



NC GOVERNOR'S CRIME COMMISSION REQUEST FOR APPLICATIONS

VIOLENCE AGAINST WOMEN ACT STOP GRANT

The Crime Victim Services Committee seeks applications for Violence Against Women Act (VAWA) STOP (Services*Training*Officers*Prosecutors) funds.

Subgrantee Eligibility to Apply

The Violence Against Women Act specifies that eligible programs are agencies, offices, and programs including, but not limited to:

- Community-based Organizations
- Indian Tribal Governments
- Legal Services Programs
- Local Government Agencies
- Local Law Enforcement Agencies
- State Agencies and Offices
- State and Local Courts
- Victim Service Providers

Match Requirements

There is a 25 percent match requirement imposed on grant funds provided to state or local government agencies under this program. Pursuant to 34 U.S.C. § 10446(f), a grant made under this program may not cover more than 75 percent of the total costs of projects awarded to these type organizations.

The applicant must identify the source of the 25 percent match, which must be from a non-federal source, and identify how match funds will be used. Applicants may satisfy the required match with either cash or in-kind services.

Grants to non-profit victim service providers for victim services can be excluded from the match requirement. For a grant to qualify under this exclusion, the recipient must be an organization that is recognized by the Internal Revenue Service (IRS) as a tax-exempt organization described in section 501(c)(3) of Title 26 of the United States Code (unless it is a tribal governmental organization or a governmental rape crisis center not in a territory). Grants to tribes can also be excluded from the match requirement.

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Timeline

Application Period:
Application Deadline:
Grant Period of Performance

November 1, 2022 – January 31, 2023
January 31, 2023, by 11:59 PM
October 1, 2023 – September 30, 2024

Contact Information

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 GEMS.

To obtain your NCID username and password, you must register your organization or State/Local Government Unit at: <https://ncid.nc.gov/idmdash/>

Applicants can access GEMS at:
<https://gems.ncdps.gov/Login/?ReturnUrl=%2FLanding>

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 via e-mail at: its.indicents@its.gov Please note that the GCC staff cannot assist you with NCID access issues.

For application questions and assistance, contact the GCC Crime Victim Services Planning Team:

- 1) Sandy Dixon, Lead CVS Planner sandy.dixon@ncdps.gov
- 2) Daun Brown, Lead VAWA Planner daun.brown@ncdps.gov
- 3) Lindsay Bohan, VOCA Planner lindsay.bohan@ncdps.gov
- 4) Bria Wortham, VOCA Planner bria.wortham@ncdps.gov

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!

For more information about the grant process, grant forms, the online grant management system, or other resources, visit GCC online at <https://www.ncdps.gov/about-dps/boards-and-commissions/governors-crime-commission>.

Scoring Process

The Crime Victim Services Committee is a committee within the Governor's Crime Commission (GCC). The Committee is comprised of GCC Commissioners and other experts in Criminal Justice or Victim Services. 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. Some grant applications are noncompetitive basic support grants and others are competitive. Competitive applications are scored and reviewed by the Crime Victim Services Committee. **Not everyone who applies will be awarded a grant.** The Committee will consider geography, regional diversity, frequency and prior GCC grant funding, economic need as well as direct awards provided by federal agencies.

The VAWA STOP grant is a competitive application process. Members of the Crime Victim Services Committee review all submitted STOP grant applications that meet eligibility requirements and score each organization's overall project based on the following:

- 1) Who will benefit from the grant?
- 2) How many will benefit from the grant?
- 3) What is the cost of administering the grant?
- 4) What is the geographical representation?
- 5) What is the past performance of the applicant with grants and publicly funded projects?

Members of the Crime Victim Services Committee of the GCC will assess each application based on the following criteria:

- Data/Evidence of Problem (20 Points)
- Community Collaboration (20 Points)
- Logic/Clarity of Proposal (10 Points)
- Implementation Schedule/Timeline of Activities (10 Points)
- Program Goals and Objectives (20 points)
- Potential for Positive Impact (10 Points)
- Evaluation (10 Points)

No application or proposal is guaranteed award at any time during the time of grant review or the recommendation process. Funding is subject to the availability of federal funds and the project's adherence to federal funding guidelines. Funding decisions are made by the members of the Crime Victims Services Committee and the members of the Governor's Crime Commission.

Allowable Uses

STOP Allowable Activities

NOTE: This is not an exhaustive list.

- 1) Victims Services: telephonic or web-based hotlines, legal advocacy, economic advocacy, emergency and transitional shelter, accompaniment, and advocacy through medical, civil or

criminal justice, immigration, and social support systems, crisis intervention, short-term individual and group support services, information, and referrals.

- 2) Support services for secondary victims such as children who witness domestic violence.
- 3) Support services for incarcerated individuals who have experienced domestic violence, dating violence, sexual assault, or stalking including crimes experienced while incarcerated and crimes experienced at other points in their youth (ages 11-24) and adult lives.
- 4) Activities that support LGBTQ+ victims of domestic violence, dating violence, sexual assault, or stalking, including those whose ability to access traditional services and responses is affected by their sexual orientation or gender identity.
- 5) Legal services, such as housing, family law, public benefits, and other similar matters.
- 6) Reasonable transportation costs that would enhance a woman's safety.
- 7) Batterers' intervention programs that use court monitoring to hold offenders accountable for their behavior.
- 8) Prevention Programs – both primary and secondary prevention efforts.
- 9) Outreach initiative linked to a specific set of services with a goal to increase awareness about the services, so that victims know where to go for the services.
- 10) Support services for sexual assault victims who are age 11 or older.
- 11) Health care providers' time conducting forensic examinations, if two requirements are met: (1) the examinations are performed by specially trained examiners for victims of sexual assault (such as Sexual Assault Nurse Examiners (SANEs) or Sexual Assault Forensic Examiners (SAFEs)); and (2) the jurisdiction does not require victims of sexual assault to seek reimbursement from their insurance carriers.
- 12) Alternative treatments for victims of abuse. Specific justification for the type of approach, such as research on the benefits of the specific type of treatment to domestic violence or sexual assault survivors. There would also need to be justification that the cost of service was reasonable.
- 13) Supervised visitation and exchange by and between parents in cases involving domestic violence, dating violence, sexual assault, and stalking.
- 14) Costs of prosecutors, law enforcement officers, or judges handling cases involving violence against women.
- 15) Operational costs of a facility or shelter.
- 16) Stipends intended to reimburse the participants for their costs in attending a focus group related to the funded purpose area, such as mileage, gas, childcare, etc. This can be done through actual reimbursement of cost, not gift cards.
- 17) Purchase of groceries as part of victim services that the agency provides to victims.
- 18) First month's rent. Security deposits are allowable, but systems need to be put in place for the return of funding.
- 19) Law enforcement equipment that is specifically for the purpose of responding to or investigating domestic violence, dating violence, sexual assault, or stalking, such as cameras to record injuries.

Unallowable Uses

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

STOP Unallowable Activities

The activities listed below are unallowable, and costs for them will not be supported with grant funds. NOTE: This is not an exhaustive list.

- 1) Lobbying, except with explicit statutory authorization
- 2) Fundraising
- 3) Activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions.
- 4) Research projects. (This does not include program assessments conducted only for internal improvement purposes.)
- 5) Purchase of real property
- 6) Physical modifications to buildings, including minor renovations (such as painting or carpeting)
- 7) Construction
- 8) Funding for any criminal defense work, including defending women who assault, kill, or otherwise injure their abusers.
- 9) Rehabilitative services related to the crime committed by incarcerated individuals who experienced domestic violence, dating violence, sexual assault, or stalking victimization.
- 10) Moving household goods to a new location or acquiring furniture or housing in a new location.
- 11) Couples counseling or any intervention that requires participation by a victim or that is not designed to hold offenders accountable for their violent behavior.
- 12) The purchase of vehicles.
- 13) Immigration fees for immigrant victims of domestic violence, dating violence, sexual assault, or stalking.
- 14) The purchase of standard issued law enforcement items, such as, uniforms, safety vests, shields, weapons, bullets, and armory.
- 15) Services to children when victimization occurred when they were under the age of 11.
- 16) Restorative justice
- 17) Substance abuse counseling
- 18) Sending victims to conferences
- 19) Medical costs associated with victimization
- 20) Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc., regardless of whether they include the conference name or DOJ/OVW/GCC 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.
- 21) Food and beverages, except as part of a direct service for victims (e.g., food for persons residing in shelter or transitional housing)
- 22) Additional inappropriate costs may be identified and considered by the GCC as unallowable.

Funding Authority

Funded through: U.S. Department of Justice Office on Violence Against Women (CFDA#16.588)

State Administrative Agency: North Carolina Department of Public Safety Governor's Crime Commission 1201 Front Street, Raleigh, NC 27609 <http://www.ncdps.gov/gcc>

This program is authorized by 34 U.S.C § 10441 et seq. The Services * Training * Officers * Prosecutors (STOP) Violence Against Women Formula Grant Program (STOP Formula Grant Program) supports communities, including American Indian Tribes and Alaska Native villages, in their efforts to develop and strengthen effective responses to sexual assault, domestic violence, dating violence, and stalking. For additional information about this program see <https://www.justice.gov/ovw/grant-programs> and <https://www.vawamei.org/grant-program/stop-formula-grant-program/>.

VAWA is a federal formula grant. Our funding partner is the United States Department of Justice. All awards are contingent upon the N.C. Governor's Crime Commission receiving the specified grant funds from the U.S. Department of Justice at the expected level and are subject to any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Agencies must comply with all applicable provisions of the Federal Program Guidelines, and the requirements of the US Department of Justice (DOJ) Financial Guide.

The 2022 DOJ Grants Financial Guide is available online at: <https://ojp.gov/https://www.ojp.gov/funding/financialguidedojo/overview>

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.

Promotion of Community Efforts

Applicants should illustrate coordinated public and private efforts to provide services 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. 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.

Prohibited Discrimination

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

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

Applicants should illustrate coordinated public and private efforts to provide services.

GCC supports the development of comprehensive projects that include collaborative partnerships with multiple agencies. Comprehensive projects **must** have Memoranda of Understanding between all agencies involved uploaded as a supporting document.

Pre-Agreement Costs

GCC does not allow pre-award costs. Costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from GCC. See the DOJ Financial Guide for more information on pre-award costs.

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” G.S. 143B-903(e).

Compliance with the statutory eligibility requirements of the VAWA as amended, STOP grant program

A. Costs for Criminal Charges and Protection Orders

Laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, dismissal, withdrawal, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction.

B. Forensic Medical Examination Payment for Victims of Sexual Assault

Agencies may not charge victims of sexual assault for forensic medical exams. Agencies cannot require victims of sexual assault to seek reimbursement for forensic medical examinations from their insurance carrier. Additionally, agencies shall not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam.

C. Judicial Notification

Judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of Title 18 of the United States Code, and any applicable related federal, state, or local laws.

D. Polygraph Testing

No law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under federal, tribal, state,

territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense, and the refusal of a victim to submit to a polygraph examination or other truth telling device shall not prevent the investigation, charging, or prosecution of an alleged sex offense.

E. Demonstrated Organizational Capacity

Agencies must demonstrate a record of effective services to the community by having a history of providing direct services in a cost-effective manner and by showing a documented history of effective work concerning domestic violence, dating violence, sexual assault, and/or stalking.

A. Compliance with Federal Rules Regulating Grants

Agencies must comply with the applicable provisions of VAWA, the Program Guidelines, and the requirements of the OJP Financial Guide. The most recent OJP Financial Guide is available online at: https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf

F. Maintenance of Civil Rights Information

Agencies must maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by the NC Department of Public Safety, Governor's Crime Commission; and permit reasonable access to its books, documents, papers and records to determine whether the sub-recipient is complying with the applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.

G. Compliance with State Criteria

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

H. Compliance with Privacy Act

Agencies must protect the information of victims who receive services. Agencies must provide individuals with a means by which to seek access to and amendment of their records. The Privacy Act sets forth various record-keeping requirements as required by federal law.

I. Compliance with Freedom of Information Act (FOIA)

Agencies must understand and certify that any person has the right to request access to grant records or information except to the extent the records are protected from disclosure as contained in law.

J. Maintenance of Confidentiality of Client/Victim

Agencies are required to maintain the confidentiality and privacy information of the people they serve.

K. Delivery of Legal Assistance

A certification form (Attachment VW-02) must be signed and dated by the Authorizing Official and Project Director.

Pursuant to 34 U.S.C. § 12291(b)(12), agencies providing legal assistance with funds awarded under this program must certify the following information:

1. any person providing legal assistance with funds through this program
 - (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or
 - (B)
 - i. is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and
 - ii. has completed, or will complete, training in connection with domestic violence, dating violence, sexual assault or stalking and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
2. any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
3. any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as, appropriate state and local law enforcement officials of their work; and
4. the grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

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

STOP PROGRAM DESCRIPTION

The Violence Against Women Act (VAWA) of 1994 was passed by Congress and created the Office on Violence Against Women (OVW) in the United States Department of Justice. Since its inception, OVW has supported a multifaceted approach to responding to crimes against women through the implementation of grant programs authorized through VAWA. VAWA was designed to improve criminal justice system responses to adult, youth and child victims of domestic violence, sexual assault and stalking by forming partnerships between state and local communities.

The STOP (Services, Training, Officers, and Prosecutors) Violence Against Women Formula Grant Program promotes a coordinated, multidisciplinary approach to improving the criminal justice system's response to violent crimes against women. STOP encourages the development and strengthening of effective law enforcement, prosecution strategies and victim services in cases involving violent crimes against women.

OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes.

STOP Funding Priorities

The Governor's Office is interested in supporting the priority areas identified below. The GCC encourages programs that involve partnerships, collaborations, and best practices to meet the needs of crime victims and others across the state.

GCC encourages the applicants to develop projects that:

1. Support victims of domestic violence, sexual assault and stalking by ensuring that the stigma of reporting is no longer a barrier for victims.
2. Providing resources for training to help law enforcement better understand victims and ultimately reduce any stigma around reporting.
3. Utilize best practices and/or evidence-based interventions.

STOP Priority Service Areas

STOP funding is restricted to developing and strengthening effective law enforcement and prosecution strategies to address violent crimes against women and the development and strengthening of victim services in cases involving violent crimes against women in the following areas: 1) domestic violence; 2) dating violence; 3) sexual assault; and 4) stalking. Human trafficking victims who have been sexually assaulted or battered by an intimate partner can be served with STOP funds.

The State and Local Courts allocation must be awarded "to" State and Local Courts. Choosing which priority service area should be made based on the beneficiary of the funded activities. (Ex: A victim service agency providing training to law enforcement officers would fall under the Law Enforcement Priority Service Area.)

First, you will need to identify in your application one priority service area for your proposed project.

Priority Service Areas:

- 1) Victim Services**
- 2) Law Enforcement**
- 3) Prosecutors**
- 4) State and Local Courts** – designated agencies only; if you are not contacted by GCC, you are not eligible
- 5) Discretionary**

- a. Court Sanctioned Batterer’s Intervention Programs**

As per the North Carolina Administrative Code, programs must be certified by the N.C. Council for Women and Youth Involvement.

NOTE: Agencies requesting funding for Court Sanctioned Batterer’s Intervention Programs are required to submit a copy of their certification from the N.C Council for Women and Youth Involvement.

- b. Primary and Secondary Prevention**

Primary prevention means strategies, programming, and activities to stop both first-time perpetration and first-time victimization. Primary prevention is stopping domestic violence, dating violence, sexual assault, and stalking before they occur. Secondary prevention is identifying risk factors or problems that may lead to future domestic violence, dating violence, sexual assault, or stalking and taking the necessary actions to eliminate the risk factors and the potential problem. No more than 5% of the State’s total STOP award may be used for this purpose.

STOP Focus Areas

Second, you will need to identify IF your proposed project plans to serve one of the two STOP Focus Areas below. (Not Mandatory)

- 1) Sexual Assault**

Projects in the Victim Services, Law Enforcement, Prosecution and/or Courts Priority Service Area are eligible to choose this Focus Area. Discretionary projects are not eligible for this focus area. Projects must have a sole and legitimate focus on sexual assault and personnel funded under the projects must have expertise and experience in the field of sexual assault response.

- 2) Culturally Specific**

Only projects in the Victim Services Priority Service Area are eligible to choose this Focus Area. In order to be eligible, projects must be focused on working with racial and ethnic minorities as defined in section 1707(g) of the Public Health Service Act, which means:

- American Indians (including Alaska Natives, Eskimos, and Aleuts);
- Asian Americans;
- Native Hawaiians and other Pacific Islanders;
- Blacks; and
- LatinX

In order to receive the funding from the culturally specific funding allocation, the organization **must** be a nonprofit, nongovernmental organization or tribal organization that serves a specific geographic community that:

- focus primarily on domestic violence, dating violence, sexual assault, or stalking;
- has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
- has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or
- obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration;
- is primarily directed toward racial and ethnic minority groups; **AND**
- is providing services tailored to the unique needs of that population.

NOTE: Agencies requesting funding from the culturally specific allocation are required to submit the GCC Culturally Specific Organization form signed by the agency's Board President in the application (Attachment VW-01).

STOP Purpose Areas

Third, you must meet one or more of the VAWA's statutory purpose areas. GCC has identified thirteen (13) purpose areas that align with the State of North Carolina's VAWA Implementation Plan and that fill in funding and service gaps for the State.

You will need to identify in your application at least one purpose area with which your proposed project aligns.

<p>A. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (T) and (U) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. § 1101(a)).</p>
<p>B. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.</p>
<p>C. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault domestic violence, dating violence, and stalking, as well as the appropriate treatment of victims.</p>
<p>D. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, dating violence, and stalking programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted,</p>

and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, dating violence, and stalking.

E. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.

F. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.

G. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of sexual assault, domestic violence, dating violence, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.

H. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of sexual assault, domestic violence, dating violence, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in sexual assault, domestic violence, dating violence, or stalking and may undertake the following activities:

- a) developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
- b) notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
- c) referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
- d) taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

I. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.

J. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.

K. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings.

L. Developing, enlarging, or strengthening programs and projects to provide services and responses targeting male and female victims of sexual assault, domestic violence, dating violence, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18 [of the United States Code.]

M. Developing, enhancing, or strengthening prevention and educational programming to address sexual assault, domestic violence, dating violence, or stalking, with not with not more than 5 percent of the amount allocated to a state to be used for this purpose.

State Allocation	Priority	Focus Areas	
35%	Victims Services	10% <u>culturally specific and culturally competent services</u> designed to meet the needs of specific racial and ethnic minority groups in the victim services priority.	20% must be set aside for projects that solely and meaningfully address sexual assault in at least two of these funding allocation categories.
25%	Law Enforcement		
25%	Prosecution		
5%	State and Local Courts		
10%	Discretionary Prevention Batterer's Intervention Programs	No more than 5% allowed for prevention.	

State and Local Courts 5%

Federal Funding Maximum	Non-Competitive, designated agency only, will be notified of the amount by GCC.
Length of Award	One year with possible renewal.
Limits	<i>One application under this priority per entity.</i>

Victim Services 35%

Federal Funding Maximum	\$200,000
Length of Award	One year with possible renewal.
Limits	<i>One application under this priority per entity.</i>

Law Enforcement 25%

Federal Funding Maximum	<p><u>Direct Services:</u> Up to \$100,000 for projects with less than 2 FTE equivalent staff member(s) Up to \$150,000 for projects with 2 or more FTE equivalent staff members.</p> <p><u>Training of Frontline Staff</u> Up to \$55,000 for regional training grants of Sworn Officers Up to \$200,000 for statewide training grants of Sworn Officers</p>
Length of Award	One year with possible renewal.
Limits	<i>One application under this priority per entity.</i>

Prosecutors 25%

Federal Funding Maximum	<p><u>Direct Services:</u> Up to \$100,000 for projects with less than 2 FTE equivalent staff member(s) Up to \$150,000 for projects with 2 or more FTE equivalent staff members.</p> <p><u>Training of Frontline Staff</u> Up to \$55,000 for regional training grants of Sworn Officers Up to \$200,000 for statewide training grants of Sworn Officers</p>
Length of Award	One year with possible renewal.
Limits	<i>One application under this priority per entity.</i>

Discretionary 10%

Federal Funding Maximum	<p><u>Batterer's Intervention Programs</u> Up to \$55,000 for individual regions and Up to \$100,000* for programs that propose to expand and serve multiple regions</p> <p><u>Prevention Programs</u> Up to \$55,000</p>
Length of Award	One year with possible renewal.
Limits	<i>One application under this priority per entity.</i>
Requirement	Agencies requesting funding for a regional BIP project are required to submit a letter from the N.C. Council for Women supporting the justification for the expanded multi-region project. (Attachment VW-06)

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. <https://sam.gov/content/duns-uei>

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/idmdash/> 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 via e-mail at: its.indicents@its.gov . 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/Login/?ReturnUrl=%2FLanding>

Organizational 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.

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 ORGANIZATIONAL ROLES

The request for organizational roles must come from the NCID of the individual requesting the role. The project director or editor cannot login under his/her NCID and make a request on behalf of another

user. New contacts can request an NCID at <https://ncid.nc.gov>. For any technical issues with the NCID, contact the ITS Service Desk (24 hours) at 919-754-6000 or toll free at 1-800-722-3946. Once completed:

- a) Log into GEMS at <http://gems.ncdps.gov> using the NCID and password provided.
- b) The individual will set up a profile in GEMS and request an organizational or project role under the “My Profile” tab. Information requested includes name, job title, and contact information.
- c) Once project access is approved by the GEMS Organization Administrator, the individual should select “Request Organization Roles”. Once there, the individual may select one or more of the following roles: “Organization Administrator”, “Financial Officer”, and/or “Authorizing Official.” A written justification for needing this role is required in the narrative box.
- d) Finally, by clicking “Request Project Access”, the individual will select a project from the drop-down list, write a justification, and click submit. Once approved by the GEMS Organization Administrator, the individual will be able to edit the project application, create or edit reimbursements, budget adjustments, reports, etc.

ORGANIZATIONAL ROLE	WHO MUST HAVE THE ROLE
<p>Organizational Administrator</p> <ul style="list-style-type: none"> • Approves all requests for organization roles (AO, or supervisor of project activities who can appoint the other FO, PD) • Approves/denies access to project applications selected etc. and open projects • Deactivates access/roles • Submits SAM updates to GCC via GEMS Uploads Organizational Documents 	<p>Stable agency personnel, such as an internal Grant Manager</p> <p>roles as they rotate on boards, get hired, get appointed or get</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>

Modifications

GCC may request modifications after the application is submitted. Pursuant to administrative code 14B NCAC 05B .0203, after the award notice the subrecipient shall submit required grant compliance and modification information. An applicant may request an extension of no more than 60 days to submit the required modifications and documents. 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 the 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 the applicant's Authorizing Official, implementing Project Director, and Financial Officer; and
- 6) a signed agreement to submit to an annual fiscal audit or financial review of the program (as required by funding threshold).

Ordering Delays

Supply chain issues are common. Funds for 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 reimbursement requests for expenses occurring during your period of performance up to 60 days after your project ends.

Indirect Costs and de minimis

Applicants that intend to charge indirect costs through the use of a federally negotiated indirect cost rate (NICRA) must have a current, signed, federally approved indirect cost rate agreement. If your NICRA has expired you may use the 10% de minimis rate. Applicants without a NICRA 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.

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: <https://www.ncdps.gov/gccforms>

Reimbursement Requests

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

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.

Contracting

The substance of the activity that has been contracted will be the major factor considered. If program activities are delegated to another entity that delegation will generally be considered a subaward and is not allowed. On the other hand, if goods or services are purchased or procured from another entity for the non-Federal entity's own use, that activity will generally be considered a contract. For additional information on this topic, please refer to 2 C.F.R. § 200.331, subrecipient and contractor determination.

Contracts must be approved by the GCC Grant Administrator before obligations can be made. Please note that the approval of the grant award by the Commission does not constitute the approval of a specific contract. See documentation table for possible forms and certifications required.

Consultants

The limit for individual consultant rates is \$650 per day or \$81.25 per hour. Fees in excess of the set limit will not be considered.

Actual or sample contracts for the project must be uploaded (Attachment 03) to the application and the actual contract must be approved by the assigned Grant Administrator before being enacted. Reimbursements will not be approved for consultants unless their contracts have been approved by the assigned Grant Administrator,

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.
- 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, supervising grant-funded staff, and supporting grant activities are allowable costs

Purchasing Food

Food provision within the context of victim services is permissible if the food is necessary or integral to providing services to victims of crime for their safety (for example, providing food to victims at a shelter).

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.

Gas Cards or Bus Passes etc.

Funded projects that use gift cards to support services must have written policies and internal controls regarding the purchase and use of such cards and must ensure that they are used only as reasonably necessary. Policies should address:

- What approvals are required to purchase the cards?
- How the cards are stored and accounted for?
- What items may be purchased with the cards?
- What supporting documentation is required for purchases?
-

Research and Evaluation Costs

Under the VOCA and VAWA/STOP programs, funds cannot be used to support research. Research and studies are expressly unallowable expenses. Activities related to program evaluation including, but not limited to, surveys or studies that measure the effect or outcome of victim services are allowable.

APPLICATION DOCUMENTS

Award recipients will be required to provide **organization documentation** within the GEMs system nicknamed the Document Locker. This is not by project but must be submitted for each organization. For example, DPS is an organization. GCC would be the implementing agency. There could be several implementing agencies but the DPS organization documents would be the same and shared by the implementing agencies.

Some projects will need to provide **project level documents** as attachments to the specific project. Listed below are the required documents for GCC grants. The grant forms and certification forms referenced below are found on our website either under the Application tab or Award tab.

[Grant Forms | NC DPS.](#)

GEMS My Projects My Profile Help Kevin Farrell

Organization Documents

Please provide a copy of the Organizational Documents listed below. These will be used for all GCC Projects your organization applies for, or is awarded. Use the "Upload" button to upload your document to the system. GCC will review it and assign an expiration date. Use the "Template" button to download a template for you to use, or a sample document. If you need to replace a document that has been previously uploaded, use the "Replace" button.

Application Documents

Document Type	FileName	Expiration Date	Status	UploadedDate	
Conflict of Interest Policy	Mail_Merge_61177.doc		Submitted	10/25/2021	+ REPLACE DOWNLOAD
Data Breach Policy	2019.Travel Policy (1) (2).pdf		Submitted	10/25/2021	+ REPLACE DOWNLOAD
DUNS Number	ABC Commission - Permit Registration_Renewal (1) (3).pdf	1/27/2022	Approved	10/25/2021	+ REPLACE DOWNLOAD
Indirect Costs Certification, Federally Negotiated/De Minimis			Missing		+ UPLOAD TEMPLATE
Overtime Pay Policy (if applicable)			Missing		+ UPLOAD
Procurement/Purchasing Policy			Missing		+ UPLOAD

Organization Information Documents

501c3 Certification (Nonprofits)

UEI-Number

Board of Directors List (Nonprofits)

Most Recent IRS Form 990 (Nonprofits)

Organization Certification Forms

*Confidentiality Assurance Form**

*Civil Rights Checklist, Video Verification Form, Responsibilities & Requirements Form**

*Certification of No Overdue Taxes**

*Employment Eligibility Verification Form**

*Lobbying, Debarment, Suspension Certification**

NCID Acceptable Use Policy Certification (GCC requirement)*

*Single Audit FORM**

*Policy for Reporting Workplace Incidents Certification**

Indirect Cost Certification, Federally Negotiated/De Minimis FORM (when applicable)

**Organization Policies (Provide Copies)
Must Include:**

Overtime Pay Policy

Procurement/Purchasing Policy

Record Retention Policy

Travel Policy

Unlawful Discrimination Policy

Whistleblower Policy

Conflict of Interest Policy

Data Breach Policy (template provided online)

Advance Suitability for Interacting with Minors Policy (Only when Minors are involved)

VAWA STOP Project-Specific Attachments

Additional required documents are project-specific and are also required at the time of application. These documents should be uploaded by the individual completing the application for grant funding.

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).

All Applicants

- Attachment 01: Current, written agreement(s) demonstrating community partnerships: MOU, MOA, etc. (if applicable) A sample MOU is available on the GCC website. If there are multiple agreements, please number your attachments as follows: "Attachment 01A", "Attachment 01B", etc.

- Attachment 02: Detailed Supply Listing - should be documented in list form indicating which supplies will be purchased in YEAR 1 and/or YEAR 2. Please also indicate Program supplies vs. Office supplies. There is a NEW sample "Detailed Supply Listing" form available in the Resources section on the GCC website.

- Attachment 03: Contracts for project-related services (if applicable). A sample contract is available on the GCC website. If there are multiple contracts, please number your attachments as follows: "Attachment 04A", "Attachment 04B", etc.

- Attachment 04: Agency's current equipment lease and/or rental space agreement with floor plan (if costs are budgeted for reimbursement or match) in the project.

Culturally Specific Applicants

- Attachment VW-01: Culturally Specific Organization Verification utilizing the required Culturally Specific Organization form that is available on the GCC website. NOTE: Requires signatures of Project Director and Authorizing Official.

Applicants Providing Legal Services

- Attachment VW-02: Legal Services Certification utilizing the required Legal Services Certification form that is available on the GCC website. NOTE: Requires signatures of Project Director and Authorizing Official.

- Attachment VW-03: Assurance Concerning Polygraph Testing Prohibition utilizing the required Assurance Concerning Polygraph Testing Prohibition form that is available on the GCC website. NOTE: Requires signatures of Project Director and Authorizing Official.

Applicants Providing Law Enforcement Services

- Attachment VW-04: Assurance Concerning Polygraph Testing Prohibition utilizing the required Assurance Concerning Polygraph Testing Prohibition form that is available on the GCC website. NOTE: Requires signatures of Project Director and Authorizing Official.

Applicants Providing Court Ordered Batterer’s Intervention Programs

- Attachment VW-05: Certification from N.C. Council for Women and Youth Involvement
- Attachment VW-06: Letter from N.C. Council for Women and Youth Involvement supporting a multi-service area application. (if applicable)

Supplemental Attachments

If there are additional attachments, please upload them with the file name “Supplemental Attachment 1” and provide details of the content in Description section.

All Funded Applicants During Modifications

These documents are not requested or required during the application period, however upon notification of approval for funding, these may be required to be submitted as attachments during the Modification period. GCC encourages subrecipients to prepare attachments prior to notification of approval for funding to ensure timely submission.

- Summary of direct and contracted GCC funds that includes current and projected funding utilizing the **required Summary of Direct and Contracted GCC funds form** on the GCC website.
- Project staff allocations across all GCC funded (current and projected) projects utilizing the **required Staffing Allocations form** on the GCC website.
- Job descriptions – specific to the project - for all staff, consultants and volunteers budgeted (funded or match) in the project. After award, your grant administrator will request a full job description for any of the project’s funded staff necessary to effectively monitor your project.

SAMPLE SCREENS FROM GEMS: GCC GRANT APPLICATIONS



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

GEMS Home Screen

The screenshot shows the GEMS Home Screen. At the top, there is a purple navigation bar with the GEMS logo, 'My Projects', 'My Profile', a 'Help' icon, and the user name 'Kevin Farrell'. Below the navigation bar, the main content area is titled 'My Projects' and includes a search bar and a green '+ PROJECT' button. The 'Current Projects' table lists three projects:

Project ID	Project Name	Implementing Agency	Status
PROJ008534	test #23	GCC	Pending Award
PROJ013290	3 Grant Workshop 2018	Alcohol Law Enforcement	Open
PROJ013441	2022 JJ Scoring TEST PROJECT #2	AOC Research and Planning	Submitted

Below the 'Current Projects' table, it says 'Showing 1 to 3 of 3 entries'. The 'Archived Projects' table is partially visible at the bottom of the screenshot.

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

The screenshot shows the GEMS Project Setup form. At the top, there is a purple header with the GEMS logo, 'My Projects', 'My Profile', a 'Help' icon, and the user name 'Kevin Farrell'. The main content area is white and contains the following fields:

- Project Name ***: An empty text input field.
- Project Summary (Max 300 Characters) ***: An empty text area.
- Committee ***: A dropdown menu with a downward arrow.
- Project Director**: A dropdown menu with a downward arrow.
- Financial Officer**: A dropdown menu with a downward arrow.
- Authorizing Official**: A dropdown menu with a downward arrow.

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.

This screenshot shows the GEMS Project Setup form with the 'Committee' dropdown selected to 'CRIME VICTIMS' SERVICES'. Below this, a 'Program Priority' section is visible, listing several options, each with a radio button and a match percentage of 0%:

- 2022 VOCA - Legal Services (Match Percentage: 0%) ⓘ
- 2022 VOCA - Underserved Crime Victims (Match Percentage: 0%) ⓘ
- 2022 VOCA - Specialized Services and Models (Match Percentage: 0%) ⓘ
- 2022 VOCA - Victim Focused Violence Intervention (Match Percentage: 0%) ⓘ
- 2022 VOCA - Child Advocacy Centers Basic Services (Designated agencies only) (Match Percentage: 0%) ⓘ
- 2022 VOCA - Domestic Violence / Sexual Assault Providers Basic Services (Designated agencies only) (Match Percentage: 0%) ⓘ

Below the priority list are three dropdown menus for 'Project Director', 'Financial Officer', and 'Authorizing Official'. At the bottom left, there are two buttons: 'SAVE' (in a blue box) and 'CANCEL'.

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

GEMS My Projects My Profile Help Kevin Farrell

Indirect Costs
 2022 VOCA - Victim Focused Violence Intervention (Match Percentage: 0%) ⓘ

First Year Budget
 2022 VOCA - Child Advocacy Centers Basic Services (Designated agencies only) (Match Percentage: 0%) ⓘ

Second Year Budget
 2022 VOCA - Domestic Violence / Sexual Assault Providers Basic Services (Designated agencies only) (Match Percentage: 0%) ⓘ

Budget Summary
Project Director: Kevin Farrell (NCID: klfarrell) Financial Officer: Authorizing Official:

Job Information

Certification
Project Continuation – Is this application a continuation of a current GCC Project? *
 Yes, continuation of Project
 Yes, continuation of Project with enhancements
 Yes, combination of one or more existing projects
 No, this is a new Project application

Attachments
Please Enter the Project ID of the related project(s). Example, PROJXXXXX, PROJYYYYY, etc *

SAVE

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

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

Project Overview

GEMS My Projects My Profile Help Kevin Farrell

PROJ015798
DEMO
APPLICATION -
2022

Project Overview PRINT CANCEL PROJECT

You must complete the following items before submitting.

Project Setup	Authorizing Official is empty
Project Setup	Financial Officer is empty
Organization Information	Implementing Agency is empty
General Information	Project Area Population is empty or zero
General Information	Principal Place of Performance-city is empty
General Information	Principal Place of Performance-zip is empty
General Information	US Congressional Districts is empty
General Information	Project Counties is empty
General Information	NC House Districts is empty
General Information	NC Senate Districts is empty
Abstract & Narrative	Abstract & Narrative page is incomplete
Qualifying Information	Qualifying information is incomplete

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

PROJ015798
DEMO
APPLICATION - 2022

Project Overview

Project Setup

Implementing Agency

General Information

Abstract & Narrative

Qualifying Information

Goals

Implementing Agency

Implementing Agency *
DPS - Alcohol Law Enforcement

+ IMPLEMENTING AGENCY

Name *
DPS - Alcohol Law Enforcement

Street Address 1 *
4233 Mail Service Center

Street Address 2

City *
Raleigh

State *
North Carolina

Zip Code *
27699-4701

Business Phone *
919-662-4500

Fax

Of Sworn Officers (For Law Enforcement Agencies)
109

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

PROJ015798
DEMO APPLICATION - 2022

Project Overview

Project Setup

Implementing Agency

General Information

Abstract & Narrative

Qualifying Information

Goals

Objectives

Indirect Costs

First Year Budget

Second Year Budget

Budget Summary

Job Information

General Information

Use the map at this link to find legislative districts.

US Congressional Districts [Select All](#) [Unselect All](#)

Project Counties [Select All](#) [Unselect All](#)

NC House Districts [Select All](#) [Unselect All](#)

NC Senate Districts [Select All](#) [Unselect All](#)

Population of Project Area

City (Principal Place of Performance)

Zip Code (Principal Place of Performance)

SAVE

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 (Principal Place of Performance).

GEMS My Projects My Profile ? Help Kevin Farrell

PROJ015798 DEMO APPLICATION - 2022	Abstract & Narrative
Project Overview	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) *
Project Setup	
Implementing Agency	
General Information	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) *
Abstract & Narrative	
Qualifying Information	
Goals	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) *
Objectives	
Indirect Costs	
First Year Budget	
Second Year Budget	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 Beverages are unallowable expenses of the Office of Justice Programs as of October, 21, 2011. (Max 2000 characters) *
Budget Summary	
Job Information	

Certification	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) *
Attachments	
	Please identify the partners with whom you will collaborate and briefly describe how that collaboration will occur. (Max 2000 characters) *
	Please describe your efforts to assist Federal Crime Victims. To ensure local federal authorities are aware of your services, you must send a letter (current year) on your agency's letterhead to your local US ATTORNEY describing the services you provide and upload a copy in Project Attachments. You may describe any additional efforts to provide services to Federal Crime Victims. To verify your local US Attorney's contact information, please click here . (Max 2000 characters) *
	Project Narrative Summary: Please provide additional information about your project application. (Max 2000 characters) *
	How will you use volunteers for this project? (Max 500 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) *
	SAVE

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

1. 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)
2. 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)
3. 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 an explanation provided in this section. Training registrations should be listed under the travel category. (Max 2000 characters)
4. 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 Beverages are unallowable expenses of the Office of Justice Programs as of October, 21, 2011. (Max 2000 characters)
5. 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)
6. Please identify the partners with whom you will collaborate and briefly describe how that collaboration will occur. (Max 2000 characters)
7. Please describe your efforts to assist Federal Crime Victims. To ensure local federal authorities are aware of your services, you must send a letter (current year) on your agency's letterhead to your local US ATTORNEY describing the services you provide and upload a copy in Project Attachments. You may describe any additional efforts to provide services to Federal Crime Victims. To verify your local US Attorney's contact information, please <https://www.justice.gov/usao/find-your-united-states-attorney>. (Max 2000 characters)
8. Project Narrative Summary: Please provide additional information about your project Application. (Max 2000 characters)
9. Project Timeline of Activities (Max 1500 characters)
10. 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)

Qualifying Information

GEMS My Projects My Profile Help Kevin Farrell

PROJ015798
DEMO APPLICATION - 2022

Qualifying Information

The question below are specific to the priority under which you applied. Please remember that your proposal need include only one of the bulleted components to which the questions are directed but may include more than one. The information you provide will be available to the grant reviewers. To that end, please respond to each question briefly. If your proposal does not include any of the components mentioned in that follow, Your proposal may not receive consideration.

Underserved Crime Victims Services

Does your proposal utilize a coordinated community response approach to serving victims, such as a Multidisciplinary Task Force?
 Yes No N/A

Does your proposal establish "Memorandums of Understanding" with community partners, agencies or individuals critical to the goal(s) of your proposal?
 Yes No N/A

Does your proposal include regularly scheduled discussion/strategic planning/cross-training meetings with community partners, agencies or individuals critical to the goal (s) of your proposal?
 Yes No N/A

Does your proposal include collaboration that is significant with regard to the resources impacting the daily lives of underserved victims of crime?
 Yes No N/A

Miscellaneous Qualifying Questions

Are there any other victim service providers located in your service area that are related to DV/SA Services?
 Yes No N/A

Are there any other victim service providers located in your service area that are related to Transitional Housing for DV victims?
 Yes No N/A

Are there any other victim service providers located in your service area that are related to Supervised Visitation and Exchange?
 Yes No N/A

Are there any other victim service providers located in your service area that are related to Accredited/Provisional Children's Advocacy Center serving child victims?
 Yes No N/A

Are there any other victim service providers located in your service area that are related to Other Children's Services?
 Yes No N/A

Are there any other victim service providers located in your service area that are related to Batterer's Intervention Program serving batterer's?
 Yes No N/A

Are there any other victim service providers located in your service area that are related to Services to Victims of Human Trafficking?
 Yes No N/A

Are there any other victim service providers located in your service area that are related to Services to Underserved population?
 Yes No N/A

Are there any other victim service providers located in your service area that are related to Legal Services to victims?
 Yes No N/A

Are there any other victim service providers located in your service area?
 Yes No N/A

Within your service area, is there a law enforcement agency that has a dedicated unit focusing on victim response/support?
 Yes No N/A

Within your service area, is there a dedicated prosecutorial unit focusing on victim response/support?
 Yes No N/A

SAVE

QUALIFYING INFORMATION DETAILS

Applicants are presented a list of Priority Specific Questions, which will vary depending on the priority under which you apply. In this VOCA priority example (above), those questions may include:

11. Does your proposal utilize a coordinated community response approach to serving victims, such as a Multidisciplinary Task Force?

If no, please describe the coordinated community response (Max 1000 characters)

13. Does your proposal establish "Memorandums of Understanding" with community partners, agencies or individuals critical to the goal(s) of your proposal?
15. Does your proposal include regularly scheduled discussion/strategic planning/cross-training meetings with community partners, agencies or individuals critical to the goal(s) of your proposal?
16. Does your proposal include collaboration that is significant with regard to the resources impacting the daily lives of underserved victims of crime?
18. Are there any other victim service providers located in your service area that are related to DV/SA Services?
19. Are there any other victim service providers located in your service area that are related to Transitional Housing for DV victims?
21. Are there any other victim service providers located in your service area that are related to Supervised Visitation and Exchange?
23. Are there any other victim service providers located in your service area that are related to Accredited/Provisional Children's Advocacy Center serving child victims?
25. Are there any other victim service providers located in your service area that are related to Other Children's Services?
27. Are there any other victim service providers located in your service area that are related to Batterer's Intervention Program serving batterer's?
29. Are there any other victim service providers located in your service area that are related to Services to Victims of Human Trafficking?
31. Are there any other victim service providers located in your service area that are related to Services to Underserved population? Are there any other victim service providers located in your service area that are related to Legal Services to victims?
35. Are there any other victim service providers located in your service area?
37. Within your service area, is there a law enforcement agency that has a dedicated unit focusing on victim response/support?
39. Within your service area, is there a dedicated prosecutorial unit focusing on victim response/support? If so, please indicate the location of each unit and the number of prosecutors and victim/witness legal assistants (VWLA's) included on each team. (Max 1000 characters)

Goals

The screenshot shows the GEMS application interface for project PROJ015798. The top navigation bar includes the GEMS logo, 'My Projects', 'My Profile', 'Help', and the user name 'Kevin Farrell'. The left sidebar lists navigation options: Project Overview, Project Setup, Implementing Agency, General Information, Abstract & Narrative, Qualifying Information, **Goals** (highlighted), Objectives, Indirect Costs, and First Year Budget. The main content area is titled 'Goals' and includes a green '+ GOAL' button. Below the heading, it states: 'Grantees are limited to two goals. Your project should at least have one goal.' There is a text input field for 'Description (Max 500 characters)' and two buttons: 'SAVE' and 'CANCEL'.

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

The screenshot shows the GEMS application interface for project PROJ015798. The top navigation bar includes the GEMS logo, 'My Projects', 'My Profile', 'Help', and the user name 'Kevin Farrell'. The left sidebar lists navigation options: Project Overview, Project Setup, Implementing Agency, General Information, Abstract & Narrative, Qualifying Information, Goals, **Objectives** (highlighted), Indirect Costs, and First Year Budget. The main content area is titled 'Objectives' and includes a green '+ OBJECTIVE' button. Below the heading, it states: 'Grantees are limited to four objectives. Your project should at least have one objective.' There are three text input fields: 'Objective (Max 500 characters)', 'Performance Measure (Max 500 characters)', and 'Evaluation Method (Max 500 characters)'.

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:

1. Objective (Max 500 characters)
2. Performance Measure (Max 500 characters)
3. Evaluation Method (Max 500 characters)

Indirect Costs

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DEMO APPLICATION - 2022

My Projects My Profile Help Kevin Farrell

Indirect Costs

Indirect cost option has to be selected by the 'financial officer' of your organization. Once an option is chosen, all projects will have to use the same indirect cost. Please ask your financial officer to complete the form provided at this [URL](#).

Unless otherwise allowed, all costs attributed to a grant must be directly related to the objective of that grant. If your grant allows you to charge indirect costs, please select from the choices below. If your grant does not allow for indirect costs, the default (direct costs) option will be shown and no other elections are possible.

- Option 1: Direct (Allocated) Costs Only.
All costs will be treated as direct costs and will be allocated proportionally.
- Option 2: De Minimis Indirect Cost Rate.
Applicant agency is eligible for and elects to use the 10 percent de minimis rate per 2CFR200.414(f) for Modified Total Direct Costs (MTDC) as outlined under 2CFR200.68. MTDC means all program related direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the project). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs (i.e., office supplies, copier rental and supplies, telephone, utilities, accounting and payroll costs, etc.) and the portion of each subaward in excess of \$25,000.
- Option 3: Federally Negotiated Indirect Cost Rate.
Our agency has a federally negotiated indirect cost rate.

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

First Year Budget

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First Year Budget

[+ BUDGET LINE](#)

i In case of contractual budget lines, the max hourly rate is \$81.25

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:

1. Cost Category (Contractual, Equipment, Personnel, Supplies, Travel)
2. Budget Line Name – Defined by the Applicant
3. 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.
4. Quantity
5. Unit Cost
6. Cash Match (if applicable)
7. In-Kind Match (if applicable)

This process is repeated for each line of the first-year budget. (See image below)

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My Projects My Profile

Budget Line

Cost Category *

Budget Line Name *

Detailed Description
Provide information on what is included in this budget item (Max 500 Characters). *

Quantity *

Cash Match (0%)

\$

SAVE CANCEL

Second Year Budget

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2022

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Second Year Budget

[COPY FIRST YEAR BUDGET](#) [+ BUDGET LINE](#)

i In case of contractual budget lines, the max hourly rate is \$81.25

Project Overview

Project Setup

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

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Budget Summary

Describe the amount and source of matching funds. Matching funds may include local, state or private funds, but not other federal funds.
(Max 500 Characters) *

[SAVE](#)

Category	Total
Total Budget	\$0.00
(-)Match Funds	\$0.00
TOTAL FEDERAL REQUEST	\$0.00

Project Overview

Project Setup

Implementing Agency

General Information

Abstract & Narrative

Qualifying Information

Goals

Applicants must describe the amount and source of matching funds. Additionally, the completed budget is displayed and totaled at the bottom of the screen, defining the Total Federal Request.

Job Information

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Job Information

You currently do not have any job information.

[+ JOB INFORMATION](#)

Project Overview

Project Setup

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:

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

Certifications

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Certification

A. Certification of Non-Supplanting

The applicant hereby certifies that federal funds will not be used to supplant or replace State or local funds, but will instead be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for project activities.

B. Certification of Filing an Equal Employment Opportunity Program

The project director certifies that the applicant/grantee has formulated an Equal Opportunity Program, which is dated [MM/DD/YYYY] in accordance with the Amended Equal Employment Opportunity Guidelines (28 C.F.R. 42.301, et seq.) and that it is on file in the office of:

The project director certifies that the Amended Equal Employment Guidelines (28 C.F.R. 42.301, et seq.) have been read and that no Equal Employment Opportunity Program is required to be filed by the implementing agency because:

Please check all the boxes that apply.

Recipient has less than 50 employees Recipient is an Indian tribe

Recipient is a non-profit organization Recipient is an educational institution

Recipient is a medical institution Recipient is receiving an award less than \$25,000

D. Certification of Submission of Current Annual Operating Budget:

The project director certifies that a copy of the implementing agency's current annual operating budget will be submitted upon request.

E. Certification that Applicant is Eligible to Receive Federal Funds:

The project director certifies that neither the grant applicant nor any of its officers, directors or consultants are presently debarred, proposed for debarment, suspended, declared ineligible or voluntarily excluded from receiving federal funds. [If the director cannot make this certification, an explanation must be attached. If this certification cannot be provided, the applicant will not necessarily be denied participation in this program. The certification or explanation will be considered in connection with the determination by the Governor's Crime Commission as to whether or not to approve the application. However, if neither the certification nor an explanation is provided, the application will be rejected.]

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

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

Attachments

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DEMO APPLICATION - 2022

My Projects My Profile Help Kevin Farrell

Attachments

File *

Choose File... Browse

Description *

SAVE

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.
