NORTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY
PREVENT. PROTECT. PREPARE

WELCOME TO GEMS

BREAKOUT TRAINING SESSION 2020

Moderated By: Burley Spinks

Presented By:

Andrea Russo

Allyson Teem

Jackie Ray

Arienne Cheek

Samuel Conyers

Jayne Langston

GEMS TRAINING 101

GEMS TRAINING CONTENTS

- MY PROFILE
  - Organization Roles
  - SAMs
- OPENING A PROJECT
  - Attachments
  - Notice of Grant Implementation
- PROJECT REPORTING
  - VOCA
  - VAWA
  - PROGRESS REPORT
- ADJUSTMENT RULES & TIPS
- NON - BUDGETARY ADJUSTMENTS
  - Grant period extension
  - Personnel adjustment
  - Project Adjustment (also known as a scope change)
- BUDGET ADJUSTMENTS

ORGANIZATION ROLES

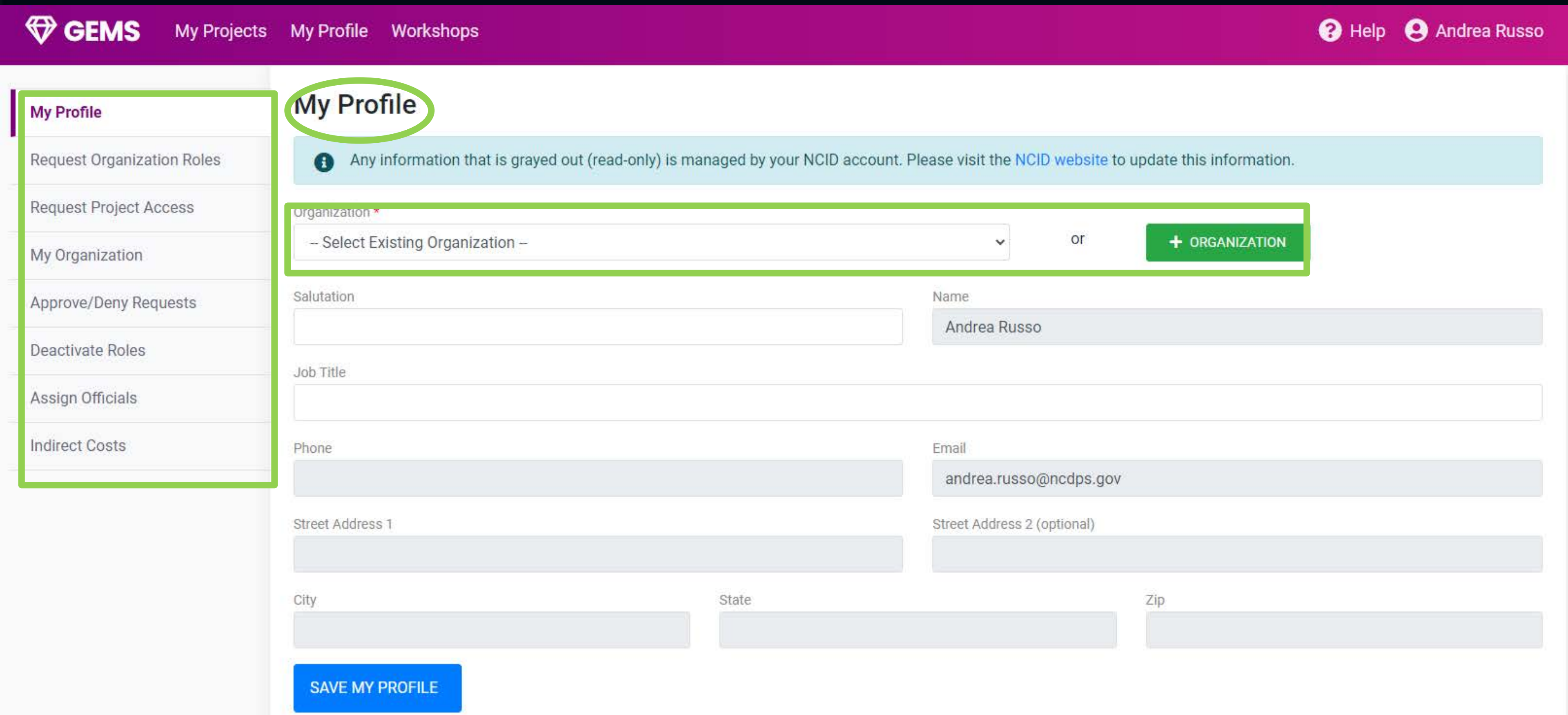
- ****(All persons needing GEMS access must obtain an NCID through https://ncid.nc.gov):**

- **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.

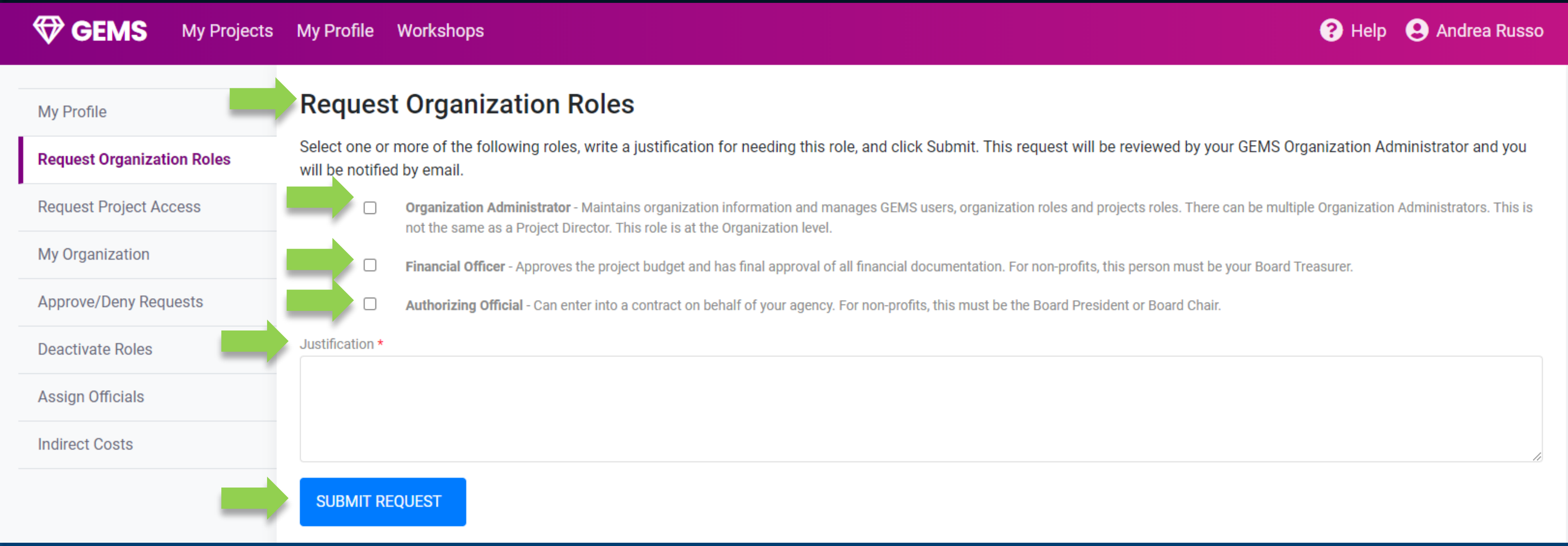
MY PROFILE

PRESENTED BY: Allyson Teem

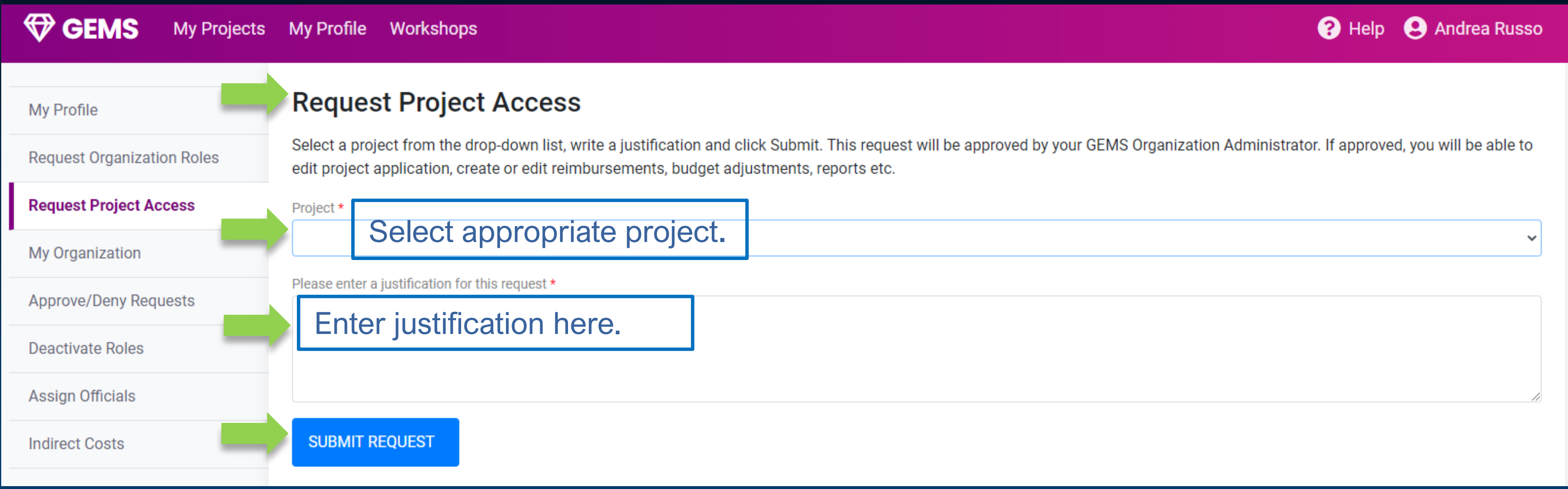
MY PROFILE OVERVIEW



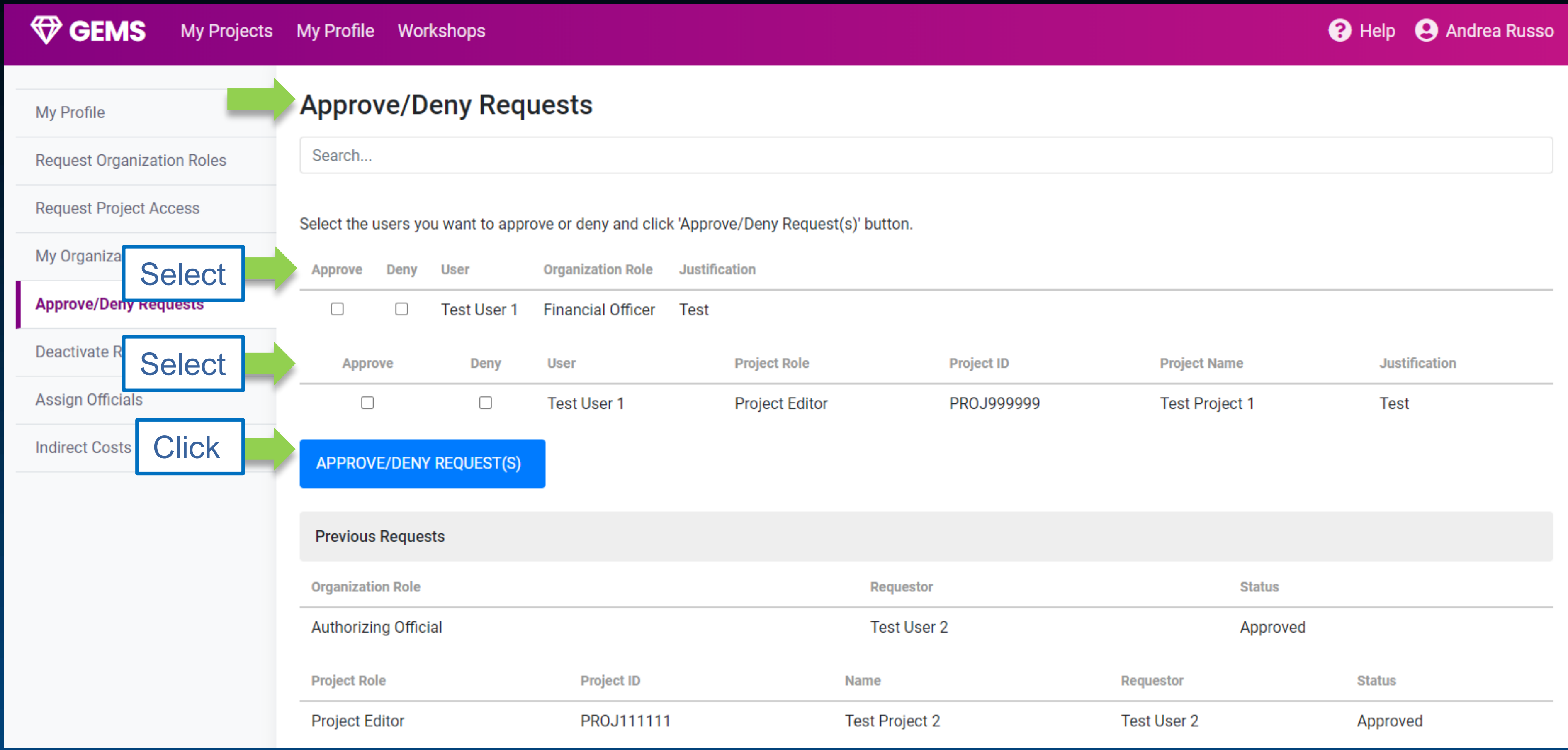
MY PROFILE – REQUEST ORGANIZATION ROLES



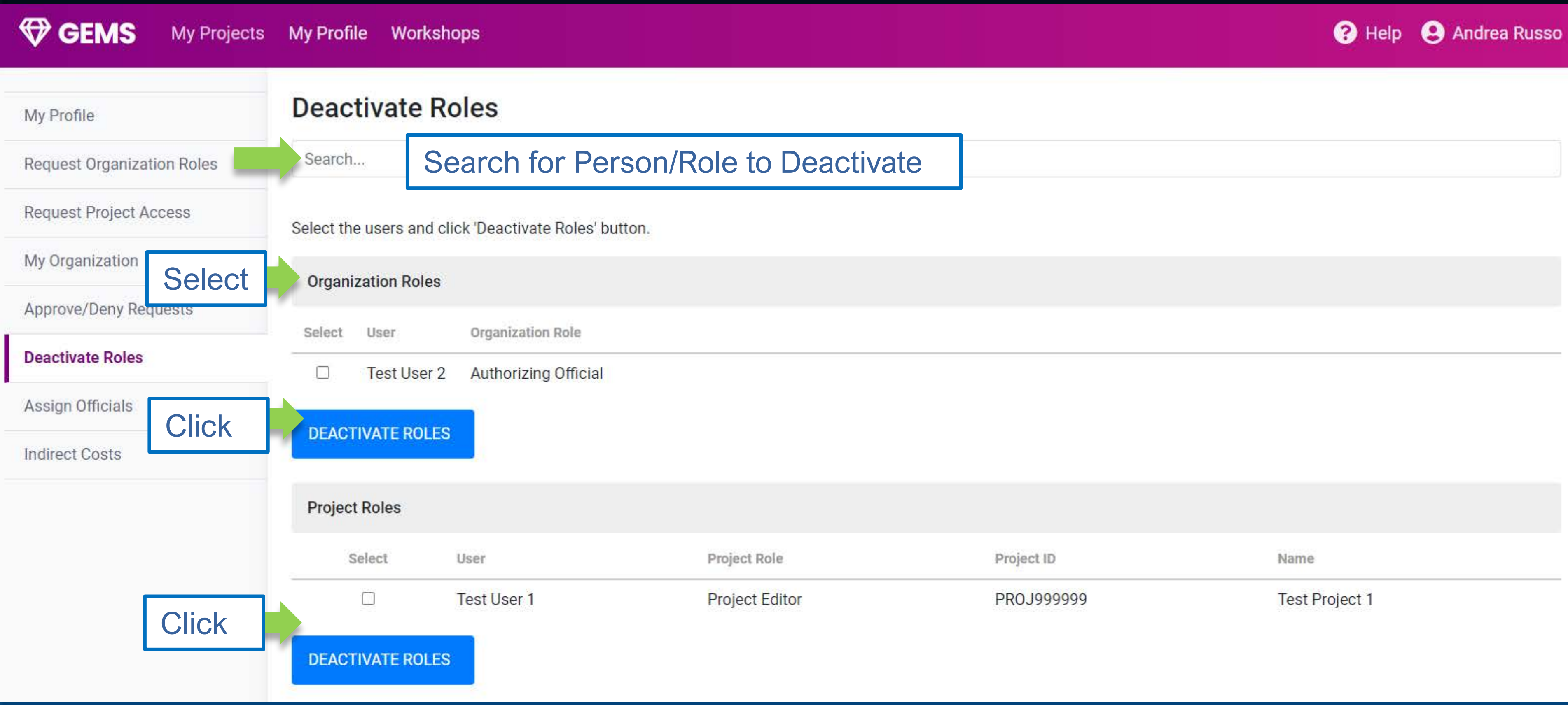
MY PROFILE – REQUEST PROJECT ACCESS



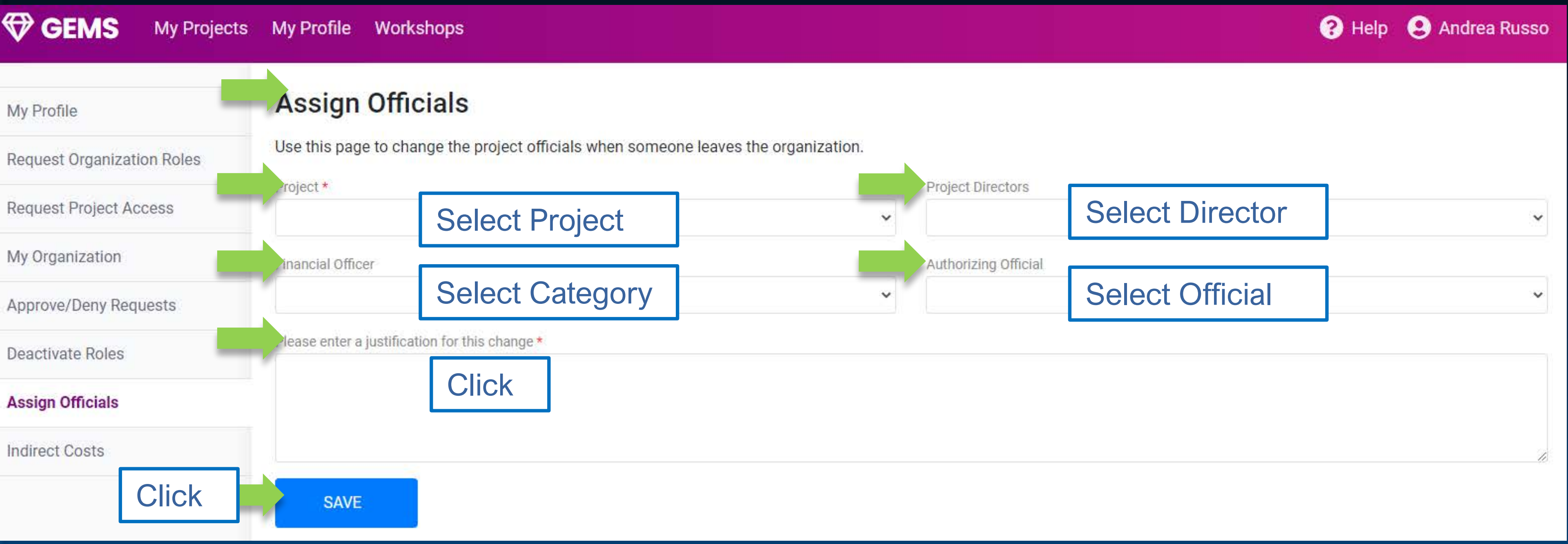
MY ORGANIZATION – APPROVE/DENY ROLE REQUESTS



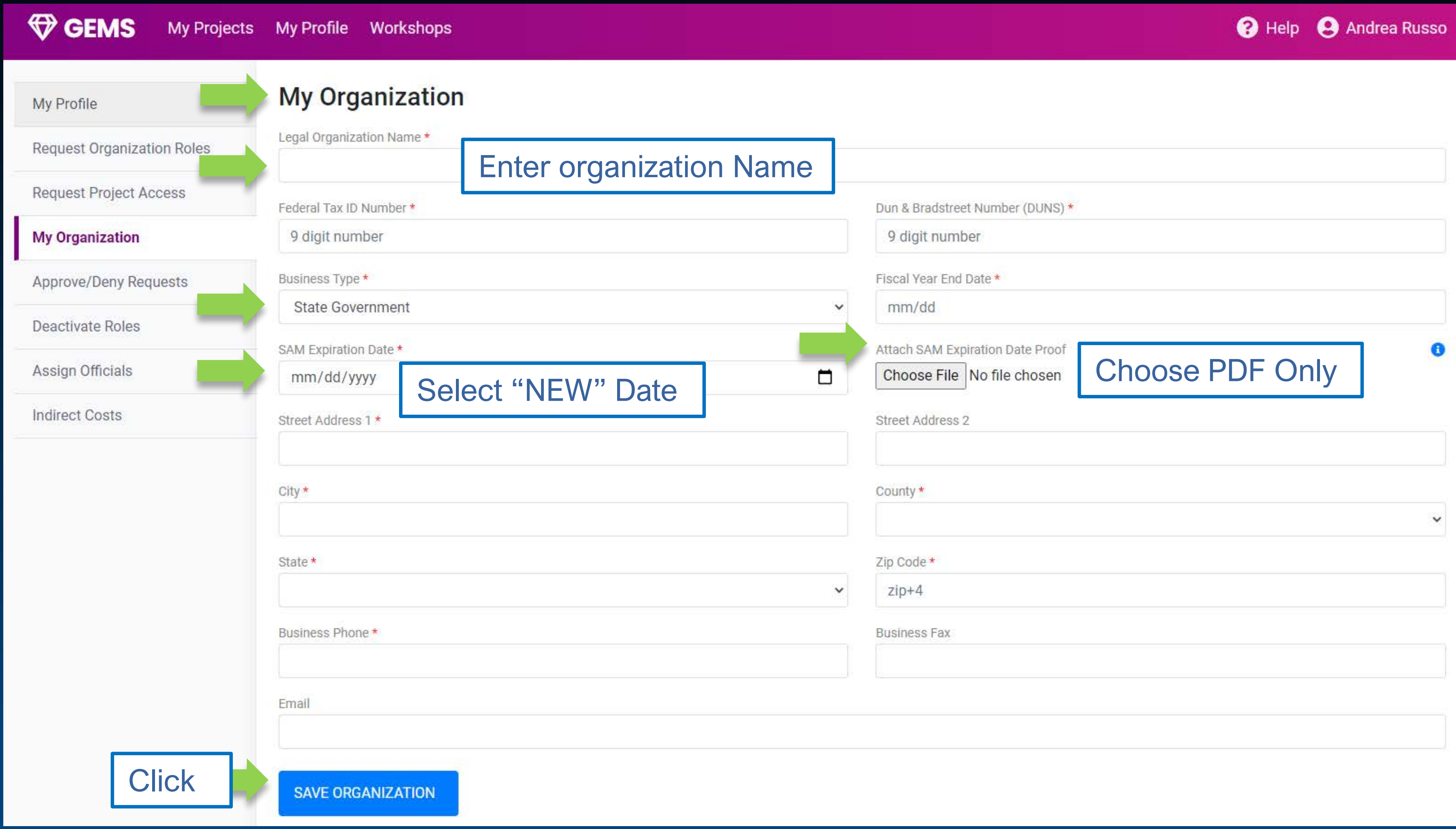
MY PROFILE – DEACTIVATE ROLES



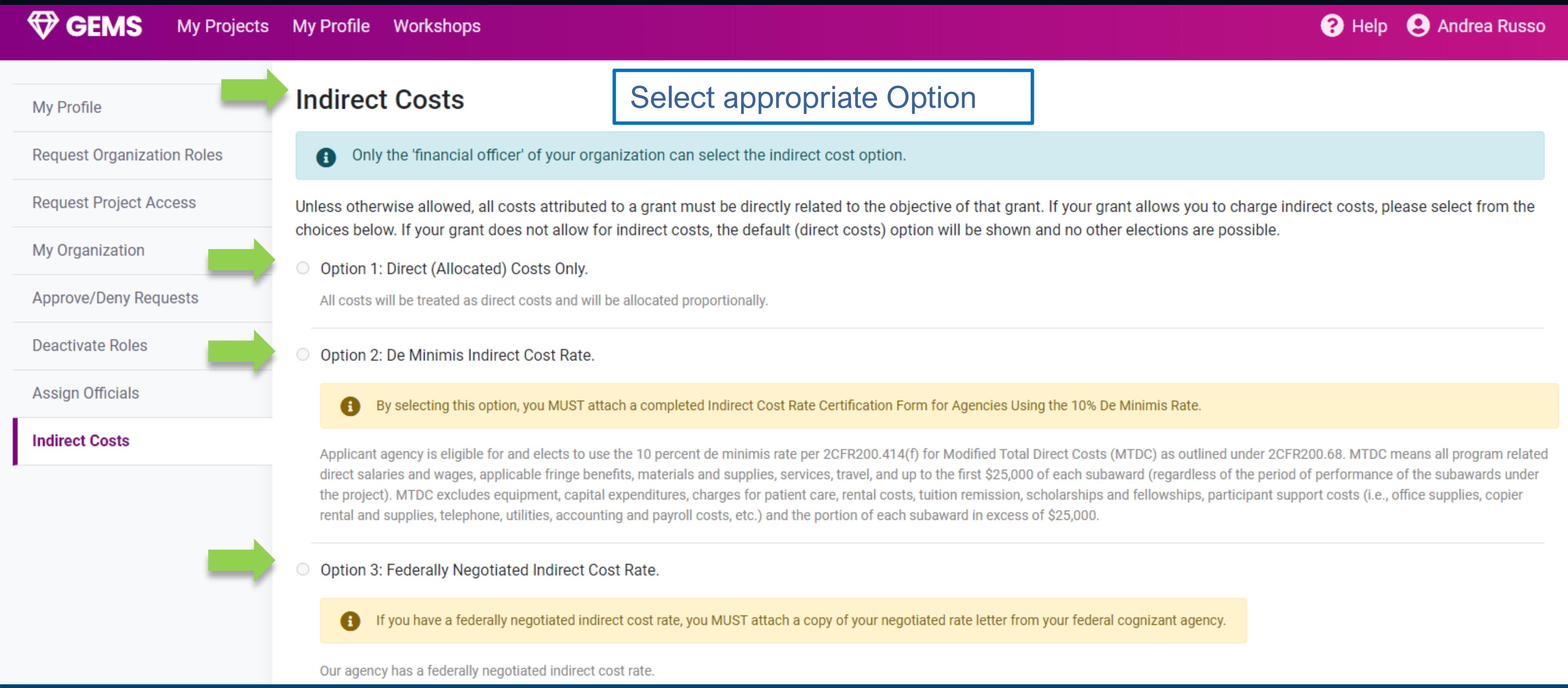
MY PROFILE – ASSIGN OFFICIALS



MY PROFILE – MY ORGANIZATION/SAMS UPDATE



MY PROFILE – INDIRECT COSTS



OPENING OF PROJECT

PRESENTED BY: Jackie Ray

PROJECT OVERVIEW

GEMS My Projects My Profile Workshops Help Andrea Russo

New Feature

EXPORT BUDGET PRINT

Project Overview

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

Project ID
PROJ013290

Project Name
3 Grant Workshop 2018

Start Date
10/01/2017

End Date
09/30/2020

Grant Manager

crmadmin@nccrimecontrol.org

Project Director
Kevin Farrell
kevin.farrell@ncdps.gov
919-733-4564

Financial Officer
Ranjith Balmoori
ranjith.balmoori@ncdps.gov
919-324-6217

Authorizing Official
Erik Hooks
erik.hooks@ncdps.gov
919-733-2126

Project Summary
test

Filter Option

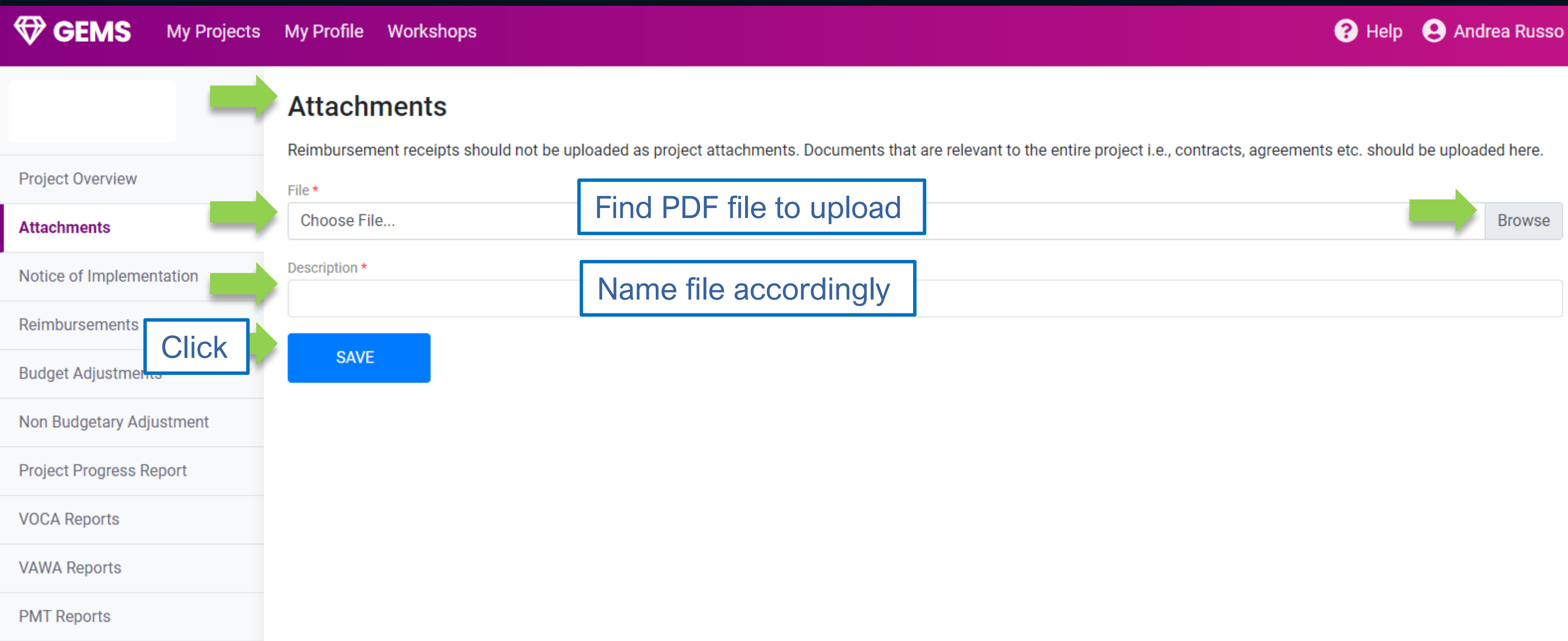
Quantity Unit Cost Federal Share

The 'Remaining' columns in the below budget table reflects all re[...]ursements that have [...]en paid or currently in p[...]ss.

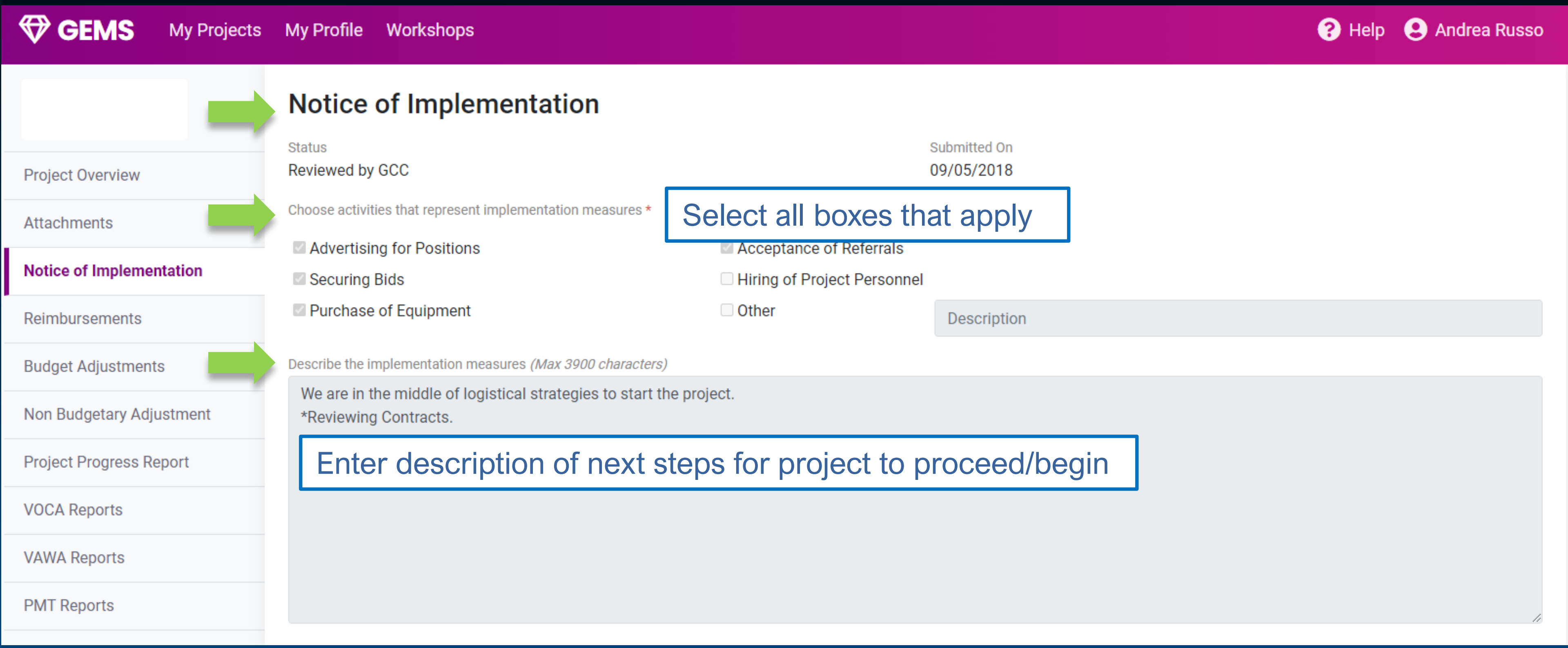
BUDGET FILTER

Name	Quantity Budgeted	Quantity Remaining	Unit Cost	Fed Share Budgeted	Fed Share Remaining	Match Share Budgeted	Match Share 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							

ATTACHMENTS



NOTICE OF IMPLEMENTATION



PROJECT REPORTING

PRESENTED BY: Arienne Cheek

VOCA REPORTING – INITIAL SUBAWARD REPORT

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- Project Overview
- Attachments
- Notice of Implementation
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- Project Progress Report
- **VOCA Reports**
- VAWA Reports
- PMT Reports

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

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

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

INITIAL SUBAWARD REPORT FORM 1

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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

Initial Subgrant Award Report

Purpose of the funded project *

- ○ Start up a new victim services project
- ◉ Continue a VOCA funded victim project funded in a previous year
- ○ Expand or enhance an existing project not funded in a previous year
- ○ Start up a new native American victim services project
- ○ Enhance an existing native American project

These VOCA funds will primarily be used to *

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

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

Select the type of Implementing Agency *

Criminal Justice-Government : Law Enforcement

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	$ 26450.00	(Excluding this project)
State	$ 25000.00	
Local	$ 0.00	
Other	$ 250000.00	

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 — $ 154560.00
- [ ] Domestic Violence
- [ ] Adult Sexual Assault
- [ ] Elder Abuse
- [ ] Adults Molested as Children
- [ ] Survivors of Homicide Victims
- [ ] Robbery

INITIAL SUBAWARD REPORT FORM 3

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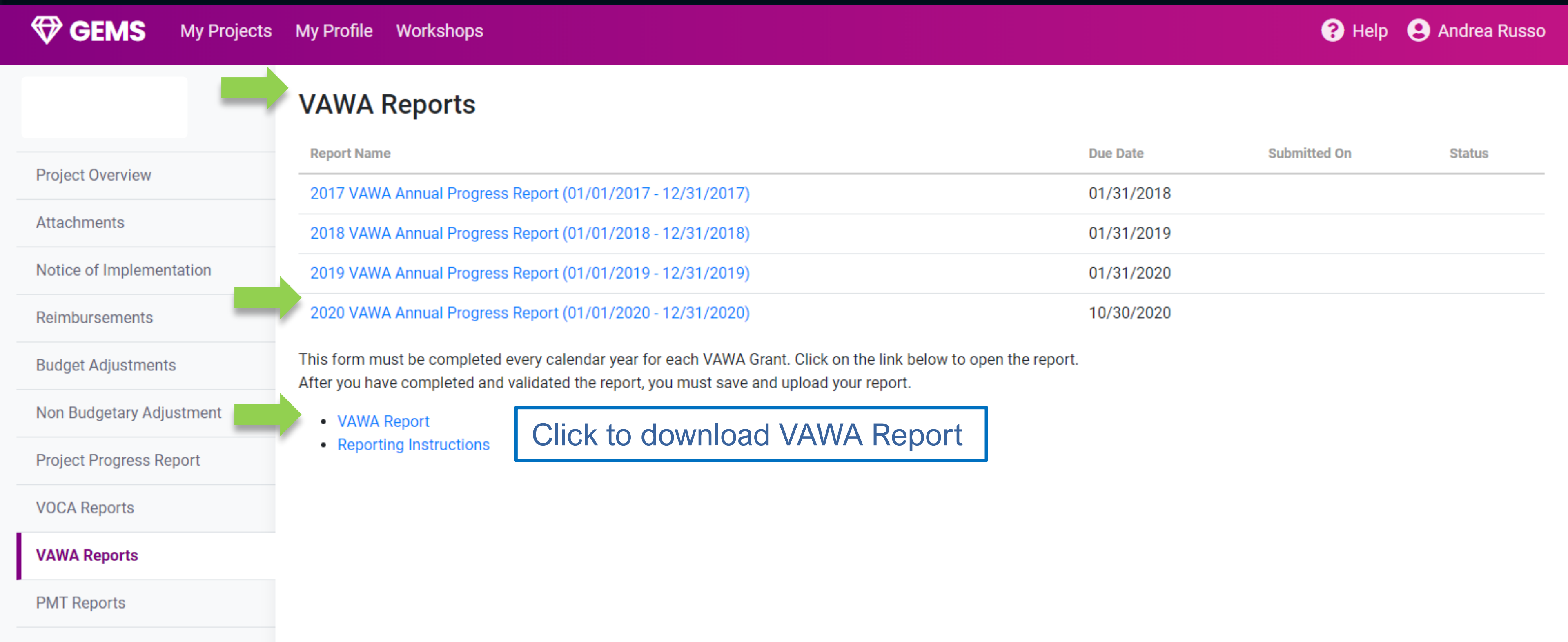
Sample Pages: Select each option appropriate to your project and submit

- [ ] 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.

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:

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

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.

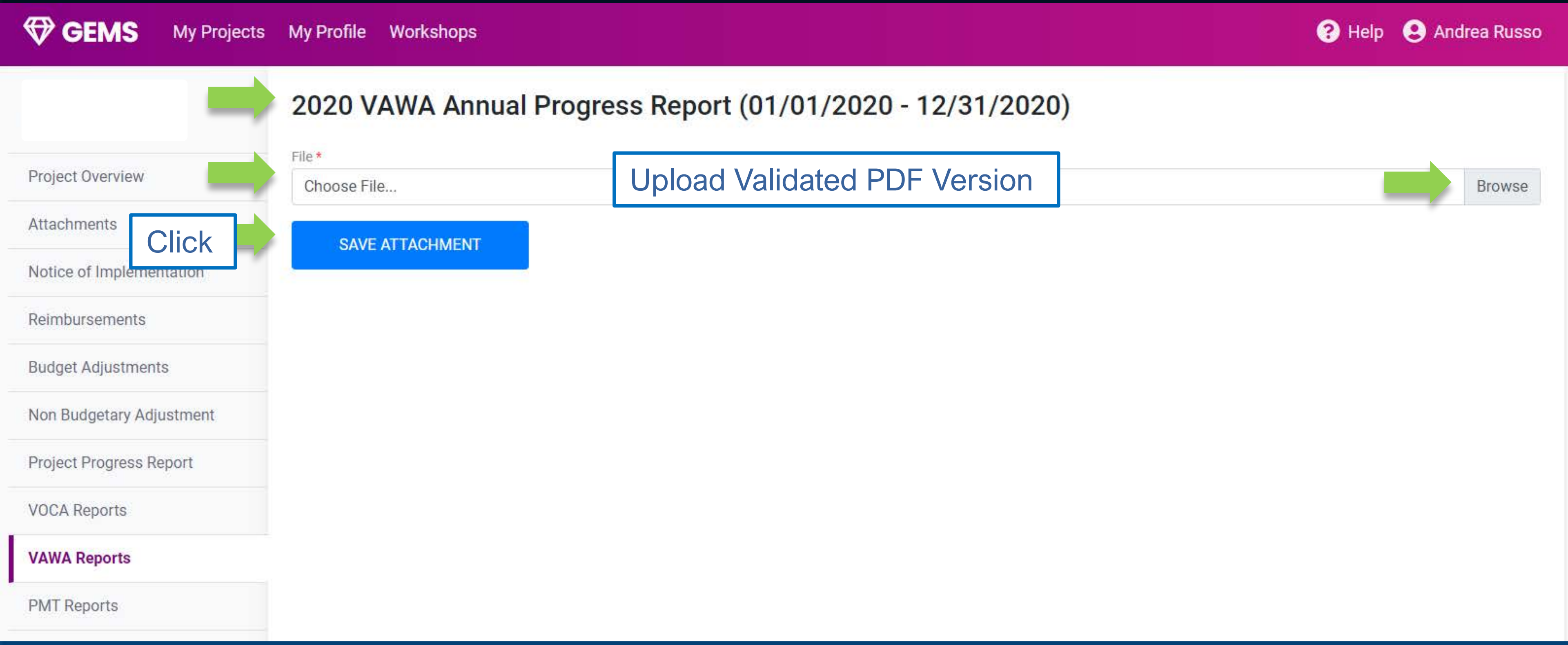
For example,

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).

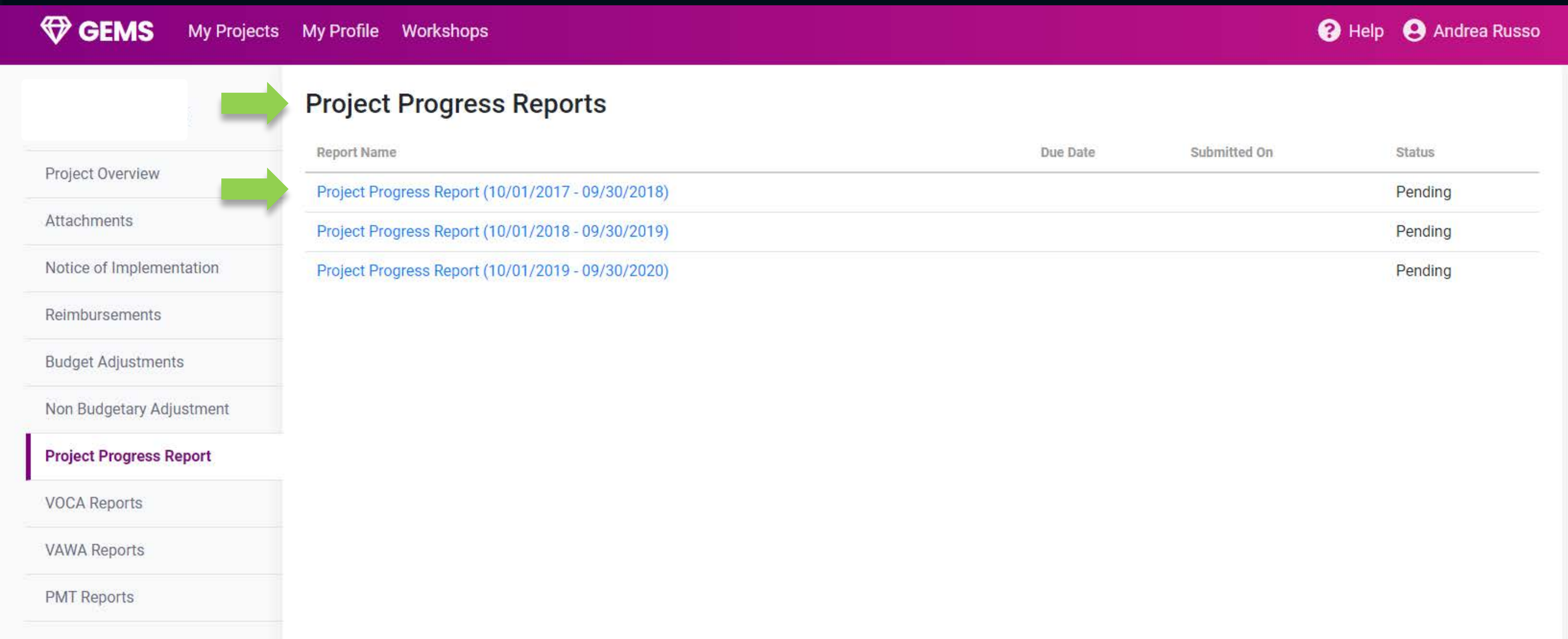
If you are required to provide a match for your STOP Program subgrant, report on activities supported with this match. The activities of volunteers or interns should be reported if they were coordinated or supervised by STOP Program-funded staff or if STOP Program funds substantially supported their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

UPLOAD VAWA REPORT



PROJECT PROGRESS REPORT



PROJECT PROGRESS REPORT – OBJECTIVE

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

Project Objective

sdgh

Performance Measure

sdh

Evaluation Method

sdh

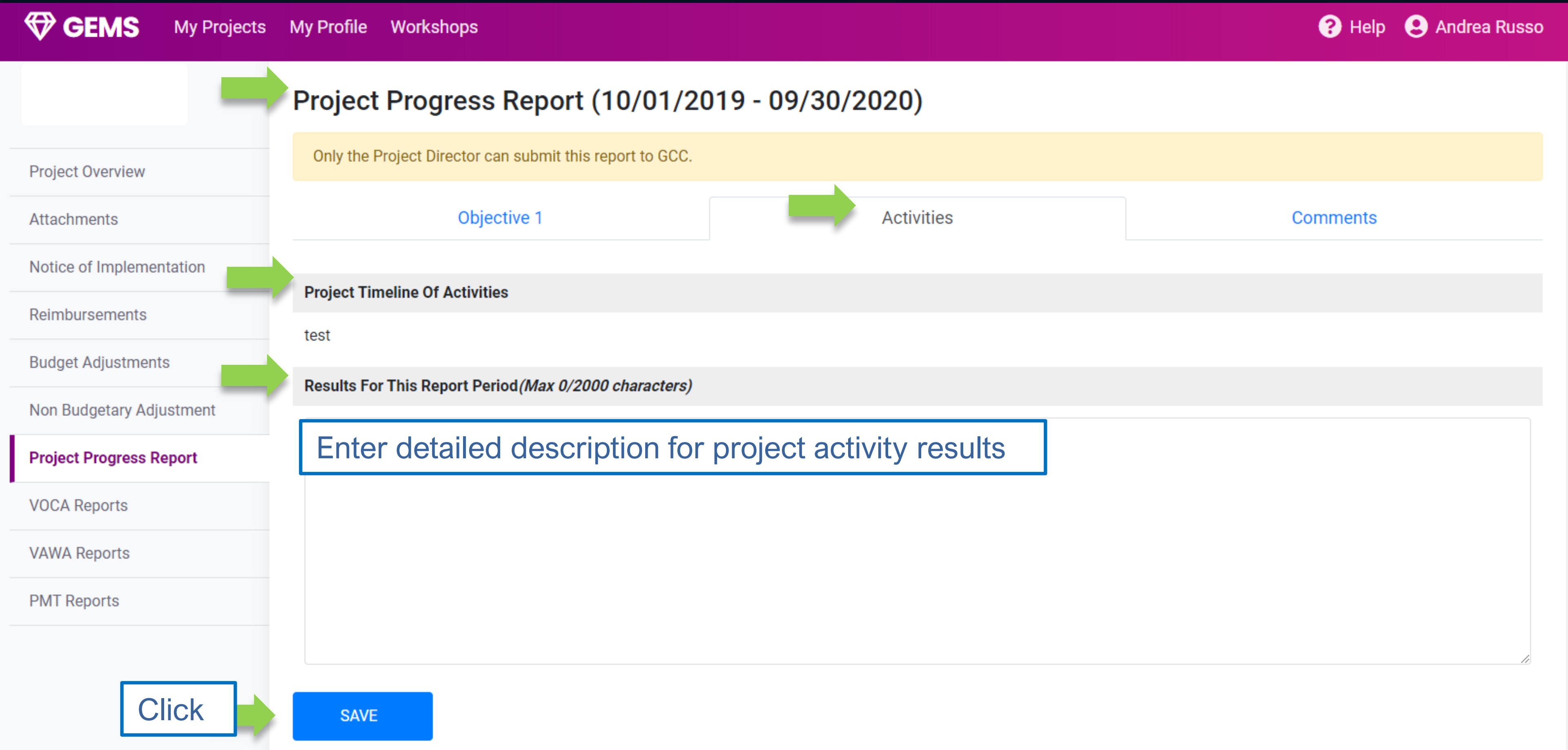
Results For This Report Period *(Max 0/2000 characters)*

Enter detailed description for project results

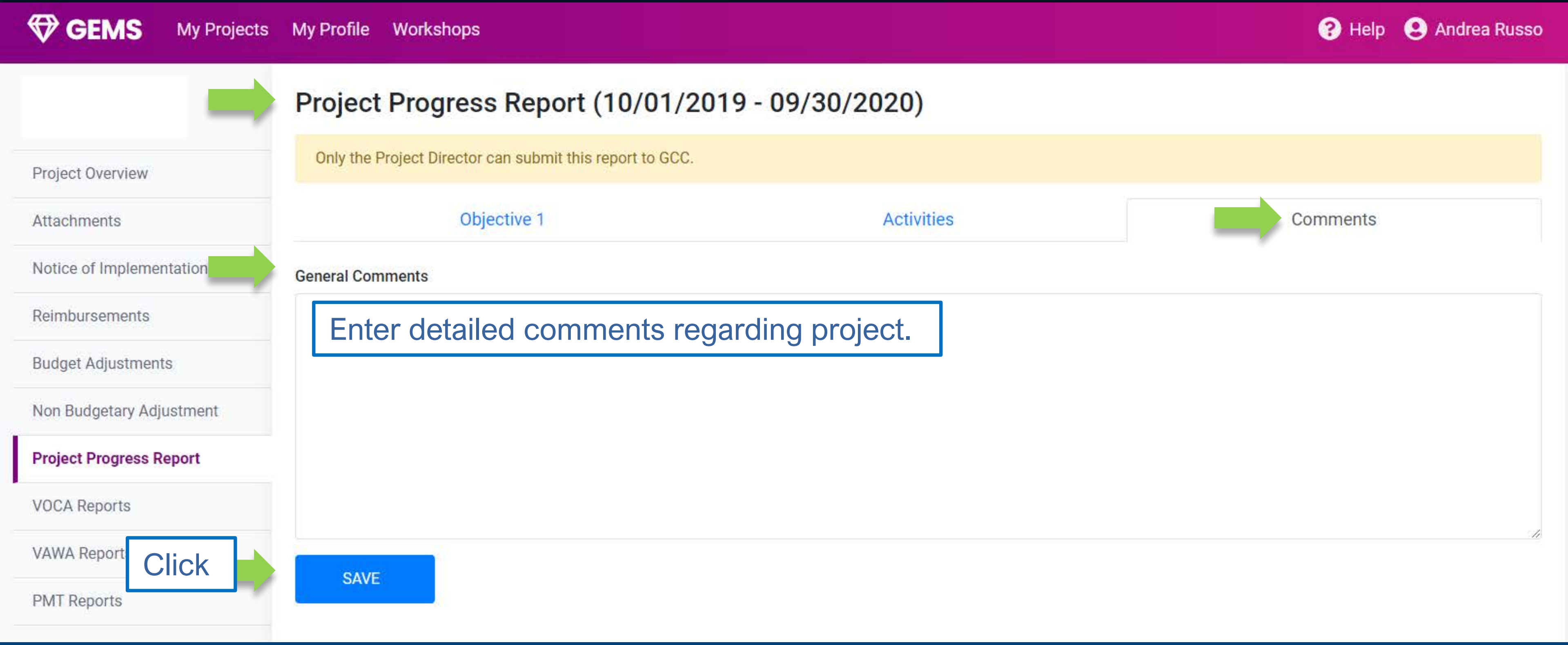
Click

SAVE

PROJECT PROGRESS REPORT - ACTIVITIES



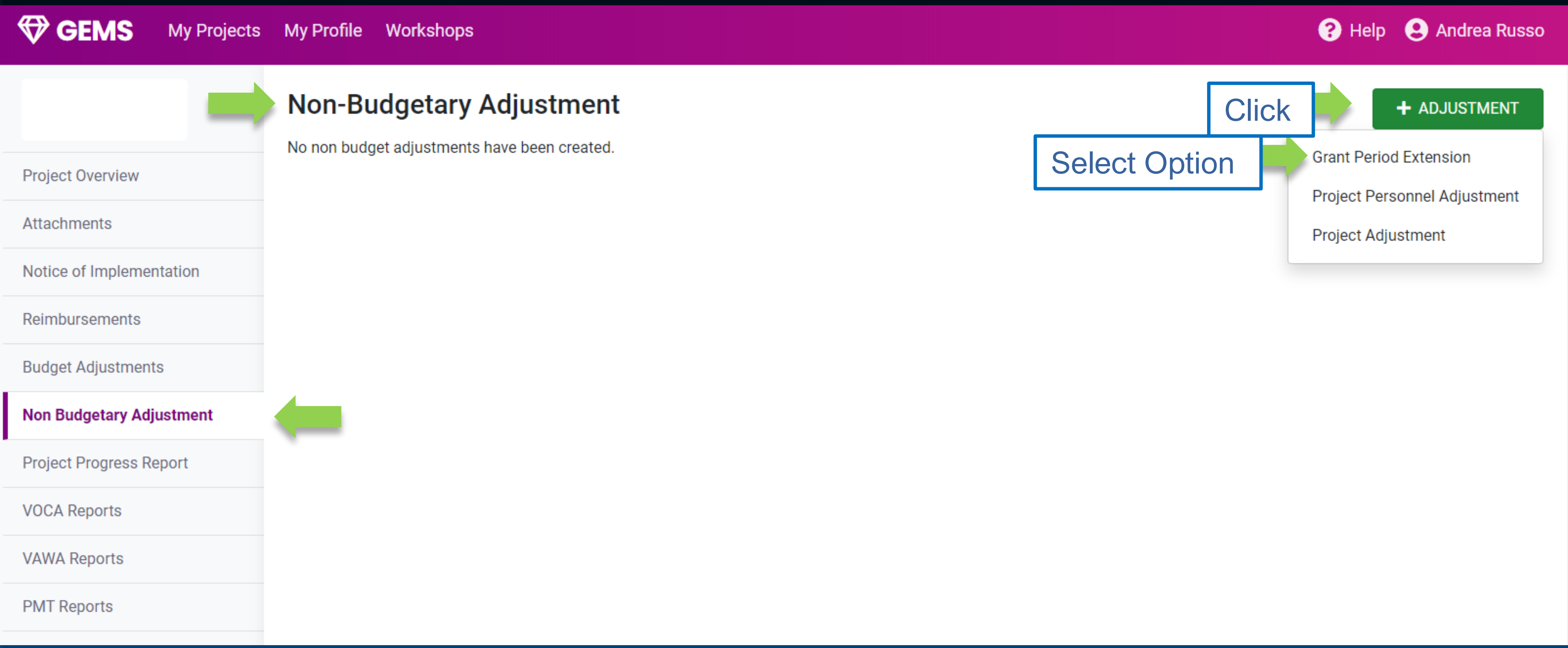
PROJECT PROGRESS REPORT - COMMENTS



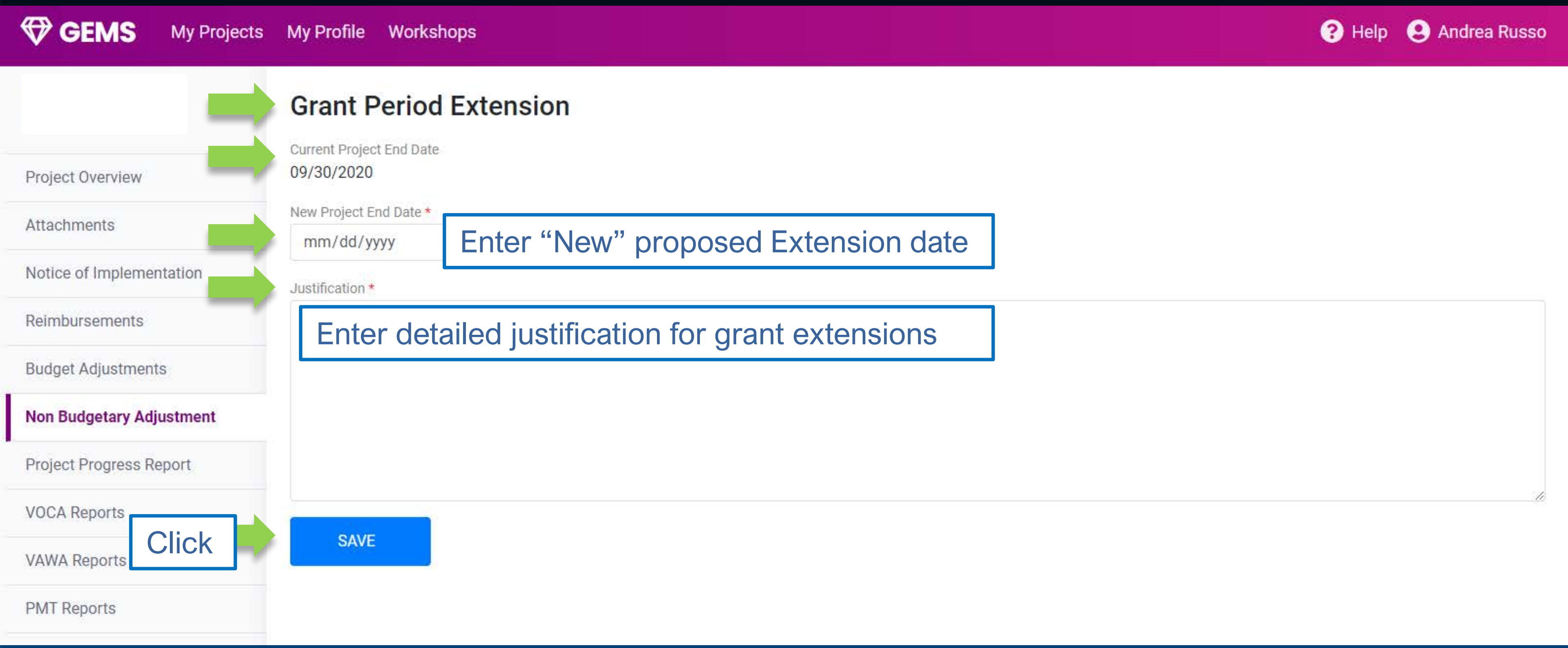
NON- BUDGETARY ADJUSTMENTS

PRESENTED BY: Samuel Conyers

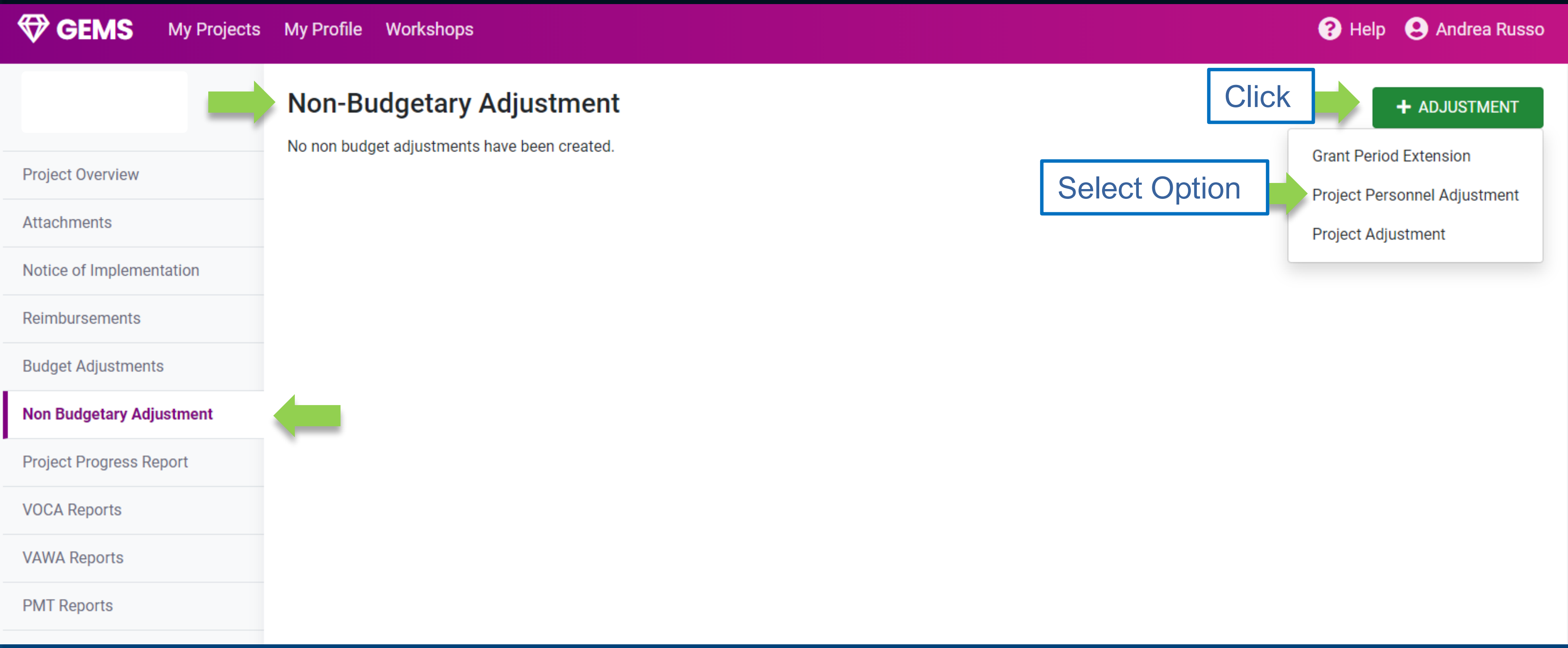
NON – BUDGETARY ADJUSTMENT



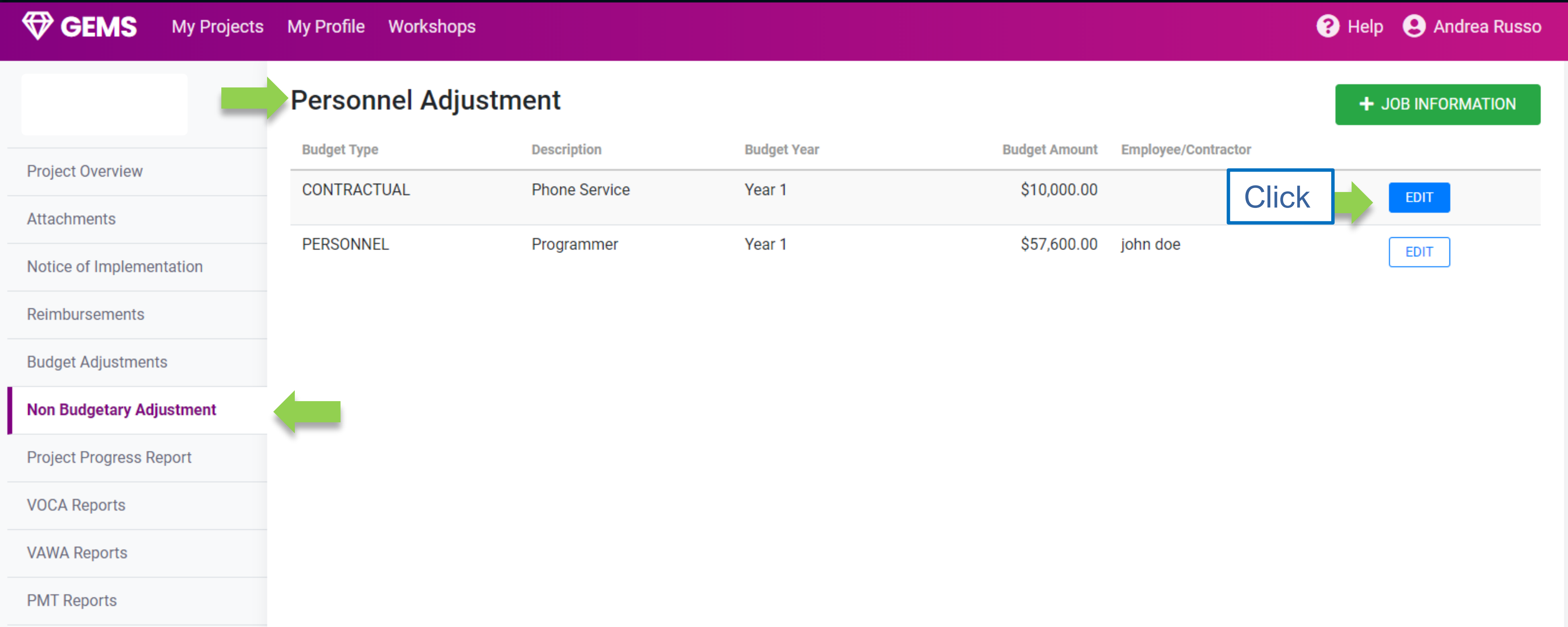
GRANT PERIOD EXTENSION



NON-BUDGETARY ADJUSTMENT



PERSONNEL ADJUSTMENT



PERSONNEL ADJUSTMENT – EDIT JOB INFORMATION

Add/Edit Job Information ×

Budget Line

Salaries:Programmer

Enter Position title

Job Title *

Programmer

Employee/Contractor Name *

Emily Bright replacing John Doe

Enter Employee/s name/s

Select Position Type

Position Type *

Personnel

Job Type *

Full Time

Select Appropriate option

Full Time

Part Time

Professional Licensure

Detailed job functions

Job Duties (Max 2,000 Characters) *

Describe all job duties and functions of positon.

Add Fringe Information

Fringe Benefits (Max 500 Characters)

Add Fringe benefit details.

Click

SAVE

CANCEL

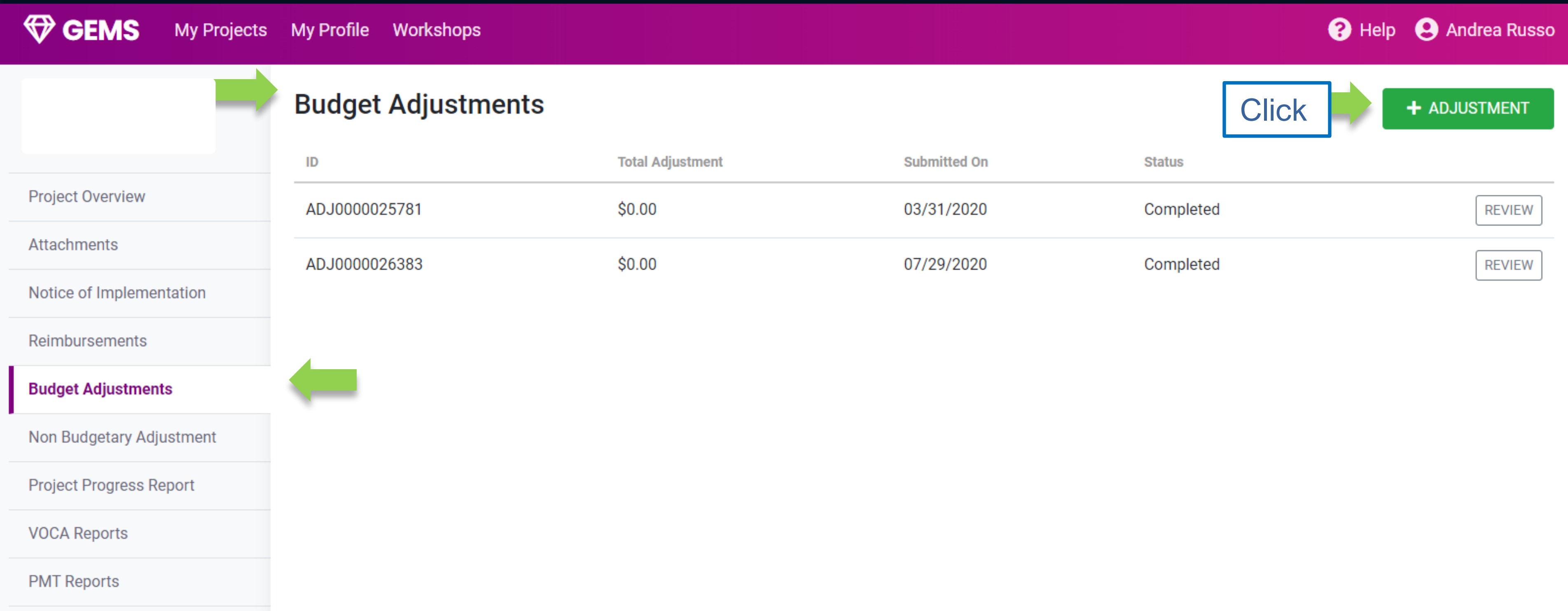
BUDGET ADJUSTMENTS

PRESENTED BY: Andrea Russo

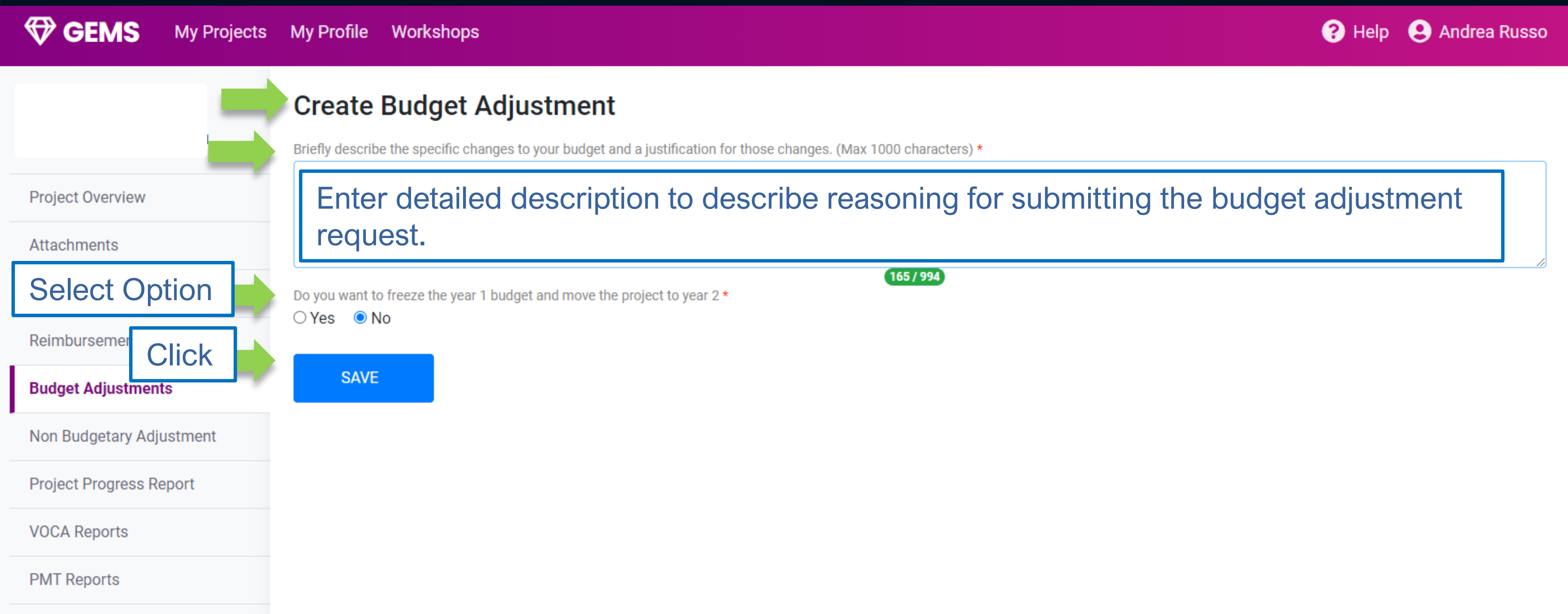
RULES AND TIPS FOR SUCCESS

- **When should you submit an adjustment?**
  - When you know your spend plan needs a change
  - Preferably before, not after a purchase
  - Once the pre-work for the spending changes has been done
- **Justifying the change.**
  - Must support the reason for the grant – original application
  - Costs must be allowable, allocable, necessary and reasonable
  - Anything else relevant supporting the change
- **Tips**
  - Documenting the expense changes
  - Edit v freeze? What's the difference?
  - New cost lines – best practices, or how to get the line approved and paid.

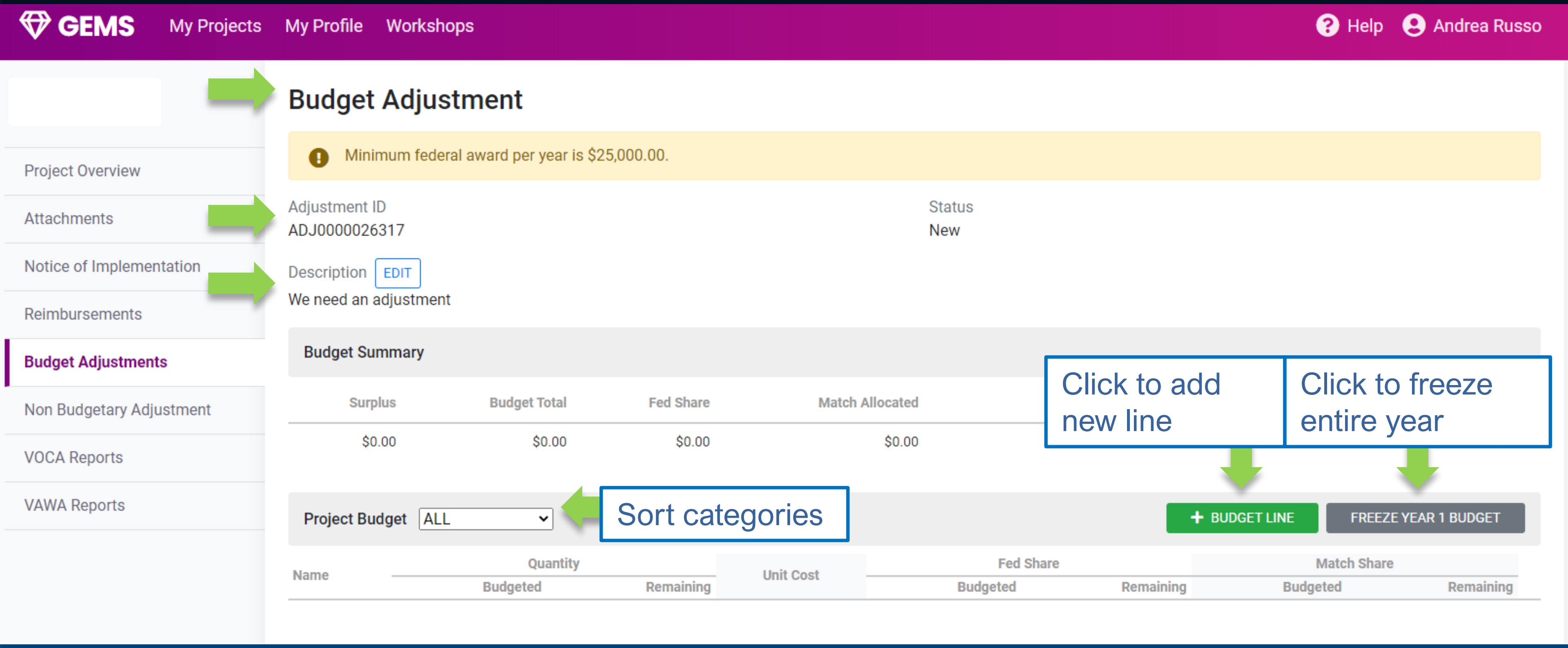
BUDGET ADJUSTMENTS



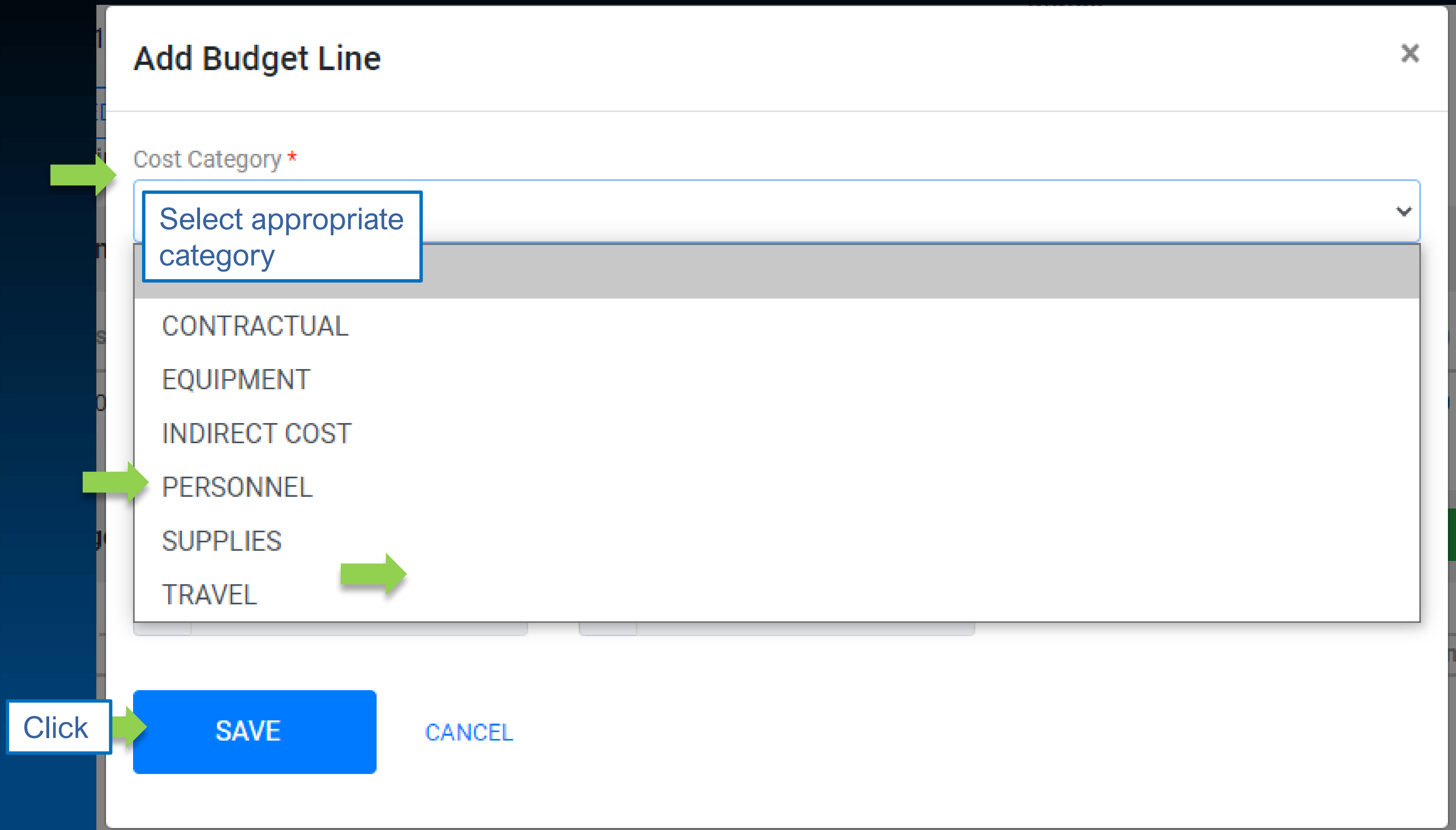
CREATING A BUDGET ADJUSTMENT



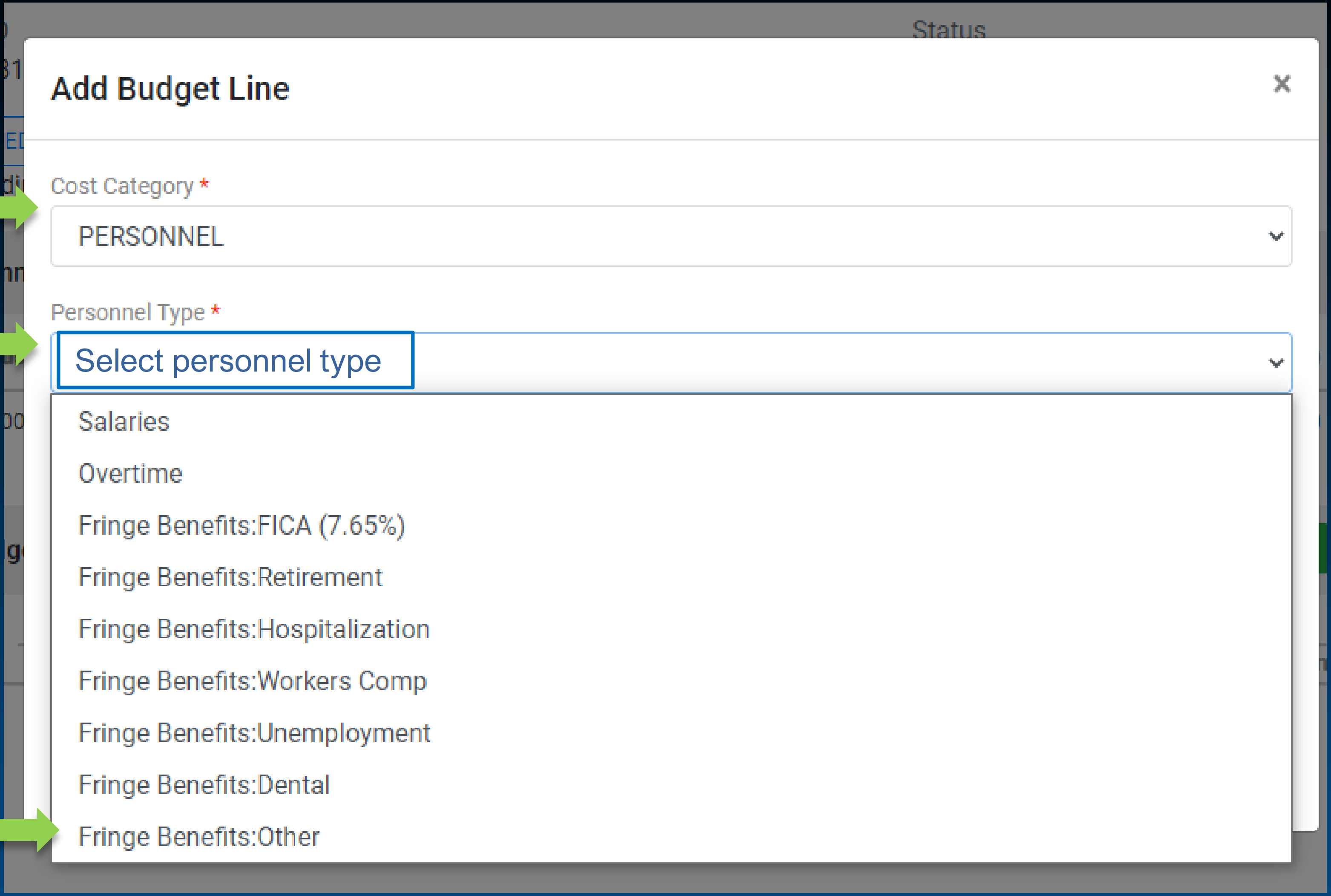
BUDGET ADJUSTMENTS FUNCTIONS



ADD A BUDGET LINE ITEM



ADD BUDGET LINE – CATEGORY SELECTIONS



ADD BUDGET LINE ITEM - SALARY

Add Budget Line ×

Cost Category *
PERSONNEL

Personnel Type *
Salaries

Description *

Enter Position Title

Quantity *

Quantity in months

Cost Per Item *
$

Budget Total
$0.00

Cash Match (0%)
$

In-Kind Match
$

Federal Share
$0.00

Employee Name(s) *

Enter name/s

Position Type *

Select position type

Job Type *

Select job type

Professional Licensure

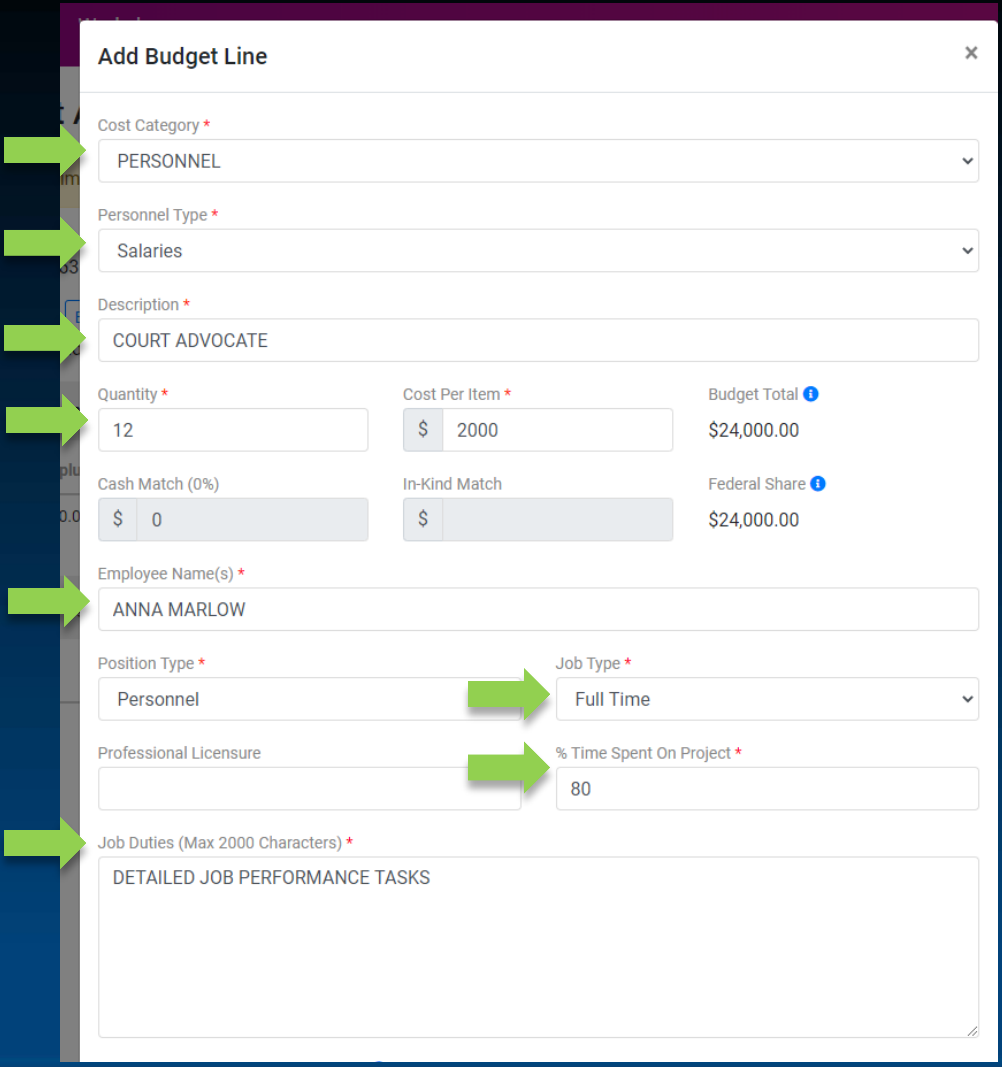
% Time Spent On Project *

Enter accurate percentage of time worked on project

Job Duties (Max 2000 Characters) *

Enter detailed job duties obtaining to personnel position

ADD BUDGET ADJUSTMENT



Add Budget Line

Cost Category *
PERSONNEL

Personnel Type *
Salaries

Description *
COURT ADVOCATE

Quantity *
12

Cost Per Item *
$ 2000

Budget Total
$24,000.00

Cash Match (0%)
$ 0

In-Kind Match
$

Federal Share
$24,000.00

Employee Name(s) *
ANNA MARLOW

Position Type *
Personnel

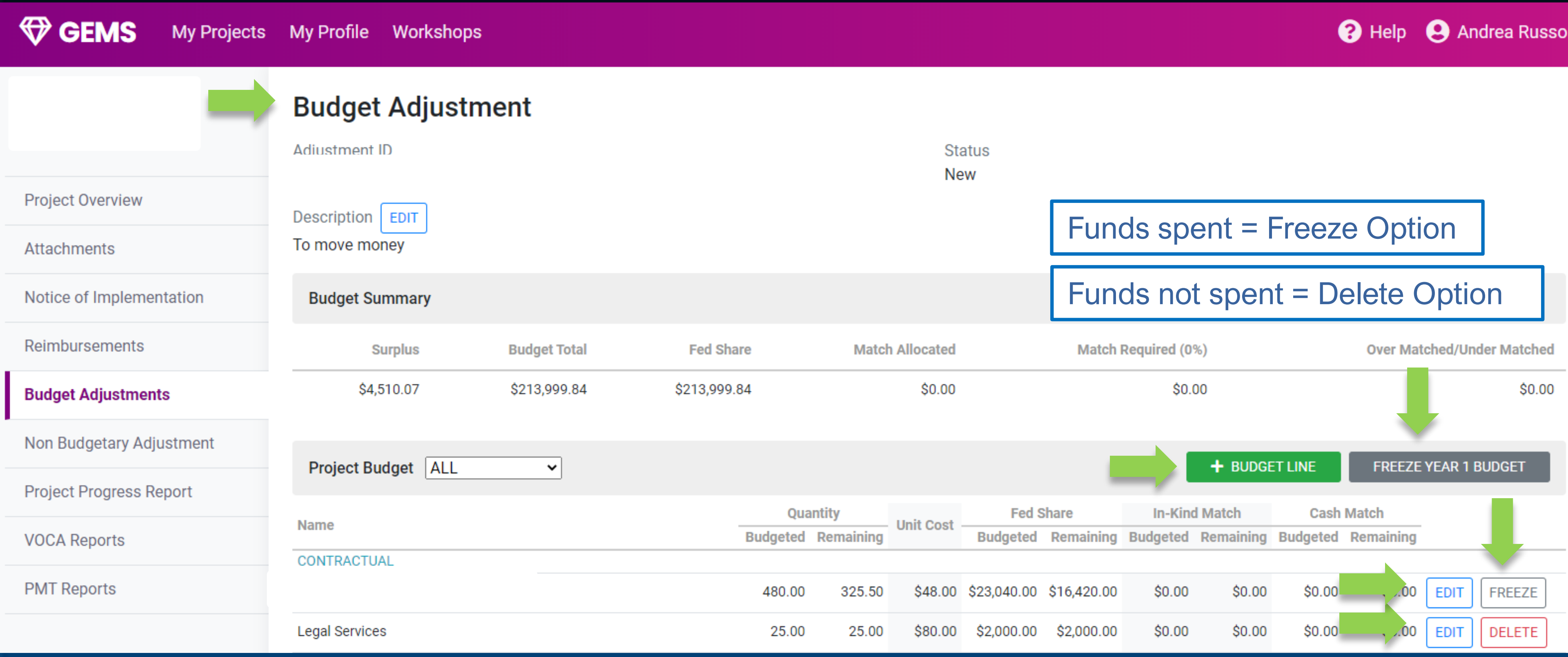
Job Type *
Full Time

Professional Licensure

% Time Spent On Project *
80

Job Duties (Max 2000 Characters) *
DETAILED JOB PERFORMANCE TASKS

FREEZE/EDIT OPTIONS



EDIT BUDGET LINE

Edit Budget Line

Enter Cash Match for cash expenses

Enter In-kind Match for donations

Description *

Human Trafficking Task Force Coord.

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

Click

SAVE CANCEL

REQUESTING ADDITIONAL FEDERAL SHARE

GEMS My Projects My Profile Help [redacted]

PROJ0[redacted]

[redacted]

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

Budget Adjustment

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

Requesting Additional Federal Share Requires Prior Approval!

Adjustment ID
ADJ000001[redacted]

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	[redacted]			$0.00	$0.00	$0.00
After Adjustment	[redacted]			$0.00	$0.00	$0.00

Project Budget ALL

+ BUDGET LINE UNDO ALL CHANGES

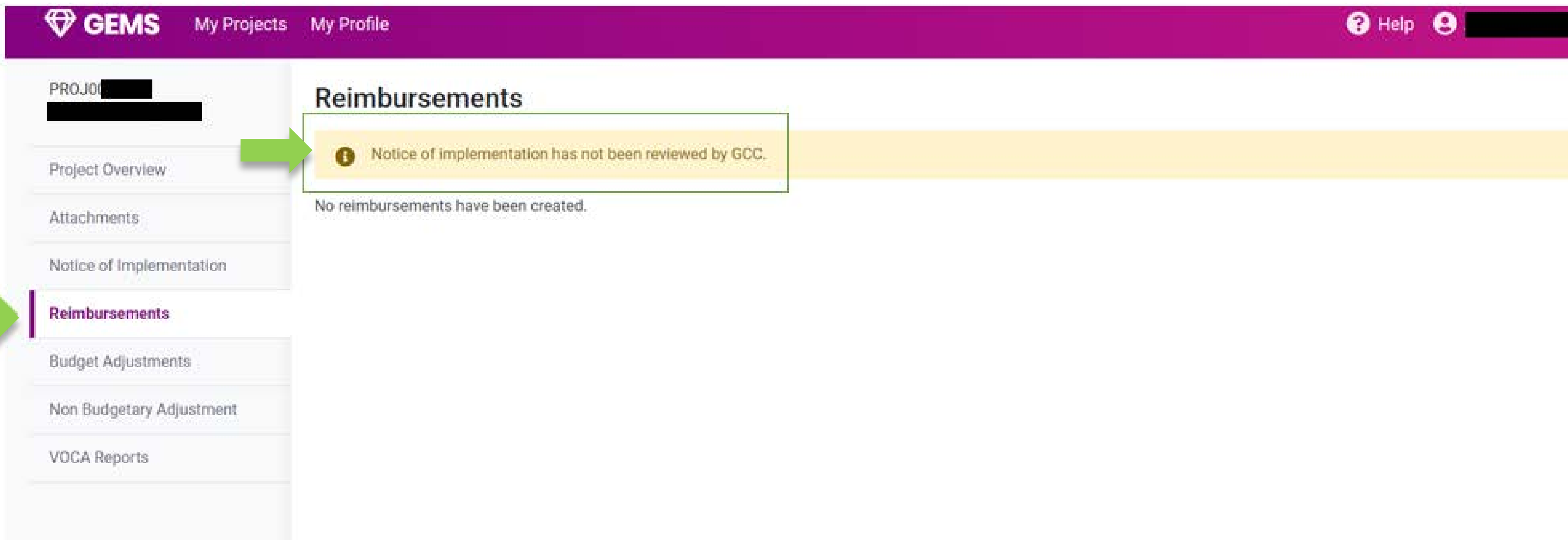
Name	Quantity Budgeted	Quantity Remaining	Unit Cost	Fed Share Budgeted	Fed Share Remaining	Match Share Budgeted	Match Share Remaining	
CONTRACTUAL								
Court Advocate RV2: 2nd year	[redacted]					$0.00	$0.00	EDIT FREEZE
Court Advocate: 2nd year	[redacted]					$0.00	$0.00	EDIT FREEZE
OTHER EXPENSES								
Surplus	[redacted]					$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

NORTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY
PREVENT. PROTECT. PREPARE

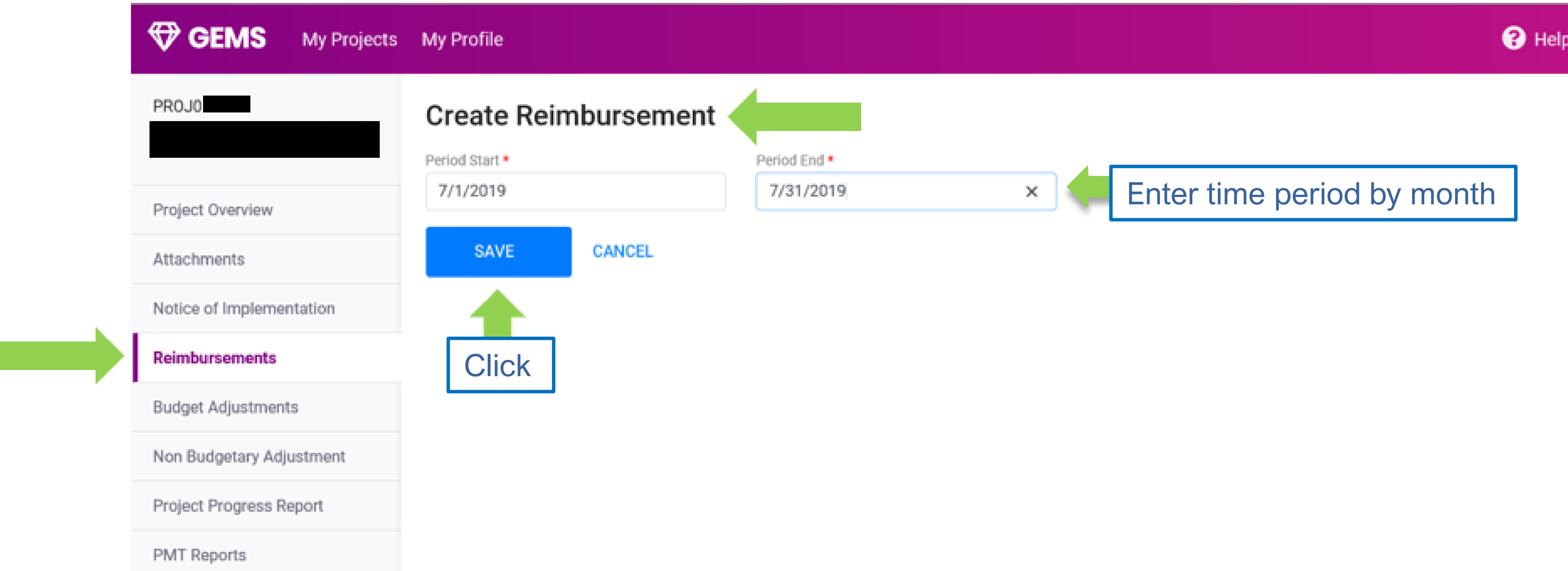
REIMBURSEMENT REQUESTS

PRESENTED BY: Jayne Langston

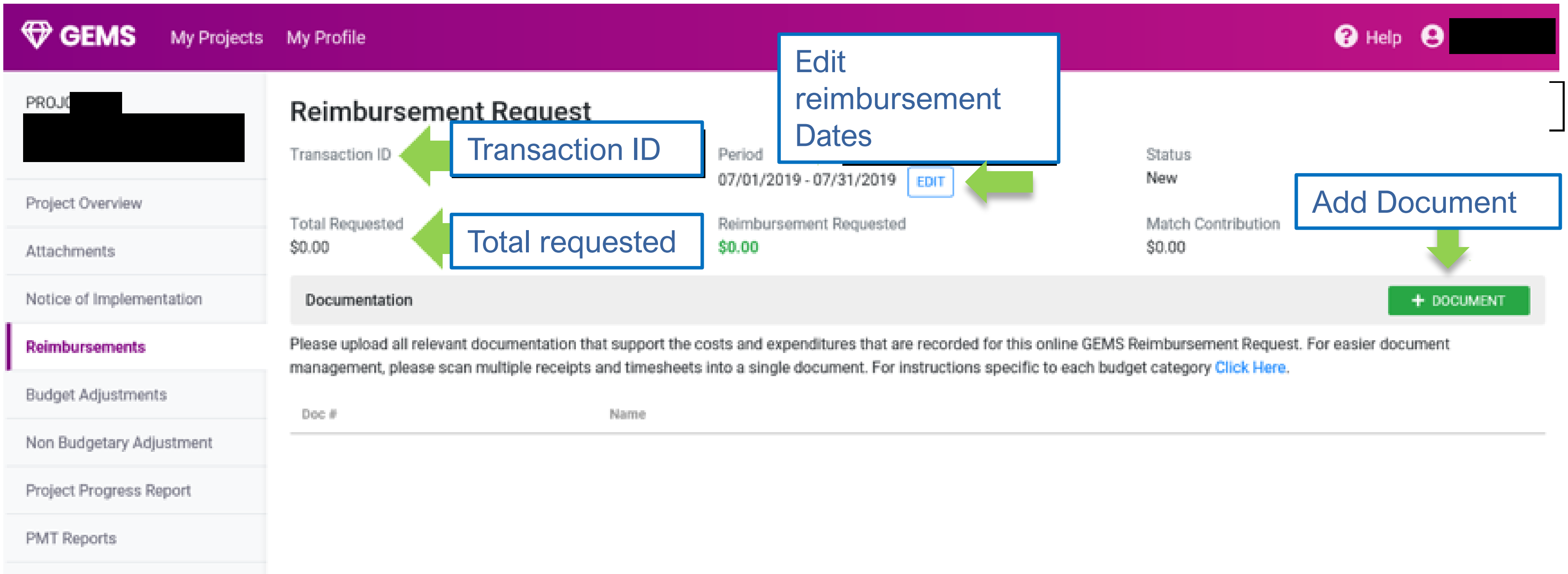
REIMBURSEMENT REQUESTS



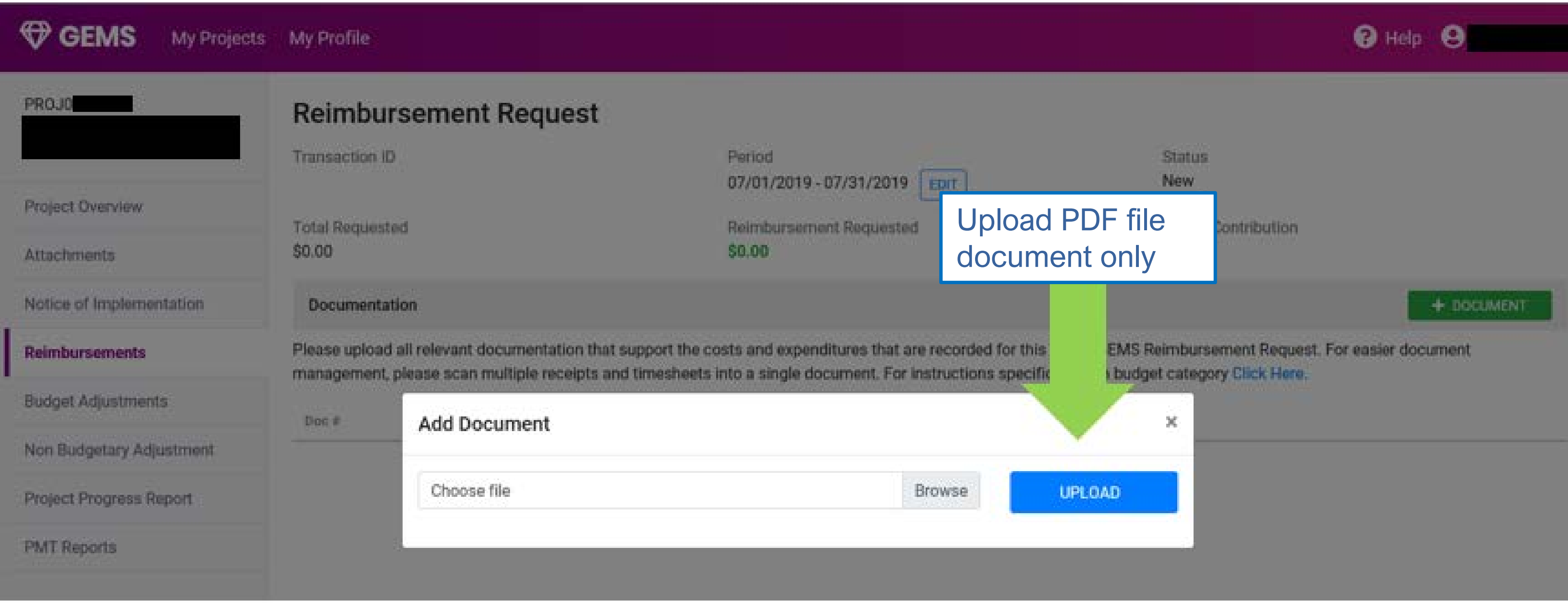
CREATE REIMBURSEMENT



REIMBURSEMENT FUNCTIONS

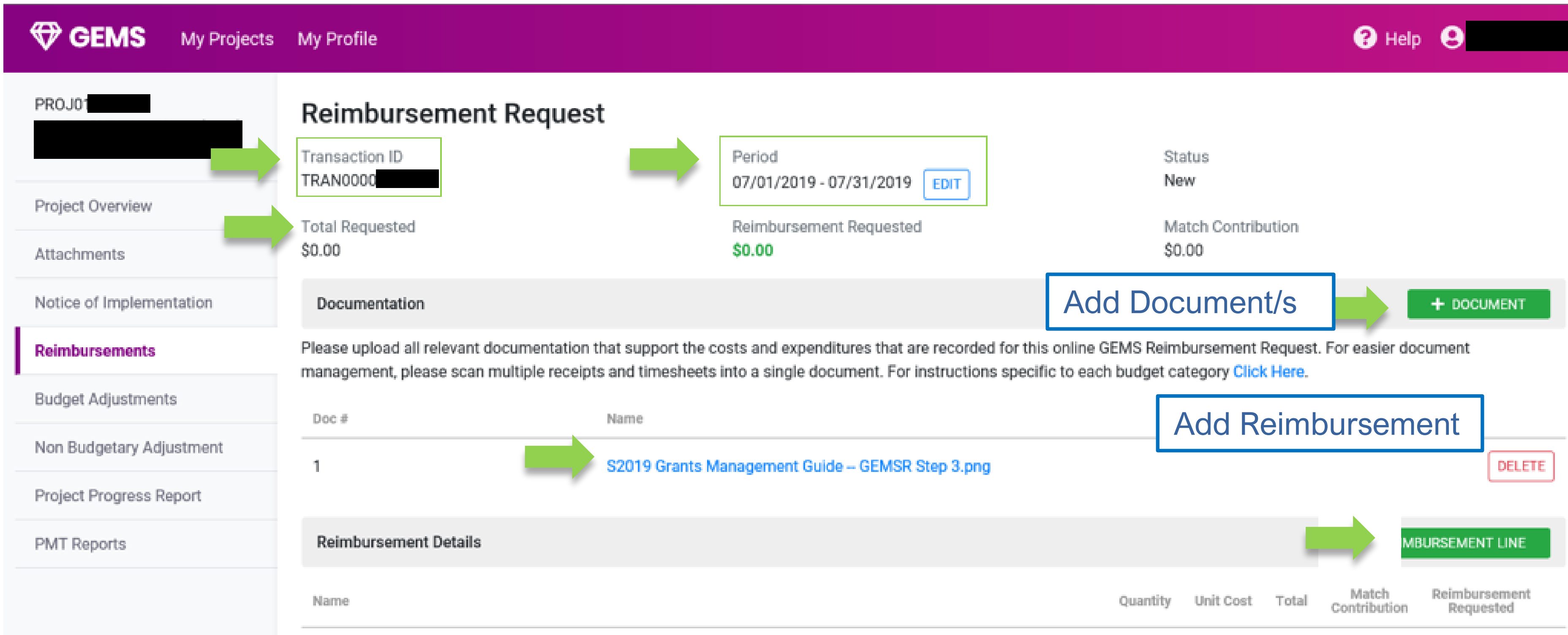


UPLOAD REIMBURSEMENT FILE

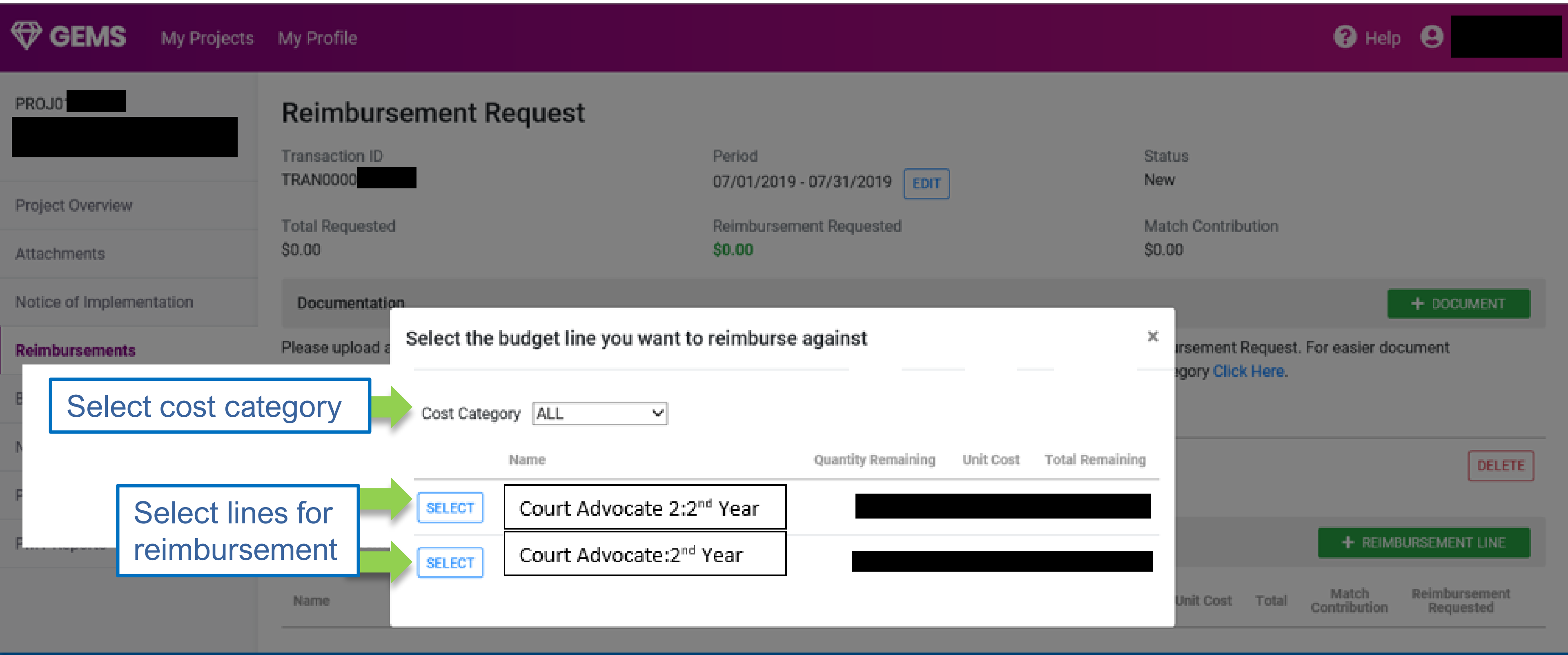


LABEL DOCUMENT AS PERSONNEL, SUPPLIES, ETC. LABEL PAGE NUMBERS. ENTER PAGE NUMBERS INTO DOC # BOX AFTER UPLOAD.

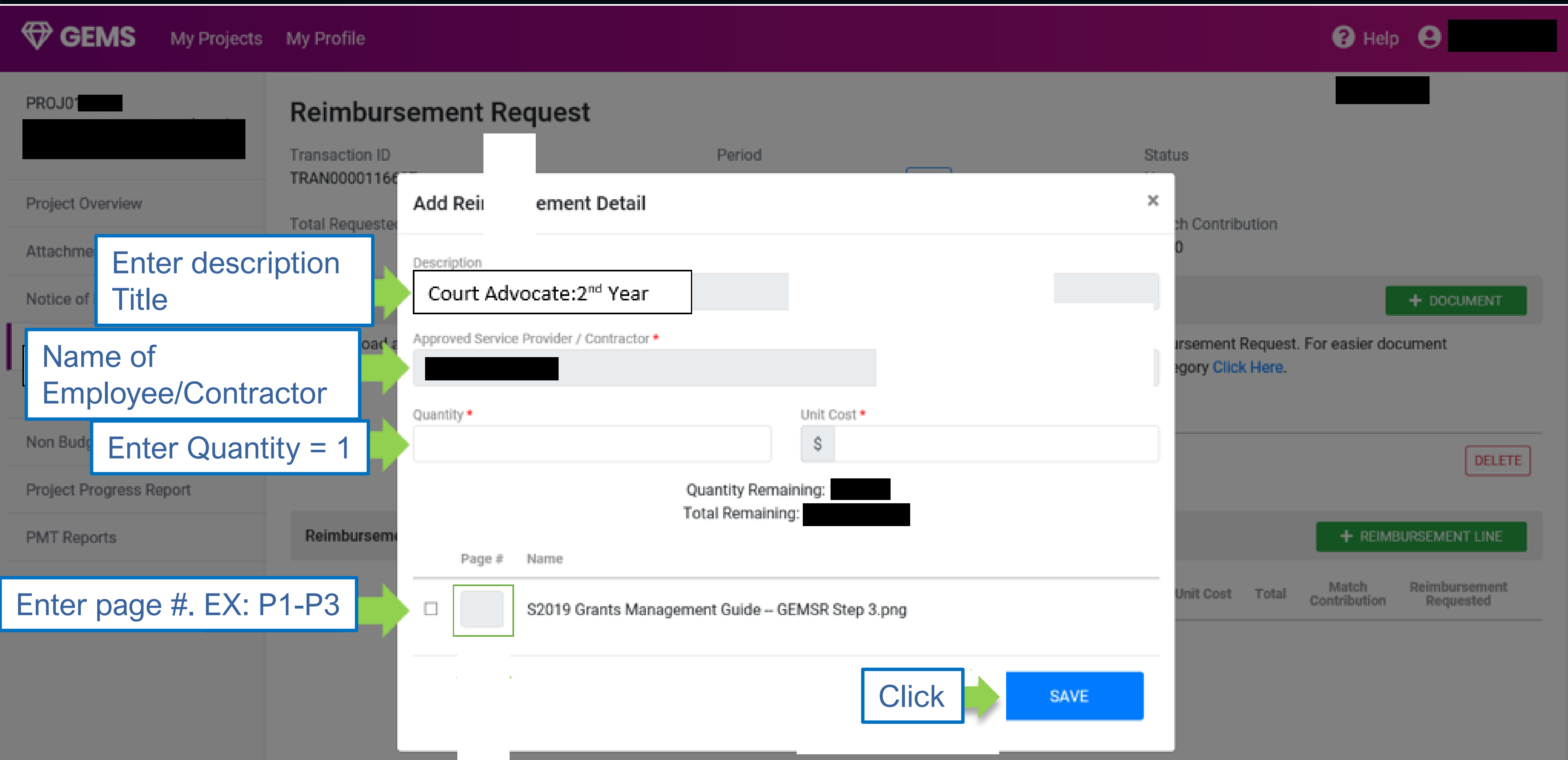
ADD REIMBURSEMENT LINE ITEM



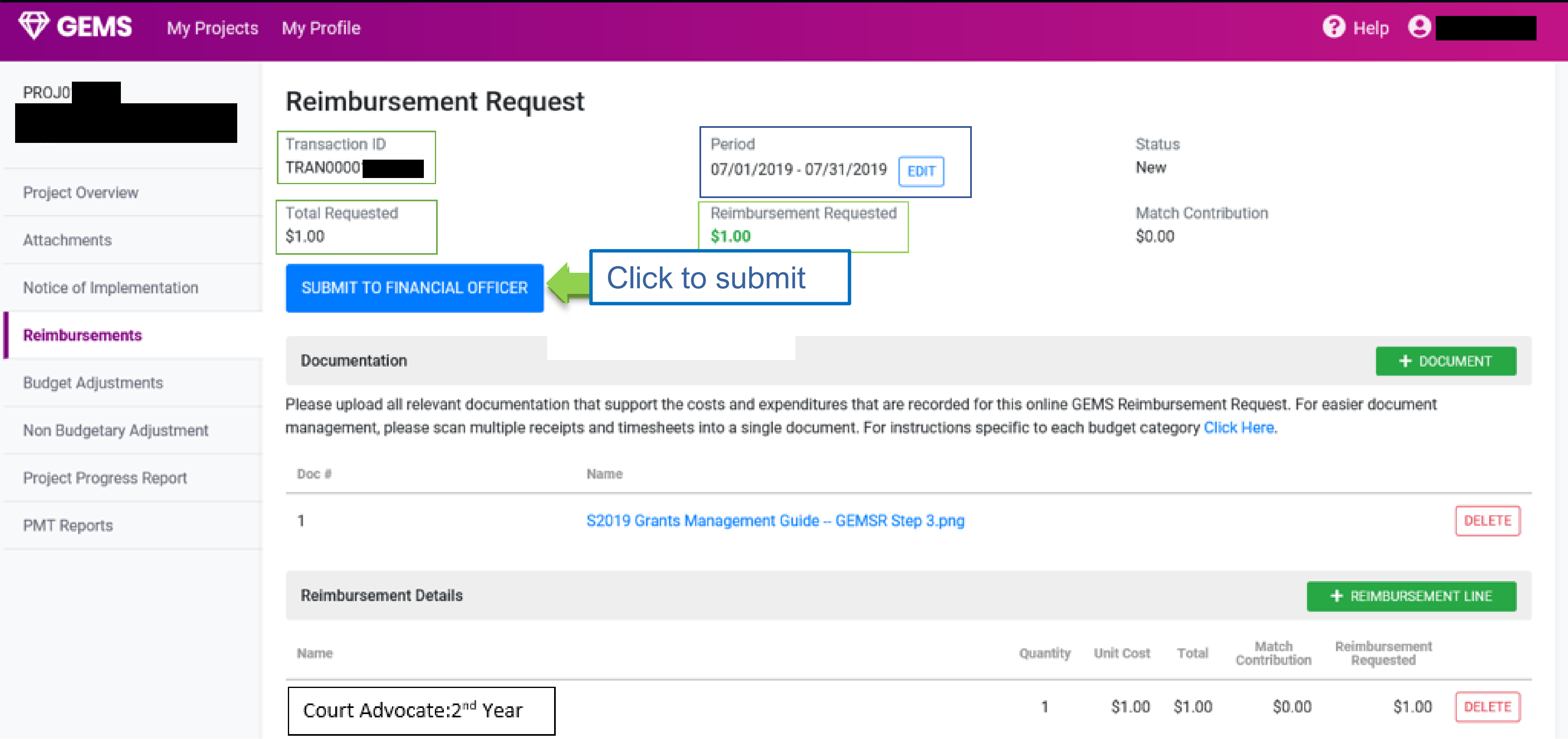
DROP DOWN AND SELECT LINE ITEM



FOLLOW INSTRUCTIONS BELOW



SUBMIT TO FINANCIAL OFFICER



QUESTIONS

THANK YOU FOR ATTENDING THE 2020 GOVERNOR'S CRIME COMMISSION ANNUAL GRANT WORKSHOPS

GCC Point of Contact email:

GCC_Grants_Management@ncdps.gov