

**Criminal Justice
Improvement
Committee**



North Carolina Department of Public Safety
Governor's Crime Commission

Pat McCrory, Governor

L. David Huffman, Executive Director

Equipment Certification
 for all GCC Funding

Authorizing Agency	
Implementing Agency	
Project Name	
Project Number	
Project Director's Name	
Phone # and E-mail Address	

I, the undersigned, certify that the equipment approved in the above-referenced grant was purchased and installed in compliance with the grant.

The completed Property Control Record and pictures have been uploaded to GEMS.

 , Project Director Date

Please sign, date and upload to GEMS.

MAILING ADDRESS:
 4234 Mail Service Center
 Raleigh, NC 27699-4234
www.ncgcc.org
www.ncdps.gov



OFFICE LOCATION:
 1201 Front St.
 Raleigh, NC 27609
 Telephone: (919) 733-4564
 Fax: (919) 733-4625



North Carolina Department of Public Safety

Governor's Crime Commission

1201 Front Street Raleigh, NC 27609

Telephone: (919)733.4564 Fax: (919)733.4625

<http://www.ncgccd.org>

Property Control Record

This form should be used to inventory all equipment purchased during the life of the grant.

Authorizing Agency

Implementing Agency

Project Name

Project Number

Project Director's Name

Phone # and E-mail Address

Equipment Information

Item Description:

Serial/other identification No.:

Date Transaction Completed:

Date Equipment was Acquired:

Cost:

Vendor:

Location of Equipment:

Assigned to:

Purpose of Equipment:

Purchased by:

Insurance Coverage:

Item Description:

Serial/other identification No.:

Date Transaction Completed:

Date Equipment was Acquired:

Cost:

Vendor:

Location of Equipment:

Assigned to:

Purpose of Equipment:

Purchased by:

Insurance Coverage:

Item Description:

Serial/other identification No.:

Progress Report

Must be submitted annually

FUNCTIONS

For Grantee:

- ∅ internal assessment of project accomplishments

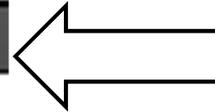
For GCC:

- ∅ evaluation by Project Director of the grant's progress
- ∅ information required for GCC report to U.S. D.O.J.

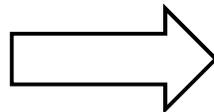
NOTE: When filling out this report, please explain thoroughly. No one word answers!

Project Management
Project Overview
Project Attachments
Expense Reimbursement
Budget Adjustment
Notice of Implementation
Project Progress Reports

Select the **Project Progress Reports** navigation link



From the **Create Report** table, select the **Project Progress Report** you want to create



Project Progress Reports		
Report Name	Submitted On	Status
Project Progress Report (08/01/2010 - 07/31/2011)	03/27/2012	Modifications Complete

Create Report	Due Date
Project Progress Report (06/01/2012 - 04/30/2013)	5/31/2013
Project Progress Report (05/01/2013 - 04/30/2014)	5/31/2014
Project Progress Report (05/01/2014 - 06/30/2014)	7/30/2014

Enter the accomplishments during the given period for each Project Objective.

Project Progress Report (06/01/2012 - 04/30/2013)

Project Name:	Training Project - 10/01/2012
Project Number:	100-000000000000
Organization Name:	Department of Crime Control and Public Safety
Implementing Agency:	100 Unit Support Team (WR012)
Project Director:	Greg Jones
Phone:	416-733-4477
Email:	gjones@100-000000000000.org

Objective 1 Objective 2 Objective 3 Activities General Comments

Project Objective

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Performance Measure

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Evaluation Method

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Previous Results

Objective 1 initial results for the period 08/01/2010 - 07/31/2011

Results For This Report Period* (Max 446/2000 characters)

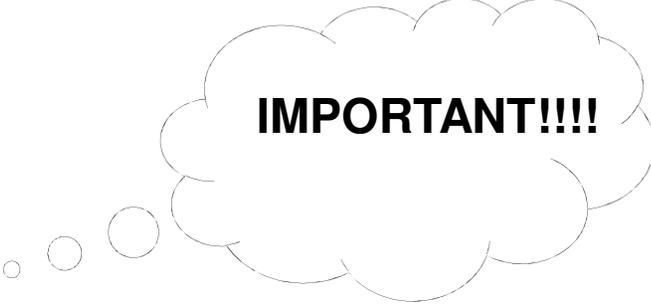
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |

Grant Management Reports Due...

All grant awards are contingent on receipt by GCC of 2014-2015 Federal funds. Grant start and end dates are subject to change based on the date we receive those funds. Changes in the specifics will be communicated to you by your Grants Management Specialist (GMS):

Expense Reimbursements	Monthly
Notice of Grant Implementation	Due within 60-days of the grant start date <i>(as listed on the Grant Award)</i>
Budget Adjustment Requests	As needed by grantee
Property Control Record	Lists all purchased equipment along with final progress report, prior to approval of final expense reimbursement.
Expenditure Forecasts	Upon request of your GMS

Standard Grant Conditions (SGC)



IMPORTANT!!!!

- ⌘ Grantees must provide their Procurement or Purchasing Policy
- ⌘ Equipment vendors must provide proof that they are not debarred or suspended from receiving state and/or federal funds
- ⌘ **GCC does not** reimburse sales tax:
 - only report expenses stopping at the subtotal should be submitted for reimbursement. All entities may however claim a refund from the State for sale tax

Tasers and Non-Lethal Weapons

All LEAs that purchase non-lethal taser devices must present the following to their assigned Grants Management Specialist within the first 90-days of implementation of the grant:

- complete list of all Personnel to whom tasers will be issued
- copy of each officer's **Certification** verifying completion of taser training
- copy of the agency's **Procurement Policy** must be submitted to GCC *prior to* purchases.
- copy of each agency's **Use Of Force Policy**, and the Departmental protocol for the use of non-lethal weapons

Bulletproof Vest Purchases

- ∞ As with BVP Grants, grantees that wish to purchase vests with JAG funds **must certify** that law enforcement agencies receiving vests have a written **“Mandatory Wear” Policy** in effect for all uniformed officers while on duty.
- ∞ This policy must be in place for at least all uniformed officers **before** any funding can be used by the agency for vests. There are no other requirements regarding the nature of the policy.
- ∞ Certification of **“Mandatory Wear” Policy must be received** by GCC within **30-days** of grant implementation & received prior to purchase of vests.
- ∞ Bulletproof Vests must be American made.
- ∞ A **Mandatory Wear Concept and Issues Paper** and **Model Policy** are available by contacting the BVP Customer Support Center at vests@usdoj.gov or toll free at 1-877-758-3787.



Global Justice Information Sharing Initiative

US DOJ, OJP

Agencies that receive receives JAG funds that support the exchange of justice information must comply with DOJ's Global Justice Information Sharing Initiative guidelines and recommendations.

Requirements of this grant condition are described at:

http://www.it.ojp.gov/gsp_grantcondition

Grantees must document their planned approach to information sharing, describe compliance to the GSP and have an appropriate privacy policy that protects shared information or provides detailed justification for why an alternative approach is recommended.

**Program Performance
Measures for
Justice Assistance Grant
(JAG) Programs**

Performance Measurement Tool (PMT)

Federal statutes **REQUIRE** PMT reports be submitted on-line directly to BJA, in a timely manner.

- ⌘ A copy **must** be provided to the assigned Grants Management Specialist.
- ⌘ GCC Planning Staff must then compile & enter its own compilation report to BJA.
- ⌘ Failure to observe these conditions and deadlines may result in **immediate suspension** of grant funds and may endanger the State's entire allocation.

Submitting the On-line PMT Report

www.bjaperformancetools.org

- You will need a two (2) USER IDs and PASSWORDs to submit the PMT report for **each individual grant project.**
- GCC will provide the first USER ID and PASSWORD prior to the end of the first quarter.



Step 1: Log In

Subrecipient-Level Data Entry

BJA Performance Tools

Performance Measurement Tool (PMT)

The BJA Performance Measurement Tool supports BJA grantees ability to identify, collect, and report performance measurement data on activities funded by their award. After logging in, you will be able to:

- Report Data
- Create a report ready for the Grants Management System (GMS)

You must be a grantee of BJA to obtain a user ID and password to access these features. If you need a user ID or have questions or any problems; please feel free to contact the help desk staff at BJAPMT@csrincorporated.com

Login

Enter your User ID and Password to sign in.

User ID:

Password:

BJA Training and Technical Assistance Tool (TTARS)

The BJA Training and Technical Assistance Tool helps BJA grantees do the following:

- Add training and technical assistance events
- Report on activity related to these events

If you would prefer to just browse the calendar, you can launch the calendar using the button below:

 [Click here to browse the calendar](#)

You must be a grantee of BJA to obtain a user ID and a password to access these features. If you need a user ID or have questions or any problems, please feel free to contact the help desk staff at BJATools@csrincorporated.com

Enter your user ID and password (provided by your grantor) to enter the system.

The BJA Performance Tools system is composed of 2 online reporting tools that support BJA grantees: the Performance Measurement Tool and the Training and Technical Assistance Reporting System.

BJA's New User Management Feature

All PMT users must now add a new secondary User ID and Password

Log on to <https://www.bjaperformancetools.org> with the User ID (ex. NC____G) and Password emailed to you by GCC

1. Enter your e-mail address as your **new** User ID
2. Create a new unique Password
3. Select and answer three Security Questions

If you forget your password...Go to the website and Enter your *new* User ID / e-mail address

Select “**Forgot Password**”

Answer your **Security Questions**

A link to reset your Password will be sent to your e-mail address

Click on the link and **follow the prompts** to create a new Password.



Step 2: Information and Resources Screen

Subrecipient-Level Data Entry

The screenshot shows a web application interface. At the top is a navigation bar with the following items: Information & Resources (highlighted with a black box), Profile, Awards, Help, and Log Out. Below the navigation bar is the main content area titled "Information and Resources". It contains a window titled "ARRA JAG" with a plus sign in the top right corner. The window content includes: "Welcome to the BJA Performance Measurement Tool!", "CONTACT US - 1-888-252-6867 or bjapmt@csrincorporated.com", "RESOURCES:", "[Subrecipient PMT User's Guide](#)", and "[JAG PMT INDICATOR GRID](#)". Below the window is a "Continue" button. At the bottom of the page is contact information: "For more information contact BJAPMT@csrincorporated.com" and "Toll-free Technical Assistance Helpdesk Number: 1-888-252-6867".

Information & Resources Profile Awards Help Log Out

Information and Resources

ARRA JAG

Welcome to the BJA Performance Measurement Tool!

CONTACT US - 1-888-252-6867 or bjapmt@csrincorporated.com

RESOURCES:
[Subrecipient PMT User's Guide](#)
[JAG PMT INDICATOR GRID](#)

Continue

For more information contact BJAPMT@csrincorporated.com
Toll-free Technical Assistance Helpdesk Number: 1-888-252-6867

Navigation bar: Appears on all screens to help switch between different screens in the system

This screen contains information about PMT reporting for subrecipients. Click the plus sign to expand the box.

All screens have contact information for the helpdesk. Your grantor should be contacted first.



BJA BUREAU OF JUSTICE ASSISTANCE

Notice to PMT Users

IMPORTANT NOTICE! A new "Unique User Management" feature is now available and required to access the system. The objective is for all users of the system to have their own unique User ID and Password and have the option to reset their password through a new "Forgot Password" feature. For more information and instructions, click [HERE](#).

Questions? Contact the PMT help desk at 1-888-252-8867.

After you have created a new unique user account, your e-mail address becomes your new User ID. To reset your Password if you forget it, enter your e-mail address and select 'Forgot Password'.

Login

Please select your email address

Enter your User ID and Password to sign in.

User ID:

Password:

Application:

PMT Login:

Email:

This is the new page through which your unique secondary user ID and password will be set

Should you forget your password, click on the "Forgot Password" button for help in getting a new one.



BJA BUREAU OF JUSTICE ASSISTANCE

[Information & Resources](#)

[Profile](#)

[Awards](#)

[Help](#)

[Log Out](#)

Information and Resources

Please be aware that your **session will time out 30 minutes after you stop saving data**. To avoid reentering data, click the "save" button before leaving the system unattended or when you're finished entering data.

JAG

Welcome to the BJA Performance Measurement Tool!

If you have a technical question about use of the PMT, please contact the helpdesk at the number below. Questions about the grant program or your award should be directed to your Grantor.

BJA Performance Measurement News:

- [2011 Winter Edition](#)
- [2010 Summer Edition](#)

PMT Resources:

- [User Guide](#)
- [Performance Measures \[as of March 31, 2012\]](#)
- [Performance Measures FAQs \[as of March 2012\]](#)
- [FAQs for Subrecipients](#)
- **[NEW Performance Measures \[starting April 1, 2012\]](#)**
- [JAG Subrecipient PMT Training with Audio](#)



Step 3: Subrecipient Awards Screen

Subrecipient-Level Data Entry

[Information & Resources](#) [Profile](#) [Awards](#) [Help](#)

Subrecipient Awards

This screen provides a summary of your data entry. This list includes all reporting periods.

[View Current Reporting Periods Only](#)

ARRA JAG

RECOVERY ACT

Subaward number	Amount of Subaward	Reporting Period	Data Entry Status
ARRA JAG 01 Start Date: Mar 01, 2009 End Date: Dec 31, 2009	\$50,000	March to June 2009	Not Started Enter/Edit Data
		July to September 2009	Not Started Enter/Edit Data
		October to December 2009	Not Started Enter/Edit Data

Select the reporting period for the award for which you're reporting data by clicking **Enter/Edit Data**.

For more information contact BJAPMT@csrincorporated.com
Toll-free Technical Assistance Helpdesk Number: 1-888-252-6867



Step 4: General Award Information

Subrecipient -Level Data Entry

[Information & Resources](#) [Profile](#) [Awards](#) [Home](#) [Help](#)

Subrecipient: JAG Subrecipient 1 Program: ARRA JAG Reporting Period: Mar - Jun 09 Subgr

RECOVERY ACT

General Award Information

Please answer Yes or No:
Was the project operational during the reporting period?

All fields are required for projects operational during the reporting period. After you have entered the requested information about this subgrant, use the button at the bottom of the screen to save your information.

General Award Information

Was the project operational during the reporting period March 1, 2009 - June 30, 2009? [\[Click for Definition\]](#)

Yes
 No, no activity occurred during the period and no funds were expended.

Federal Congressional District:

TEST Click <http://www.house.gov>, to use the zip code(s) of the Federal Congressional District (s).

Please specify the implementing organization type:

Answer the question "Was the project operational during the reporting period?" If "No," enter all information about your award and click **Save** at the bottom of the screen.

If award is operational during the reporting period, this means that activities identified in the grant application occurred and funds were used during the reporting period.

Seven Purpose Areas

- 1) Law Enforcement and Task Forces
- 2) Prosecution and Court, Defense & Indigent Defense
- 3) Prevention and Education
- 4) Corrections and Community Corrections
- 5) Drug Treatment and Drug Courts
- 6) Planning, Evaluation and Technology Improvement
- 7) Crime Victim and Witness Protection

Purpose Area Data

- ⌘ Purpose Areas are assigned by GCC Planning Staff
- ⌘ Questions are determined based on the assigned purpose area. Therefore, some questions will not apply specifically to your project.
- ⌘ Answer questions that apply to your project - and answer with a “N/A” or 0 (zero) to the questions that do not apply.

Reporting Status

- **Not Started** – No data has gone into the PMT system for this reporting period.
- **Not Operational** – Denotes projects for which no funds were expended and no activities occurred during the reporting period. If there were activities, but expended no money, the grant was “operational” and should **not** denote this status.
- **In Progress** – Data has been entered, but not completed and submitted. Please note that you there may be several pages of data to enter before the process is complete.
- **Complete** – All questions have been answered error free and ***submitted*** to grantor.

PMT Reporting Requirements

- ⌘ A hard copy must be printed for **your** records.
- ⌘ A copy **must be provided** to your assigned Grant Management Specialist upon completion by mail, fax or email or by uploading it through GEMS.

It is **YOUR responsibility** to ensure the Grant Management Specialist has a copy of the report.

- ⌘ **PLEASE NOTE** these reports are in addition to GCC reports.
- ⌘ It will be a permanent part of your file.

PMT Reporting Periods

PMT Reports are REQUIRED Quarterly!

...and are due the 10th of the month following the close of a quarter.

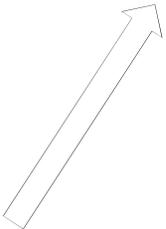
- **July 1 – September 31** (due October 10)
- **October 1 – December 31** (due January 10)
- **January 1 – March 31** (due April 10)
- **April 1 - June 30** (due July 10)

Your Contact Information

Please complete the PMT Notification Form

We use this contact information to provide email notices regarding upcoming PMT reports.

- ⌘ If someone other than the Project Director will prepare and submit reports for your grant, please **list this person** as Primary Contact.
- ⌘ Please **complete the form now** and return it to GCC staff before you leave the room today.



PMT Reporting Contact

PLEASE COMPLETE and TURN THIS FORM IN BEFORE YOU LEAVE

The following will be the individual responsible for completing the PMT reporting each quarter. Deadlines for submission will be the 10th day of the month following the end of each quarter. The information below will be used to provide you with notices of these upcoming deadlines and other relevant information.

Please Print Very Neatly

Agency Information:

Project Name: _____

Implementing Agency: _____

PMT Reporting Contact Information

(This person should be the individual that will submit the report online.)

Name: _____

Title: _____

Phone: _____

Email: _____

Secondary Contact

Name: _____

Title: _____

Phone: _____

Email: _____

If at any time the above contact information changes, please notify a Criminal Justice Improvement Planner as soon as possible at 919-733-4564.

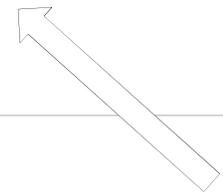
For Office Use Only

Sub-Award Number: _____ Award Amount: _____

Purpose Area: _____ Start Date: _____

Funding Source: _____ End Date: _____

Please complete the
PMT Reporting
Contact form and
turn it in **before you
leave.**



Criminal Justice Planning Team

Lead Planner Garrietta Proutey, Garrietta.Proutey@ncdps.gov

Navin K. Puri, Navin.Puri@ncdps.gov

...Please contact the Criminal Justice Planning Team
for PMT

If no one is available, please contact

The BJA PMT Help Desk at 1-888-252-6867