



2014 Program Development Training Workshop Governor's Crime Commission

Regulatory Changes & General Information

Regulations

Policies issued by:

- ⌘ Office of Management and Budget (OMB)
- ⌘ State of North Carolina
- ⌘ Governor's Crime Commission

OMB Super circular changes coming soon!

New Guidance will:

- Eliminate duplication & focus on performance
- Strengthen oversight
- Increase Audit threshold
- Streamline allowable costs for more consistency

Conflict of Interest

Agency Officials **SHOULD NOT:**

- ⌘ Satisfy personal interests
- ⌘ Stray from protocol
- ⌘ Give preferential treatment
- ⌘ Exercise impartiality



Example #1

- BOD votes
- BOD Member secures contract for agency work

Example # 2

- Volunteerism at agency
- Volunteers = family members or spouse of agency officials



Penalties

- ⌘ Termination of current grant
(if penalty not corrected)
- ⌘ Loose future grant awards
- ⌘ Jeopardize tax-exempt status



CONFLICT OF INTEREST POLICY

EXAMPLE

Instructions: This document is intended as an aid to assist non-State entities in interest policy. It is not intended to be used verbatim, but rather to serve as a template organizations as they craft their individual conflict of interest policy. This example is considered unacceptable, and the consequences of any breaches thereof. Each user of this template should take care to make changes that reflect the individual organization's needs.

Conflict of Interest Defined:

A conflict of interest is defined as an actual or perceived interest (by a member/Board member) in an action that results in, or has the potential for, personal, organizational, or professional gain. A conflict of interest for an employee/Board member has a direct or fiduciary interest in another conflict of interest could include:

- Ownership with a member of the Board of Directors/Trustees where one or the other has supervisory authority over the other or who receives services.
- Employment of or by a member of the Board of Directors/Trustees where one or the other has supervisory authority over the other or who receives services.
- Contractual relationship with a member of the Board of Directors/Trustees where one or the other has supervisory authority over the other or who receives services.
- Creditor or debtor to a member of the Board of Directors/Trustees where one or the other has supervisory authority over the other or who receives services.
- Consultative or consumer relationship with a member of the Board of Directors/Trustees or an employee where one or the other has supervisory authority over the other or with a client who receives services.

The definition of conflict of interest includes any bias or the appearance of a conflict of interest in the decision-making process that would reflect a dual role played by a member of the organization or group. An example, for instance, might involve an employee and a Board member, or a person who is an employee or a Board member as consultants.

Employee Responsibilities:

It is in the interest of the organization, individual staff, and Board members to maintain trust and confidence in each other, to expedite resolution of problems and to minimize organizational and individual stress that can result from a conflict of interest.

Employees are to avoid any conflict of interest, even the appearance of a conflict of interest. This organization serves the community as a whole rather than a special interest group.

The appearance of a conflict of interest can cause embarrassment and jeopardize the credibility of the organization. Any conflict of interest, or the appearance of a conflict of interest is to be reported immediately.

Employees are to maintain independence and objectivity with clients, the community, and organization. Employees are called to maintain a sense of fairness, civility, ethics and personal integrity even though law, regulation, or custom does not require them.

Acceptance of Gifts:

Employees, members of employee's immediate family, and members of the Board are prohibited from accepting gifts, money or gratuities from the following:

- a. Persons receiving benefits or services from the organization;
- b. Any person or organization performing or seeking to perform services under contract with the organization; and
- c. Persons who are otherwise in a position to benefit from the actions of any employee of the organization.

Employees may, with the prior written approval of their supervisor, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. If the employee is acting in any official capacity, honoraria received by an employee in connection with activities relating to employment with the organization are to be paid to the organization.

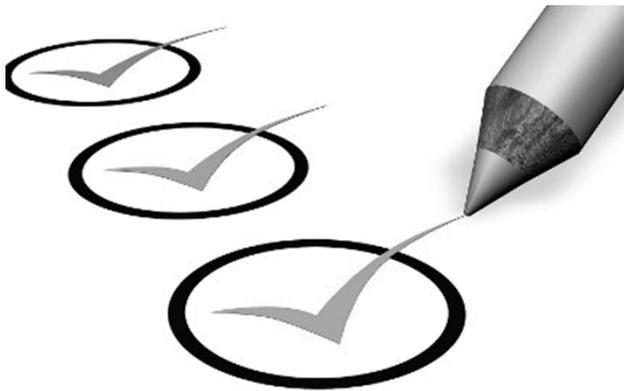
**Sample
Conflict of Interest
Policy**

Discrimination

Report occurrences based on:

- Race, Age, Color
- Religion, Gender
- National Origin or Disability

Pre-Award Requirements





Required Documents

- ⌘ Signed Grant Award & Special Conditions
- ⌘ Certifications:
 - *Lobbying, Debarment, Suspension*
 - *Drug-Free Workplace* **(non-profits)**
 - *OJP form 40616*
 - *No Over Due Taxes* **(non-profits)**
- ⌘ Conflict of Interest & Whistleblower Policies
- ⌘ EEO Certification *(if applicable)*
- ⌘ Agency Web URL
- ⌘ 500 word or less description of agency



STATE OF NORTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY
 GOVERNOR'S CRIME COMMISSION
 1201 Front Street, Suite 200
 Raleigh, NC 27609
 Telephone: (919) 733-4564 Fax: (919) 733-4625
 http://www.ncgcc.org

GRANT AWARD

Applicant: Department of Public Safety
Project Name: TEST TEST TEST TEST
Authorizing Official: Meghan Test
 sgth sth wath
Implementing Agency: State Capitol Police Division - DPS
Address: 4701 Mail Service Center
 Raleigh, North Carolina 27699-4701
Project Director: Meghan Test
 sgth sth wath
Project Number: PROJ007960
Vendor Number: 300712287
Account Manager: Ranjith Balmoori

Grant Period: 01/01/2011 - 07/06/2013

Budgets

Period	Personnel	Contractual	Travel	Supplies	Equipment	Total
Year 1	\$176.00	\$25.00	\$6,078.00	\$0.00	\$2,600.00	\$8,879.00
Year 2 (Reserved)	\$16.00	\$0.00	\$6,078.00	\$0.00	\$4,700.00	\$10,794.00
Grant with Reserve Budget Total						\$19,673.00

Source	Federal Grant #	CFDA #	% Funding	Federal Award
			100%	\$19,673.00

In accordance with the laws and regulations of the United States and the State Of North Carolina, and on the basis of the grantee's application, the Department of Public Safety hereby awards to the foregoing grantee an award in the amount above.

This grant is subject to the conditions listed in the approved grant application as well as all applicable rules, regulations and conditions, as may be described by the Department of Public Safety. Special conditions are attached to this award.

This grant shall become effective, as of the start date of the grant period listed, once this original grant award has been properly executed on behalf of the grantee and returned to the Governor's Crime Commission, attention of the Grants Management Director. The grant award must be returned within 30 days of the date the award is mailed from the Governor's Crime Commission. No alterations of any kind may be made on this grant award.

The use of the second year reserve is contingent upon the successful completion of the first year of the grant, and the timely submission of all required reports.

Authorizing Official

Signature of Authorizing Official _____ Date _____
 Meghan Test, sgth sth wath
 Name and Title of Authorizing Official

Governor's Crime Commission

Signature of Director _____ Date _____
 L. David Huffman, Executive Director
 Name and Title of Director

Project Director

Signature of Project Director _____ Date _____
 Meghan Test, sgth sth wath
 Name and Title of Project Director

This award is subject to the attached conditions, which must be signed by both the authorizing official and the project director, and returned along with this Grant Award. No alterations of any kind may be made on this grant award.

Grant Award



DEPARTMENT OF PUBLIC SAFETY
GOVERNOR'S CRIME COMMISSION
1201 FRONT STREET, SUITE 200
RALEIGH, NORTH CAROLINA 27609

AWARD CONTINUATION SHEET

GRANT

- 1 -

CRIME VICTIMS' SERVICES COMMITTEE
GRANT AWARD
SPECIAL CONDITIONS
VIOLENCE AGAINST WOMEN ACT FUNDING

SUBRECIPIENT:
GRANT TITLE:
PROJECT NUMBER: PROJ008814

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office on Violence Against Women (OVW) Financial Grants Management Guide and the current edition of Governor's Crime Commission Grant Award Packet.

The OJP Financial Guide should be used until OVW post their own financial guide online. The OJP Financial Guide can be viewed online at: www.ojp.usdoj.gov/financialguide

2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.

3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OVW Financial Grants Management Guide.

The recipient agrees to comply with the requirements of NC G.S. 143C-6-23, Use of State funds by non-State entities.

4. The recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OVW, in order to avoid violation of 18 USC § 1913. The recipient may, however, use federal funds to collaborate with and provide information to Federal, State, local, tribal, and territorial public officials and agencies to develop and implement policies to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking (as those terms are defined in 42 USC 13925(a)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program.

5. The recipient must promptly refer to the DOJ OIG and the GCC any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG and GCC by -

Mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

AND

NC Governor's Crime Commission
1201 Front Street
Suite 200
Raleigh, NC 27609

e-mail: (your Grants Mgmt. specialist)

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

Special Conditions

Authorizing Official: _____
Jack Barto

Project Director: _____
Christy Spivey



CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the attest. Applicants should also review the instructions for certification in form. Signature of this form for compliance with certification in Restrictions on Lobbying' and 28 CFR Part 67. 'Government-wide Debs Government-wide Requirements for Drug-Free Workplace (Grants).' The representation of fact upon which reliance will be placed when the Dep. covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Fedi public trans or commiss bribery, fals statements,

(a) Are not civilly charg local) with c paragraph (

(c) I have no ton had on local) termi statements explanation

B. Where th statements explanation

3. DRUG-F (GRANTEE)

As required implemte defined at 2

A. The appl a drug-free

(a) Publishi unlawfu m use of a cor workplace i employees

(b) Establis inform empl

(1) The dan

(2) The gra

(3) Any awa assistance

(4) The pen drug abuse

(c) Making in the perfo ment requir

(d) Notifin graph (a) if the employ

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 833 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (Street address, city, county, state, zip code)

As the duly authorized representative of the applicant, I hereby certify that the app

1. Grantee Name and Address:

2. Application Number and/or Project Name

4. Typed Name and Title of Authorized Representative

5. Signature

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding, States and State agencies.

Check 40617.

DRUG-F (GRANTEE)

As required implemte defined at

A. As a co in the unla sion, or u activity wil

B. If convi violation o will report of the com Programs, Washingo

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:		
Congressional District, if known: _____			Congressional District, if known: _____		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ _____		
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
(attach Continuation Sheet(s) SF-LLL, if necessary)					
11. Amount of Payment (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned			13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other, specify: _____		
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind, specify: nature _____ value _____					
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:					
(attach Continuation Sheet(s) SF-LLL, if necessary)					
15. Continuation Sheet(s) SF-LLL attached: <input type="checkbox"/> Yes <input type="checkbox"/> No					
16. Information requested through this form is authorized by the 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the fee above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Federal Use Only:				Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

Lobbying, Debarment & Suspension, Drug-Free Workplace

State Grant Certification – No Overdue Tax Debts

Instructions: Grantee should complete this certification for all state funds received. Entity should enter appropriate data in the yellow highlighted areas. The completed and signed form should be provided to Governor's Crime Commission to be attached to the contract for the grant funds. A copy of this form, along with the completed contract, should be kept by the funding agency and available for review by the Office of State Budget and Management.

Entity's Letterhead

[Date of Certification (mmddyyyy)]

To: State Agency Head and Chief Fiscal Officer

Certification

We certify that the [insert organization's name] does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1, at the Federal, State, or local level. We further understand that any person who makes a false statement in violation of N.C.G.S. 143C-6-23(c) is guilty of a criminal offense punishable as provided by N.C.G.S. 143-34(b).

Sworn Statement:

[Name of Board Chair] and [Name of Project Director] being duly sworn, say that we are the Board Chair and [Project Director], respectively, of [insert name of organization] of [City] in the State of [Name of State]; and that the foregoing certification is true, accurate and complete to the best of our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

[Board Chair]

[Project Director]

Sworn to and subscribed before me on the day of the date of said certification

(Notary Signature and Seal)

My Commission Expires: _____

If there are any questions please contact the Governor's Crime Commission's Grants Management Director at (919) 733-4564 or you may contact the North Carolina Office of State Budget and Management at NCGrants@osbm.nc.gov – (919) 796-0486.

G.S. 105-243.1 defines: "Overdue tax debt. – Any part of a tax debt that remains unpaid 90 days or more after the notice of final assessment was mailed to the taxpayer. The term does not include a tax debt, however, if the taxpayer entered into an installment agreement for the tax debt under G.S. 105-237 within 90 days after the notice of final assessment was mailed and has not failed to make any payments due under the installment agreement."

CONFLICT OF INTEREST POLICY

EXAMPLE

Instructions: This document is intended interest policy. It is not intended to be use organizations as they craft their individual considered unacceptable, and the consec use this template should take care to mak

Handout #13

Conflict of Interest Defined:

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*Establishing Effective Grant Monitoring Pr
Office of the State Auditor

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Acceptance of Gifts:

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Conflict of Interest Policy

**WHISTLEBLOWER POLICY
EXAMPLE**

Instructions: This document is intended as an aid to assist non-State entities in establishing a whistleblower policy. It is not intended to be used verbatim, but rather to serve as a template for nongovernmental organization that of the individual organ group's specific nar

**WHISTLEBLOWER POLICY
EXAMPLE**

General:

The Organization's Code of Et employees to observe high sta duties and responsibilities. As practice honesty and integrity i laws and regulations.

Reporting Responsibility:

It is the responsibility of all dire report violations or suspected v

No Retaliation:

No director, officer, or employe harassment, retaliation, or adv against someone who has rept including termination of employ enable employees and others t resolution outside the Organiz

Reporting Violations:

The Code addresses the Orgar their questions, concerns, sugg properly. In most cases, an err an area of concern. However, not satisfied with your supervis Human Resources Department approaching. Supervisors and of Conduct to the Organization' responsibility to investigate all r satisfied or uncomfortable with contact the Organization's Cor

Compliance Officer:

The Organization's Compliance complaints and allegations con senior management and/or the audit committee of the board of annually on compliance activity the audit committee, or membe

Accounting and Auditing Mat

The audit committee of the boa regarding corporate accounting shall immediately notify the aud until the matter is resolved.

Acting in Good Faith:

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality:

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations:

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Whistleblower Policy

Non-Discrimination

- No retaliation against whistleblowers
 - Provide program access to LEP population
-

- DOJ awards to Faith Based Organizations

⊘ Prohibited uses: worship, religions instruction, conversion

Dun & Bradstreet Data Universal Numbering System (DUNS)

Dun & Bradstreet
CREDIBILITY CORP

Login/Register View My Products/Services

Live Chat Cart

Establish a D&B DUNS® Build and Monitor Credit Get Credit Reports Build Business Credibility Contact Us

D&B D-U-N-S® Number Lookup

The first step in getting a D-U-N-S® number is to search for the company.
Search for a company by name and location or telephone number.

Search by Name and Address

*Company Name: Address:

City: *State:

Zip Code: *Country:

* Denotes required fields.

Search by Telephone Number (U.S. Businesses Only)

Enter the company's telephone number including area code below:

*Telephone Number:

* Denotes required fields.

<https://mycredit.dnb.com/search-for-duns-number/>

System for Award Management (SAM)

The screenshot shows the SAM website interface. At the top left is the SAM logo with the text 'SYSTEM FOR AWARD MANAGEMENT'. To the right are login fields for 'USER NAME' and 'PASSWORD', with links for 'Forgot Username?' and 'Forgot Password?'. A 'LOG IN' button and a 'Create an Account' link are also present. Below the header is a navigation menu with 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. The main content area is divided into three columns: 'CREATE USER ACCOUNT', 'REGISTER/UPDATE ENTITY', and 'SEARCH RECORDS'. Each column contains a brief description and a button. Below this is a 'WHAT IS SAM?' section with a 'Need Help?' button. Further down are sections for 'NEWS AND ANNOUNCEMENTS', 'USER GUIDES/HELPFUL HINTS', and 'FORMER CCR REGISTRANTS'. The footer contains version information, a disclaimer, and logos for GSA and USA.gov.

USER NAME **PASSWORD** **LOG IN**
[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

HOME **SEARCH RECORDS** **DATA ACCESS** **GENERAL INFO** **HELP**

CREATE USER ACCOUNT
Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.
[Create User Account](#)

REGISTER/UPDATE ENTITY
You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.
[Register/Update Entity](#)

SEARCH RECORDS
All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.
[Search Records](#)

WHAT IS SAM? [Need Help?](#)
The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is **NO** fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.

NEWS AND ANNOUNCEMENTS
We are approaching the busiest time of year. You may experience an increased processing time of up to 10 days after you submit your SAM.gov registration before it is active. Plan ahead and submit your registration well in advance of any actual contract, grant or payment deadline.

USER GUIDES/HELPFUL HINTS
Additional information, such as a full User Guide, Quick Start Guides, Helpful Hints, and Webinars are available on the HELP tab.
Service Desk
URL: <http://www.FSD.gov>

FORMER CCR REGISTRANTS
If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires updates to your Entity record(s) in order for you to be paid or to receive an award or you need to renew your Entity(s) prior to its expiration. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the Entity. To update or renew your Entity records(s) in SAM you will need to create a SAM User Account and link it to your migrated Entity records. You do not need a user account to search for registered entities in SAM by typing the DUNS number or business name into the search box.

SAM | System for Award Management 1.0
IBM v1.1149.20130801-1829
WWW1

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

GSA USA.gov

<https://www.sam.gov/portal/public/SAM/#1>

Policy on Making Awards

Eligible

- Compliance
- Required documents returned
- Funds available to GCC

NOT Eligible

- Audit findings
- SOFL
- Debarred or Suspended
- Documents not returned
- Funds not available to GCC

Financial Management

Accounting Systems and Financial Records must provide:

- ∅ Accurate & current reporting
- ∅ Internal control
- ∅ Budget control
- ∅ Allowable costs
- ∅ Appropriate documentation



****applicable to federal and matching funds****



Post Award

Availability of \$\$\$

≠ prior to start date

≠ obligate after end date

Funds reverted after 45-day close-out

Funds can be withheld if:

- Reports delinquent & unmet goals
- Non-compliance
(**Special Conditions, SOFL, SAM**)
- Improper use of \$\$\$

Reimbursement Process

- \$\$ received by reimbursement
(legislative mandate)
- GEMS entries
- Upload Proof of payment or donation
- No GEMS HOLDS

SOFL

Delinquent Program Report

SAM Registration Updated

On the SOFL??

Step 1: <http://www.osbm.state.nc.us/>

Step 2: <https://www.ncgrants.gov>

Step 3: **AFTER** Steps 1 & 2, *then* call GCC

Grant Enterprise Management System

Project Overview



WARNING!

Your organization is on the State Budget and Management Suspension of Funding List (SOFL). Reimbursements will not be paid for any grants in your organization until the SOFL hold is removed. For questions regarding SOFL, please refer to the SOFL help document.

Project Reimbursements Summary

Action	Period Dates	Paid Date	Reimbursement Requested	Match Requested	Reimbursement Approved	Match Approved	Status ▾
Review	06/01/2013 - 06/30/2013		\$0.00	\$459.72	\$0.00	\$0.00	Submitted
Review	11/22/2012 - 01/14/2013	02/04/2013	\$4,458.01	\$1,042.43	\$4,458.01	\$1,042.43	Paid
Review	11/01/2011 - 11/30/2011	03/07/2012	\$550.00	\$0.00	\$550.00	\$0.00	Paid
Review	07/01/2011 - 02/24/2012	03/14/2012	\$6,730.50	\$3,728.79	\$6,730.50	\$3,728.79	Paid
Review	11/24/2012 - 02/20/2013	04/08/2013	\$3,086.23	\$753.30	\$3,086.23	\$753.30	Paid
Review	01/01/2012 - 03/28/2012	04/25/2012	\$7,854.04	\$584.42	\$7,854.04	\$584.42	Paid
Review	02/21/2013 - 04/30/2013	07/03/2013	\$24,691.80	\$5,578.10	\$24,691.80	\$5,578.10	Paid
Review	07/02/2011 - 06/18/2012	07/11/2012	\$16,314.39	\$4,535.98	\$16,314.39	\$4,535.98	Paid
Review	06/01/2012 - 06/30/2012	08/15/2012	\$2,734.97	\$1,663.78	\$2,560.87	\$1,402.08	Paid
Review	07/01/2012 - 08/26/2012	09/24/2012	\$4,957.04	\$3,196.39	\$4,957.04	\$3,196.39	Paid



Citizen Resources

- [+ Budget Information](#)
- [+ Socioeconomic Data](#)
- [■ NCGrants](#)
- [■ NCOpenBook](#)
- [■ Population Estimates and Projections](#)

State Agency Resources

- [■ Budget Publications](#)
- [■ Memorandums](#)
- [■ Forms](#)
- [■ NC IBIS - Integrated Budget Information System](#)
- [+ Budget Systems](#)
- [■ Services for State Agencies](#)
- [■ Regulatory Analysis](#)
- [+ Program Budgeting](#)
- [■ Internal Audits](#)
- [■ Data Websites by Topic](#)
- [■ Other Agency Resources](#)
- [■ Strategic Planning](#)
- [■ Staff Directory](#)



Latest News

Tuesday, April 22, 2014

2013-15 Certified State Budget documents are now available [here](#) (in PDF).

Featured Documents

- [■ Budget Manual Updated January 2014](#)
- [■ 2013-15 Governor's Budget Summary](#)
- [■ 2013-15 Budget Support Documents](#)
- [■ Fee Report for FY 2011-12](#)
- [■ Budget Instructions for 2013-15 biennium](#)
- [■ Disaster Recovery Guide](#)
- [■ LINC](#)
- [■ Census](#)
- [■ State Demography](#)
- [■ State Data Center](#)
- [■ Statewide Information Technology](#)
- [■ News](#)
- [■ Events](#)

Recent Releases

[April 2014, Week 4 Suspension of Funding memo \(04/21/2014\) and Excel spreadsheet](#)

[2013-14 Budget Management Initiatives memo \(03/27/2014\)](#)

[Annual Fee Collections for FY 2012-13 Report memo \(02/05/2014\) and Contact List](#)

[Capital Budget Preparation Instructions for FY 2014-15 memo \(02/04/14\) and NGF Capital Budget Request Form](#)

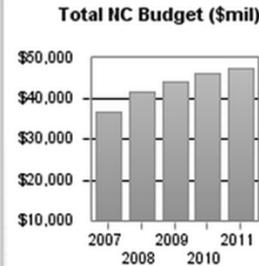
[Instructions for FY 2014-15 Budget Preparation memo \(12/12/13\)](#)

Events and Training

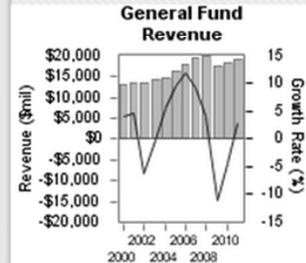
[Online IBIS Training Materials](#)
User guides and online tutorials are available [here](#).

[Internal Audit Trainings](#)
Internal Audit trainings available. See full postings under Professional Development.

Data Highlights



Click on chart for larger version and additional indicators



Click on chart for larger version and additional indicators





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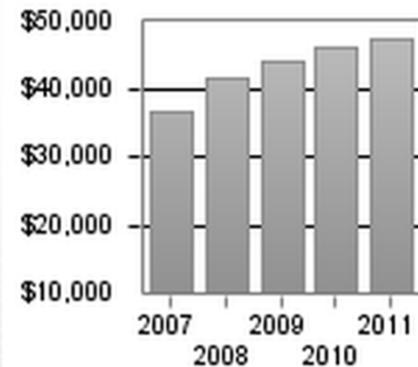
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Internal Audit Trainings

Internal Audit trainings available. See full postings under [Professional Development](#).

Data Highlights

Total NC Budget (\$mil)



GRANTEE LEGAL NAME	TAX ID	FYE	GRANTING AGENCY	GRANT TITLE	GRANT ID	CONTRACT NUMBER	SUSPENSION DATE	SUSPENSION REASON
ATC/VANCOM Inc.	364119560	June	Transportation	None		None	12/31/2007	Manual Suspension - missing reports prio
Abundant Life Deliverance Outreach	562242931	Jun-12	Public Health	Summer Food Service Program 2011	36078	G202B0910311CNP	3/1/2013	Automatic Suspension - Public Health
Acada Home Inc.	561983200	Jun-11	Administration	Marriage License Fees	32600	G20130000611MLF	3/1/2012	Automatic Suspension - Administration
Acada Home Inc.	561983200	Jun-12	Administration	Marriage License Fees	32600	G20130000611MLF	3/1/2013	Automatic Suspension - Administration
Acada Home Inc.	561983200	Jun-11	Administration	Sexual Assault 2011	32113	G20131000411SAP	3/1/2012	Automatic Suspension - Administration
Accept WC	412239186	Dec-09	Public Health	Summer Food Service	26851	G202B0885309CNP	9/1/2010	Automatic Suspension - Public Health
Accept WC	412239186	Dec-10	Public Health	Summer Food Service	26851	G202B0885309CNP	9/1/2011	Automatic Suspension - Public Health
Accept WC	412239186	Dec-10	Public Health	Summer Food Service	31949	G202B0885310CNP	9/1/2011	Automatic Suspension - Public Health
Action For Children	581534066	Jun-11	Department of	Juvenile Accountability	30439	g20471670710jbg	3/1/2012	Automatic Suspension - Department of P
Action For Children	581534066	Jun-12	Department of	Juvenile Accountability	30439	g20471670710jbg	3/1/2013	Automatic Suspension - Department of P
Ada Jenkins Families and Careers	561927067	Jun-12	Public Health	Community Capacity Building to Eliminate	35681	-	3/1/2013	Automatic Suspension - Public Health
Affordable Housing	561732129	Jun-09	Department of	Violence Against Women	16967	G20471482007VAW	3/1/2010	Automatic Suspension - Department of P
Afterschool Arts	566000564	Jun-09	Public	21st CCLC	33567	G200800A5311CCL	3/1/2010	Automatic Suspension - Public Instructio
Afterschool Arts	566000564	Jun-11	Public	21st CCLC	33567	G200800A5311CCL	3/1/2012	Automatic Suspension - Public Instructio



Grants

Help



copyright State of North Carolina

NC Office of State Budget and Management
Office of the Governor
NCGrants@osbm.nc.gov
(919) 807-4795



NC GRANTS

NCGrants.gov is the state's one stop resource on grants - providing online reporting access for grant recipients, and grant information and resources for the general public, grant seekers, grant recipients and state agencies.

Online Reporting for Grantees

A primary function of NCGrants.gov is to help State granting agencies and grant recipients manage all grant funds in accordance with GS 143C-6. These statutes cover the disbursement and use of State funds to non-State entities, including federal funds that flow through the State. Through NCGrants.gov, grantees file required reports online and state agencies monitor and review grantees for compliance with state requirements.

[Login](#) to NCGrants.gov or go to the [Help](#) page for further information and assistance.

Grant Opportunities

To search for information on grant opportunities, visit the Community Resource Information System (CRIS), a resource for local governments, small businesses, nonprofit organizations, state agencies, legislators, and citizens to quickly locate sources for government grants and other types of assistance.

To find funding opportunities available through the American Recovery and Reinvestment Act, please visit NC Recovery.

Public Information

NCGrants.gov is designed to facilitate compliance with Governor Perdue's Executive Order No. 4, which created NC OpenBook, a single, searchable website on State spending for grants and contracts. Grant information tracked and reported through NCGrants.gov is made available to the public through NC OpenBook.



NC GRANTS

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[PUBLICATIONS
& REPORTS](#)

[TRAINING](#)

[CONTACT US](#)

[HELP](#)

[LOGOFF](#)

Logged in as JAMELLEWHITE (- 19)

ACT AS GRANTEE

USING GRANTEE DROPDOWN

Grantee

USING GRANTEE TAX ID

Grantee Federal Tax ID:

▸ Grants

[View Grantee Reports](#)

[Add Grantee](#)

[Edit/Update Grantee Details](#)

[Add/Modify Grantee](#)

[Contact/Location](#)

[Award Grant](#)

[Edit Grant](#)

[Grant Payments](#)

[Agency Reports](#)

▸ [Help](#)

IMPORTANT: the oldest "Not Submitted" reports should always be submitted first.

 - No Disbursements
  - Not Submitted
  - Submitted/Work In Progress
  - Rejected
  - Approved

Reports for your current fiscal year will not generate until your fiscal year ends. Please log back in once your fiscal year ends to complete any new reports.

2012 - LEVEL 1			
Agency	Grant	State Grants Compliance Reporting: < \$25,000	Certification Form
Public Safety	Victims of Crime Act 2010-27844	 Not Submitted	 Not Submitted

2011 - LEVEL 1			
Agency	Grant	State Grants Compliance Reporting: < \$25,000	Certification Form
Public Safety	Victims of Crime Act 2010-27844	 Approved	 Approved

2010 - LEVEL 2					
Agency	Grant	State Grants Compliance Reporting: >= \$25,000	Program Activities and Accomplishments Report	Schedule of Receipts and Expenditures	Certification Form
Public Safety	Victims of Crime Act 2010-27844	 Approved	 Approved	 Approved	 Approved

2009 - LEVEL 1			
Agency	Grant	State Grants Compliance Reporting: < \$25,000	Certification Form
Public Safety	Victims of Crime Act 2010-27844	 Approved	 Approved

**NC Office of State Budget and Management
Office of the Governor
NCGrants@osbm.nc.gov
(919) 807-4795**

**Expense
Reimbursement
Documentation**

CONTRACTUAL

Support Doc #	Description	Quantity	Total Cost (Federal + Match)	Funds (Federal Amount)	Match (Subrecipient Contribution)
1C	Donaldson, Inc	20 hrs	250.00	\$0	\$250.00
2C	Therapist 1	14 hrs	\$75.00	\$50.00	\$25.00
Total Cost			\$325.00	\$50.00	\$300.00

Instructions:

1. **Support Docs:** Attach relevant bill/receipt/invoice/timesheet and proof of payment (copy of check, copy of bank statement showing debit against subrecipient's account)
2. **Description:** Enter line item from the approved budget for the contracted service provided (i.e., Therapist, Janitorial Service, Counselor)
3. **Quantity:** Enter the number of hours of service provided; provide a copy of the invoice that outlines services rendered
4. **Funds:** Enter total amount of expense incurred (federal amount plus match contribution amount)
5. **Match:** Enter total match associated with each service (where applicable)
6. |

Approval: Contracts MUST be submitted to the GCC Grant Administrator prior to any work beginning in order for expenses to be consideration for reimbursement

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
4 (1 YOUTH)	Life Skills Sessions (16 weeks) [\$100.00 per week@ 13 weeks] Work Readiness Sessions (5 sessions)	\$1,600.00 \$400.00	\$200.00
4 (2 YOUTH)	One-on-One Mentoring/Empowerment (8wk)	\$700.00	700.00
42	Intake/Orientation & Case Management Services: Home Visits, Planning Meetings, School Visits, Outreach Activities	\$15.00/hr.	<u>630.00</u>
			\$1530.00

EQUIPMENT

Support Doc #	Description	Quantity	Total Cost (Federal + Match)	Funds (Federal Amount)	Match (Subrecipient Contribution)
A	Laptop computer	1	\$500	\$375.00	\$125.00
B	Viper in-car radios	3	\$9255.00	\$6941.25	\$2313.75
Total Cost			\$9755.00	\$7316.25	\$2438.75

Instructions:

1. **Support Docs:** Attach bill/receipt/invoice and proof of payment (copy of check, copy of bank statement showing debit against subrecipient's account)
2. **Description:** Enter line item from the approved budget (i.e., computer, weapon, printer)
3. **Quantity:** Enter the number of items purchased for each line item in the approved budget; provide a copy of the corresponding invoice or receipt
4. **Funds:** Enter total amount of expense incurred (federal amount plus match contribution amount)
5. **Match:** Enter total match associated with each service (where applicable).
6. A **Property Control Record** must be completed for all equipment, regardless of cost
7. **Pictures** of each item purchased must be provided and submitted with the Property Control Record (Recommendation: photograph equipment upon receiving shipment or purchase prior to distribution for items that will be distributed to multiple staffers such as computers, weapons...)
8. **Purchasing/Procurement Policy:** A copy of the agency's should be uploaded to Project Attachments (expenses will not be processed until this Policy or the agency's official protocol has been uploaded to Project Attachments)

Travel

Support Doc #	Description	Quantity	Total Cost (Federal + Match)	Funds (Federal Amount)	Match (Subrecipient Contribution)
T1	Client Transport (Taxi Service)	150	\$300.00	\$0	\$300.00
T2	Abbey Jones	100	\$55.00	\$55.00	\$0
Total Cost			\$355.00	\$55.00	\$300.00

Instructions:

1. **Support Docs:** Attach bill/receipt/invoice and **proof of payment** (copy of check, copy of bank statement showing debit against subrecipient's account)
2. **Description:** Enter line item from the approved budget (i.e., Staff mileage, per diem, lodging, client travel...)
3. **Name:** List name(s) of employee/volunteer as provided on supporting documentation
4. **Quantity:** Enter the number of months or hours being reported for each line item
5. **Funds:** Enter total amount of expense incurred (federal amount plus match contribution amount)
6. **Match:** Enter total match associated with each service (if applicable; not all line items are match associated)
7. **Travel Policy:** A copy of the agency's **Travel Policy** should be uploaded to Project Attachments (expenses **will not be processed** until this Policy has been uploaded to Project Attachments)

EXPENSES MAY NOT EXCEED THE STATE'S ESTABLISHED RATES

8. **Travel Logs:** List dates of travel, traveler's name, starting location, destination, purpose for travel, total miles traveled, rate of pay per mile

**STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT**

Effective Date July 1, 2013

Updated January 1, 2014

	<u>In-State</u>	<u>Out of State</u>
Breakfast	\$ 8.20	\$ 8.20
Lunch	\$ 10.70	\$ 10.70
Dinner	\$ 18.40	\$ 20.90
Lodging (actual, up to)	<u>\$ 65.90</u>	<u>\$ 77.90</u>
Total	\$103.20	\$117.70

Match

- ∅ Types: Cash, In-Kind: donations
- ∅ Documentation required
- ∅ Costs must be allowable
- ∅ Cannot be Federal \$\$
- ∅ Must be relevant to project & pro-rated
- ∅ Must be reported in grant period

Overmatch = 

Program Income

- Registration fees from grant-funded project
- Report it
- Use for grant project
- Subject to same regulations

Adjustments

☞ **Request through GEMS**

☞ **Changes/Modifications:**

☞ Budget

☞ BOD/Personnel

☞ Location

☞ Scope

☞ Increase/Decrease award amount

☞ Extension (end date)

Prior Approval

- Consultant Expenses (maximum limit: \$650 per day or \$81.25 per hour)
- Out-of-State Travel
- All Conferences (**in-state and out-of-state**)

Copyright

GCC has the right to:

- Reproduce, publish and use documents printed using grant funds

You must:

- Acknowledge OJP and GCC on printed documents
- Include Federal Award No.

Property & Equipment

- ∅ Assess need for equipment
- ∅ **YOU MUST** verify vendor's status
(debarred or not?)
- ∅ Bidding vs. Sole Source
- ∅ Provide Procurement/Purchasing Policy
- ∅ GCC does not replace or repair
- ∅ Property Control Record & Pictures
- ∅ Ownership: Title depends on continued use of equipment
- ∅ No stockpiling

Supplemental State
Equipment Requirements

Capitalization/Classification Policy

Effective Date:

7/1/95
6/29/98, Revised
1/22/07, Revised
7/1/09, Revised

Policy:

A capital asset is property, such as land, land improvements, easements, buildings, equipment, works of art and historical treasures, and infrastructure, with a cost equal to or greater than \$5,000 and a useful life of two or more years. Capital assets are acquired for use in normal operations and are not for resale. These assets may be subject to depreciation (see [Depreciation](#)). Exceptions to the \$5,000 capitalization threshold will require written approval by the Office of the State Controller (OSC).

Assets costing below \$5,000 are expensed; they are not capitalized nor depreciated for financial reporting purposes. A physical inventory will be taken of inventoried assets at least once a year at the same time the capitalized fixed assets are inventoried (Physical Inventory).

Intangible assets, which are generally classified as capital assets, have a separate capitalization threshold (see [Intangible Assets Policy](#)).

Accounting Guidance:

Costs incurred to keep a fixed asset in its normal operating condition that do not extend the original useful life of the asset or increase the asset's future service potential, are not capitalized. These costs are expensed as repairs/maintenance (see [Maintenance](#)).

According to GAAP, capital assets should be recorded at historical cost or estimated historical cost. Cost includes purchase price or cost of construction plus any other charges incurred to place the asset in its intended location and condition for use. Examples of other charges include, but are not limited to:

- legal and title fees
- appraisal and negotiation fees
- surveying fees
- other closing costs
- damage payments
- land-preparation costs
- demolition cost
- architect and accounting fees
- insurance premiums during the construction phase
- transportation charges
- interest cost incurred during construction of the asset

Donated assets should be recorded at their fair market value on the date donated. The fair market value is the estimated amount at which the asset would be exchanged between a willing buyer and seller when neither is forced into the exchange. Both parties should have knowledge of all facts and consider it an equitable exchange.

In-house resources such as labor, materials, and supplies used from General Services should also be included as part of the cost of the asset. Capitalize the costs as if outside sources were used.

Once capital assets are recorded, any adjustment to the values or useful lives requires management authorization.

State Controller's Office regs

...just a few
more...

Classification:

According to the Governmental Accounting Standards Board (GASB), the classification of capital assets depends upon the funds used to purchase them:

"A clear distinction should be made between general capital assets and capital assets of proprietary and fiduciary funds. Capital assets of proprietary funds should be reported in both the government-wide and fund financial statements. Capital assets of fiduciary funds (and similar component units) should be reported only in the statement of fiduciary net assets. All other capital assets of the governmental unit are general capital assets. They should not be reported as assets in governmental funds but should be reported in the governmental activities column in the government-wide statement of net assets" (prepared by OSC). (GASB Sec 1400)

http://www.ncosc.net/sigdocs/sig_docs/documentation/policies_procedures/sigCapitalizationClassification_Pol.html

Physical Inventory Policy

Effective Date:

7/1/95

1/22/07, Revised

Policy:

A physical inventory of capitalized and inventoried fixed assets is taken to verify that assets recorded are physically located in an agency. Inventories are taken at least annually.

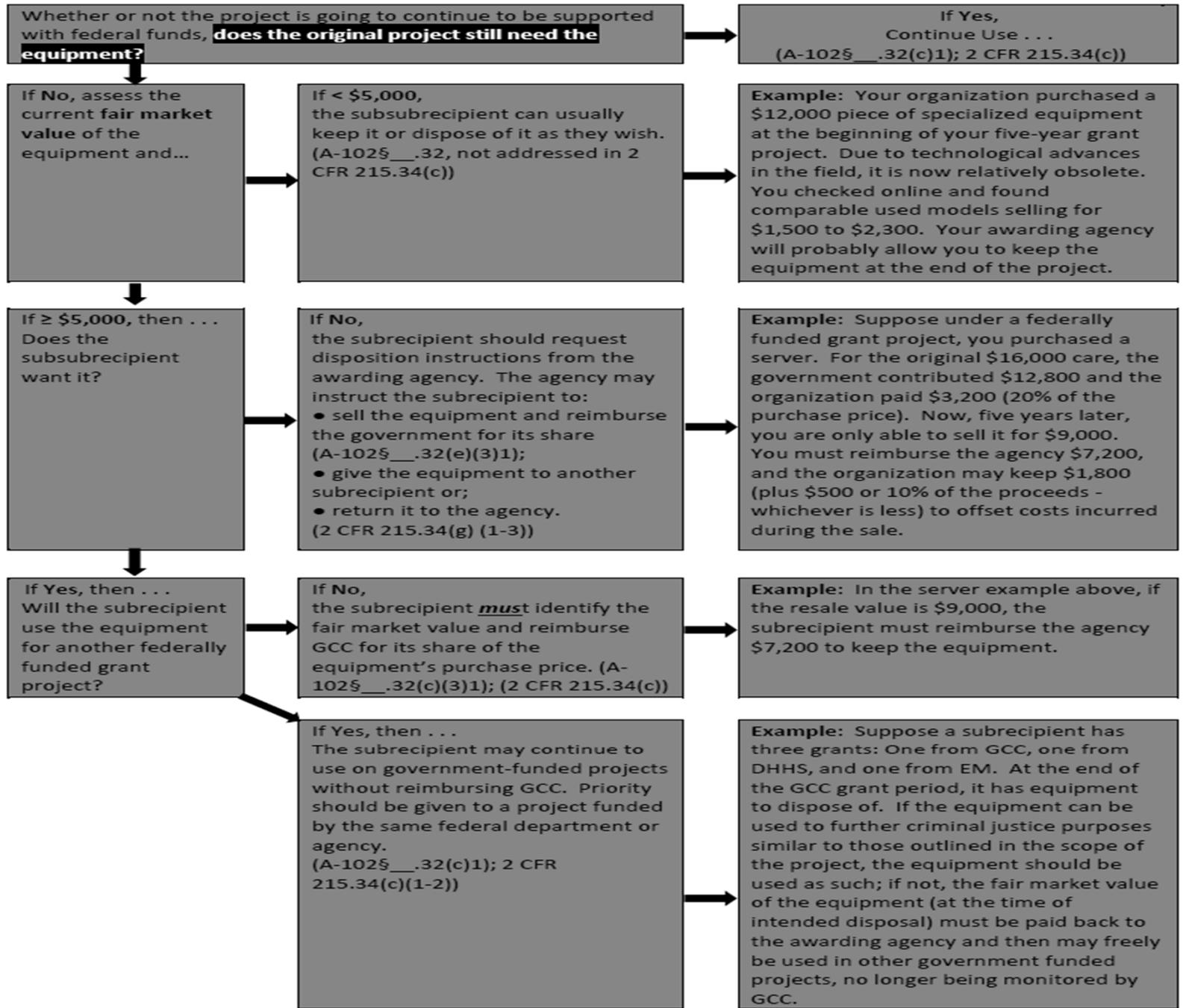
The inventory is taken by someone who does not have custody of the assets, nor responsibility for receiving, checking in, tagging, and recording the assets (see Separation of Duties).

If a capitalized or inventoried asset is missing at inventory, the Missing Asset Form is completed to document the reason for the missing asset (see Missing/Stolen Assets).

It is recommended that a physical inventory of capitalized assets and inventoried items be taken each time there is a change at a management or supervisory level that has responsibility for the assets. The out-going and in-coming supervisor/manager should sign the Physical Inventory Worksheets. The signatures indicate they both know where the assets are located and that the count is accurate. It is kept on file in accordance with internal policies.

http://www.ncosc.net/sigdocs/sig_docs/documentation/policies_procedures/sigPhysical_Inventory_Policy.html

***New GCC - Equipment Disposition Guidance Chart**



Verify Status of Vendor

✓ NC DOA Debarred Vendors

<http://www.pandc.nc.gov/>

✓ SAM

<https://www.sam.gov/>

Print results and upload to GEMS!



USER NAME PASSWORD

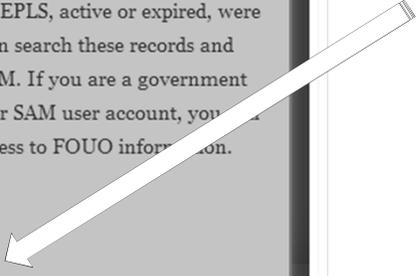
[Forgot Username?](#) [Forgot Password?](#)

[Create an Account](#)

- HOME
- SEARCH RECORDS
- DATA ACCESS
- GENERAL INFO
- HELP

ALERT: You may notice intermittent issues when searching in SAM. If no results are returned after a search, please try again in a few minutes.

<p>CREATE USER ACCOUNT</p> <p>Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.</p> <p><input type="button" value="Create User Account"/></p>	<p>REGISTER/UPDATE ENTITY</p> <p>You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.</p> <p><input type="button" value="Register/Update Entity"/></p> <p>Submitted a SAM registration? <input type="button" value="Check Status"/></p>	<p>SEARCH RECORDS</p> <p>All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.</p> <p><input type="button" value="Search Records"/></p>
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WHAT IS SAM?

The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is **NO** fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.

NEWS AND ANNOUNCEMENTS

Open Dialogue on Improving Federal Procurement- The Chief Acquisition Officers Council is looking for ideas on how to identify the greatest barriers and burdens to contracting with the Federal government and ways to reduce or eliminate those barriers. Please join the conversation to share your thoughts and ideas by visiting www.cxo.dialogue.cao.gov through May 5, 2014. The dialogue may also be accessed

USER GUIDES/HELPFUL HINTS

Additional information, such as a full User Guide, Quick Start Guides, Helpful Hints, and Webinars are available on the **HELP** tab.

Service Desk
 URL: <http://www.FSD.gov>
[Learn](#) how to check your SAM entity registration status.

FORMER CCR REGISTRANTS

If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires updates to your Entity record(s) in order for you to be paid or to receive an award or you need to renew your Entity(s) prior to its expiration. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the Entity. To update or renew your Entity records(s) in SAM you will need to create a SAM User Account and link it to your migrated Entity records. You do not need a user account to search for registered entities in SAM



Division of Purchase and Contract



[Training & Compliance](#)

[Procurement Rules](#)

[P&C Resources and References](#)

[Related Sites](#)

[Contact Us](#)

Welcome to Purchase & Contract

P&C Information Frequently Accessed



"Statewide Contracts"

- Debarred Vendors
- Qualified Products Lists (QPLs)
- Standard Specification and Questionnaire Listing
- Term Contract Alphabetical / Key Word Listing
- Term Contract Numerical Listing
- Weekly Fuel Pricing



"Agency Specific Contracts"

- Agency Specific Contract Alphabetical / Key Word Listing
- Agency Specific Contract Numerical Listing (by Commodity Code)



"Training & Compliance"

- 2014 Course Schedules
- Course Overviews
- New Student Registration Form



"Other Information"

- Access IPS, the Interactive Purchasing System
- Alphabetical Listing of IPS Categories and the NIGP Commodity Classes Assigned
- NC E-Procurement @ Your Service
- NIGP 5 Digit Alphabetical Commodity Code Listing
- NIGP Commodity Codes
- Purchase & Contract Administrative Code



Main Office: 919-807-4500

Mailing Address:
1305 Mail Service Center
Raleigh, NC 27699-1305

Allowable Costs



Costs must be:

Allowable

Reasonable

Allocable

Necessary

Examples:

Printing & Publication (**acknowledgements**)

Website maintenance

Pre-employment expenses (**drug testing...**)

Technology upgrades

Contractual fees (**prior approval**)

Overtime/salaries/wages & benefits

Lodging & per diem (**not to exceed State rate**)

Rent/lease (**update agreement annually**)

Allowable Costs

Food



- CACs
- DV & SA Residential Shelters
- After School Programs
- Culinary Funded Projects

All other food is unallowable per OJP



Unallowable Costs



Food and Beverages

∅ No grant related \$\$\$ can be used

∅ staff meetings

∅ volunteer meetings

∅ conferences or trainings



Examples:

Fundraising

Purchase of land

Tax (state & local)

Fines, Penalties, Late Fees

Stipends or Honorariums, Bonuses

...more **Examples:**

Gifts, Gift Cards, Gas Cards

Common Area Maintenance Fees

Sporting, Entertainment/Amusement Parks

Passports, Tips, Alcoholic Beverages

Costs incurred outside the grant period

Call if you are unsure BEFORE the cost is incurred.

Retention & Access

- FIVE YEARS
- Open longer if being audited
- Maintain each award individually
- Protect records from water & fire damage



Sanctions: Non-Compliance

- ∅ Temporarily withhold reimbursements
- ∅ Disallow all/part of the cost
- ∅ Wholly/partly suspend/terminate current award
- ∅ Withhold further awards
- ∅ Legal remedies

Termination

- Notification in writing
- Reason for termination
- Reasonable time to stop project
- Seek support from other sources
- Programmatic reports still required



Closeout

- ∅ 45-days after grant end date
- ∅ **DO NOT** obligate \$ after end date
- ∅ No final payment without **ALL** program reports
- ∅ Day 46 = reversion of \$\$ not obligated

Refunds to GCC

Brief memo:

- PROJ00_ _ _ _
- Name of Project & Project Director
- Reason for refund
- List relative budget line items
- Check made payable to: NC DPS
- Mail check to: GCC

Audit Requirements

- ∅ **Single Audit threshold increased to \$750k**
- ∅ Send Single Audit reports to the NC State Auditor's office **AND:**

Jamelle White

Department of Public Safety

Controller's Office

4220 MSC

Raleigh, NC, 27699-4220

Audit Requests

Send request to your GCC Account Manager

Include:

- PROJ00_ _ _ _ & Project Name
- E-mail address for GCC staff to send information

GRANT AWARD

Project Name:	TEST TEST TEST TEST
Implementing Agency:	State Capitol Police Division - DPS
Project Director:	Meghan Test sgth sth wath
Project Number:	PROJ007960
Account Manager:	Ranjith Balmoori



<http://www.ncgccd.org>

Questions ???