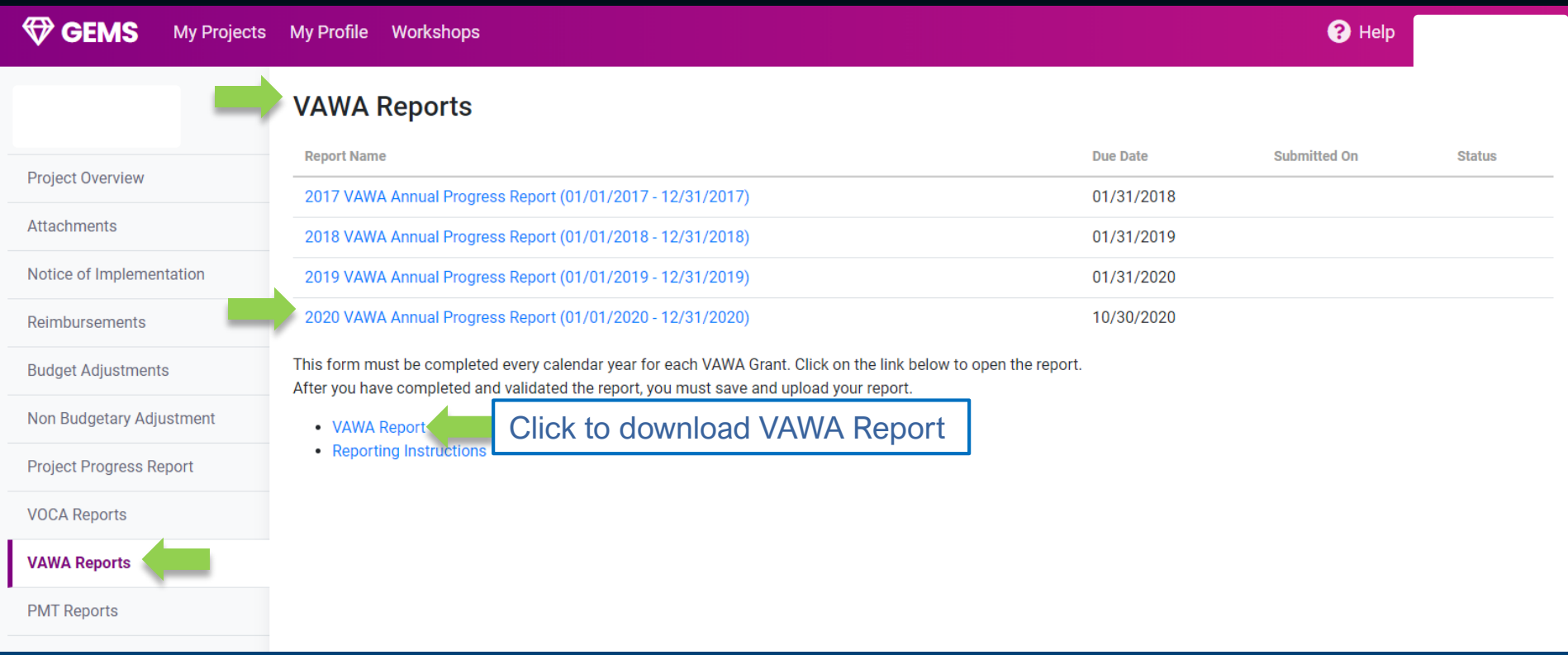
VOCA REPORTING



SUBMITTING PMT REPORT



VAWA REPORTS



VAWA REPORT INSTRUCTIONS

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

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.

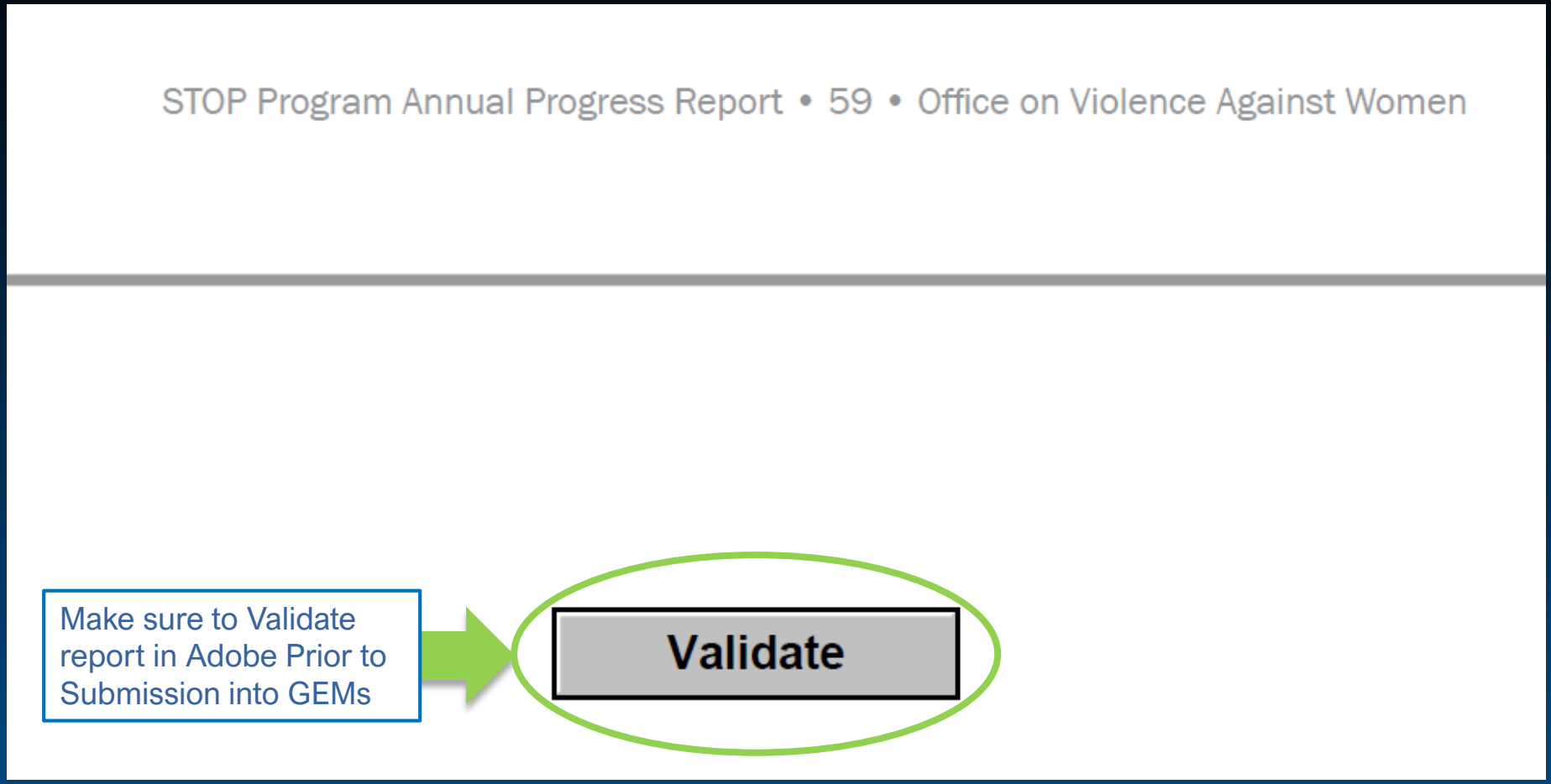
For further information on filling out this form, refer to the separate instructions, which contain detailed definitions and examples illustrating how questions should be answered.

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

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

VAWA REPORT PDF DOWNLOAD

Sample VAWA REPORT



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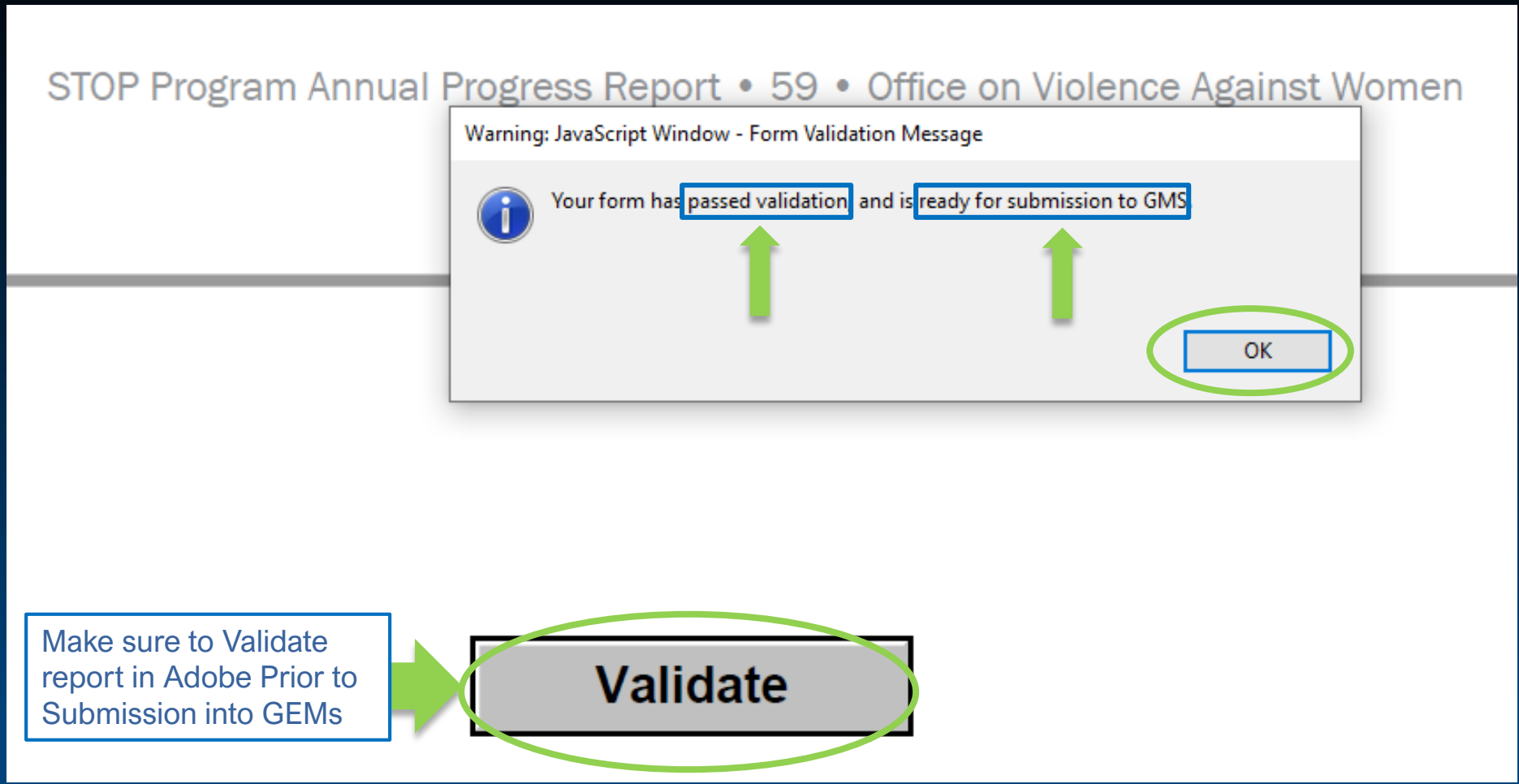
Sample VAWA REPORT



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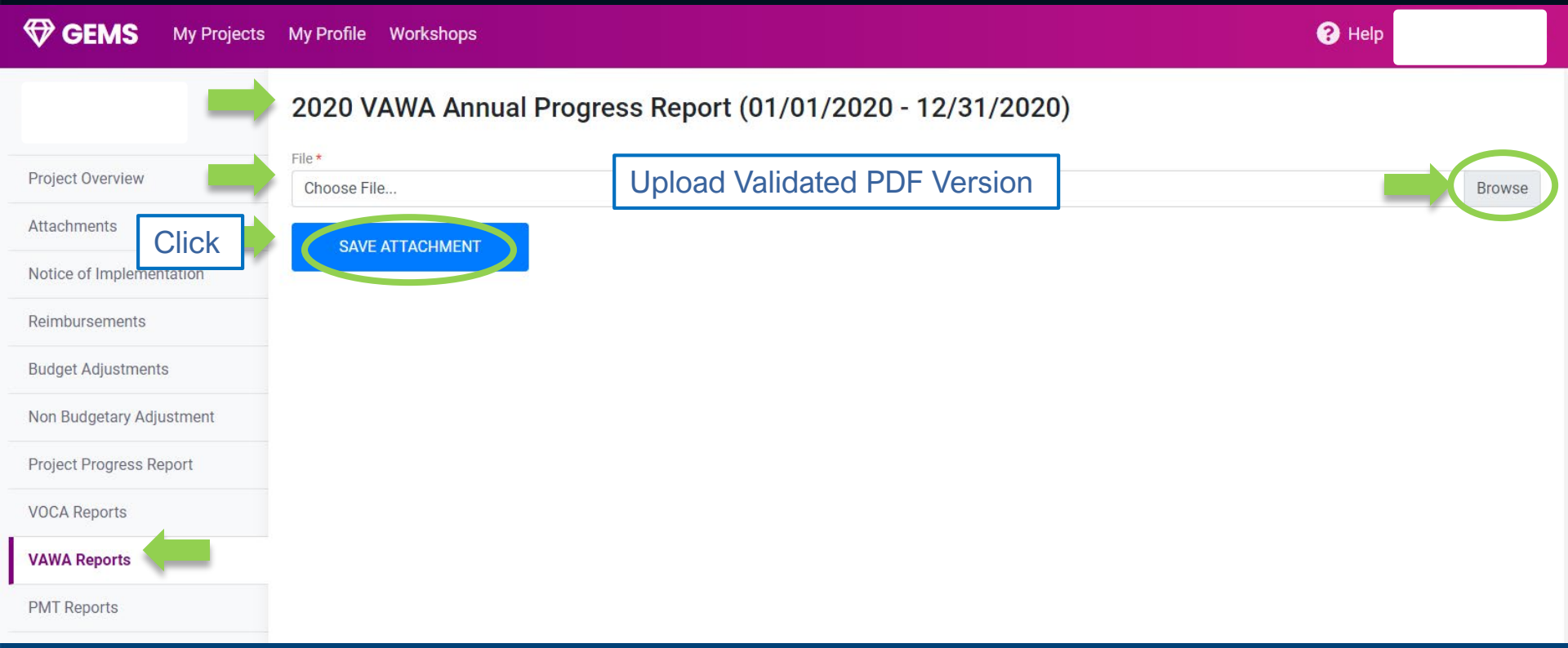
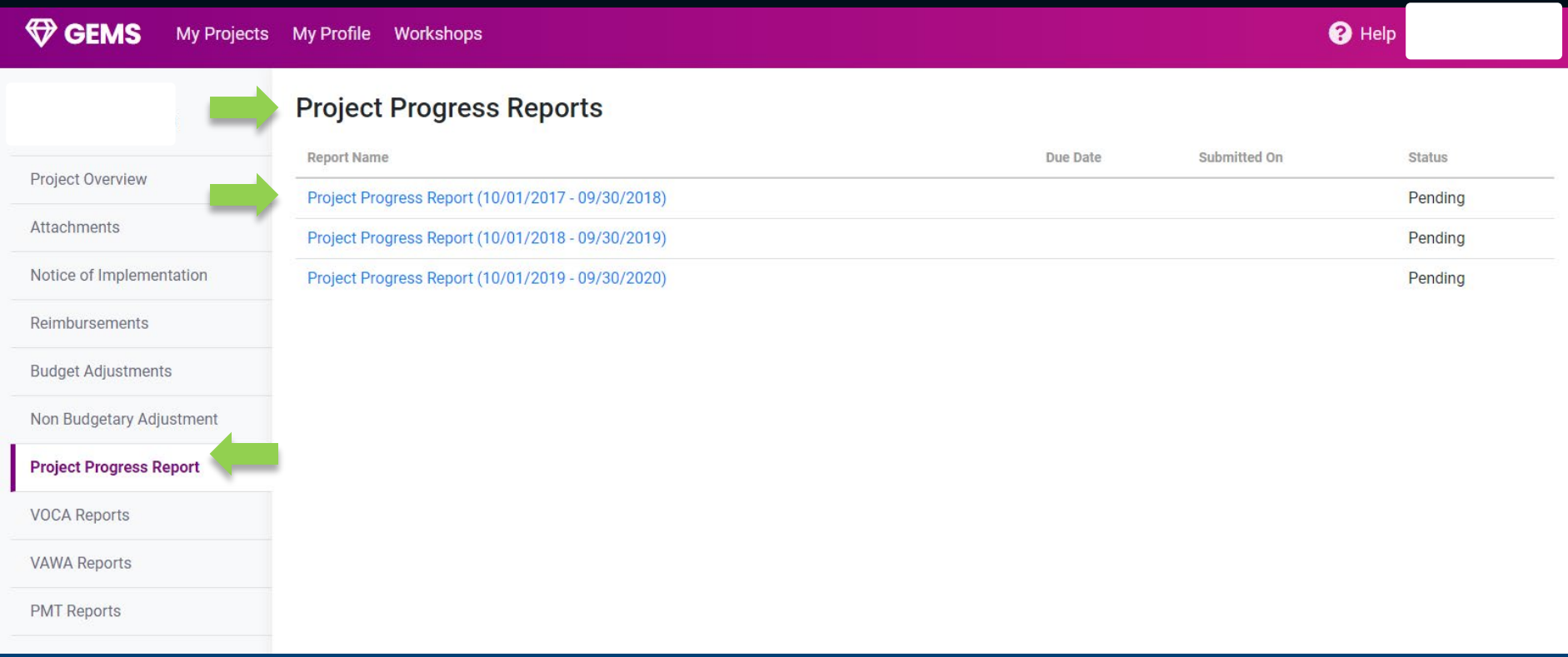
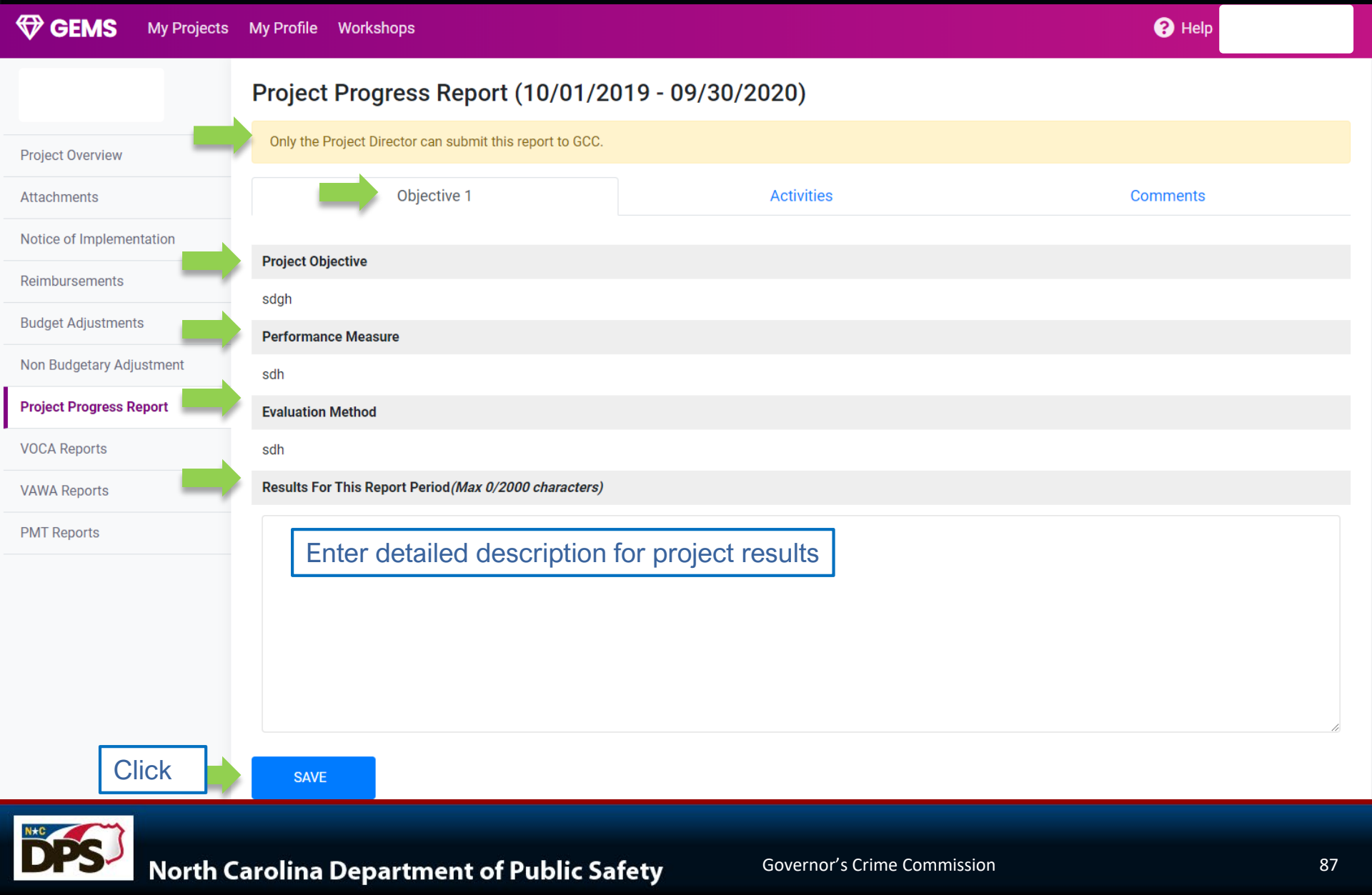
UPLOAD VAWA REPORT



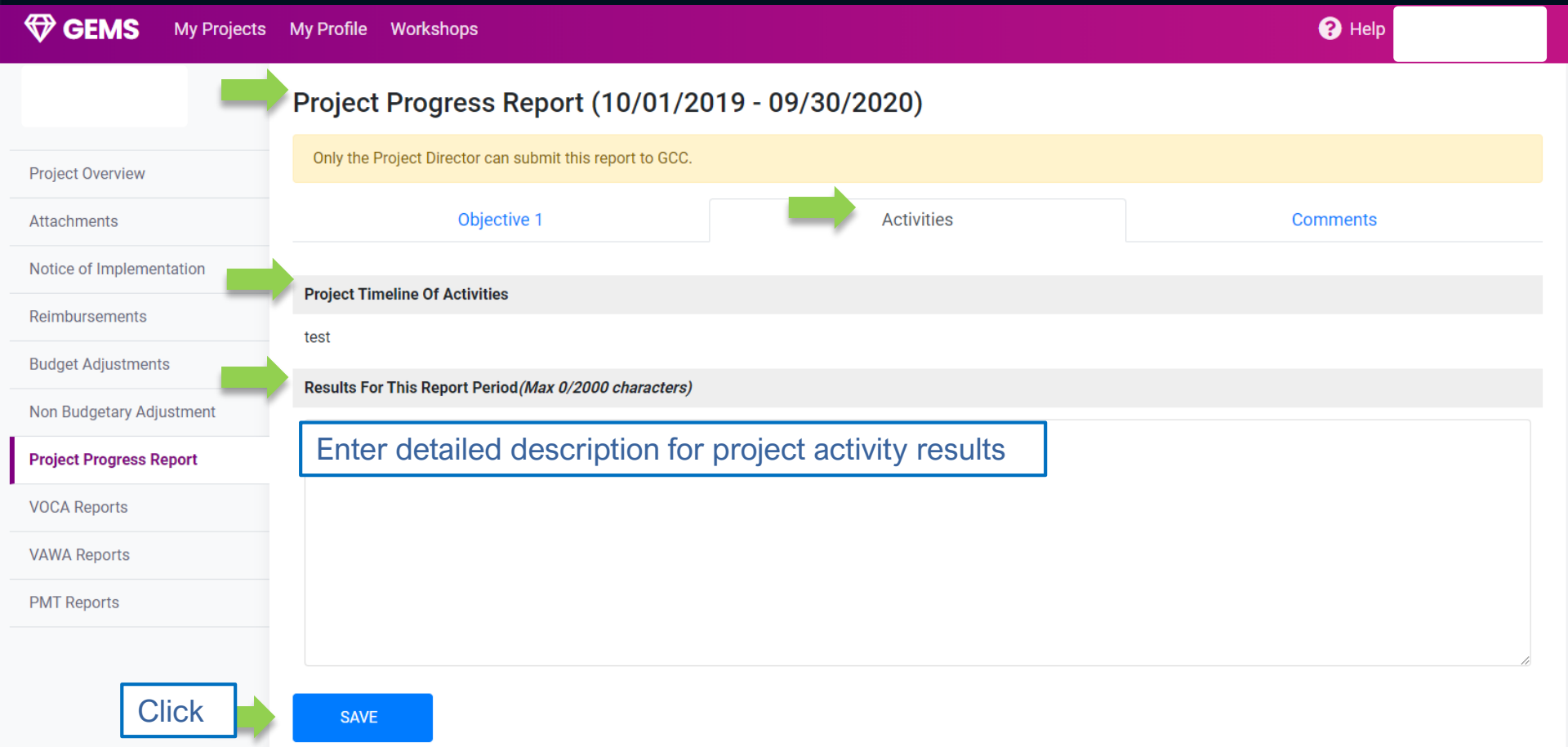
PROJECT PROGRESS REPORT



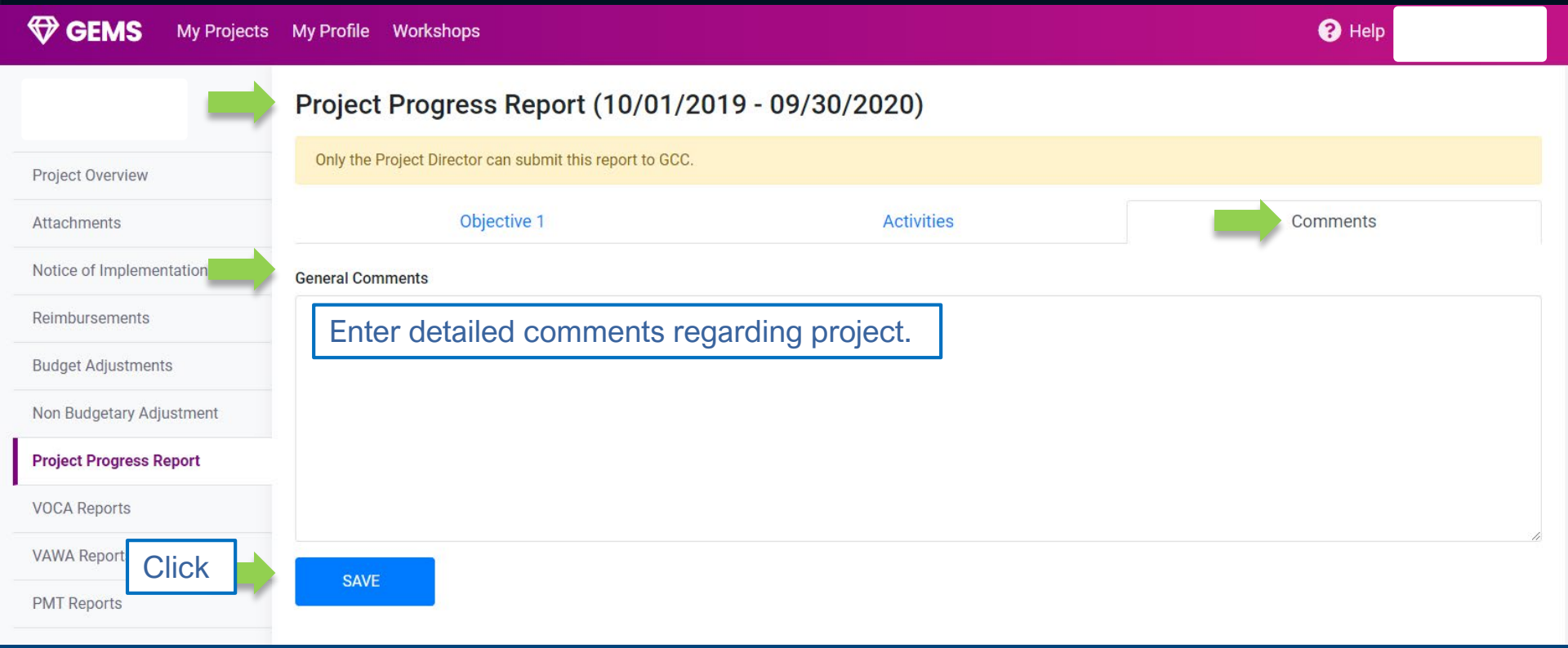
PROJECT PROGRESS REPORT – OBJECTIVE



PROJECT PROGRESS REPORT - ACTIVITIES



PROJECT PROGRESS REPORT - COMMENTS



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