



NC GOVERNOR'S CRIME COMMISSION 2024 REQUEST FOR APPLICATIONS

Victims of Crime Act (VOCA)

RFA Release: October 30, 2024
Application Period: December 1, 2024 – January 31, 2025
Application Deadline: January 31, 2025, by 11:59 PM
Period of Performance: October 1, 2025 – September 30, 2028*

*Please note the new three-year Period of Performance for all VOCA and VAWA competitive applications. Budget year two and three will be added annually through an extension process in EBS.

STATE ADMINISTERING AGENCY	FUNDED THROUGH
North Carolina Department of Public Safety Governor's Crime Commission 1201 Front Street Raleigh, NC 27609 http://ncdps.gov/gcc	US Department of Justice Office of Justice Programs Office for Victims of Crime (CFDA#16.575) https://ovc.ojp.gov/
ELIGIBLE APPLICANTS	
State and Local Government Agencies Federally-Recognized Tribal Governments Law Enforcement Agencies Non-profit/Non-governmental Organizations Faith-based Programs	



Introduction

Thank you for your interest in seeking funding for crime victims from the North Carolina Governor’s Crime Commission (GCC). The Crime Victim Services (CVS) Committee advocates for victims by promoting the development of effective programs that improve the response of human service professionals and the criminal justice system to crime victims through grants from two Federal funding sources: the Violence Against Women Act (VAWA), through the STOP (Services*Training*Officers*Prosecutors) grant program and the Victims of Crime Act (VOCA) Victim Assistance grant program.

We encourage you to read through this document in its entirety as you prepare to apply for consideration. All applicants must meet the eligibility requirements I. Complete applications, including required documents, must be submitted through our online grant management system (EBS) no later than 11:59pm on January 31, 2025. Late applications will not be accepted. Proposals received with incomplete information may not be considered for funding.

VOCA Priorities
VOCA – Underserved Crime Victims – Local: 1-4 Counties
VOCA – Underserved Crime Victims – Regional: 5-50 Counties
VOCA – Underserved Crime Victims – Statewide: 51+ Counties
VOCA – Domestic Violence/Sexual Assault Basic Services - only newly designated
VOCA – Child Advocacy Centers Basic Services - only newly designated

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

AVAILABILITY OF FUNDS ANNOUNCEMENT

About the Crime Victim Services Committee

The mission of the Crime Victims' Services (CVS) Committee is to advocate for victims by promoting the development of effective programs that improve the response of human service professionals and the criminal justice system to crime victims.

Grants administered by the CVS Committee include the Victims of Crime Act (VOCA) and Violence Against Women Act (VAWA) funds. Additionally there are two advisory groups which provide input to the CVS Committee:

CVS (Crime Victim Services) Advisory Group

The CVS Advisory Group provides feedback to the Commission on crime victim policy and programs. The composition of the Subcommittee is experts in the field of victim services.

STOP Implementation Plan Advisory Group

The STOP Advisory Group provides feedback to Commission staff on effective responses to domestic violence, dating violence, sexual assault and stalking.

Funds Availability

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.

Funding Authority

As the state administering agency, the GCC has authority, by legislation, to administer this federal grant program, as defined by statute. The powers and duties of the GCC can be found at N.C.G.S. § 143B-602, N.C.G.S. § 143B-1101, and N.C.G.S. § 143B-1103.

Conditions of Eligible Organizations

1. **Nonprofit organizations** must be duly incorporated and registered under North Carolina statutes, unless it is a tribal governing body or a local chapter of a national, tax-exempt victim service organization.
2. **Public (government) agencies**, such as criminal justice agencies, include law enforcement, prosecutor offices, courts, corrections departments, probation and paroling authorities.
3. **Religiously-affiliated and faith-based organizations** must offer services without regard to religious affiliation and receipt of services is not contingent upon participation in a religious activity or event.
4. **Tribal governments** may be required by certain funding sources to be federally recognized as having a government-to-government relationship with the United States, with responsibilities, powers, limitations, and obligations attached to that designation. Not all funding sources require that Tribal entities be federally-recognized.

Scoring Process

All grant applications are competitive and 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, economic need, and prior GCC grant funding. Direct awards provided by federal agencies will also be considered.

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.

A sample scoring matrix can be found in the Resources section of this document.

Contact Information

The Commission's work is supported by staff who specialize in grants planning, grants management, and data and analysis. Staff at the GCC is committed to providing high quality, efficient, and effective customer service through guidance, collaboration, and technical expertise. Our success relies on the success of our grantees in providing services to communities across the state, and in complying with all Federal, State, and GCC guidelines.

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

VOCA Team

Lindsay Bohan, Lead CVS-VOCA Planner, lindsay.bohan@ncdps.gov

Jordan Mayer, CVS-VOCA Planner, jordan.mayer@ncdps.gov

VAWA Team

Daun Brown-Hairston, Lead CVS-VAWA Planner, daun.brown-hairston@ncdps.gov

Amanda Endicott, CVS-VAWA Planner, amanda.m.endicott@ncdps.gov

CVS Supervisor/Program

Sandy Dixon, Lead CVS Planner, sandy.dixon@ncdps.gov

Grace Clougherty, CVS Program Assistant, grace.clougherty@ncdps.gov

Table of Contents

Introduction	1
AVAILABILITY OF FUNDS ANNOUNCEMENT.....	2
About the Crime Victim Services Committee.....	2
CVS (Crime Victim Services) Advisory Group	2
STOP Implementation Plan Advisory Group	2
Funds Availability	2
Funding Authority	2
Conditions of Eligible Organizations.....	2
Scoring Process	3
Contact Information.....	3
PART I: GRANT INFORMATION AND CONDITIONS	7
Grant Program Background.....	7
History of the Victims of Crime Act.....	7
VOCA Program Description	7
Compliance with Federal Rules Regulating Grants	7
Community Coordination.....	7
Prohibited Discrimination	8
Maintenance of Confidentiality	8
Compliance with State Criteria	8
Information Sharing	8
Traffic Stop Data	8
Contracts and Consultants	9
Indirect Costs	9
De Minimis Indirect Cost Rate.....	9
Negotiated Indirect Cost Rate	10
Supplanting	10
Unallowable Uses.....	10
Pre-Award Risk Assessment	11
Reimbursement Requests	11
Executive Director Compensation.....	11
Ordering Delays.....	12
Donated Office Space.....	12
Purchasing Food.....	12

Performance Reporting	12
Subgrant Award Reports (Initial and Revised Initial) – VOCA Grants	12
Performance Reporting – VOCA Grants	12
Annual Progress Reports	13
Award Terms and Conditions	13
PART II: PROGRAM PRIORITIES.....	14
Application Submission Limit	14
Budget Planning	14
Funding Caps	14
Match Requirement - VOCA.....	14
Exceptions to Project Match Requirement	15
NOTICE OF UNIQUE CIRCUMSTANCES MATCH WAIVER.....	15
Allowable Costs	15
Allowable Activities	15
VOCA – Underserved.....	16
VOCA – Domestic Violence/ Sexual Assault Basic Services.....	17
VOCA – Children Advocacy Centers Basic Services	17
Funding Priority Crosswalk.....	18
PART III: APPLICATION ACCESS REQUIREMENTS	19
UEI Number.....	19
NCID	19
Enterprise Business Services (EBS) Platform.....	19
Logging Into EBS.....	20
Agreement Officials.....	20
PART IV: APPLICATION GUIDE WITH SAMPLE SCREENS	21
EBS Home Screen	21
Profile Settings	21
Grant Management Tiles.....	21
Application/Agreement Tile	21
Apply and Submit Application.....	21
Saving and Editing	23
Application Attachments.....	23
Required Organization Documents	23
Project-Specific Documents	24

Required Application Certifications	25
Submitting the Application	25
Application Review/Agreements.....	26
Required Modifications and Conditions.....	26
PART V. RESOURCES.....	27
EBS Help Desk	27
Frequently Asked Questions and Workshop Q&A	27
Summary of Key Dates	27
Scoring Matrix	28
Research and Other Resources	30
Glossary of Terms.....	32
Appendix 1 – Notice of Unique Circumstances Match Waiver	34

PART I: GRANT INFORMATION AND CONDITIONS

Grant Program Background

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, Office for Victims of Crime.

History of the Victims of Crime Act

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

VOCA Program Description

The goal of VOCA Victim Assistance funding is to improve the treatment of victims of crime by funding programs and services that provide victims with the assistance, support, and services necessary to aid their restoration and healing after a criminal act.

Under this funding source, the Governor's Crime Commission is particularly interested in applications that meet the needs of historically marginalized and underserved victims of crime populations. The Committee encourages programs that involve multi-disciplinary partnerships, local or regional collaborations, and evidence-based practices to meet the needs of crime victims.

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.

Compliance with Federal Rules Regulating Grants

Agencies that receive funding from the Governor's Crime Commission must comply with all provisions of the Federal Program Guidelines, and the administrative requirements, cost principles, and audit requirements of the Uniform Guidance set forth in [2 C.F.R. § 200](#).

The DOJ Grants Financial Guide is provided for the use of all recipients and subrecipients of Federal grant programs of the Department of Justice. The Guide serves as a compilation of the uniform guidance governing DOJ grants, and is available online at:

<https://www.ojp.gov/funding/financialguidedo/overview>

Community Coordination

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

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

Prohibited Discrimination

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

Maintenance of Confidentiality

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

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

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 the submission of statistical and programmatic information on the use and impact of grant funds, as requested by the GCC.

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.

Traffic Stop Data

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

Contracts and Consultants

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

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

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

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

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

Indirect Costs

Applicants that intend to charge indirect costs using a negotiated indirect cost rate must have a current, signed, federally – approved indirect cost rate agreement. Applicants that have never received a federally – approved indirect cost rate may elect to charge a *de minimis* rate of 15% of modified total costs, which the agency will then be required to use for all applications for federal funding, indefinitely or until a federally – approved rate has been negotiated.

De Minimis Indirect Cost Rate

Some subrecipients have the option of using a *de minimis* indirect cost rate set by law. The *de minimis* rate is 15% of modified total direct costs (MTDC).

- The MTDC base includes: salary and wages, fringe benefits, materials and supplies, services, travel, and the first \$50,000 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 \$50,000.

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

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

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

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

Negotiated Indirect Cost Rate

Applicants that intend to charge indirect costs through the use of a federally negotiated indirect cost rate must have a current, signed, federally approved indirect cost rate agreement (NICRA). Other applicants may elect to charge a *de minimis* rate of 15% 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 the EBS Grants Management Platform by the Financial Officer.

Supplanting

Supplanting, consistent with the Uniform Guidance, 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 State-funded employees unless the existing position is "backfilled" 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.

Unallowable Uses

Federal awards generally provide recipients and/or subrecipients with the funds necessary to cover costs associated with the award program. There are other costs, categorized as unallowable costs, that will not be reimbursed. Subrecipients must not use award or match

funding for unallowable costs. Standard unallowable costs are identified in 2 C.F.R. § 200, Subpart E - Cost Principles.

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

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

Pre-Award Risk Assessment

Pursuant to the regulations found at 2 C.F.R. 200.206(b), subrecipient agencies who are new to GCC funding or have not received funding within the previous 5 years are required to undergo a Pre-Award Risk Assessment (PARA) prior to the opening of the grant. The purpose of the PARA is to ensure that new subrecipient agencies can carry out all aspects of the federal grant award, including fiscal and administrative management of federal grant funds.

After an in-person assessment by a Grant Planner and Grant Administrator, agencies are determined as high, medium, or low risk. Subsequent risk measurements are conducted post-award by the assigned Grant Administrator using a matrix-based evaluation tool.

Reimbursement Requests

The subrecipient is required to submit monthly expenditures reports unless there are no reimbursable activities in a particular month. You may submit reimbursement requests for expenses occurring during your period of performance up to 60 days after your project ends.

Agencies are recommended to have at least 3-4 months in reserve funds to support their funded projects. This can assist with any reimbursement delays or issues that may arise.

Executive Director Compensation

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.

Ordering Delays

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

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.

Purchasing Food

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

Performance Reporting

All projects approved for funding are required to provide regular Federal performance reports in the EBS system. These include program-specific performance reports, as well as annual project progress reports that align with the goals and objectives of the specific grant project.

Failure to report program performance will result in a hold of grant funds.

Subgrant Award Reports (Initial and Revised Initial) – VOCA Grants

The Subgrant Award Report (SAR) is a requirement for any subrecipients that receive Victims of Crime Act (VOCA) funding from the Office for Victims of Crime (OVC) to deliver victim assistance services. Grantees use the SAR to collect basic information on subrecipients and the program activities that will be implemented with VOCA plus match funds. The Subgrant Award Report is completed during the pre-award process and is the first step in accessing the Quarterly OVC PMT Performance Reports.

Performance Reporting – VOCA Grants

The GCC uses performance measure data to track award activity, progress toward program goals, and to identify statewide progress and areas for service improvement.

Data is to be reported by subrecipients to the GCC on the following dates:

REPORT TYPE	REPORTING PERIOD	DUE DATE
OVC PMT Quarterly report	OCTOBER – DECEMBER	January 30
OVC PMT Quarterly report	JANUARY - MARCH	April 30
OVC PMT Quarterly report	APRIL – JUNE	July 30
OVC PMT Quarterly report	JULY – SEPTEMBER	September 30

Annual Progress Reports

All projects funded by the GCC are required to provide an annual report that aligns with the goals and objectives of the subrecipient project identified at the time of application. The annual deadline for all Project Progress Reports is **OCTOBER 30** of each year of performance.

Award Terms and Conditions

Projects selected for funding will be subject to all Terms and Conditions set forth by the U.S. Department of Justice, the Office for Victims of Crime / Office on Violence against Women, and the NC Governor's Crime Commission that are associated with the federal award.

PART II: PROGRAM PRIORITIES

Below are the priorities for Crime Victim Services Committee's VOCA funding administered by the GCC. This includes required categories and areas for use established by the federal program rules and recommendations of the Crime Victim Services Committee.

Application Submission Limit

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

Budget Planning

Your budget should justify all expenses and be consistent with the program narrative. Budgets must be clear and specific. The Governor's Crime Commission reserves the right to reduce budgets and request budget adjustments at its discretion.

Budgets requesting VOCA / VAWA funds are required to reflect 12 months of spending. Each subsequent year of funding for the Period of Performance's Year 2 and Year 3 will be requested through a budget extension and approval process in EBS and is subject to federal funding availability.

Year 1 = 10/1/25 – 9/30/26 (submit this budget now)

Year 2 = 10/1/26 – 9/30/27 (this budget will be submitted upon request from GCC)

Year 3 – 10/1/27 – 9/30/28 (this budget will be submitted upon request from GCC)

Funding Caps

In consideration of fluctuations in federal funding amounts, all applications for VOCA funding have a cap on the amount of funding that may be requested by an applicant. Note that this reflects the maximum dollar amount that may be awarded for an application under the funding priority for a period of performance of one year, and specific caps can be found within the individual priority sections. Requests for funding should be necessary and reasonable.

Match Requirement- VOCA

Subrecipients 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. Match can be cash or it can be in-kind through donated goods and services.

- 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

Subrecipients that are federally recognized American Indian or Alaska Native tribes, or projects that operate on tribal lands, are excluded from VOCA’s match requirement.

In the absence of a blanket waiver due to emergencies, pandemics, or other extenuating circumstances, subrecipients can request a match waiver using the Match Waiver Request Letter Template. However, match is being waived per the Notice of Unique Circumstances Match Waiver issued by the GCC Executive Director, noted below and the full language of the match waiver can be found in Appendix 1.

NOTICE OF UNIQUE CIRCUMSTANCES MATCH WAIVER

For VOCA applications and extensions between
November 1, 2024 through September 30, 2025

Pursuant to GCC’s match waiver policy “Match Waiver initiated by the NC Governor’s Crime Commission” dated August 3, 2020, the NC Governor’s Crime Commission is initiating a blanket match waiver for GCC’s VOCA subrecipients due to the direct impact on services provided to victims of crime. Notice of the GCC initiated match waiver is provided via the Request for Applications for the upcoming application period and for all extensions and off-cycle requests from November 1, 2024 through September 30, 2025. See Appendix for full match waiver.

Subrecipients who wish to decline the match waiver should make a note in the Project Summary 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

Allowable Costs

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

Allowable Activities

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.

Note: This is not an exhaustive list

- Client outreach services
- Crisis line operations
- Evidence-based mental health services
- Counseling and support services
- Information and referral services
- Language crisis line services
- Legal assistance
- Relocation expenses
- Shelter and transitional housing Services
- Hospital accompaniment
- Child medical evaluations
- Forensic interviews
- Forensic medical evidence collection exams
- Training for project and agency personnel and volunteers

VOCA – Underserved

Maximum Federal Request – ONE application under this priority per Implementing Agency

Funding Cap – Local (1-4 Counties) : \$ 125,000

Funding Cap – Regional (5-50 Counties) : \$250,000

Funding Cap – Statewide (51+ Counties) : \$375,000

Length of Award: up to 3 Years

VOCA requires a minimum of 10% 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. 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.

GCC highly encourages culturally specific agencies to apply under this priority, as well as agencies who are able to meaningfully address the needs of victims of crime under these crime types and populations, including but not limited to having personnel that reflects the communities served within this priority.

Underserved – Crime Type

- a. Human Trafficking Victims
- b. Co-Victims of Homicide
- c. Services for Victims of Financial Fraud and/or Identity Theft
- d. Drunk Driving

Underserved – Demographic Type/Special Population

- a. African/African America
- b. American Indian/Tribal Communities
- c. Latinx Communities
- d. Asian/Pacific Islander
- e. Middle Eastern

- f. Immigrant (Undocumented and Documented)
- g. LGBTQ+
- h. Males
- i. Elderly
- j. Rural
- k. Disabled
- l. Veterans/Military Personnel
- m. Formerly incarcerated individuals
- n. Persons with Limited English Proficiency
- o. Deaf or Hard of Hearing Individuals
- p. Persons who are homeless

In the application, under the “Underserved Crime Victim Services” section, in the “Please explain” narrative box

1. Enter the primary crime type that your application is addressing (select one from the above list) **Example “Crime Type – Co Victims of Homicide”** AND/OR
2. Enter the primary demographic or special population that your application is addressing (select no more than 3 from the above list) **Example “Demographic Type – Elderly, Rural, Disabled”**

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

Please explain

VOCA – Domestic Violence/ Sexual Assault Basic Services

Maximum Federal Request – Newly Designated Agencies Only

Funding Cap: Per GCC basic formula
Length of Award: 1 year (a new application will be required in December 2025)

Applications under this priority should not be completed unless your agency has been deemed eligible for VOCA basic funding by Council for Women and Youth Involvement.

ALL active VOCA basic awards will be extended for an additional year of funding, with the amount to be determined by the Crime Victim Services Committee at a later date due to anticipated reductions in VOCA funding levels nationally.

Therefore, any qualifying domestic violence, sexual assault or dual service agencies who currently have existing VOCA grants for basic services funding ending on 9/30/2025 should NOT apply during this cycle.

VOCA – Children Advocacy Centers Basic Services

Maximum Federal Request – Newly Designated Agencies Only

Funding Cap: Per Child Advocacy Centers of North Carolina basic formula
Length of Award: 1 year (a new application will be required in December 2025)

Applications under this priority should not be completed unless your agency has been deemed eligible for VOCA basic funding by Child Advocacy Centers of North Carolina.

ALL active VOCA basic awards will be extended for an additional year of funding, with the amount to be determined by the Crime Victim Services Committee at a later date due to anticipated reductions in VOCA funding levels nationally.

Therefore, any qualifying provisional or fully accredited child advocacy centers, who currently have existing VOCA grants for basic services funding ending on 9/30/2025, should NOT apply during this cycle.

Funding Priority Crosswalk

It is imperative to select the correct funding priority when applying for funding in the grant management system. The descriptors for the funding priorities in the Enterprise Business Services (EBS) system include an abbreviated Program Description, Program ID, and start/end date.

Please use the below as a guide to identify and apply to the funding priority under which your proposed project will align:

Funding Priority	Program Description	Program ID
VOCA - Underserved Local 1-4 Counties - \$125,000	CVS 2025 VOCA - USVictim-Loc1-4co=125K	2025_CVS_1001
VOCA – Underserved Regional 5-50 Counties - \$250,000	CVS 2025 VOCA - USVictim-Reg5-50co=250K	2025_CVS_1002
VOCA – Underserved Statewide 51+ Counties - \$375,000	CVS 2025 VOCA - USVictim-State51+co=375K	2025_CVS_1003
VOCA – DV/SA Basic Services	CVS 2025 VOCA - DV/SA Basic - des agency new	2025_CVS_1004
VOCA – CAC Basic Services	CVS 2025 VOCA - CACs Basic - des agency new	2025_CVS_1005

PART III: APPLICATION ACCESS REQUIREMENTS

UEI Number

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

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

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

NCID

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

NCID accounts 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.

Enterprise Business Services (EBS) Platform

If you have not accessed the system or have an account that has been deactivated, you must request access to EBS using the EBS External Access Request Application, which requires an NCID account.

If you require access to EBS to create or review an application, or to manage or view an existing awarded grant, you will need to request access by following the steps:

1. Using Google Chrome, you will access the online EBS External Access Request Application found at <https://www.ebs.nc.gov/sap/crmaccess/>
2. Provide the details required by the form and submit.

- Your authorization will be processed over the next 48 business hours. If approved, you will receive an email from sapacct@ncdot.gov. EBS Support should only be contacted after you have received this email. Please make sure your email spam filter is not blocking this email address.

Logging Into EBS

To log into EBS Grants Management Platform:

- Login at <https://www.ebs.nc.gov/>
- Enter your NCID Username and Password, then click on “Log On”



- The “Login Help” link below the “Log On” button will take you to information about resetting your password and contacting the EBS Help Desk.

Agreement Officials

Each project is required to have the below roles assigned as Officials in the grant application. Officials are required to have established NCID accounts and access to the EBS platform.

OFFICIAL ROLE	REQUIRED AGENCY CONTACT
Authorizing Official	Nonprofits: Board Chair (must not be an employee of the agency) State Government: Department Secretary Local Government: Town, City, or County Manager Law Enforcement Agencies: County or City Manager
Financial Officer	Nonprofits: Board Treasurer (must not be an employee of the agency) State Government: Chief Financial Officer or Department Finance Officer Local Government: Finance Director Law Enforcement Agencies: Agency Finance Director
Project Director	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 responsible for overseeing the work of the project Law Enforcement Agencies: Designee responsible for overseeing the work of the project

PART IV: APPLICATION GUIDE WITH SAMPLE SCREENS

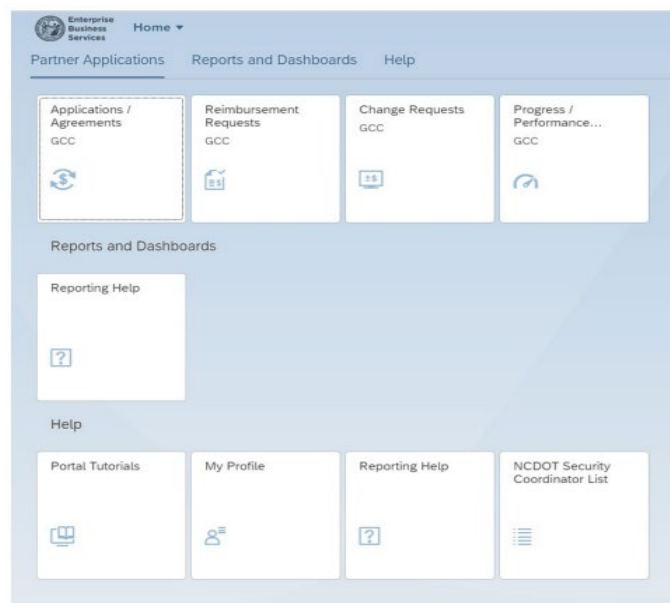
EBS Home Screen

Profile Settings

You can access your Profile and Settings in EBS by clicking on the person icon in the top right-hand corner of the page. This will show you the NCID that you have used to log into the system and will allow you access.

Grant Management Tiles

The EBS Home Page is organized to include the grant funder organizations that you have access to. If you have access to multiple funding organizations, you will see files for each organization. For instance, you may have access to both GCC and the Governor’s Highway Safety Program (GHDP), managed by NCDOT. If so, you will have a set of “Tiles” for each organization. See below for an example of Tiles in EBS.



Application/Agreement Tile

The Application/Agreement tile allows you to:

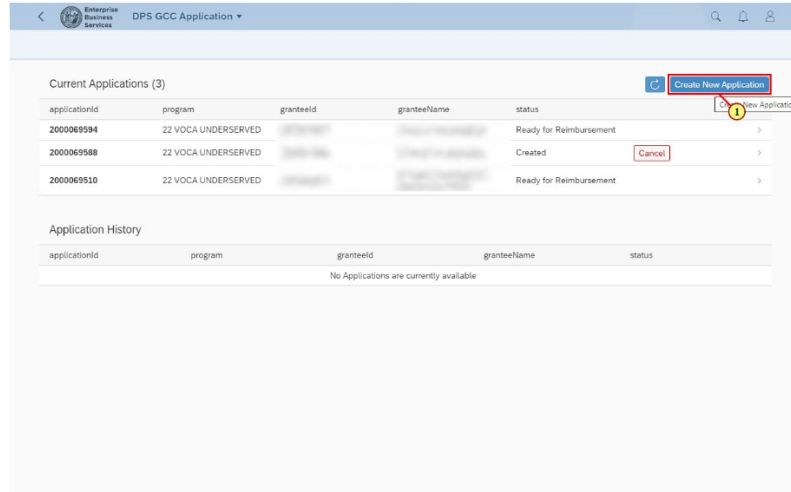
- Apply for a GCC Grant
- Check on the Status of an Application
- View details of any funded grants that are in progress (Agreements)
- View any historical applications or completed grants

Apply and Submit Application

Once logged into EBS, you may access the **EBS External User Guide** and other resources to assist with navigating the application process. The EBS External User Guide provides detailed information on the various areas of the grants management system.

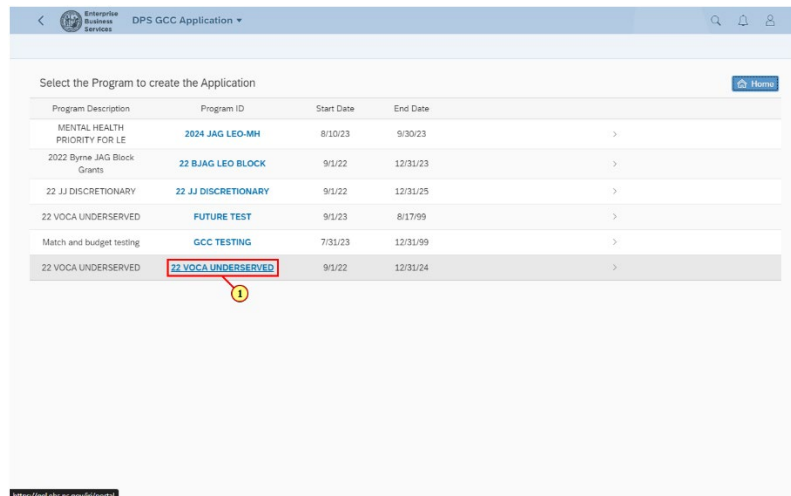
In order to begin an application, follow the below steps. As with previous GCC grant applications, applicants are required to provide a complete proposal that includes a **project narrative, goals and objectives, a detailed budget, eligibility certifications, project-specific attachments**, and other necessary information as required by the individual funding source and Committee.

Click **Create Application**. The program selection screen displays.

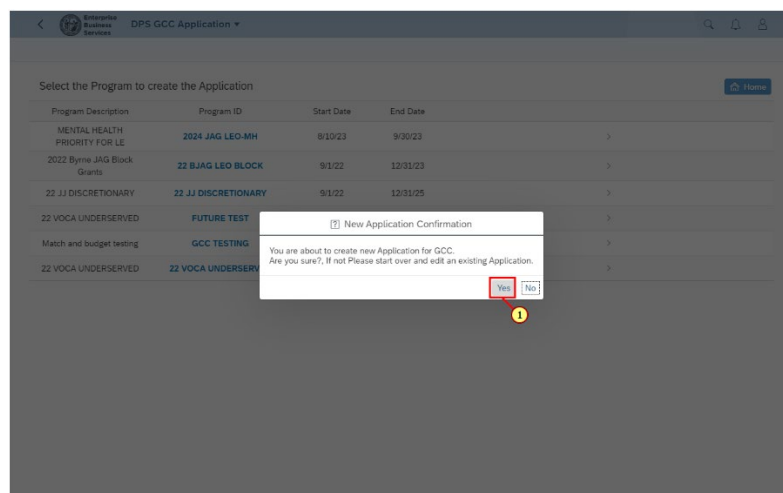


Select a **Program ID** of the priority that you are applying under.

A crosswalk of definitions to assist with selecting the correct Program ID is listed above in the Program Priorities section of this document.



Click **OK** to confirm the creation of a new application.



Complete all areas of the Application in EBS.

The screenshot shows the 'DPS GCC Application' form in the EBS system. The form is divided into several sections:

- Grantee/Subrecipient Information:** Includes fields for Name, Address, and Created On (9/11/23).
- Program Information:** Includes Program Description (22 VOCA UNDERSERVED) and Recipient Grant ID.
- Financial Information:** Includes Tax ID, Period of Performance (From: Sep 1, 2022, To: Dec 31, 2024), Indirect Cost Rate (0.00), Matching Funds % (20.00), and Maximum Budget Amount (100,000.00).
- Budget Summary:** A section with a dropdown menu currently set to 'BUDGET SUMMARY'. Below it is a 'Budget Amounts Summary' table showing a 'Total Match Requirement for Project' of 0.00.
- Budget Summary by Expense Group:** A table with columns for Expense Group, Year1 Amount, Year2 Amount, Year3 Amount, and Total Amount. The table shows 'Indirect Cost' and 'Totals' all with values of \$0.00.

At the bottom right of the form, there are buttons for 'Back', 'Save', and 'Submit'.

Saving and Editing

Once you start an application, the process of managing that application begins.

As you are completing the application, be sure to save often. This may prevent you from having to enter information multiple times. Information that is lost is impossible to be restored in the system.

Once you save the application, it will be placed in a status of, “Created” in your Current Applications table.

When in status of “Created”, you can see access the Application, make changes, and either save or submit. You are also able to Cancel the Application with the “Cancel” button in the Current Applications table.

Application Attachments

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

Sample forms and templates for many of these documents can be found on the GCC website at: www.ncdps.gov/gccforms. Please note that not all forms are required for every funding source.

Required Organization Documents

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

These include:

- 501(c)(3) Verification (non-profit agencies)
- IRS Form 990 (non-profit agencies) (must be the most recent fiscal year’s form)
- Board of Directors List (non-profit agencies)

- Single Audit Certification
- No Overdue Taxes Certification (non-profit agencies)
- Indirect Costs Certification, Federally Negotiated/De Minimis
- Civil Rights Checklist & Certification
- Lobbying, Debarment, and Suspension Certification
- NCID Acceptable Use Policy Certification
- Confidentiality Certification
- Advance Determination of Suitability for Interacting with Minors
- Conflict of Interest Policy
- Data Breach Policy
- Overtime Pay Policy
- Procurement/Purchasing Policy
- Record Retention Policy
- Travel Policy
- Unlawful Discrimination Policy
- Whistleblower Policy

Project-Specific Documents

Additional project-specific documents are also required at the time of submission, as applicable to the individual proposal.

These include:

- **Memorandum of Understanding/Memorandum of Agreement** : 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 label accordingly: Ex “MOU – Wake County, MOU – Guilford County”US Attorney Letter (VOCA Only)
- **Contract/Pre-Contract Form**: Contracts for project-related services (if applicable). A sample contract is available on the GCC website. A Pre-Contract Form is required with application for contracted services/personnel that are not yet executed. If there are multiple contracts, please label accordingly: Ex “Contract – Counseling Services, Contract – Translation Services”
- **Detailed Supply Listing**: Items should be documented in list form indicating which supplies will be purchased in Year 1, Year 2, or Year 3. Please also indicate Program supplies vs. Office supplies. There is a sample “Detailed Supply Listing” form available in the Grants Forms section on the GCC website, under Application.
- **Equipment/Rental Lease Agreement**: Agency’s current equipment lease and/or rental space agreement with floor plan (if costs are budgeted for reimbursement or match) in the project. If there are multiple lease agreements, label accordingly: Ex “Lease – Wake County Office, Lease – Wake County Shelter, Lease – Equipment (Copy Machine – Konica Minolta C368)”
- **NC Human Trafficking Commission Letter of Support** (if project prioritizes serving HT victims)
- **Child Advocacy Centers of North Carolina Verification Letter** (for CACs only)

Supplemental Attachments may also be requested. These documents are not required during the application period, however upon notification of approval for funding, these may be requested 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.

All supplemental forms can be found on the GCC Website in the Grant Forms section under Application.

- Summary of Direct and Contracted GCC Funds
- Detailed Budget Narrative Form
- Staffing Allocations Form
- Job Descriptions

Templates for many of these attachments can be found on the Forms section of the GCC website.

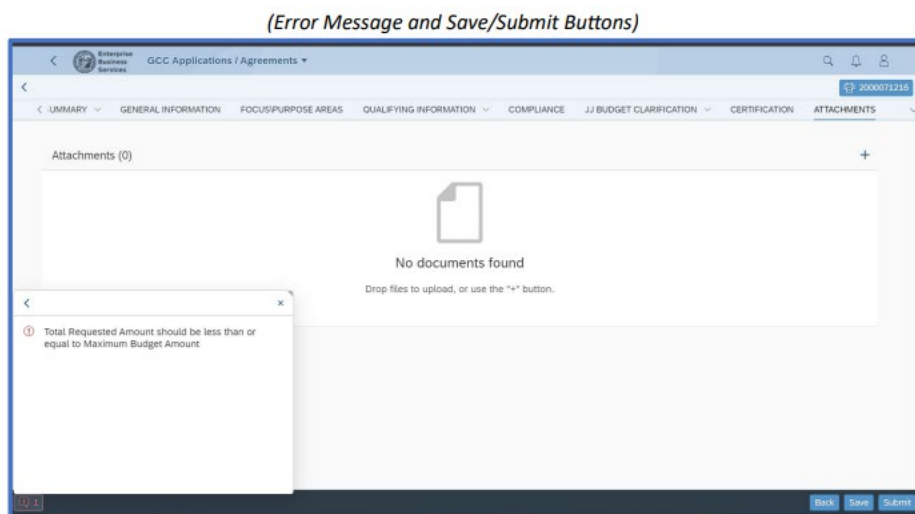
Required Application Certifications

Prior to submission, applicants are also prompted to certify compliance and understanding of the below as part of the application in EBS:

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

Submitting the Application

Once you are ready to submit the application, check the bottom left corner of the application to make sure you have no errors in your application. If you have errors, you may have to correct them before the application can be submitted. The Submit button is at the bottom right corner of the application. Once submitted, you will no longer be able to edit your application. See the screenshot below of a sample error message and save/submit buttons on an application.



Application Review/Agreements

Once your application has been submitted, the GCC review will begin. During the review process, you can return to your current applications table to see the status of your application. Also, during the review process, GCC may return the application to you in an editable state so that you can make changes or attach additional documentation.

When an application is returned, you can **save**, **edit**, or **cancel** the application.

After the GCC review period, your application will either be approved or denied for funding.

- If **approved**, the application will be subject to required modifications and award conditions. The application, now an agreement, will keep the same identification number and will stay in your Current Applications table.
- If the application is **denied**, the application will move to the Application History table at the bottom of the Applications/Agreement screen.

Required Modifications and Conditions

The GCC may request modifications to your project proposal after the application is submitted.

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

PART V. RESOURCES

Below you will find additional resources to support the process of applying for funding. Many additional resources are available on the GCC website, including but not limited to: [Grant Writing and Grant Award Workshop materials](#), sample [forms and certification documents](#), the [EBS User Guide](#), and resources designed for all post-award processes.

EBS Help Desk

The EBS Help Desk can be reached by emailing EBSSupport@ncdot.gov.

Frequently Asked Questions and Workshop Q&A

A list of our updated Frequently Asked Questions and Workshop Q&A can be found on the GCC website. We strive to update these questions, as well as any additional resources, on a continual basis.

For any additional questions, please contact a member of the Crime Victim Services Committee’s Planning Team found at the beginning of this document.

Summary of Key Dates

The following is a short timeline of key dates related to the grant application process for this program. Please note that these dates are designated as tentative in the event of unforeseen circumstances.

Activity		Tentative Date
2024 Grant Writing Workshop		October 30, 2024
Release Request for Applications		November 1, 2024
Applications Open in EBS		December 1, 2024
Application Deadline to the GCC No later than 11:59 p.m.		January 31, 2025
Commission Vote for Approved Applications		June 2025
Grant Award Workshop (mandatory for funded projects)		September 2025
New Award Start Date		October 1, 2025

Scoring Matrix

1. Project Abstract (The Problem) - 20 Points 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 1300 characters)	0-2	3-4	5-7	8-10
Organization structure	No experience or operational capability.	Little experience and operational capability.	Some experience and operational capability.	Clearly demonstrates experience and strong operational capability.
Need and population	Need vague and duplication of services.	Need minimally described and/or not supported by data. Little knowledge of local resources and some duplication of services.	Need is somewhat defined and supported by data. includes description of target population. Possible duplication of services but still needed.	Need is clearly defined and supported by data. includes description of target population and not duplicating other services.
2. Partners and Collaboration - 10 Points Please identify the partners with whom you will collaborate and briefly describe how that collaboration will occur. (Max 1300 characters)	0-2	3-4	5-7	8-10
Partners and collaboration	No partners mentioned.	Partners suggested but not clearly identified. Collaboration is not well defined.	A few partners identified and some collaboration is described.	Several partners identified and collaboration is clearly described.
4. Project Narrative - 30 Points	0-2	3-4	5-7	8-10

<p>Please provide additional information about your project application. (Max 1300 characters)</p> <p><i>Summarize proposed activities and services. Explain how they intend to utilize their resources. This category will also evaluate how accountable the agencies will be with the use of GCC funds.</i></p>				
<p>Clearly written purpose</p>	<p>Entire purpose of the project and proposed activities are unclear.</p>	<p>Parts of project's purpose and proposed activities are unclear.</p>	<p>Purpose of the project and proposed activities are mostly clear and make sense.</p>	<p>Purpose of the project and proposed activities are clearly written and make sense.</p>
<p>Proposed grant funded resources addresses project need and purpose</p>	<p>Use of resources not described or does not address project need and purpose.</p>	<p>Use of resources are somewhat defined and somewhat addresses project need and purpose.</p>	<p>Resources requested by applicant are mostly defined and there is a somewhat clear understanding of how they will be used to directly address the need and purpose of the project.</p>	<p>Resources requested by applicant are clearly defined and there is a clear understanding of how they will be used to directly address the need and purpose of the project.</p>
<p>Follows proven program techniques</p>	<p>Project activities are not proven or evidence based</p>	<p>Uses a few proven, evidence-based project activities</p>	<p>Uses some proven, evidence-based project activities</p>	<p>Uses proven evidence-based project activities</p>
<p>6. Project Timeline of Activities - 10 points (Timeline of Activities)</p>	<p>0-2</p>	<p>3-4</p>	<p>5-7</p>	<p>8-10</p>
<p>Timeline is reasonable and achievable. Clearly defined with key dates, use of funds, roles and duties</p>	<p>No clear timeline</p>	<p>somewhat reasonable and achievable. Loose schedule with some use of funds but not clearly defined roles.</p>	<p>Mostly reasonable and achievable. Proposed schedule and use of funds and assignment of duties.</p>	<p>Reasonable and achievable. Clearly defined timeframe with dates, use of funds and roles and duties outlined.</p>
<p>5. Goals and Objectives - 30 points</p>	<p>0-2</p>	<p>3-4</p>	<p>5-7</p>	<p>8-10</p>

<p>Grantees are limited to two goals. Your project should at least have one goal. Grantees are limited to four objectives. Your project should at least have one objective</p> <p><i>Does the program provide a reasonable and logical evaluation of its work, client management, training, and tracking process so that governmental funding agencies can accurately identify successful ongoing criminal justice program models and justify future funding of same. The standard common performance outcomes for all units must and will be measured in the following manner.</i></p>				
Reasonable and achievable goals are clearly defined	Goals are not stated or unclear.	Goals are addressed but not enough detail.	Goals are mostly clear but can be more specific, measurable, realistic, and/or timely.	Goals are clearly stated, measurable, realistic, and timely. The desired outcome is clearly defined.
Objectives that support goals and measure program activity throughout the entire project	Objectives do not align with the goals.	Objectives are somewhat aligned with the goals but are not specific or measurable.	Objectives mostly aligned with the goals but lack some specificity.	Objectives are specific, measurable and directly aligned to the described need and goals.
Describes how they will evaluate	No data collection or evaluation plan.	Data collection nor evaluation plan provides enough details.	Data collection but unclear evaluation plan.	Specific, measurable well thought out collection of data and evaluation plan.

Research and Other Resources

Justice Data Portal

The GCC’s Criminal Justice Analysis Center (CJAC) serves as North Carolina’s statistical analysis center. It is one of the 53 state or territory agencies in the United States that conduct objective analysis of state- and system-wide policy issues in the criminal justice system. In partnership with a growing number of state agencies and SAS, the CJAC has developed a centralized and publicly available collection of North Carolina’s justice-related data at both the state and county level.

The Justice Data Portal meets the ever-growing need for stakeholders, decision-makers, and the public to have an easy-to-use, regularly updated, central place to get North Carolina data from across the criminal justice continuum. <https://JusticeDataPortal.NC.gov>

OVC PMT Reporting Dashboards

The Office for Victims of Crime (OVC) Victims of Crime Act (VOCA) Victim Assistance and Victim Compensation Data Dashboards provide an overview of key performance measure data collected by OVC from the VOCA State Administrating Agencies (SAA's) for both the Victim Assistance and Victim Compensation grant programs. Victim Assistance performance measures collect data on the number of victims served, victim demographics, types of victimization, and services provided. Victim Assistance grantees and subgrantees report this data on activities supported with VOCA grants plus match funding. VOCA Victim Assistance Data Dashboard | Office for Victims of Crime (ojp.gov)

Best Practices Clearing House

The U.S. Department of Education launched the Safer Schools and Campuses Best Practices Clearinghouse in 2024, designed to support students, families, teachers, and other educational providers by highlighting best practices and lessons learned. <https://bestpracticesclearinghouse.ed.gov/>

Public Safety Clearinghouse

The Public Safety Clearinghouse is a public online tool that serves as a one-stop shop for violence reduction and public safety resources from the U.S. Department of Justice (DOJ) program components and other federal entities. The Clearinghouse has 19 topic areas and contains hundreds of trainings, technical assistance opportunities, publications, and other resources available to any jurisdiction in the criminal justice field. This includes topics on policing, corrections, domestic violence, gang and gun violence, human trafficking, and youth violence.

<https://www.nationalpublicsafetypartnership.org/Clearinghouse>

US Census Bureau Profiles

The US Census Bureau's mission is to serve as the nation's leading provider of quality data about its people and economy. Available on the website are data profiles, tables and maps, and general census data, which can be viewed by specific state. <https://data.census.gov>

UCLA Williams Institute – LGBT Data and Demographics

The Williams Institute conducts independent research on sexual orientation and gender identity law and public policy. Available on the website is data which can be viewed by specific state.

[LGBT Data & Demographics – The Williams Institute \(ucla.edu\)](https://williamsinstitute.law.ucla.edu/lgbt-data-demographics/)

LEP.gov Limited English Proficiency – Data & Language Maps

The LEP.gov (Limited English Proficiency) website provides information and resources on the civil rights protections provided to individuals who do not speak English as their primary language. It also provides information on language access services and language assistance programs offered by the U.S.

Department of Justice. [Data and Language Maps | LEP.gov](https://lep.gov/data-and-language-maps/)

Glossary of Terms

Authorizing Official: Chief point of oversight for the project. Signatory to the grant award.

Conference: Defined broadly, and includes meetings, retreats, seminars, symposia, or training activities.

Consultant: An individual who provides professional services.

Contract: a legal instrument by which an entity purchases or services needed to carry out the project under the award.

Equipment: means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes, or \$10,000.

Evidence-based: Programs and strategies that have been found effective at improving positive or preventing negative outcomes, using rigorous scientific research methods. Programs and strategies may be evidence-based across all populations or only for particular cultures and identities.

Expenditure: a charge made to a project or program for which an award was received.

Financial Officer: Provides financial oversight to the project and ensures compliance with both agency and Federal financial policies and procedures.

Goals/Objectives: Goals and objectives must be specific, measurable, attainable, relevant, and time-bound (SMART). Goals are general statements of what you seek to achieve. Objectives describe how you will achieve the goals of the project.

Implementing Agency: The organization, department, or section responsible for executing the work of the approved and funded Agreement.

Indirect Cost: Costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project.

Internal Controls: A process implemented by an agency designed to provide reasonable assurance regarding the achievement of objectives in the following categories: effectiveness and efficiency of operations, reliability of reporting for internal and external use, and compliance with applicable laws and regulations.

Match: The subrecipient share of the project costs. Match may either be “in-kind” or “cash”.

Period of Performance: The period for which implementation of the project is authorized.

Personnel & Contractual Positions: Provide an overview as to the purpose and function of the positions listed in the personnel and contractual categories in the budget detail that contribute to the success of the project. Where applicable, budgets should reflect the overtime needs. Please note specific job duties for the positions are provided within the job description section of the application.

Project Abstract: Briefly describe the project’s purpose, identify target population, and discuss program components which address the identified problem. Include local statistics to substantiate the need.

Project Collaboration: Identify the partners with whom you will collaborate and briefly describe how the collaboration will occur. Current MOUs are required for collaborative partners and should be uploaded as an attachment.

Project Director: Primary point of contact with the GCC who is responsible for the execution of the project. Signatory to the grant award.

Project Narrative Summary: Include a description of how grant funded positions are integral to the project and how contractual, travel, operating, and equipment expenses will support the project. This should also discuss how you will collaborate with other agencies and not repeat the abstract.

Project Timeline of Activities: Provide a timeline for the implementation of the project.

Promising Practices: Programs and strategies that show potential (or “promise”) for developing into a best practice. Depending on the level of scientific evidence, these are sometimes referred to as “evidence-informed”, “research supported”, or “emerging” practices.

Qualitative Data: Descriptive information that captures qualities or characteristics that cannot be easily measured using numbers.

Quantitative Data: Numerical information that can be counted, measured, or compared on a numerical scale.

Reasonable: Costs that a prudent person would have incurred under the circumstances prevailing at the time the decision to incur the cost was made.

Subaward: An award (grant) provided by the GCC to projects approved for funding. Subawards are referred to as the Agreement in EBS.

Subrecipient: The entity or organization that receives a subaward from the GCC.

Supplanting: To deliberately reduce State or local funds because of the existence of Federal funds.

Supplies/Operating Budget: Provide an explanation as to the purpose items (office supplies, field supplies, printing, postage, computer software, office rent, cell phone, utilities, etc.) listed in the supply category in the budget detail contribute to the success of the project. If your program includes a broad category line item (i.e. general office supplies), please upload an attachment that lists each item to be purchased within the line item.

Sustainability Planning: A formal, working plan for the project and how it will result in permanent operational funding (not GCC funding) once the grant ends. Continued funding is not guaranteed.

Trauma-Informed: A model of care that aims to prevent re-traumatization and help people recover from trauma.

Travel Budget: Describe the purpose and benefit of the travel items listed in the detailed budget. Explain the types of travel to occur during the project period, such as the type of conference, training, or meeting to be held for which travel is requested. Each travel item should be justified, with an explanation provided in this section. Training or conference registration costs should be included in the travel category. If travel is budgeted in any application for grant funding, you must upload your agency’s travel policy as an attachment.

Unallowable Costs: Costs the government is unwilling to pay as a charge or through an indirect cost pool applied to the grant or contract.

Appendix 1 – Notice of Unique Circumstances Match Waiver



NC Department of Public Safety
GOVERNOR'S CRIME COMMISSION

Roy Cooper, Governor
Eddie M. Buffalo Jr., Secretary

Robert A. Evans, Chairman
Caroline Farmer, Executive Director

NOTICE OF UNIQUE CIRCUMSTANCES MATCH WAIVER

For VOCA applications and extensions between
November 1, 2024 through September 30, 2025

Pursuant to GCC's match waiver policy "Match Waiver initiated by the NC Governor's Crime Commission" dated August 3, 2020, the NC Governor's Crime Commission is initiating a blanket match waiver for GCC's VOCA subrecipients due to the direct impact on services provided to victims of crime. Notice of the GCC initiated match waiver is provided via the Request for Applications for the upcoming application period and for all extensions and off-cycle requests from November 1, 2024 through September 30, 2025. GCC initiated match waivers are only to be used when unique circumstances exist such as:

- Natural Disasters
- Pandemics or other geographic health crisis
- Mass violence/victimization events
- Other events as determined by GCC Executive Director

The GCC Executive Director has determined that the following unique circumstances exists:

- Natural Disasters: Hurricane Helene has impacted 26 counties with the unaffected counties rallying their own resources to assist the agencies in the impacted counties. Therefore, both directly impacted and nonimpacted counties are sharing the immense burden to provide services to victims of crime.
- Pandemics or other geographic health crisis: Expenses increased due to the pandemic which exhausted cash reserves of subrecipients who have not had sufficient time to recover. Moreover, according to the federal reserve, post pandemic inflation led to inflation levels not seen in 40 years. While the inflation has declined this past year, the exponential increase in inflation since the COVID pandemic has decreased the reach of subrecipient's dollars.
- Other events as determined by GCC Executive Director: According to NC Department of Commerce, North Carolina's unemployment rate has remained low since the pandemic. As of September 2024, North Carolina's unemployment rate was 3.8%. This is among the lowest unemployment rates in decades. Low unemployment requires subrecipients to offer higher salaries for victim services and decreases the availability



1201 Front Street Raleigh, NC 27609 | 4234 Mail Service Center Raleigh, NC 27699-4234
Phone: 919-733-4564 Fax: 919-733-4625 www.ncdps.gov/gcc
An Equal Opportunity Employer

of volunteers as in-kind resources.

The unique circumstance match waivers will only be applicable for the specific project requested and for the duration of that project (i.e. not in perpetuity but including any project extensions).

This match waiver will be effective the 1st day of November 2024 through the 30th day of September 2025.



Caroline Farmer, Executive Director
NC Governor's Crime Commission

October 30, 2024

Date