

2020 Frequently Asked Questions – Plenary / Award Workshop

What is the address for the website to get the manual?

Grant Management Manual link: <https://files.nc.gov/ncdps/documents/files/GCC-Grant-Management-Guidelines-2020-2021.pdf>

Where would we find the publication on traffic stops?

Traffic Stops information and other GCC publications can be found here: <https://www.ncdps.gov/About-DPS/Boards-Commissions/Governors-Crime-Commission/Publications>

Regarding announcement of new Federal Grant Management Software (Just Grants)

If we have a 2-year award from 2019 to 2021, will the delay in federal funding affect us? 2 Year Projects should be funded from a previous funding source and while the amount for the project has already been accounted for, the new systems in which allow the GCC to pull down the funds may be impacted, which could cause a delay in getting reimbursements processed in October.

Does this also mean that we will not get reimbursement for September until the new system is up?

All projects will receive all of their reimbursements, but they may be delayed. Please go ahead and continue to submit your reimbursements on time. GCC and NCDPS Fiscal staff will continue to process reimbursements and move them as far along in the process as possible. Keep in mind, that well before applicants submit their proposals and are awarded these funds, staff is constantly reminding agencies that they should have a minimum of 6 months' salary reserves in their accounts to help avoid catastrophic situations that are beyond their control.

Does the delay apply for those who are going into their second year of funding?

Regardless of first year or second year, if the state is unable to pull down the funds, then all payments and reimbursements have the potential to be delayed.

How does this impact reimbursements for current awards?

All funding streams where the state has to request reimbursements from USDOJ can be impacted.

How does this affect grants that are currently open and not yet invoiced?

As long as open grants are not invoicing for a reimbursement in October, there should be no impact.

What does that mean for reimbursements for current grants if you cannot access the current system?

All projects will receive all of their reimbursements, but they may be delayed. Please go ahead and continue to submit your reimbursements on time. GCC and NCDPS Fiscal staff will continue to process reimbursements and move them as far along in the process as possible. Keep in mind, that well before applicants submit their proposals and are awarded these funds, staff is constantly reminding agencies that they should have a minimum of 6 months' salary reserves in their accounts to help avoid catastrophic situations that are beyond their control.

Is it because the federal system is changing that is why our grants show on gems as Awaiting receipt of award even if the award packet was submitted?

No, it is not because of the federal system changing. "Awaiting Recipient Grant" is a status that is used by our GCC planning staff to indicate that your award is ready to be issued.

Will grants that are open and ending their two-year cycle be able to reimburse for expenses from 10/1/20 if there are delays on this new cycle? All projects that end on 9/30/2020 will still have 45 days to file the final reimbursement and all supporting documents.

Will the 2020 awards currently in GEMS be handled via DocuSign? Or the snail mail process?

As of now, all GCC grant awards will be issued through the DocuSign process.

Is Administrative Leave going to be a permitted expense after September 30th?

During the spring, US DOJ made several exceptions in response to the COVID-19 pandemic. Those exceptions have all expired and so the allowability of administrative leave granted in response to the COVID-19 guidance has expired.

Will all persons receive the same email re: DocuSign, i.e. the Project Director, Finance Director and Authorizing Official at the same time?

The key staff listed on your grant application will received the email with the documents requiring DocuSign. Please take the time to update those key personnel before the award letter is sent out for signatures to avoid any delays in receiving your award in a timely fashion.

Does the period of performance qualifier mean that, if delayed, new sub-recipients will be allowed to request reimbursements for expenditures beginning 10/01/2020?

Even though the signed grant award may be received by GCC after the period of performance start date of 10/1/2020, once the grant is opened in GEMS, you will be able to submit reimbursements for expenses for services which occurred during the projects period of performance, back to the period of performance start date of 10/1/2020.

Are monthly reports due at the end of the month for the previous month? e.g. my October reimbursement will be due November 30th?

Yes, October's reimbursement is due no later than November 30th and will be processed shortly after receipt.

Did I hear correctly that the authorizing official- so my Board chair- must sign every timesheet? Timesheets need to be signed by employee and Authorizing Official rather than Supervisor?

Time and activity sheets must be signed by immediate supervisor (authorizing official), for Executive Director the authorized board member must sign their time and activity sheet.

There is only 1 cover sheet that includes everyone on the grant and their fringe payments rights?

Yes, the Personnel cover sheet should be utilized for the all personnel, volunteers, and their fringe benefits.

Anything under \$10,000 is not considered Equipment - is that correct?

The \$10k on equipment is the limit of the federal government. It applies if that is what is in your agency's policies for all other equipment/supply purchases.

If we have already submitted the Modifications and Conditions prior to the blanket waiver, will we need to go through that process again?

No, you should see the waiver when you look at your project budget now in GEMS - all match (in-kind or cash has been removed from your budget with the federal share staying the same).

If a contract is extended beyond the original end date, but otherwise has identical language to what has already been approved by GCC staff, do the extended contracts need to be uploaded in GEMS as separate attachments?

Yes, a new or amended contract reflecting the extended dates must be uploaded to GEMS.

Is a resume required for all contractors?

Yes, resume is required for all contractors.

Is this out of state approval form required for routine out-of-state travel (such as client transportation) or only for conferences?

Conferences and out of state travel - as with any other type of expenditure using award funds, all expenses associated with approved events must be documented. All actual costs associated with an approved event must be documented and auditable. Conferences and out state travel must be included in the project's budget and narrative; it requires prior approval by the assigned Grant Administrator, using the Prior Approval Request for Attending an Out-of-State Conference.

Are we still required, for credit card payments, to also include the bank statement to show we paid the credit card, or is just the credit card statement adequate?

Yes, proof of payment is required if paid by credit card to prove the payment was made to the credit card. The bank statement is required for all expenses incurred.

Would pre contract approvals be uploaded as attachment or would that go through like a non-budgetary adjustment?

Pre-contract approvals must be uploaded into GEMS after signed by your Grants Administrator.

Will you please explain the waiver process? How does it work if you have a cash match vs, an in-kind match?

A match waiver request must be submitted at the time of application. Instructions for the letter are on GCC's website. A match waiver request letter is to be uploaded as an attachment to the application for new application cycle 2021. For 2020 awards opening 10/1/2020, all VOCA recipients were granted a unique circumstances match waiver by GCC due to COVID. Please contact your assigned grant planner.

If the check has not cleared the bank within the month of the service, do we submit for reimbursement when the check clears the bank?

Yes, the reimbursement will be submitted once the check is cleared but under the month it originally occurred.

Will we be able to amend the new grant due to the blanket waiver for the period starting Oct. 1, 2020?

For 2020 awards opening 10/1/2020, all VOCA recipients that requested it and qualified were granted a unique circumstances match waiver by GCC due to COVID. Please contact your assigned grant planner.

How do we find out who our assigned planner is?

The Grant Planner assigned appears in GEMS under that project.

Our grant manager is on medical leave; who is working on my reimbursement requests?

The Team Leads are assisting with your Grants Administrator on leave. If you are not sure whom to contact, please contact GCC main line at (919) 733-4564 and ask to speak to one of the Grants Administrator's Team Leads.

Will reminders be sent out to recipients when reports are due? For Project Progress Report, Performance Measurement Tools Quarterly Report, etc.

Yes, email reminders on Performance Measure Tool (PMT) reports are send out to the Project Directors. Grants Administrators may send out a reminder email as courtesy to their subrecipients when reports are due. The dates for when reports are due are displayed on GEMS.

Does VAWA not require a match?

VAWA does not require a match for non-profits. Other entities may have a required match.

Who do we contact if our Grants Administrator no longer works there, but a new one is not listed in GEMS?

If your Grants Administrator is no longer with GCC and you have questions, please reach out to one of the Team Leads by calling the main line (919) 733-4564.

What is the best way to contact my Grants Administrator and how quickly should a subrecipient expect a reply?

It is best practice to have a record of communication, email is the best form of communication if there are technical questions that would require examples or detailed explanation. Make sure to include the project "PROJ#####" in the have a subject line. This also depends on the situation at hand. Some situations can be handled by a simple telephone call. A reply should expect a reply within 48 hours when the Grants Administrator is available.

How are site visits being handled due to the pandemic?

Grants Administrators are conducting remote virtual site visits until further notice.

Can you provide more information on client database review? How can this be done in a way that we are not sharing personally identifying information?

Grants Administrators do not ask to see the actual files but ask for dates of occurrence and basic questions to verify Performance Measure Tool (PMT) Reports.

In regard to site visits, does GCC plan on doing virtual site visits for the upcoming year? Or return to physical site visits?

Grants Administrators are conducting remote virtual site visits until further notice.

Do we need to do a waiver for VOCA since we were notified, we had one this year?

A match waiver request must be submitted at the time of application. Instructions for the letter are on GCC's website at <https://ncdps.gov>.

For personnel submissions, should we also be submitting proof of fringe? like health insurance, pension, and worker's comp documentation?

Yes, all documentation requested for reimbursement must be included and uploaded documents in GEMS.

Because the federal system is changing that is why our grants show on gems as Awaiting receipt of award even if the award packet was submitted?

Awaiting recipient grant means the review of your application is completed and we are awaiting the funds to send you your award. Grants starting 10/1/2020 have NOT had the awards sent out yet.

It sounds like if we have surplus funds at end of our year 1, due to COVID 19 closing of office and staff salary excess, could we ask for a new position that is needed to be added as a salary line item?

Contact your Grants Administrator for guidance.

What if check policy requires only one signature for checks up to \$1,500?

Your internal policy will be utilized and must be uploaded to GEMS under your agency policies and procedures.

Are you saying that all checks require two signatures? Our policy is for checks above a certain amount to require two signatures, but not all checks.

This will depend on your organization policy if two signatures are required on all checks.– The policy must be uploaded to GEMS under your agency policies and procedures.

The status of my project now says "Awaiting Receipt of Award" but I do not see what to do next in GEMS?

Awaiting recipient grant means the review of your application is completed and we are awaiting the funds to send you your award. Once the funds are received and Grants Administrator will be assigned to your project who will provide additional instructions.

Our policy only requires 1 signature on checks, do we need to change our policy to 2 signatures

Remember that it is good internal control to have a separation of duties. If your policy states one signature is needed, please upload your policy in GEMS.

What if the policy does not require the Finance committee chair to be one of the check signers? We have the Board president and the Executive Director.

That is part of your organization's internal controls, if your policy requires a different organization officer as the second signature, the policy must be uploaded into GEMS under your agency policies and procedures.

Do I have to submit both the canceled check and bank statement?

Best practice is to submit the canceled check and the bank statement to allow the reimbursement to be processed successfully.