



NC GOVERNOR'S CRIME COMMISSION REQUEST FOR APPLICATIONS

CHILDREN'S JUSTICE ACT (CJA)

The Juvenile Justice Planning Committee seeks applications for Children's Justice Act (CJA) Grant funds.

State Administering Agency	Funded Through:
North Carolina Department of Public Safety Governor's Crime Commission 1201 Front Street Raleigh, NC 27609 http://www.ncdps.gov/gcc	U.S. Department of Health and Human Services Administration for Children and Families Children's Bureau (CFDA Title: Children's Justice Grants to States) https://www.acf.hhs.gov/

Subgrantee Eligibility to Apply

Children's Justice Act funds are not designed to support primary prevention programs or treatment service. Eligible programs in North Carolina must provide services through front-end, intake, assessment, investigative, and prosecutorial phases of child welfare, and are not limited to the following entities:

- State Agencies and Offices
- Local Government Agencies
- Indian Tribal Governments
- State Law Enforcement Agencies
- Local Law Enforcement Agencies
- Community-based Organizations
- Faith-based Programs
- State and Local Courts

CONDITIONS OF ELIGIBLE ORGANIZATIONS

1. Nonprofit organizations must be duly incorporated and registered under North Carolina statutes, unless it is a tribal governing body or a local chapter of a national, tax-exempt victim service organization.
2. Public (government) agencies, such as criminal justice agencies, include law enforcement, prosecutor offices, courts, corrections departments, probation and

paroling authorities. Religiously-affiliated and faith-based organizations must offer services without regard to religious affiliation and receipt of services is not contingent upon participation in a religious activity or event.

Match Requirements

There are no match requirements for this grant.

Timeline

Application Period:	November 1, 2022 – January 31, 2023
Application Deadline:	January 31, 2023, by 11:59 PM
Grant Project Period of Performance:	October 1, 2023 – September 30, 2025

Contact Information

Juvenile Justice Planning Team

If you have questions about the application process or require assistance with developing your proposal, please contact the Juvenile Justice Planning Team:

Adonicca McAllister, Lead Juvenile Justice Specialist adonicca.mcallister@ncdps.gov
Toni E. Lockley, Juvenile Justice Specialist I toni.lockley1@ncdps.gov

For more information about the grant process, grant forms, the online grant management system, or other resources, visit GCC online at [Governor's Crime Commission | NC DPS](#).

The Governor's Crime Commission staff is committed to providing high quality, efficient, and effective sub-recipient customer service through guidance, support services, collaboration, compliance, and technical expertise during the life of the grant. Our success relies upon the success of our grantees in providing services to communities across the state and in complying with all federal, state, and GCC guidelines. We are here to help you!

Scoring Process

All grant applications are competitive and will be scored and reviewed by the Juvenile Justice Planning Committee. **Not everyone who applies will be awarded a grant.** The Committee will consider geography, regional diversity, economic need, and prior GCC grant funding. Direct awards provided by federal agencies will also be considered.

As a part of the Governor's Crime Commission, the Juvenile Justice Planning Committee serves in an advisory capacity to the Governor and to the Secretary of the Department of Public Safety. The Committee is comprised of GCC Commissioners and other juvenile justice experts.

The Committee will strive to make decisions that are equitable and fair. It will strive to look at national and state priorities as well as ever changing needs in criminal justice. It will debate, discuss, and decide what it believes is the best for the entire state of North Carolina given the current funding and applications.

Unallowable Uses

Federal awards generally provide recipients and/or subrecipients with the funds necessary to cover costs associated with the award program. There are other costs, categorized as unallowable costs, that will not be reimbursed. Subrecipients must not use award or match funding for unallowable costs. Standard unallowable costs are identified in 2 C.F.R. § 200, Subpart E - Cost Principles.

The following services, activities, and costs, although not exhaustive, cannot be supported with grant funds at the subrecipient level:

- Lobbying/advocacy with respect to legislation or administrative changes to regulations or administrative policy;
- Audit Costs (except as an allocable percentage of mandatory audits);
- Fundraising activities;
- Capital expenses, including capital improvements; property losses and expenses; real estate purchases; mortgage payments; and construction;
- Bonuses, commissions, tips, stipends, and honoraria
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc., regardless of whether they include the conference name or OJP/DOJ logo) must not be purchased with DOJ funds as giveaways for conferences. Basic supplies that are necessary for use during the conference (e.g., folders, name tags) may be purchased.
- Additional inappropriate costs may be identified and considered by the GCC as unallowable.

Funding Authority

The Juvenile Justice Planning Committee (JJPC) focuses on providing resources and programs through two Federal funding sources: (1) the Title II Formula Grant from the Office for Juvenile Justice and Delinquency Prevention (OJJDP) of the U.S. Department of Justice, and (2) the Children's Justice Act from the Administration for Children & Families (ACF) of the U.S. Department of Health and Human Services.

Agencies must comply with all applicable provisions of the Federal Program Guidelines, and the requirements of the US Department of Justice (DOJ) Grants Financial Guide. The 2022 DOJ Grants Financial Guide is available online at: <https://ojp.gov/>

All funding awarded by the JJPC is considered through a competitive process. Project start and end dates in your application must align with the award period unless otherwise instructed.

Compliance with State Criteria

Agencies must abide by any additional eligibility or service criteria as established by the North Carolina Governor's Crime Commission including submitting statistical and programmatic information on the use and impact of grant funds, as requested by the GCC.

Prohibited Discrimination

Applicants must assure and certify compliance with all civil rights nondiscrimination requirements, including those prohibiting unlawful discrimination.

Maintenance of Confidentiality

Except as authorized by law, program records containing the identity of individual juveniles must not be disclosed without the consent of the service recipient or legally authorized representative. Under no circumstances may program reports or findings available for public dissemination contain the actual names of individual service recipients.

This does not prohibit compliance with legally mandated reporting of abuse or neglect.

Information Sharing

GCC and its subrecipients may share the following information:

- Non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying demographic information in order to comply with reporting, monitoring, evaluation, or data collection requirements;
- Court-generated information and law-enforcement-generated information contained in secure governmental registries for protection order enforcement purposes; and
- Law enforcement- and prosecution-generated information necessary for law enforcement and prosecution purposes.

Community Coordination

Applications should illustrate coordinated public and private efforts which may include written agreements/memoranda of understanding, work groups to oversee and recommend improvements to community responses, and the development of protocols for such responses.

GCC supports the development of comprehensive projects that include collaborative partnerships with multiple agencies (e.g., human service agencies, court and criminal justice agencies, universities, etc.). The project narrative for the lead agency should summarize the multidisciplinary nature of the project. These comprehensive projects **must** have Memoranda of Understanding between all agencies involved uploaded as a supporting document.

For more information about the grant process, grant forms, the online grant management system, or other resources, visit GCC online at [Governor's Crime Commission | NC DPS](#)

PROGRAM PRIORITIES 2023

Below is the Children’s Justice Act funding priority for Children’s Justice Act funding administered by the GCC. This includes required categories and areas for use established by the CJA program, GCC CJA Task Force, and Juvenile Justice Planning Committee.

Application Submission Limit

Agencies may submit one application under this priority. Agencies must note in their application if funding is being requested in a priority area for which they have a current open grant.

Growth

Requests for increased project funding for continuation projects should detail additional project activities that reasonably correlate with the funding amount requested. As funding is both competitive and limited, agencies requesting funding for continuation projects are discouraged from excessive project growth. All grant application budgets are reviewed and assessed for allowable and reasonable costs.

Children’s Justice Act

Maximum Funding Request	\$ 421,300.00
Length of Award	Two years with possible renewal.

Grant funds should be used to implement State Task Force recommendations in the following three categories (the three categories from Section 107(e)(1)(A) (B) and (C)) of the Act:

- I. **Investigative, administrative, and judicial handling of cases of child abuse and neglect, including child sexual abuse and exploitation, as well as cases involving suspected child maltreatment related fatalities and cases involving a potential combination of jurisdictions, such as intrastate, interstate, Federal-State, and State-Tribal, in a manner which reduces the additional trauma to the child victim and the victim's family and which also ensures procedural fairness to the accused.**
 - A.1. Transform the way children and families who enter the court system are treated, by creating a “trauma-informed” courthouse:
 - Support the dissemination of best practices, including procedures to limit the number of people in a courtroom during each hearing.
 - Support the creation of family friendly waiting rooms.

- Partnership with local libraries to allow books to be checked out
 - Book donations
 - Age-appropriate toys
 - Support training on how a parent's own trauma history impacts his/her experience with investigative and judicial systems and ability to engage in services.
 - Support trainings on Adverse Childhood Experiences (ACE) and resiliency.
- A.2. Support efforts to reduce trauma to children appearing in court proceedings:
- Develop trauma informed tools (video, booklet) to explain court processes and court preparation for the child victim and their adult support persons, including mental health providers.
 - Ensure video testimony technology is easily available throughout the state and provide training for attorneys, judges and clerks on availability and use of video testimony technology.
 - Support training for law enforcement, judges, clerks, and attorneys on issues specific to child testimony including identifying the intellectual, linguistic and emotional maturity of the child and identifying appropriate courtroom modifications for the child.
- A.3. Support improved integration and collaboration between Child Fatality Review Teams, Local Child Fatality Prevention Teams and Community Child Protection Teams, the State Child Fatality Prevention Team and the Child Fatality Task Force.
- A.4. Support efforts to create a culturally responsive court:
- Trainings on how racial, cultural, social, and economic differences may impact a person's reaction to the court system.
 - Trainings that enhance the ability of law enforcement and court personnel to effectively identify and meet the social, cultural, and linguistic needs of child victims and their families.
 - Ensure sufficient interpreters and translators.
 - Ensure resources and information available to English speaking population is available to non-English speaking population (videos, booklets, forms).
- A.5. Support involvement of law schools and other graduate programs in the investigative, administrative, and judicial handling of child abuse and neglect cases through:
- Law Clinics that represent parents or children (consistent with G.S. 7B-601),
 - Evaluation of programs and practices, and
 - Publications on practice improvements such as tool kits or concept papers.

- A.6. Identify, support and promote agencies who provide training and classes on recognizing, responding to and reporting child abuse and neglect:
- Training for school personnel including school administrators and School Resource Officers on child abuse signs and symptoms, including signs of maltreatment that may be overlooked and/or explained, and training on mandatory reporting laws.
 - Peer counseling models that include child abuse and neglect signs and symptoms and understanding mandatory reporting laws.
 - Training for likely reporters and responders around special population victims such as children with disabilities and LGBTQ+ youth.
- A.7. Support statewide efforts of Child Advocacy Centers
- Training, technical assistance and specialization of local CACs
 - Expansion and development of CACs in underserved counties.
- A.8. Support the efforts of the multidisciplinary workgroup to standardize forensic interviews of children who have been abused or neglected through: 1) Implementation of Forensic Interviewing Standards; 2) Implementation of Statewide Training and Peer Review System; and 3) Growth and Enhancement of CAC's and Local Child Welfare Capacity.
- II. **Support of Experimental, Model, or Demonstration Programs for testing innovative approaches and techniques which may improve the prompt and successful resolution of civil and criminal court proceedings or enhance the effectiveness of judicial and administrative action in child abuse and neglect cases, particularly child sexual abuse and exploitation cases, including the enhancement of performance of court appointed attorneys and guardians ad litem for children, and which also ensure procedural fairness to the accused.**
- B.1. Support the efforts of the Conference of District Attorneys' to provide dedicated staff, training and resources for child abuse and neglect cases.
- B.2. Support efforts to expand the multidisciplinary approach to parent representation in civil abuse, neglect and dependency cases including the use of social workers and parent peer partners as part of the parent attorney's resources.
- B.3. Increase the use of data to improve judicial handling of child abuse and neglect cases.
- B.4. Increase the use of technology to increase efficiencies in child abuse and neglect cases:
- Allow service by publication via internet

- Allow court participation via internet (Skype, WebEx, etc.) for children, therapists, incarcerated parents
- Allow parties to check upcoming court dates

B.3. Increase the use of data to improve judicial handling of child abuse and neglect cases.

B.4. Increase the use of technology to increase efficiencies in child abuse and neglect cases:

- Allow service by publication via internet
- Allow court participation via internet (Skype, WebEx, etc.) for children, therapists, incarcerated parents
- Allow parties to check upcoming court dates

III. Reform of State laws, ordinances, regulations, protocols, and procedures to provide comprehensive protection for children, which may include those children involved in reports of child abuse or neglect with a potential combination of jurisdictions, such as intrastate, interstate, Federal-State, and State-Tribal, from child abuse and neglect, including child sexual abuse and exploitation, while ensuring fairness to all affected persons.

C.1. Support the creation of a state-wide hotline to report possible child abuse, neglect or trafficking.

C.2. Continue to support procedures and protocols, to include local administrative orders, which allow the sharing of information between agencies:

- Support the development of technology necessary to allow file sharing between agencies.
- Support integrated data systems among local courts, child welfare agencies, and other child welfare system stakeholders.

C.3. Support legislation to mandate the use of the child advocacy centers for sexual abuse and severe physical abuse investigations when available.

C.4. Support legislation, policies or protocols that address the responsibilities of and participation in court cases involving child abuse and neglect by regional LME/MCOs.

C.5. Support the creation of a uniform training curriculum for School Resource Officers to include:

- Child abuse signs and symptoms, including signs of maltreatment that maybe overlooked and/or explained away.
- Issues pertinent to special population victims such as children with disabilities and LGBTQ+ youth.
- Mandatory reporting laws.

- C.6. Support legislation and policies that increase the use of permanency mediation and other dispute resolution techniques in abuse, neglect and dependency cases.
- C.7. Support legislation and other efforts to address NC Tribes' concerns in abuse and neglect cases.

APPLICATION INSTRUCTIONS

UEI Number

On April 4, 2022, the unique entity identifier (UEI) used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. As part of this transition, the DUNS Number has been removed from SAM.gov. Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.

Existing registered entities can find their Unique Entity ID by logging in to SAM.gov. In your Workspace, select the entity title of the "Entities" widget. The UEI is shown beside the entities. New entities can get their UEI at SAM.gov and, if required, complete an entity registration.

Please note that the GCC staff cannot assist you with UEI issues as this system is federally managed.

Grants Enterprise Management System (GEMS) and NCID

Applications must be submitted via the GCC's web-based grant management system GEMS (Grant Enterprise Management System). Applicants must first obtain an NCID username and password to access this online system. To obtain your NCID username and password, you must register at: <https://ncid.nc.gov> If you have issues with obtaining your NCID or utilizing an existing NCID account, contact the ITS Service Desk 24-hours a day at (919) 754-6000 or toll free at 1-800-722-3946. Please note that the GCC staff cannot assist you with NCID access issues.

NOTE: NCIDs cannot be shared among users. Each user must have their own unique NCID and password. All users must adhere to the NCID Acceptable Use Policy. Violation of the policy could result in disciplinary action, termination, loss of information resources, and criminal prosecution.

Applicants can access GEMS at: <https://gems.ncdps.gov>

Organization Roles/Responsibilities in GEMS

Each application is required to have the following users assigned with established individual NCID accounts. Each user must review and approve the application in order to submit the application to GCC in GEMS. The application must be fully reviewed and submitted in GEMS by January 31, 2023 at 11:59 p.m. User roles are explained in the following table.

Organization Role	Requirement
<p>Organization Administrator</p> <ul style="list-style-type: none"> • Approves all requests for organization roles (AO, FO, PD) • Approves/denies access to project applications and open projects • Deactivates access/roles • Submits SAM updates to GCC via GEMS <p>Uploads Organization Documents</p>	<p>Stable agency personnel, such as an internal Grant Manager or supervisor of project activities who can appoint the other roles as they rotate on boards, get hired, get appointed or get elected etc.</p>
<p>Authorizing Official (AO)</p> <ul style="list-style-type: none"> • Signatory to grant award • Chief point of oversight for project 	<p>Nonprofits: Board Chair ** Must not be an employee of the agency State Government: Department Secretary Local Government: City, Town, or County Manager Law Enforcement Agencies: County or City Manager</p>
<p>Financial Officer (FO)</p> <ul style="list-style-type: none"> • Provides financial oversight to project • Ensures compliance with both agency and Federal financial policies and procedures 	<p>Nonprofits: Board Treasurer ** Must not be an employee of the agency State Government: Chief Financial Officer or Division Finance Officer Local Government: Finance Director Law Enforcement Agencies: Agency Finance Director</p>
<p>Project Director (PD)</p> <ul style="list-style-type: none"> • Signatory to grant award • Responsible for execution of project • Primary point of contact with GCC 	<p>Nonprofits: Executive Director or appointed project staff responsible for overseeing the work of the project State Government: Designee responsible for overseeing the work of the project Local Government: Designee project staff responsible for overseeing the work of the project Law Enforcement Agencies: Designee project staff responsible for overseeing the work of the project</p>

BOARD CHAIR AS THE AUTHORIZING OFFICIAL

The Board Chair must be listed as the Authorizing Official for all non-profit/non-governmental organizations. In certain cases (e.g., nationally or internationally based organizations), a North Carolina-based executive may fill this position, but GCC prior approval is required for this change.

SETTING UP ORGANIZATION ROLES

The request for organization roles must come from the NCID of the individual requesting the role. The Project Director or Project Editor cannot make a request on behalf of another user. New contacts can request an NCID at <https://ncid.nc.gov>. For any technical issues with NCID, contact the ITS Service Desk (24 hours) at 919-754-6000 or toll free at 1-800-722-3946. Once completed:

- Log into GEMS at <http://gems.ncdps.gov> using the NCID and password provided.
- On the **My Profile** page, select your organization from the dropdown menu and enter your contact information, including position within the agency. If your agency has not applied for funding before, click on **+ ORGANIZATION** and enter your agency's contact and organizational information.
- Once the organization has been selected or entered in the GEMS system, click the **Request Organization Roles** link. You will then select the requested role and provide a brief justification for the request in the text box, then click **Submit Request**. The agency's Organization Administrator must review and approve the request.
- Once approved, click the **Request Project Access** link. Then select a project from the drop-down list, write a justification, and click submit. The agency's Organization Administrator must review and approve the request. Once approved, you will be able to access the project to review and approve items as needed.

Traffic Stop Data Required

N.C.G.S. 143B-903 requires that certain law enforcement agencies report traffic stops within 60 (sixty) days to the SBI. The SBI publishes the list of required agencies each year on the SBI website on the SBI Traffic Reporting page by clicking on the List of Agencies Required to Report. Any agency that is required to submit traffic stops and does not shall be ineligible to receive any law enforcement grants available by or through the State per G.S. 143B-903(e).

Required Modifications

The GCC may request modifications after the application is submitted.

Pursuant to administrative code 14B NCAC 05B .0203, applicants shall submit the grant compliance and modification information within 30 days of receipt of award notice. An applicant may request an extension of no more than 60 days to submit the required information. An applicant who does not provide the required information shall be ineligible for grant funding. For the purposes of this Rule, grant compliance and modification information includes the following:

- 1) a list of grant conditions that were agreed to by an Authorizing Official of the applicant;
- 2) a certification of non-supplanting;
- 3) a certification of filing of an equal employment opportunity program;
- 4) a memorandum of agreement or contract with any cooperating government agencies;
- 5) an original signature of all authorizing officials, implementing project director,

- and the applicant's chief financial officer; and
- 6) a signed agreement to submit to an annual audit or financial review of the program (as required by grant thresholds).

Ordering Delays

Supply chain issues are common. Funds for any purchased items must be obligated by the end of the grant period of performance. Items must also be received by the end of the grant period of performance. You may submit your final reimbursement request for expenses occurring during your period of performance up to 60 days after your project ends.

Negotiated Indirect Cost Rate Agreement (NICRA)

Applicants that intend to charge indirect costs through the use of a federally negotiated indirect cost rate must have a current, signed, federally approved indirect cost rate agreement (NICRA). Other applicants may elect to charge a *de minimis* rate of 10% of modified total direct costs (MTDC), which the agency will then use for all applications for federal funding, indefinitely or until a federally approved rate has been negotiated.

Documentation supporting the agency's use of an indirect cost rate is required.

Since utilizing an indirect cost rate occurs at the organization level, the Financial Officer is responsible for the verification of an organization's indirect cost rate (*de minimis* or federally negotiated rate). If an organization is utilizing an indirect cost rate, the required support documentation must be uploaded to GEMS by the Financial Officer.

De Minimis Indirect Cost Rate

Some subrecipients have the option of using a *de minimis* indirect cost rate set by law. The *de minimis* rate is 10% of "modified total direct costs" (MTDC).

- The MTDC base includes: salary and wages, fringe benefits, materials and supplies, services, travel, and the first \$25,000 of each contract.
- Excluded from the MTDC calculation is: equipment, capital expenditures, charges for patient care, tuition remission, rental costs, scholarships, and the portion of any contracts in excess of \$25,000.

This *de minimis* rate is available without the need to negotiate with the cognizant federal agency for indirect costs. The *de minimis* rate is an option only for subrecipients that do not have an approved federally-negotiated indirect cost rate.

When the *de minimis* rate is used, costs must be consistently charged as either indirect or direct costs. Double-charging is not permitted.

If you elect to use *de minimis*, it must be applied consistently across all your agency's Federally funded projects until your agency receives a Federally Negotiated Indirect Cost Rate.

If you elect to use *de minimis* in your projects, you must submit and upload a certification to each of your project applications. The De Minimis Certification Form can be found at the Grant Forms section of our website: <https://www.ncdps.gov/gcc>

Reimbursement Requests

You may submit reimbursement requests for expenses occurring during your period of performance up to 60 days after your project ends.

Donated Office Space

The Governor's Crime Commission requires a written valuation of the space, as well as a floor plan detailing the space used as an upload to their attached documents. If there is a lease or rental agreement associated with this entity donating this space, it should also be attached as an upload to your grant application.

Contracts and Consultants

Agencies may concurrently receive Federal awards as a recipient, a subrecipient, and a contractor, depending on the substance of its agreements with Federal awarding agencies and pass-through entities.

Contract means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a Federal award.

All contracts in the grant must be uploaded as an attachment to the grant and must be approved by the assigned grants administrator for the project after opening, but prior to being enacted. If an agency already has an executed contract from a previously funded grant award, a copy of the contract should be uploaded as a project-specific attachment. Contracts must be approved by the GCC Grant Administrator before obligations can be made.

If program activities are delegated to another entity that delegation will generally be considered a subaward and is not allowed.

Please note that the approval of the grant award by the Commission does not constitute the approval of a specific sub-award or contract. For additional information on this topic, please refer to 2 C.F.R. § 200.331, subrecipient and contractor determination.

Supplanting

Supplanting, consistent with the DOJ Grants Financial Guide, is the deliberate reduction of State, local, or tribal government funds otherwise available, specifically because federal funds are available (or expected to be available) to fund the same activity.

Federal funds may be used to supplement existing State and local funds for program activities and must not supplant (replace) funds that have been appropriated for the same purpose. To avoid potential supplanting issues, the below guidelines should be followed:

- Federal funds cannot be used to pay for existing employees unless the existing position is "back-filled" with a new hire.
- Federal funds cannot be used to pay for items or costs that the award recipient is already obligated to pay with State, local, or tribal funds.

- State, local, or tribal government funds previously appropriated, allocated, or budgeted for award purposes cannot be reduced or reallocated to other purposes because of the receipt of federal funds.
- Agencies must maintain documentation demonstrating that any reductions in non-Federal resources budgeted for award purposes is unrelated to the receipt or expected receipt of federal funds.

Executive Director Funding

Executive Directors cannot be 100% funded through subawards. Executive Directors have responsibilities that do not include or directly support the allowable activities (for example, fundraising, donor retention, board meetings, and executive administrative functions). Personnel costs that are directly related to providing direct services, supervision of grant staff, and supporting grant activities are allowable costs.

Purchasing Food

Food for training and other events (not direct services) is generally unallowable but may be permitted with pre-approval from the US Department of Justice. DOJ only approves requests when it deems food and beverage costs to be necessary.

Publication Assurance

As an applicant for funding from the Children's Bureau, U.S. Department Health and Human Services, via the Governor's Crime Commission, and as required by HHS appropriations acts, results and accomplishments of funded programs should be made available to the public.

For each publication that results from HHS grant-supported activities, subrecipients must include an acknowledgment of grant support. In addition, upload of a signed assurance regarding acknowledgment of Federal funding is required in GEMS.

If the recipient plans to issue a press release concerning the outcome of HHS grant-supported activities, it should notify the Governor's Crime Commission in advance to allow for coordination. One copy of each publication resulting from work performed under an HHS grant-supported project must accompany the annual or final progress report submitted to the GCC.

APPLICATION DOCUMENTS

Applicants are required to upload supporting documents to GEMS in order to receive funding consideration. These documents are required at the time of submission. Failure to comply (i.e., failure to upload required attachments and budget information) could impact your application's ability to continue through the review process.

Required forms and templates referenced below are found on the forms section of our website: [Grant Forms | NC DPS](#).

Organization Documents – Application Documents

The Organization Documents section in GEMS allows for upload of certain documents at the subrecipient level. These documents will be applied to all grant projects submitted by the subrecipient organization thereby reducing the number of attachments that have to be uploaded to every project.

The Organization Documents tab appears under the “My Profile” menu in GEMS. A list of documents will populate based on your business type. Agencies applying for grant funding must upload all documents listed as **Application Documents**. If an organization-level document does not apply to your agency, you must upload a statement on agency letterhead in its place.

If Application Documents at the organization level have been uploaded and approved for your organization, you are not required to replace the documents unless expired.

Required Organization Documents

When uploading required Organization Documents, the “File Name” should reflect the Document Type.

- 501(c)(3) Verification (*non-profit agencies*)
- Board of Directors List (*non-profit agencies*)
- Conflict of Interest Policy
- Data Breach Policy
- UEI Number
- Indirect Costs Certification, Federally Negotiated/De Minimis
- IRS Form 990 (*non-profit agencies*) (*must be the most recent fiscal year's form*)
- Overtime Policy
- Procurement/Purchasing Policy
- Record Retention Policy
- SAM.gov Registration
- Travel Policy
- Unlawful Discrimination Policy
- Whistleblower Policy

Note that there will be additional documents required at the Organization level once an application is approved for funding. These are listed under **Supplemental Documents** and are only required once funding is approved.

Project-Specific Documents

Additional project-specific documents are also required at the time of application. These documents should be uploaded by the individual completing the application for grant funding. If a project-specific attachment does not apply to your agency, you must upload a statement on agency letterhead in its place.

When uploading these documents, the File Name should indicate the attachment number detailed below (ex: Attachment 01) and the Description should indicate the content (ex: Document Name).

Attachment	Document Name	Description
Attachment 01	Summary of Direct and Contracted GCC funds	<p>This is required of organizations with multiple GCC grants and/or applications for grant funding.</p> <p>Please include all current and project funding.</p> <p>A template is available on the GCC website.</p>
Attachment 02	MOU/MOA with (agency name)	<p>Current, written agreement(s) demonstrating community partnerships.</p> <p>If there are multiple agreements, please number your attachments as follows: "Attachment 02A", "Attachment 02B", etc.</p> <p>A sample MOU is available on the GCC website.</p>
Attachment 03	Sample Contract with (agency name)	<p>Sample contracts for project-related services.</p> <p>If there are multiple contracts, please number your attachments as follows: "Attachment 03A", "Attachment 03B", etc.</p> <p>A sample contract is available on the GCC website.</p>
Attachment 04	Staffing Allocations	<p>This is required of organizations with multiple GCC grants and/or applications for grant funding.</p> <p>Project staff allocations across all GCC funded (current and projected) projects.</p> <p>A template is available on the GCC website.</p>
Attachment 05	Detailed Supply Listing	<p>A detailed supply listing.</p>
Attachment 06	Equipment/Rental Lease	<p>This is required if costs for rent are budgeted for reimbursement.</p> <p>Agency's current equipment lease and/or rental space agreement with floor plan.</p>

SAMPLE SCREENS FROM GEMS: GCC GRANT APPLICATIONS

From the GCC website, there is a link to GEMS.



GEMS Home Screen

This is the home screen that is presented to a user once they log into GEMS and are associated with an Organization.

Current Projects (Applications and Open Projects) and Archived Projects (Closed or Not Funded) are visible and can be selected by clicking on the Project ID Number.

The green + **Project** button in the top right-hand corner starts a Project new Application.

Project Setup

Project Name and **Project Summary** are required – info in RFA on how to complete. Once Committee is selected, Open Priorities are displayed, and applicant selects one Priority per Application.

Project Editor, Financial Officer, and Authorizing Official are selected from all Organization Contact in GEMS using the drop-downs.

This application example is using the “2022 VOCA Underserved Crime Victims” Priority.

Project Setup

Note that the left-hand menu appears at this point.

Applicant is prompted to provide **Project Continuation** information on this screen.

Project Overview

The applicant can now start working through the items on the left-hand menu. Starting at the top, Project Overview shows all items that must be completed prior to submission (warning messages), gives the Applicant the ability to **Print** or **Cancel** the Project.

Implementing Agency

The Project's Implementing Agency can be selected from the drop-down of existing Implementing Agencies for that Organization, or the green **+Implementing Agency** button is used to create a new one. Details of the selected Implementing Agency are displayed.

General Information

Applicant enters data on US Congressional Districts, Project Counties, NC House Districts, NC Senate Districts. They are also prompted to enter Population of Project Area, City (Principal Place of Performance) and Zip Code (Principle Place of Performance). Abstract & Narrative

ABSTRACT & NARRATIVE DETAILS

Applicants are Prompted to answer questions in this section related to details of the Project – Question Details are:

Note that many of the questions below are specific to the Priority selected, “2022 VOCA Underserved Crime Victims” and are provided as an example.

- Project Abstract (The Problem): Briefly describe project's purpose, identify target population, and discuss program components which address the identified problem. Include local statistics to substantiate the need. (Max 1500 characters)
- Personnel & Contractual Positions: Provide an overview as to the purpose and function positions listed in the personnel and contractual categories in the budget detail contribute to the success of the project. Please note specific job duties for the positions are provided within the budget detail. Focus on the project – do not give agency history, do not repeat the abstract. (Max 2000 characters)
- Travel Budget: Please describe the purpose and benefit of travel items listed in the detail budget. Explain the types of travel to occur during the project period, such as the type of conference, training or meetings to be held for which travel is requested. Each travel item should be justified and explanation provided in this section. Training registrations should be listed under the travel category. (Max 2000 characters)
- Supplies/Operating Budget: Provide an explanation as to the purpose items (office supplies, field supplies, printing, postage, computer software, office rent, cell phone, utilities) listed in the supply category in the budget detail contribute the success of the project. If your budget includes a general office supply line item, please upload an attachment listing each item to be purchased within the line item. Food and beverages are unallowable. (Max 2000 characters)
- Equipment Budget: Provide an explanation as to the purpose items listed in the equipment category in the budget detail contribute to the success of the project. (Max 2000 characters)
- Please identify the partners with whom you will collaborate and briefly describe how that collaboration will occur. (Max 2000 characters)
- Project Narrative Summary: Please provide additional information about your project Application. (Max 2000 characters)
- Project Timeline of Activities (Max 1500 characters)
- Describe your formal, working sustainability plan for the project and how it will result in permanent operational funding (not GCC funding) once this grant ends. (Max 750 characters)

Goals

Applicants are prompted to enter at least one, but a maximum of two (2) Goals. The green + **Goal** button adds an additional goal to complete.

Objectives

Applicants are prompted to enter up to four, but at least one, **Objective** for the Project. The green +**Objective** button creates a new Objective.

Each Objective consists of the following sections that must be completed:

- Objective (*Max 500 characters*)
- Performance Measure (Max 500 characters)
- Evaluation Method (*Max 500 characters*)

Indirect Costs

Applicant Financial Officers must complete this page. It sets the **Indirect Cost** rate for the Project, if applicable.

First Year Budget

Applicants are guided through creating their **first-year budget**, line by line. The green +**Budget Line** button creates budget lines to complete.

BUDGET LINE DETAILS

Once a budget line is created, the following details must be entered:

- Cost Category (Contractual, Equipment, Personnel, Supplies, Travel)
- Budget Line Name – Defined by the Applicant
- Detailed Description (Max 500 Characters) – Provide information on what is included in this budget item and how it relates to the Project. Insufficient information in this section may result in elimination of this item from the approved budget.
- Quantity
- Unit Cost

This process is repeated for each line of the first-year budget.

Second Year Budget

The applicant builds their Second Year Budget in the same manner as the first-year budget was built. Or, they have the option to use the blue Copy First Year Budget button.

Budget Summary

Additionally, the completed budget is displayed and totaled at the bottom of the screen, defining the Total Federal Request.

Job Information

Job Information is entered for each position requested in the Grant. Applicants use the green + Job Information button to add a position.

Job Information Details

Job Information details are submitted for each position, details include:

- Job Title
- Employee Name
- Job Type (Full time or Part time)
- Professional Licensure
- % Time Spent on Project
- Job Duties (Max 2000 Characters)
- Fringe Benefits (Max 500 Characters) – Please provide detailed information, including calculations regarding each benefit.

Certifications

Applicant is prompted to certify compliance and understanding of the following issues:

- Certification of Non-Supplanting
- Certification of Filing an Equal Employment Opportunity Program
- Certification of Submission of Current Annual Operating Budget
- Certification that Applicant is Eligible to Receive Federal Funds
- Certification Regarding Lobbying, Debarment, and Suspension
- Drug Free Workplace Compliance (for state agencies only)
- Certification of Compliance with General Statute 114-10.01 (for law enforcement agencies only)
- IRS Form 990 and IRS Form 990-EZ
- Funding of Salaried Positions

Attachments

The Attachments area gives Applicants the ability to upload Project-Specific Documents as referenced in the Previous Section. Note these are documents related to this specific Application. Documents related to the entire organization, that cover multiple Projects are stored in the Organization Document Locker, in the Profile section of GEMS.

Application Submission Instructions

As Applicants build their Application, the Project Overview Page updates with what remains to be completed before the Application can be submitted to GCC. Once that warning message box is clear of items, the Application is ready for submission.

The Application must be reviewed and approved by all three officials, **before** it can be submitted to GCC. The approval flow is as follows:

- The Project Director Submits to the Financial Officer for review
- The Financial Officer approves and submits to the Authorizing Official for review
- The Authorizing Official approves and returns to the Project Director for submission
- The Project Director approves and submits the Application to GCC

The GEMS system sends emails to each official as the Application flows through the review and approval process.

Once the Application has been submitted to GCC, no adjustments or updates can be made. During Application review, GCC staff may open the Application back up and allow for adjustments or additions of specific information to the Application.
