NC GOVERNOR'S CRIME COMMISSION

REQUEST FOR APPLICATIONS

VICTIMS OF CRIME ACT

VICTIM ASSISTANCE GRANT

The Crime Victim Services Committee seeks applications for Victims of Crime Act (VOCA) funds to provide direct services to crime victims and their families. Under this funding source, the Commission is particularly interested in applications that meet the needs of underserved populations, rural areas of the state, and groups that currently lack services. The Commission encourages programs that involve partnerships, collaborations, and best practices to meet the needs of crime victims.

Subgrantee Eligibility to Apply

The Victims of Crime Act (VOCA) 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

Sub-recipients are typically required to contribute 20% of the total cost of each project and identify the source of the match, which must be from non-federal sources, and how match funds will be used. However, due to the pandemic national emergency, match is waived for VOCA 2023 applications (see paragraph O. below). Match can be cash or it can be in-kind through donated goods and services such as:

- Volunteered professional or personal services whose value must be consistent with compensation paid for similar work in the program or with the rate found in the labor market in which the program competes;
- Materials/equipment whose value shall not exceed its fair market value;
- Space and facilities whose value shall not exceed the fair rental value of comparable space and facilities as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality;

- Non-VOCA funded victim assistance activities including but not limited to, performing direct service, coordinating, or supervising those services, training victim assistance providers, or advocating for victims.

Volunteered services used as in-kind match should be justified by (1) the specific level of experience/expertise that the individual brings to the specific project, and (2) evidence that the individual has been paid a comparable rate for this specific service.

Exceptions to Project Match Requirement

Sub-recipients that are federally recognized American Indian or Alaska Native tribes, or projects that operate on tribal lands, are excluded from VOCA's match requirement.

Subrecipients can decline the match waiver (including this year's waiver from the national emergency); however, subrecipients are also reminded that they will in no way be penalized for any match waiver which the subrecipient receives during a pandemic or for any other reason. Subrecipients who wish to decline the match waiver should make a note in the match planning section of the application.

IMPORTANT: Match waivers and the removal of match from the project does not increase the project's federal share. You will simply not need to provide the match or its related documentation throughout the life of the match waiver.

[1] (Text - H.R.1652 - 117th Congress (2021-2022): VOCA Fix to Sustain the Crime Victims Fund Act of 2021 | Congress.gov | Library of Congress)

[2] (Notice on the Continuation of the National Emergency Concerning the Coronavirus Disease 2019 (COVID-19) Pandemic | The White House

Timeline

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

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 will be 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.

Except for Basic grants, all other priorities are awarded through a competitive application process. Members of the Crime Victim Services Committee review all submitted 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

Allowable Activities

NOTE: This is not an exhaustive list.

1) Client outreach services
2) Crisis line operations
3) Evidence-based mental health services
4) Counseling and support services
5) Information and referral services
6) Language crisis line services
7) Legal assistance
8) Relocation expenses
9) Shelter and transitional housing Services
10) Hospital accompaniment
11) Child medical evaluations
12) Forensic interviews
13) Forensic medical evidence collection exams
14) Training for project and agency personnel and volunteers

Unallowable Uses

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

Unallowable Activities

1) Lobbying/advocacy with respect to legislation or administrative changes to regulations or administrative policy;
2) Research and studies, except for project evaluation within the limits established by GCC;
3) Active investigation and prosecution of criminal activities, except for the provision of victim assistance services to crime victims;
4) Fundraising activities;
5) Capital expenses, including capital improvements; property losses and expenses; real estate purchases; mortgage payments; and construction;
6) Reimbursement of crime victims for expenses incurred because of a crime, except as otherwise allowed by other provisions herein;
7) Medical care, except as otherwise allowed by other provisions herein;
8) Salaries and expenses of management, board members, and other administrators, except as specifically allowed elsewhere herein;
9) 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.
10) Food and beverages, except as part of a direct service for victims (e.g., food for persons residing in shelter or transitional housing)

Funding Authority

Funded through: U.S. Department of Justice Office for Victims of Crime (CFDA#16.575)

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

The primary purpose of the VOCA Grant Program is to fund direct services to crime victims and their families.

VOCA 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://www.ojp.gov/funding/financialguidedoj/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 must illustrate coordinated public and private efforts to aid crime victims which may include written agreements/memoranda of understanding, work groups to oversee and recommend improvements to community responses to crime victims and developing protocols for such responses.

GCC supports the development of comprehensive projects that include collaborative partnerships with multiple agencies (e.g., Family Justice Centers, Coordinated Community Response teams, etc.). These comprehensive projects must have Memoranda of Understanding between all agencies involved. The project narrative for the lead agency should summarize the multidisciplinary nature of the project. A separate attachment must summarize each agency's role, time and resource commitment (number of staff, shared costs, etc.).

All projects are required to provide a list of all known agencies that you plan to contract with, to whom you will contract services, and a comprehensive list of community partners receiving funding from GCC.

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.

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 VOCA

A. Conditions of Eligible Organizations

Eligible organizations must meet the following Federal requirements to receive funding through VOCA:

- 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;
- Public (government) agencies, such as criminal justice agencies, include law enforcement, prosecutor offices, courts, corrections departments, probation and paroling authorities for victim services that exceed the boundaries of their mandate. For example, a police department may use VOCA funds to provide crime victim services that exceed a law enforcement official's normal duty, such as a victim crisis response unit. Regular law enforcement duties, such as crime scene intervention, questioning of victims and witnesses, investigations of the crime, and follow-up activities may not be paid with VOCA funds;
- Religiously-affiliated and faith-based organizations must offer services to all crime victims without regard to religious affiliation and receipt of services is not contingent upon participation in a religious activity or event.

B. Demonstrated Organizational and Financial Capacity

Agencies must demonstrate a record of effective services by having a history of providing direct services in a cost-effective manner, and by illustrating substantial financial support from other sources. New victim services organizations must demonstrate financial capacity with at least 25% of the program's funding in the year of, or the year preceding the award from other sources, which may include other federal funding programs. GCC does not fund start-up agencies through VOCA funding.

C. Compliance with Federal Rules Regulating Grants

Agencies must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide. The most recent OJP Financial Guide is available online at: https://www.ojp.gov/funding/financialguidedoj/overview

D. Use of Volunteers

The use of volunteers by VOCA-funded programs is mandatory. This requirement may be waived by providing a written request which documents efforts to recruit and maintain volunteers, or otherwise demonstrate why circumstances prohibit the use of volunteers.

E. Promotion of Community Efforts

Applicants must illustrate coordinated public and private efforts to aid crime victims which may include written agreements/memoranda of understanding, work groups to oversee and recommend improvements to community responses to crime victims and developing protocols for such responses.

GCC supports the development of comprehensive projects that include collaborative partnerships with multiple agencies (e.g., Family Justice Centers, Coordinated Community Response teams, etc.). These comprehensive projects must have Memoranda of Understanding between all agencies involved. The project narrative for the lead agency should summarize the multidisciplinary nature of the project. A separate attachment must summarize each agency's role, time and resource commitment (number of staff, shared costs, etc.).

All projects are required to provide a list of all known agencies that you plan to contract with, to whom you will contract services, and a comprehensive list of community partners receiving funding from GCC.

F. Victim Compensation

All VOCA-funded programs are required to assist potential recipients of crime victim compensation benefits in applying for benefits or referring potential recipients to agencies who aid with Crime Victim Compensation. For more information about the NC Crime Victim Compensation Program, visit: https://www.ncdps.gov/dps-services/victim-services.

G. Release of Information

If any individual client information is compelled by statute or court mandate, recipients of VOCA funds shall make reasonable attempts to provide notice to victims affected by the disclosure of information and take reasonable steps necessary to protect the privacy and safety of the persons affected. In no circumstance may a victim be required to provide a consent to release information as a condition for receiving services.

H. Maintenance of Confidentiality

VOCA funded programs shall, to the extent permitted by law, reasonably protect the confidentiality of persons receiving services under this program and shall not disclose, reveal, or release:

1. Any personally identifying information or individual information collected in connection with VOCA-funded services requested, utilized, or denied, regardless of whether such information has been encoded, encrypted, hashed, or otherwise protected; or
2. Individual client information, without the informed, written, reasonably time-limited consent of the person about whom information is sought, except that consent for release may not be given by the abuser of a minor, incapacitated person, or the abuser of the other parent of the minor.

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

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.

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

VOCA Program Description

The Crime Victims Fund, established in 1984, is the primary source of revenue for VOCA grants. Each year, millions of dollars are deposited into this Fund from criminal fines, forfeited bail bonds, penalty fees, and special assessments collected by U.S. Attorney's Offices, U.S. Courts, and the Bureau of Prisons. These dollars come from offenders convicted of Federal crimes, not from taxpayers. Previous legislation expanded the sources from which fund deposits occur.

The Crime Victims Fund provides financial assistance that support a variety of programs, services, and activities to support and assist victims of crime. Services under this grant program are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security as appropriate to their victimization.

VOCA 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.

VOCA Funding Priorities Overview

If you have questions about which funding priority may be appropriate for your application, please contact a member of the Crime Victim Services Planning team.

1) All funding priorities are of **equal importance**, regardless of their listed order.
2) VOCA priorities are divided into two categories: Basic (noncompetitive and based on a formula) and Competitive

    a. Basic Services Applications:
        i. The following projects are in response to federally mandated priorities and are for designated agencies only, based on a GCC formula. Designated agencies will be contacted by GCC with their funding amounts by 11/1/2021:
        ii. Sexual assault/domestic violence, and
        iii. Child advocacy center for accredited / provisionally accredited CACs
        iv. Automated victim notifications (odd years only).
    b. Competitive Applications:

i. All competitive priorities DO HAVE established CAPS; AND are LIMITED to 0% growth for any project that is submitting a continuation application, whichever is less.

3) All grant applications are reviewed and assessed for allowable and reasonable costs. Upon GCC staff review, applicants may be required to revise proposed application budgets.
4) Proposals may include costs for direct service personnel, volunteers and services and goods needed to support direct services prorated to the portion of the project.

2023 VOCA - Domestic Violence / Sexual Assault Providers Basic Services (designated agencies only)

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

2023 VOCA - Child Advocacy Centers Basic Services (designated agencies only)

Federal Funding Maximum	Non-Competitive, designated agency only, will be notified of the amount by CACNC
Length of Award	Two years with possible renewal.
Limits	*One application under this priority per entity.*

2023 VOCA – Automated Victim Notification (designated agencies only – odd years only)

Federal Funding Maximum	Non-Competitive, designated agency only, 0% growth
Length of Award	Two years with possible renewal.
Limits	*One application under this priority per entity.*

2023 VOCA - Underserved Crime Victims

Federal Funding Maximum	Local: 1-4 counties – 250,000 Regional: 5-50 counties – 500,000 Statewide: 51+ counties – 750,000
Length of Award	Two years with possible renewal.
Limits	*One application under this priority per entity.*

VOCA requires funding be allocated to projects serving “previously underserved populations of victims of violent crime”. Underserved populations may be distinguished by crime type or by demographic characterizations. These populations may require special consideration/services due to possibly being overlooked in the past or not having access to adequate services. Under this funding priority, programs should look to develop and/or continue implementing programs that address underserved crime victim groups by providing an array of direct services. Programs that can be replicated are of special interest. Proposals should describe services to a population that is defined by your community to be an underserved community.

Underserved - Crime Type

(You will need to select one in the Qualifying Information section within the application)

a. Human Trafficking Victims
b. Child Abuse (accredited CACs only, start-up CACs cannot apply)
c. Sexual Assault
d. Domestic Violence/Intimate Partner Violence
e. Survivors of Homicide Victims
f. Services for Victims of Financial Fraud and/or Identity Theft
g. Drunk driving

Demographics / Special Populations

If your project is targeting specific populations within a crime type above, then further select the Underserved – Demographic and/or Special Population type in the Qualifying Information section within the application (check all that apply, please note there is no extra points for selecting a population or multiple populations).

i. African/African American
ii. American Indian/Tribal Communities
iii. Latinx Communities
iv. Asian/Pacific Islander
v. Middle Eastern
vi. Immigrant (Undocumented and Documented)
vii. LGBTQ+
viii. Males
ix. Elderly
x. Rural
xi. Disabled
xii. Veterans/Military Personnel

2023 VOCA - Legal Services

Federal Funding Maximum	Local: 1-4 counties – $600,000 Regional: 5-50 counties – $1,200,000 Statewide: 51+ counties – $2,000,000
Length of Award	Two years with possible renewal.
Limits	*One application under this priority per entity.*

Proposals will be accepted for state, regional or local legal services non-profit agencies to provide legal services to victims of crime. This includes emergency legal assistance by an attorney, and allowable civil legal assistance provided to victims of crime.

All proposals must comply with NCGS 84-5.1 and must also include a written interagency agreement to include local victim service providers.

2023 VOCA – Medical Services and Models

Federal Funding Maximum	Local: 1-4 counties – $250,000 Regional: 5-50 counties – $500,000 Statewide: 51+ counties – $750,000
Length of Award	Two years with possible renewal.
Limits	*One application under this priority per entity.*

Proposals will be considered for the development of enhanced services for victims of crime that are allowable under VOCA Victim Assistance regulations. Proposals should include a plan of action and a statement of collaboration to provide enhanced services to victims, which may include:

a. Sexual Assault Nurse Examiner (SANE) Services
b. Forensic medical examinations and forensic interviews (not associated with sexual assault basic services)
c. Emergency medical assistance not covered by victim compensation funds
d. Mental health and other alternative therapies and substance use disorder services related to victimization. Intake processes must be in place in order to determine client participation is by individuals who are victims of crime.

2023 VOCA – Victim Focused Violence Intervention

Federal Funding Maximum	Local: 1-4 counties – $250,000 Regional: 5-50 counties – $500,000 Statewide: 51+ counties – $750,000
Length of Award	Two years with possible renewal.
Limits	*One application under this priority per entity.*

a. Community violence intervention programs - Victims of Gang-related Crimes, Community Gun Violence, or Community Violence
b. Hospital-based violence intervention programs
c. Restorative justice programs

Hospital-based Violence Intervention Programs:

- HVIPs are multidisciplinary programs - medical staff and community-based partners collaborate to provide safety planning, services, and trauma-informed care
- Victims are provided links to community-based services, mentoring, home visits, follow-up assistance, and long-term case management during these interventions
- Learn more at The Health Alliance for Violence Intervention - The HAVI

Restorative Justice Programs:

- Activities in support of opportunities for crime victims to meet with perpetrators, examples:
  - tribal community-led meetings
  - peace-keeping activities
  - victim-offender dialogue

- alternatives to traditional criminal justice system pathways for victims
- Requested or voluntary agreement by the victim is mandatory (and, who shall, at any point, be able to stop participating in the restorative justice process)
- 28 CFR 94.120(g) – Criteria

Intervention is not Prevention. Projects must be centered on direct victim services as noted under Allowable Uses section of this RFA and can have secondary and tertiary prevention aspects. Primary prevention is NOT allowable under VOCA. For clarification regarding the definitions of prevention the following will be used to determine if a project is providing primary prevention and therefore not allowable.

- The definitions of primary, secondary, and tertiary prevention can be useful to categorize services that may be allowable under VOCA Victim Assistance funding. The examples below serve to illustrate how VOCA Victim Assistance funds may be used to support prevention-related activities. The examples are by no means exhaustive. OVC encourages you to contact your grant manager with any questions.

- *Primary prevention* is intervention before a crime occurs. For example, primary prevention could be funding police officers to patrol streets to protect high violence areas. Primary prevention is not an allowable use of VOCA Victim Assistance funding.

- *Secondary prevention* is intervention early in health and other impacts from violence and injury, with the objective of preventing ongoing issues and working toward healing for survivors. For example, secondary prevention could be a hospital-based intervention program that offers trauma-informed services to victims of violence to prevent ongoing violence while supporting survivors and communities in the aftermath of a crime. Secondary prevention would be an allowable use of VOCA Victim assistance funding.

- *Tertiary prevention* is working with people already impacted and effected by violence, and bringing in services and healing to assist survivors. For example, tertiary prevention could be the creation of a safety plan or the provision of therapy to a survivor after a crime has been committed. Tertiary prevention would be an allowable use of VOCA Victim Assistance funding.

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

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.

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 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 organization 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.

ORGANIZATION ROLE	WHO MUST HAVE THE ROLE
Organization Administrator • 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 Uploads Organization Documents	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 selected etc.
Authorizing Official (AO) • Signatory to grant award • Chief point of oversight for project	**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
Financial Officer (FO) • Provides financial oversight to project • Ensures compliance with both agency and Federal financial policies and procedures	**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
Project Director (PD) • Signatory to grant award • Responsible for execution of project • Primary point of contact with GCC	**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

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 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 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/about-dps/boards-and-commissions/governors-crime-commission/grant-forms#application

Reimbursement Requests

You may submit your final reimbursement request 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.

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 approved by the assigned Grant Manager 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.
- 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 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?

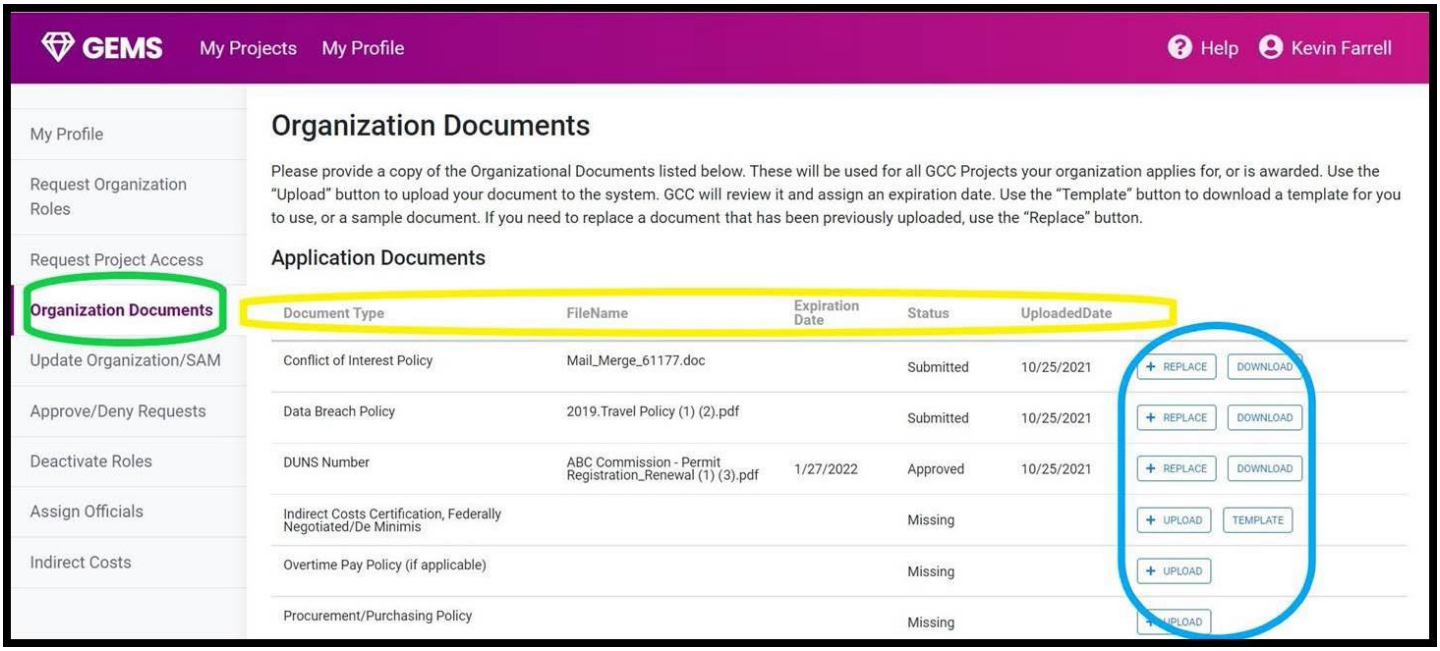
Research and Evaluation Costs

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. JAG funding does allow for research and evaluation costs.

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.



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)

Project-Specific Attachments

VOCA Project-Specific Attachments

Additional project-specific documents are also required at the time of application. These documents should be uploaded to the application in GEMS 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).

1) 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 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.

2) Applicants Requiring Eligibility Verification

- ❒ Attachment VA-01**:** Child Advocacy Centers of North Carolir Verification er Letter (CACs only)
- ❒ Attachment VA-02: NC Human Trafficking Commission Letter of Support (HT projects only)

3) 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.

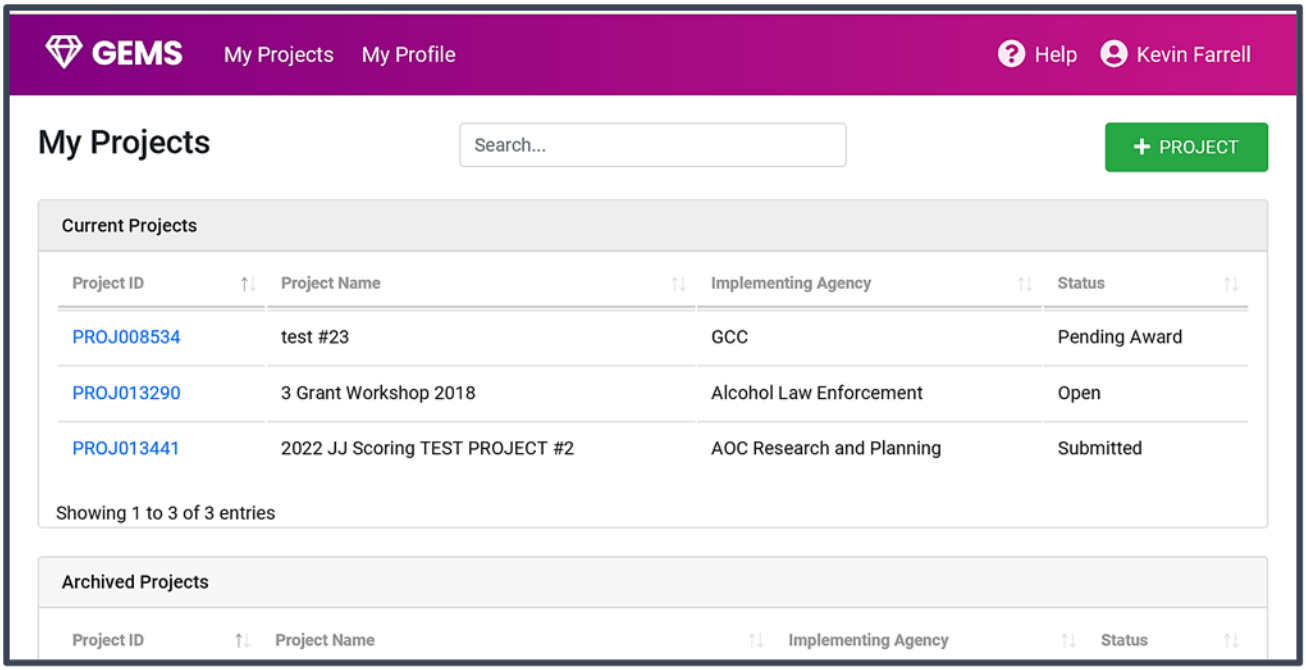
4) Additional Attachments

If there are additional attachments that are not required, but you would like to provide, please upload them with the file name "Supplemental Attachment - 01" and provide details of the content in Description section.

SCREENS FROM GEMS:
GCC GRANT APPLICATIONS

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

GEMS Home Screen

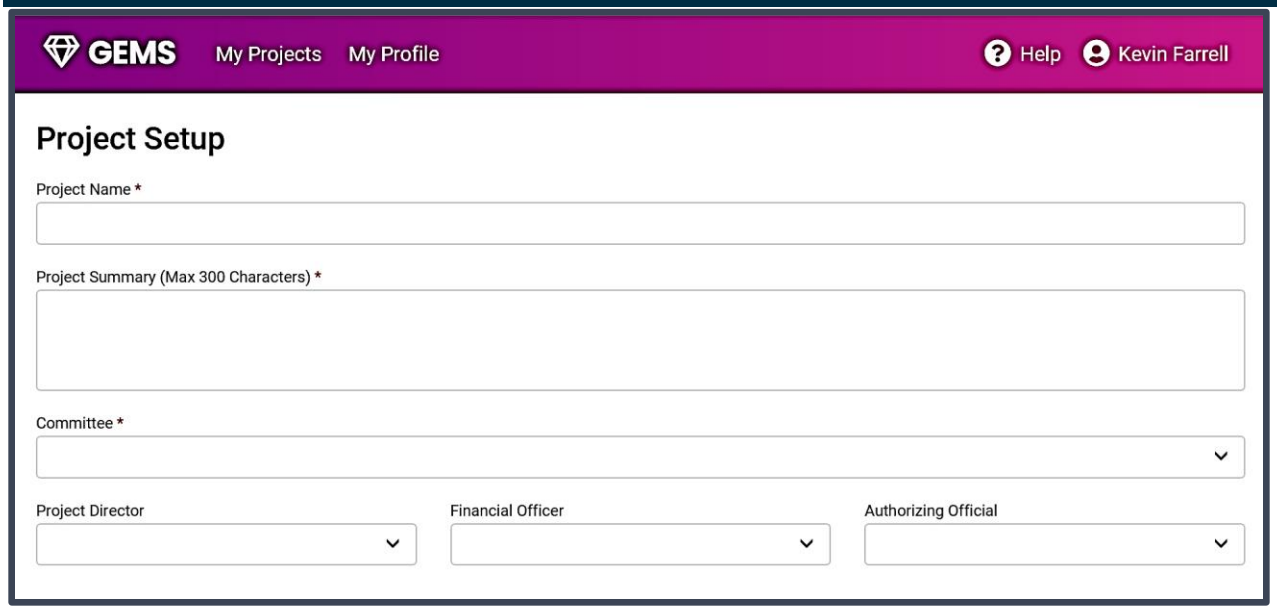


This is the home screen that is presented to a user once they log into GEMS and are associated with an Organization.

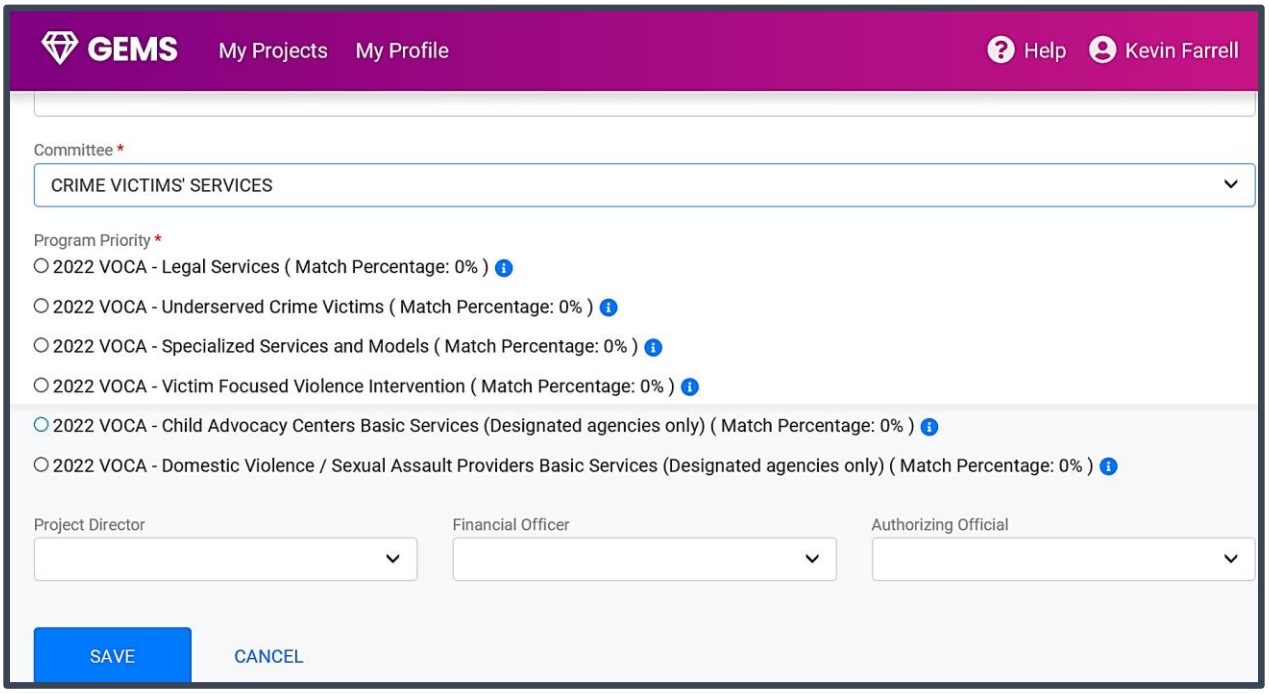
Current Projects (Applications and Open Projects) and Archived Projects (Closed or Not Funded) are visible and can be selected by clicking on the Project ID Number.

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

Project Setup



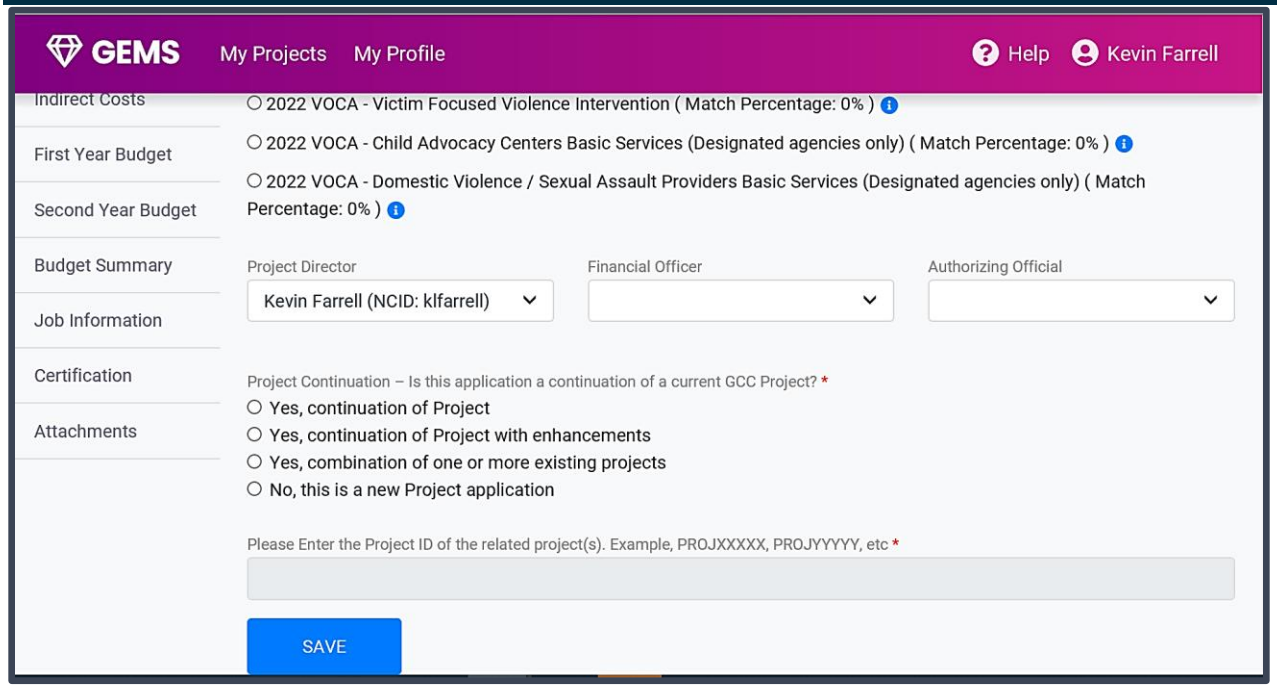
Project Name and **Project Summary** are required – info in RFA on how to complete.
Once Committee is selected, Open Priorities are displayed, and applicant selects one Priority per Application.



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.

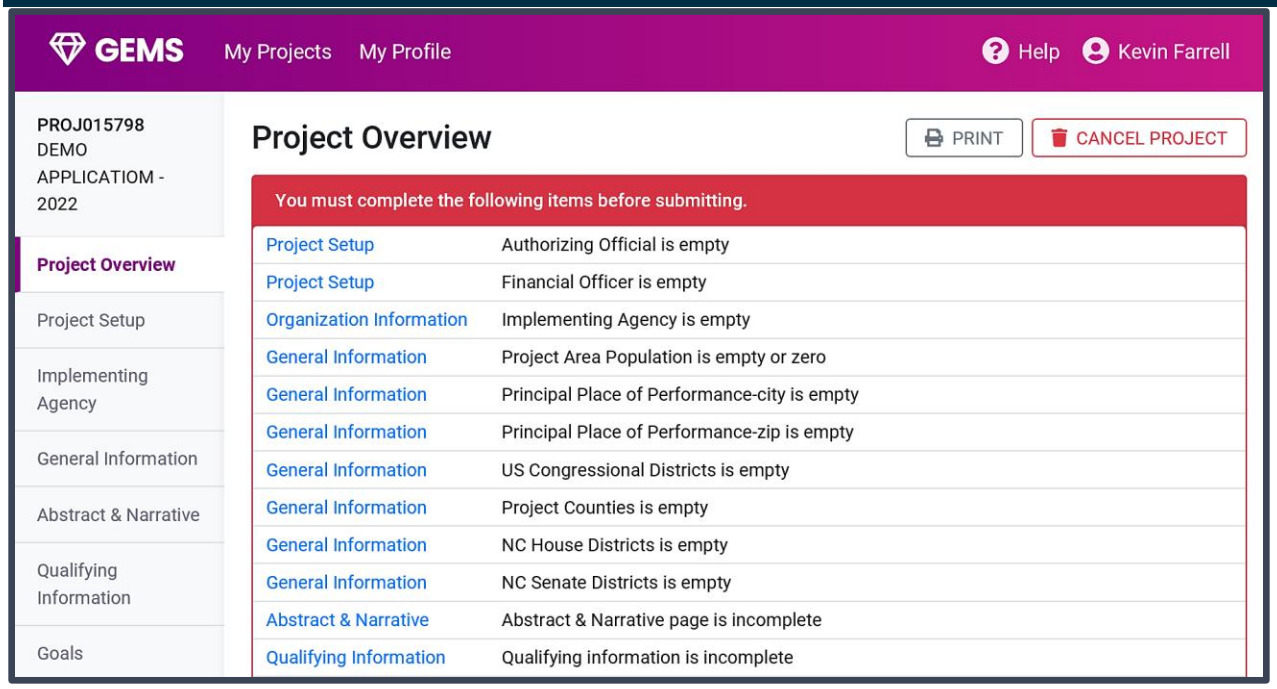
Project Setup



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

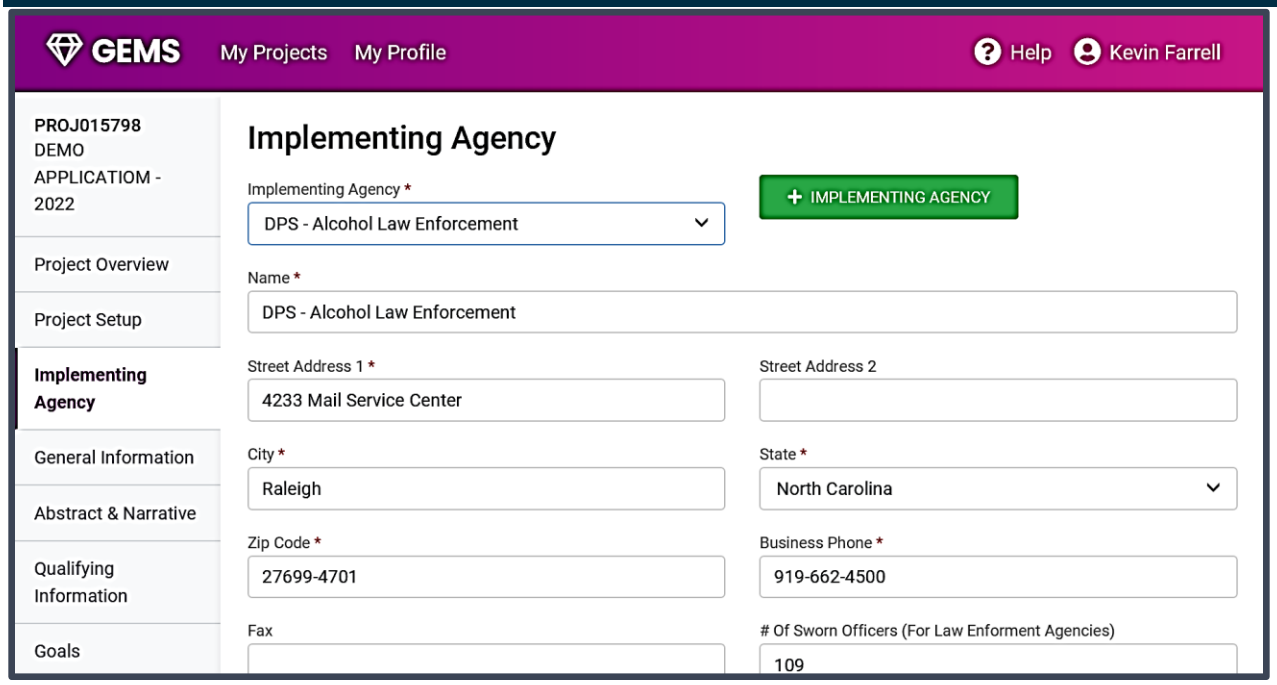
Applicant is prompted to provide **Project Continuation** information on this screen.

Project Overview



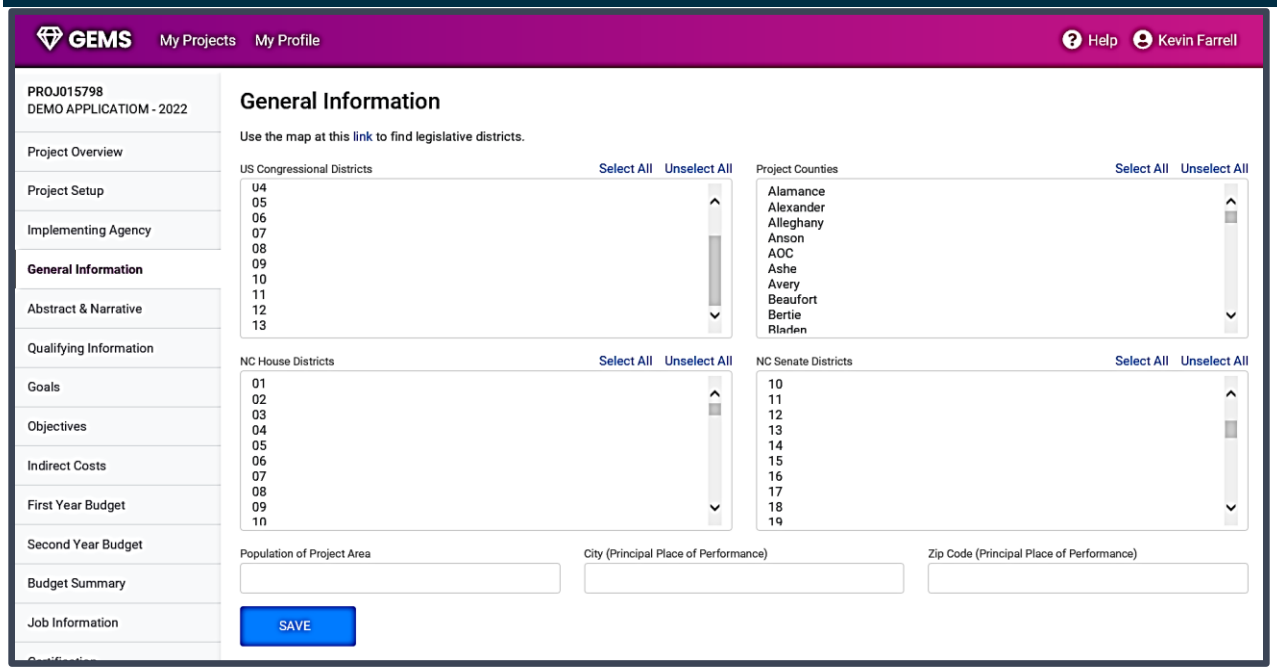
The applicant can now start working through the items on the left-hand menu.
Starting at the top, Project Overview shows all items that must be completed prior to submission (warning messages), gives the Applicant the ability to **Print** or **Cancel** the Project.

Implementing Agency



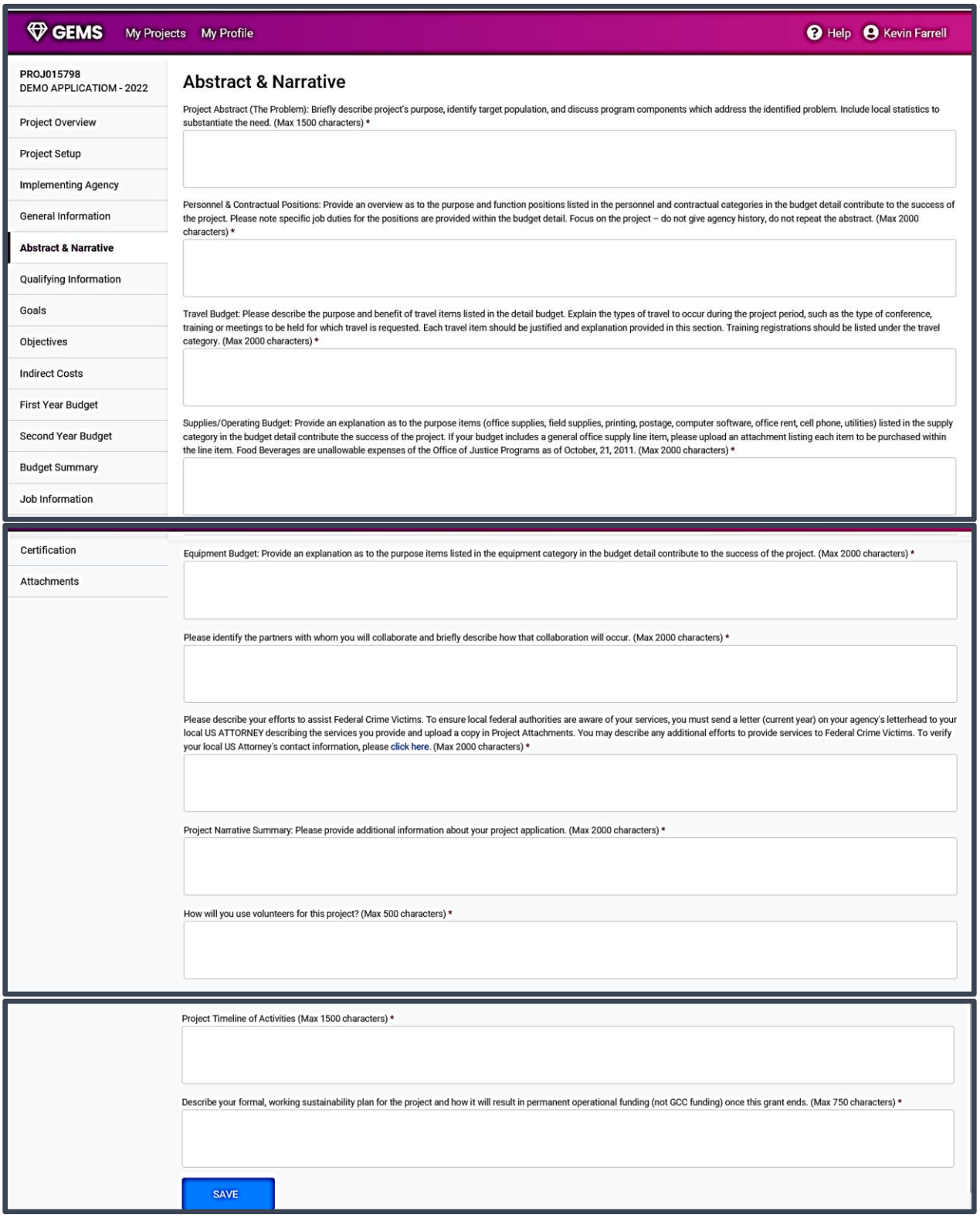
The Project's Implementing Agency can be selected from the drop-down of existing Implementing Agencies for that Organization, or the green **+Implementing Agency** button is used to create a new one. Details of the selected Implementing Agency are displayed.

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 (Principal Place of Performance).

Abstract & Narrative



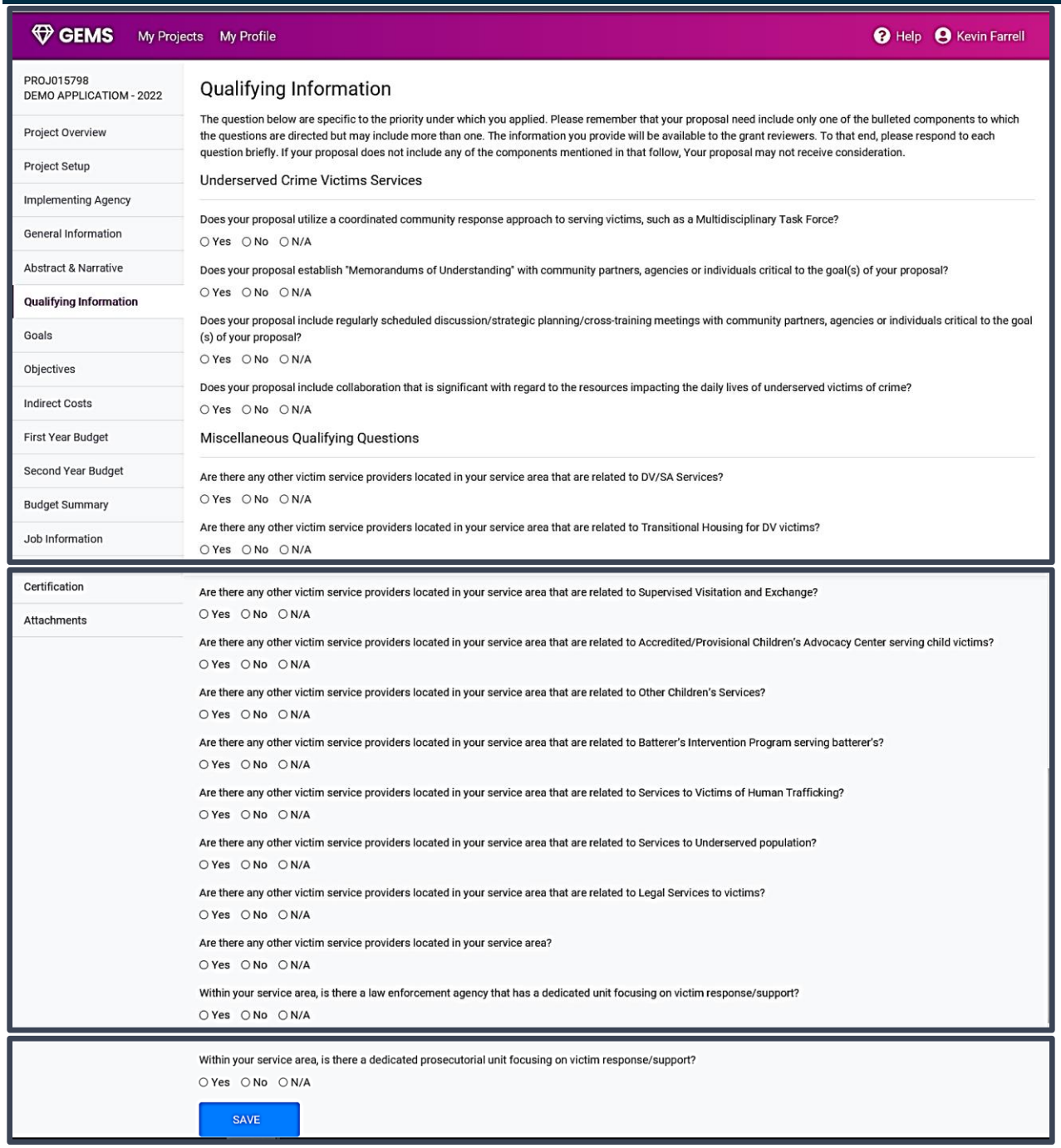
ABSTRACT & NARRATIVE DETAILS

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

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



QUALIFYING INFORMATION DETAILS

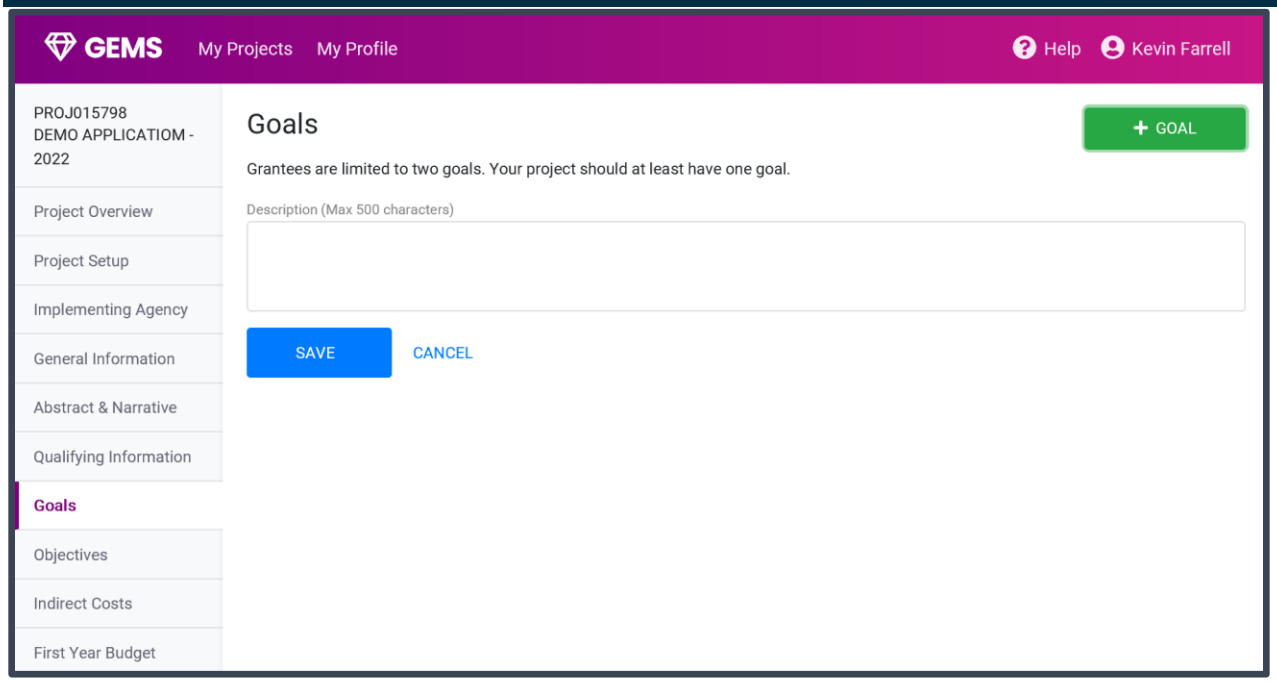
Applicants are presented a list of Priority Specific Questions, which will vary depending on the priority under which you apply. In this VOCA priority example (above), those questions may include:

1. 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)

2. If not a Multidisciplinary Task Force, please briefly describe the coordinated community response. (Max 1000 characters)

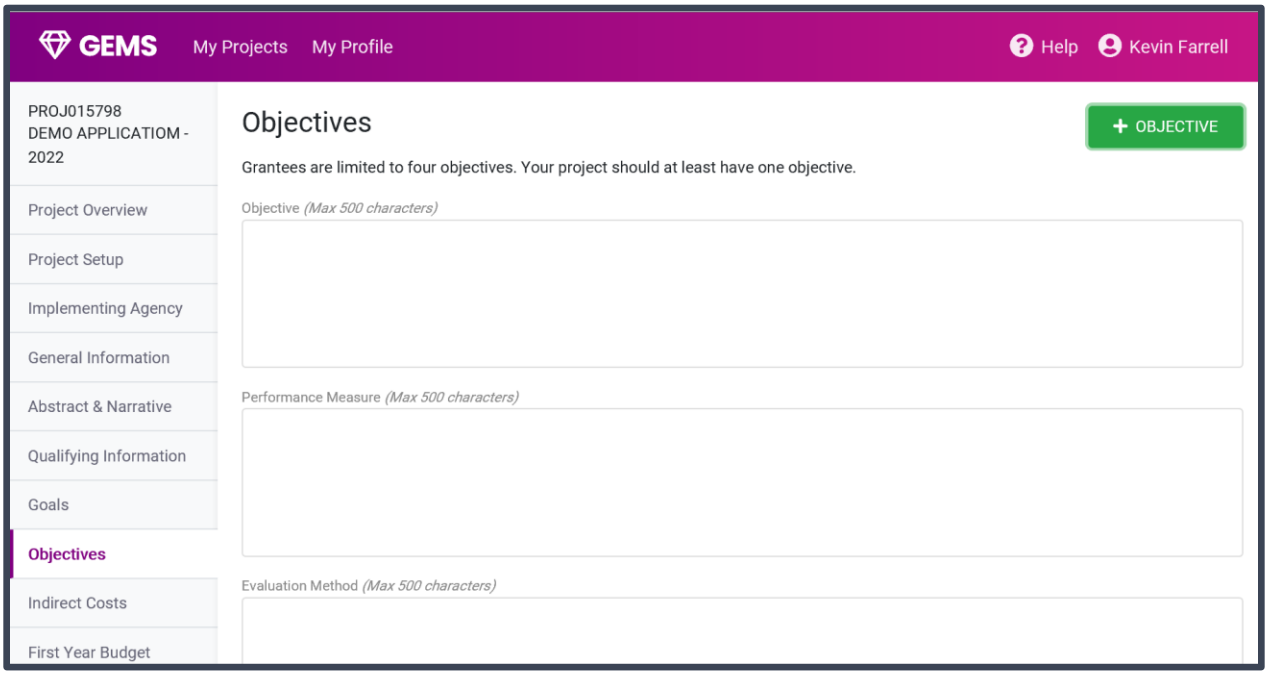
3. Does your proposal establish "Memorandums of Understanding" with community partners, agencies or individuals critical to the goal(s) of your proposal?
4. If Yes, please identify the community partners, agencies or individuals. (Max 1000 characters)
5. Does your proposal include regularly scheduled discussion/strategic planning/cross-training meetings with community partners, agencies or individuals critical to the goal(s) of your proposal?
6. Does your proposal include collaboration that is significant with regard to the resources impacting the daily lives of underserved victims of crime?
7. If Yes, please identify collaborative partners. (Max 1000 characters)
8. Are there any other victim service providers located in your service area that are related to DV/SA Services?
9. Are there any other victim service providers located in your service area that are related to Transitional Housing for DV victims?
10. If yes, identify them below by their agency name. (Max 1000 characters)
11. Are there any other victim service providers located in your service area that are related to Supervised Visitation and Exchange?
12. If yes, identify them below by their agency name. (Max 1000 characters)
13. 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?
14. If yes, identify them below by their agency name. (Max 1000 characters
15. Are there any other victim service providers located in your service area that are related to Other Children's Services?
16. If yes, identify them below by their agency name. (Max 1000 characters)
17. Are there any other victim service providers located in your service area that are related to Batterer's Intervention Program serving batterer's?
18. If yes, identify them below by their agency name. (Max 1000 characters)
19. Are there any other victim service providers located in your service area that are related to Services to Victims of Human Trafficking?
20. If yes, identify them below by their agency name. (Max 1000 characters)
21. Are there any other victim service providers located in your service area that are related to Services to Underserved population? If yes, identify them below by their agency name. (Max 1000 characters)
23. Are there any other victim service providers located in your service area that are related to Legal Services to victims?
24. If yes, identify them below by their agency name. (Max 1000 characters)
25. Are there any other victim service providers located in your service area?
26. If yes, identify them below by their agency name. (Max 1000 characters)
27. Within your service area, is there a law enforcement agency that has a dedicated unit focusing on victim response/support?
28. If so, please identify each law enforcement agency and the number of officers and victim advocates in law enforcement (VALE's) included on each team. (Max 1000 characters)
29. 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



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



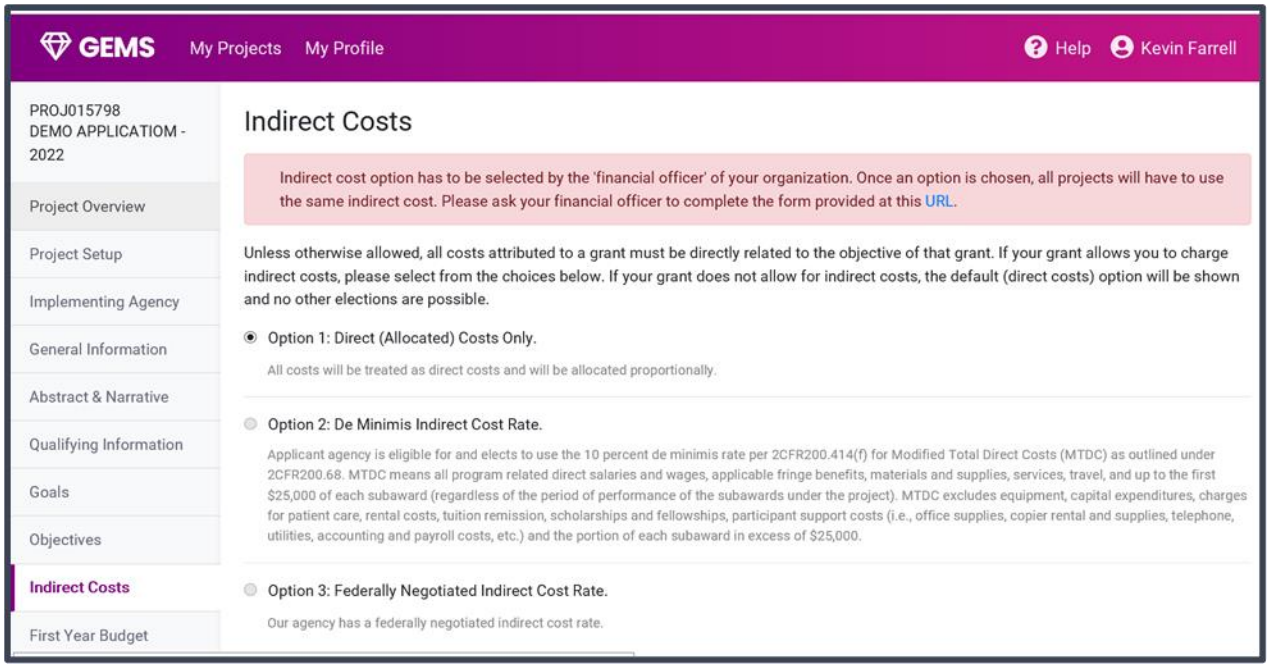
Applicants are prompted to enter up to four, but at least one, **Objective** for the Project. The green **+Objective** button creates a new Objective.

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

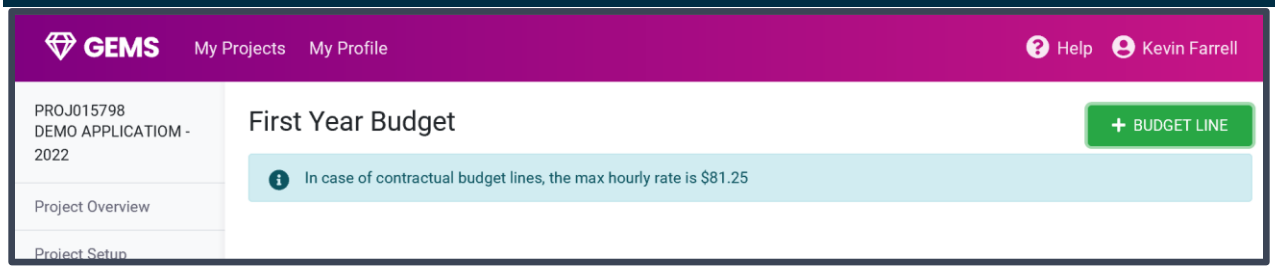
1. Objective *(Max 500 characters)*
2. Performance Measure (Max 500 characters)
3. Evaluation Method *(Max 500 characters)*

Indirect Costs

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

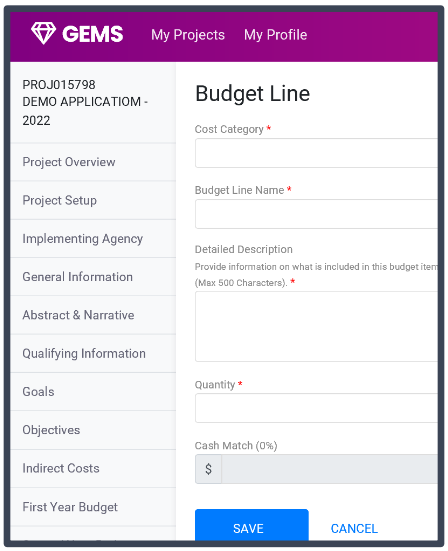


First Year Budget



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

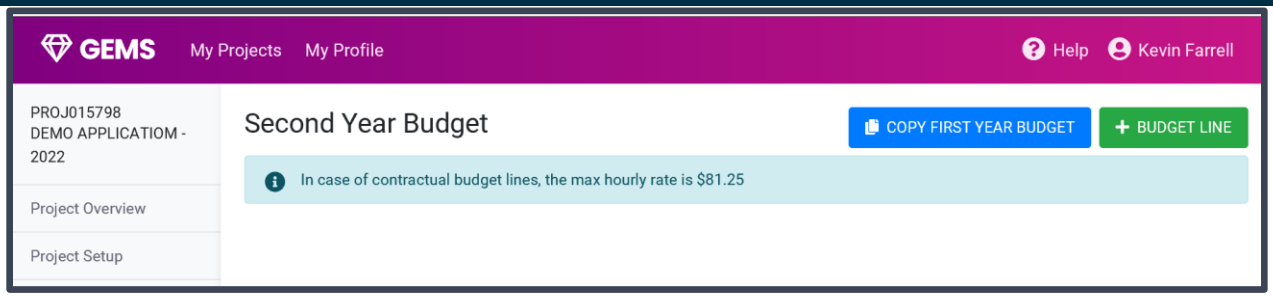
BUDGET LINE DETAILS



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

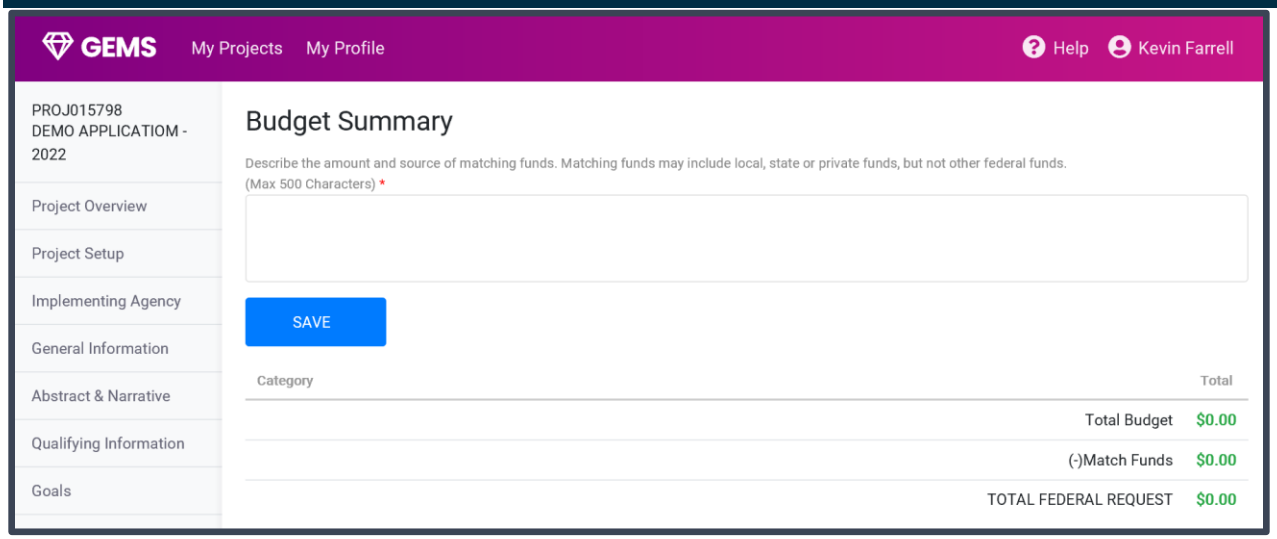
1. Cost Category (Contractual, Equipment, Personnel, Supplies, Travel)
2. Budget Line Name – Defined by the Applicant
3. Detailed Description (Max 500 Characters) – Provide information on what is included in this budget item and how it relates to the Project. Insufficient information in this section 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)

Second Year Budget



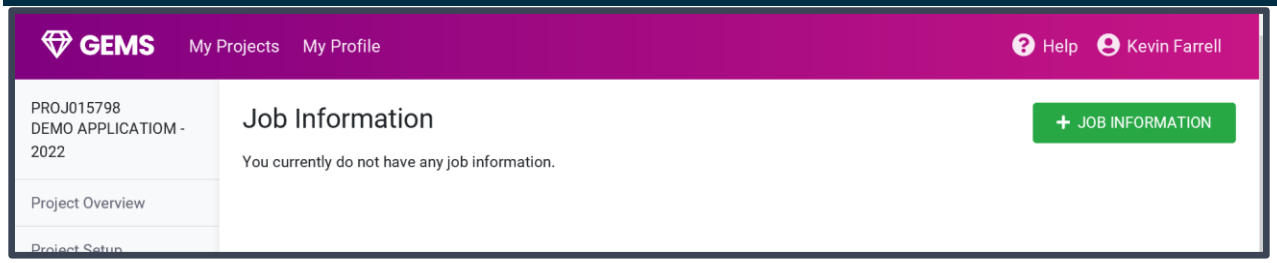
The applicant builds their Second Year Budget in the same manner as the first-year budget was built. Or, they have the option to use the blue Copy First Year Budget button.

Budget Summary



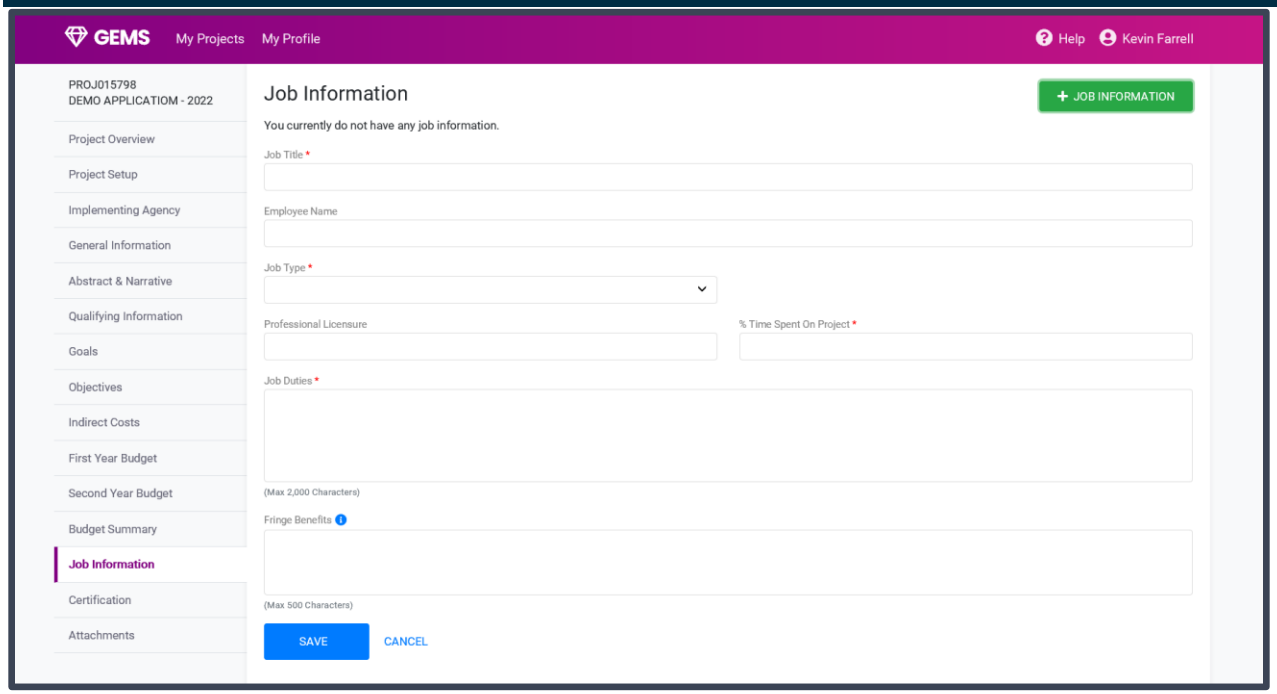
Applicants must describe the amount and source of matching funds.
Additionally, the completed budget is displayed and totaled at the bottom of the screen, defining the Total Federal Request.

Job Information



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

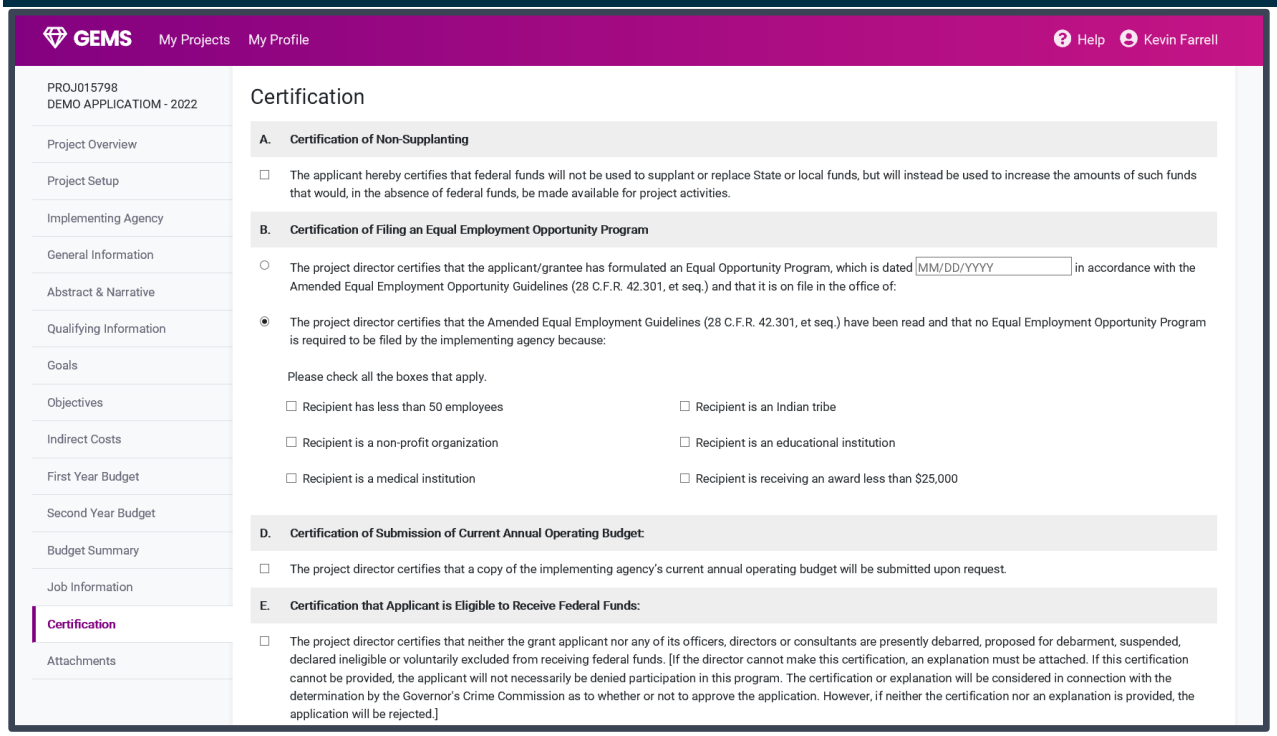
Job Information Details



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



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

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 Organizati 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.