



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

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 - 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

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

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

 [My Projects](#) [My Profile](#) [Workshops](#) ? Help Andrea Russo

[My Profile](#) **Request Project Access**

[Request Organization Roles](#)

Request Project Access

[My Organization](#)

[Approve/Deny Requests](#)

[Deactivate Roles](#)

[Assign Officials](#)

[Indirect Costs](#)

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 *

MY ORGANIZATION – APPROVE/DENY ROLE REQUESTS

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

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

Select

Select

Click

MY PROFILE – DEACTIVATE ROLES

Deactivate Roles

Search... **Search for Person/Role to Deactivate**

Select the users and click 'Deactivate Roles' button.

Organization Roles

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

Click → **DEACTIVATE ROLES**

Project Roles

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

Click → **DEACTIVATE ROLES**

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. Annotations include green arrows pointing to the 'Assign Officials' link in the left sidebar, the 'Project *' dropdown, the 'Project Directors' dropdown, the 'Financial Officer' dropdown, the 'Authorizing Official' dropdown, and the 'SAVE' button. Blue boxes with text are placed over the dropdown menus: 'Select Project' over the 'Project *' dropdown, 'Select Director' over the 'Project Directors' dropdown, 'Select Category' over the 'Financial Officer' dropdown, 'Select Official' over the 'Authorizing Official' dropdown, and 'Click' over the 'SAVE' button. A larger 'Click' box is also present in the bottom left corner of the page.

GEMS My Projects My Profile Workshops Help Andrea Russo

My Profile **Assign Officials**

Request Organization Roles Use this page to change the project officials when someone leaves the organization.

Request Project Access **Project *** **Select Project** **Project Directors** **Select Director**

My Organization **Financial Officer** **Select Category** **Authorizing Official** **Select Official**

Approve/Deny Requests Please enter a justification for this change *

Deactivate Roles **Click**

Assign Officials

Indirect Costs **Click** **SAVE**

MY PROFILE – MY ORGANIZATION/SAMS UPDATE

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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

Street Address 2

County *

Zip Code * zip+4

Business Fax


Click

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.



OPENING OF PROJECT

PRESENTED BY: Jackie Ray

PROJECT OVERVIEW

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

Start Date
10/01/2017

Grant Manager
crmadmin@nccrimecontrol.org

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

Project Summary
test

New Feature

[EXPORT BUDGET](#) [PRINT](#)

Project Name
3 Grant Workshop 2018

End Date
09/30/2020

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

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

Quantity **Unit Cost** **Federal Share** **Filter Option**

BUDGET FILTER

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

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							

ATTACHMENTS

- Project Overview
- Attachments**
- Notice of Implementation
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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

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





PROJECT REPORTING

PRESENTED BY: Arienne Cheek

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

- VOCA Reports
- VAWA Reports
- PMT Reports

INITIAL SUBAWARD REPORT FORM 1



- Project Overview
- Attachments
- Notice of Implementation
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Initial Subgrant Award Report

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

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)

Number of volunteers (FTEs) *



INITIAL SUBAWARD REPORT FORM 2

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

\$ 154560.00

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.

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 REPORT INSTRUCTIONS

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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

UPLOAD VAWA REPORT

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

 File * Upload Validated PDF Version 

 Click

- Project Overview
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- PMT Reports

PROJECT PROGRESS REPORT



Project Progress Reports



Project Overview

Attachments

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Reimbursements

Budget Adjustments

Non Budgetary Adjustment

Project Progress Report

VOCA Reports

VAWA Reports

PMT 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)

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



Only the Project Director can submit this report to GCC.

[Objective 1](#) [Activities](#)  **Comments**

General Comments

 **SAVE**

 **Project Progress Report**

- Project Overview
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NON- BUDGETARY ADJUSTMENTS

PRESENTED BY: Samuel Conyers

NON – BUDGETARY ADJUSTMENT

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

- Project Overview
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- Non Budgetary Adjustment**
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+ 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 detailed justification for grant extensions

Click

SAVE

NON-BUDGETARY ADJUSTMENT

GEMS My Projects My Profile Workshops Help Andrea Russo

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

- Project Overview
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- Non Budgetary Adjustment**
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+ 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

The screenshot shows a web form titled "Add/Edit Job Information" with a close button (X) in the top right corner. The form contains the following fields and sections:

- Budget Line:** A dropdown menu showing "Salaries:Programmer".
- Job Title *:** A text input field containing "Programmer".
- Employee/Contractor Name *:** A text input field containing "Emily Bright replacing John Doe".
- Position Type *:** A dropdown menu showing "Personnel".
- Job Type *:** A dropdown menu with options "Full Time" (highlighted in blue), "Full Time", and "Part Time".
- Professional Licensure:** An empty text input field.
- Job Duties (Max 2,000 Characters) *:** A large text area with the placeholder text "Describe all job duties and functions of positon.".
- Fringe Benefits (Max 500 Characters) i:** A text area with the placeholder text "Add Fringe benefit details.".
- Buttons:** "SAVE" and "CANCEL" buttons at the bottom.

Annotations with green arrows point to various parts of the form:

- Green arrow pointing to the "Add/Edit Job Information" title.
- Green arrow pointing to the "Budget Line" dropdown.
- Blue box: "Enter Position title" with a green arrow pointing to the "Job Title" field.
- Blue box: "Select Position Type" with a green arrow pointing to the "Position Type" dropdown.
- Blue box: "Detailed job functions" with a green arrow pointing to the "Job Duties" text area.
- Blue box: "Add Fringe Information" with a green arrow pointing to the "Fringe Benefits" text area.
- Blue box: "Click" with a green arrow pointing to the "SAVE" button.
- Blue box: "Enter Employee/s name/s" with a green arrow pointing to the "Employee/Contractor Name" field.
- Blue box: "Select Appropriate option" with a green arrow pointing to the "Job Type" dropdown.



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



Budget Adjustments

Click

+ ADJUSTMENT

Project Overview

Attachments

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Non Budgetary Adjustment

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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

Project Overview

Attachments

Select Option

Reimbursement

Click

Budget Adjustments

Non Budgetary Adjustment

Project Progress Report

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BUDGET ADJUSTMENTS FUNCTIONS

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Budget Adjustment

! Minimum federal award per year is \$25,000.00.

Adjustment ID: ADJ0000026317 Status: New

Description: We need an adjustment

Budget Summary

Surplus	Budget Total	Fed Share	Match Allocated
\$0.00	\$0.00	\$0.00	\$0.00

Project Budget:

Sort categories

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

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 ADJUSTMENT

Add Budget Line [X]

Cost Category *
PERSONNEL

Personnel Type *
Salaries

Description *
COURT ADVOCATE

Quantity * Cost Per Item * Budget Total ⓘ
12 \$ 2000 \$24,000.00

Cash Match (0%) In-Kind Match Federal Share ⓘ
\$ 0 \$ \$24,000.00

Employee Name(s) *
ANNA MARLOW

Position Type * Job Type *
Personnel Full Time

Professional Licensure % Time Spent On Project *
 80

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

The form is titled "Add Budget Line" and contains several input fields. Green arrows point to the following fields: Cost Category (PERSONNEL), Personnel Type (Salaries), Description (COURT ADVOCATE), Quantity (12), Cost Per Item (\$ 2000), Budget Total (\$24,000.00), Cash Match (\$ 0), In-Kind Match (\$), Federal Share (\$24,000.00), Employee Name(s) (ANNA MARLOW), Position Type (Personnel), Job Type (Full Time), % Time Spent On Project (80), and Job Duties (DETAILED JOB PERFORMANCE TASKS).

FREEZE/EDIT OPTIONS



Budget Adjustment

Adjustment ID

Status
New

Description

To move money

Funds spent = Freeze Option

Funds not spent = Delete Option

Budget Summary

Surplus	Budget Total	Fed Share	Match Allocated	Match Required (0%)	Over Matched/Under Matched
\$4,510.07	\$213,999.84	\$213,999.84	\$0.00	\$0.00	\$0.00

Project Budget



Name	Quantity		Unit Cost	Fed Share		In-Kind Match		Cash Match		EDIT	FREEZE	DELETE
	Budgeted	Remaining		Budgeted	Remaining	Budgeted	Remaining	Budgeted	Remaining			
CONTRACTUAL												
	480.00	325.50	\$48.00	\$23,040.00	\$16,420.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="button" value="EDIT"/>	<input type="button" value="FREEZE"/>	
Legal Services	25.00	25.00	\$80.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>	



EDIT BUDGET LINE

Edit Budget Line

Enter Cash Match for cash expenses

Description *
Human Trafficking Task Force Coord.

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

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

Budget Adjustment

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

Requesting Additional Federal Share Requires Prior Approval!

Adjustment ID: ADJ00000 [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

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

Project Budget: ALL [+ BUDGET LINE](#) [UNDO ALL CHANGES](#)

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



REIMBURSEMENT REQUESTS

PRESENTED BY: Jayne Langston

REIMBURSEMENT REQUESTS

GEMS My Projects My Profile Help

PROJ01 [REDACTED]

Project Overview

Attachments

Notice of Implementation

Reimbursements

Budget Adjustments

Non Budgetary Adjustment

VOCA Reports

Reimbursements

i Notice of implementation has not been reviewed by GCC.

No reimbursements have been created.

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, a sidebar menu lists various project-related options, with 'Reimbursements' highlighted in purple. The main content area is titled 'Create Reimbursement'. It features two date input fields: 'Period Start' with the value '7/1/2019' and 'Period End' with the value '7/31/2019'. Below these fields are 'SAVE' and 'CANCEL' buttons. Annotations include a green arrow pointing to the 'Reimbursements' menu item, a green arrow pointing to the 'Create Reimbursement' title, a blue box labeled 'Click' with a green arrow pointing to the 'SAVE' button, and a blue box labeled 'Enter time period by month' with a green arrow pointing to the 'Period End' field.

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', 'Help', and a user profile icon. The left sidebar contains a navigation menu with options: Project Overview, Attachments, Notice of Implementation, Reimbursements (highlighted), Budget Adjustments, Non Budgetary Adjustment, Project Progress Report, and PMT Reports. 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.
- Total Requested:** \$0.00, with a callout box 'Total requested' pointing to it.
- Reimbursement Requested:** \$0.00.
- Status:** New.
- Match Contribution:** \$0.00.

Below the main information is a 'Documentation' section with a '+ DOCUMENT' button and a callout box 'Add Document' pointing to it. The documentation section includes a text instruction: '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 displays the GEMS (Government Expense Management System) interface for a Reimbursement Request. The top navigation bar includes the GEMS logo, 'My Projects', 'My Profile', and 'Help'. The main content area is titled 'Reimbursement Request' and shows details such as 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 window. The modal window contains a 'Choose file' input field, a 'Browse' button, and a blue 'UPLOAD' button. The background is dimmed, and a '+ DOCUMENT' button is visible in the top right corner of the main interface.

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 interface. The top navigation bar includes the GEMS logo, 'My Projects', 'My Profile', 'Help', and a user profile icon. The left sidebar contains a menu with items: Project Overview, Attachments, Notice of Implementation, Reimbursements (highlighted), Budget Adjustments, Non Budgetary Adjustment, Project Progress Report, and PMT Reports. The main content area is titled 'Reimbursement Request' and displays the following information:

- Transaction ID: TRAN0000
- Period: 07/01/2019 - 07/31/2019 (with an EDIT button)
- Status: New
- Total Requested: \$0.00
- Reimbursement Requested: \$0.00
- Match Contribution: \$0.00

Below this information is a 'Documentation' section with a '+ DOCUMENT' button. A text block instructs users to upload relevant documentation. Below this is a table with one entry:

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

Below the table is a 'Reimbursement Details' section with a '+ REIMBURSEMENT LINE' button. At the bottom, a table header is visible:

Name	Quantity	Unit Cost	Total	Match Contribution	Reimbursement Requested
------	----------	-----------	-------	--------------------	-------------------------

Green arrows point from the sidebar menu items to their corresponding sections in the main content area. Blue boxes highlight the '+ DOCUMENT' and '+ REIMBURSEMENT LINE' buttons, and the table entry. A red box highlights the 'DELETE' button.

DROP DOWN AND SELECT LINE ITEM

The screenshot shows the GEMS (Government Expense Management System) interface. At the top, there are navigation links for 'My Projects' and 'My Profile', along with a 'Help' icon. The main header area displays 'GEMS' and the user's profile information. The central part of the screen is titled 'Reimbursement Request' and shows details for a specific transaction (TRAN0000) covering the period 07/01/2019 - 07/31/2019. The status is 'New'. Financial details include 'Total Requested' of \$0.00 and 'Reimbursement Requested' of \$0.00. A sidebar on the left contains navigation options like 'Project Overview', 'Attachments', and 'Reimbursements'. A modal dialog box is open in the foreground, titled 'Select the budget line you want to reimburse against'. It features a 'Cost Category' dropdown menu currently set to 'ALL'. Below this is a table with columns for 'Name', 'Quantity Remaining', 'Unit Cost', and 'Total Remaining'. Two rows are visible in the table, both for 'Court Advocate:2nd Year'. Each row has a 'SELECT' button to its left. Two callout boxes with blue borders and green arrows point to the 'SELECT' buttons: one points to the top 'SELECT' button and is labeled 'Select lines for reimbursement', and the other points to the 'Cost Category' dropdown and is labeled 'Select cost category'. The background interface is dimmed, showing a 'Documentation' section with a '+ DOCUMENT' button and a 'Reimbursements' section with a '+ REIMBURSEMENT LINE' button. A 'DELETE' button is also visible in the bottom right of the modal area.

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 instructions:

- 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 dropdown menu with a redacted selection. 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.
- Quantity Remaining:** A redacted field.
- Total Remaining:** A redacted field.
- Attachments:** A table with columns 'Page #' and 'Name'. It contains one entry: a checkbox, a thumbnail, and the text 'S2019 Grants Management Guide -- GEMSR Step 3.png'. A callout box points to the checkbox with the text 'Enter page #. EX: P1-P3'.
- Buttons:** A 'Click' callout box points to a blue 'SAVE' button.

The background interface also shows a sidebar with 'Project Overview', 'Attachments', 'Notice of...', 'Non Budget...', 'Project Progress Report', and 'PMT Reports'. On the right, there are buttons for '+ DOCUMENT', '+ REIMBURSEMENT LINE', and 'DELETE', along with a table header for 'Unit Cost', 'Total', 'Match Contribution', and 'Reimbursement Requested'.

SUBMIT TO FINANCIAL OFFICER

PROJ0 [Redacted]

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

Reimbursement Request

Transaction ID
TRAN0000 [Redacted]

Period
07/01/2019 - 07/31/2019 [EDIT](#)

Status
New

Total Requested
\$1.00

Reimbursement Requested
\$1.00

Match Contribution
\$0.00

[SUBMIT TO FINANCIAL OFFICER](#)

Click to submit

Documentation [+ DOCUMENT](#)

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](#).

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

Reimbursement Details [+ REIMBURSEMENT LINE](#)

Name	Quantity	Unit Cost	Total	Match Contribution	Reimbursement Requested	
Court Advocate:2 nd Year	1	\$1.00	\$1.00	\$0.00	\$1.00	DELETE



QUESTIONS

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

GCC Point of Contact email:
GCC_Grants_Management@ncdps.gov