



North Carolina Department of Public Safety

Governor's Crime Commission

Roy Cooper, Governor
Erik A. Hooks, Secretary

Robert Evans, Chairman
Caroline C. Valand, Executive Director

Dear GCC Award Recipient –

Until further notice, pursuant to the NC Governor's Executive Order declaring a state of emergency, dated March 10, 2020, the NC Governor's Crime Commission (GCC) is moving to a posture of maximum telework. GCC staff will work remotely and will be available to assist grantees, stakeholders, and the public during this period.

Remote processing of budget actions

As reimbursement processing and adjustments were already handled remotely, the GCC Grants Management (GM) team has electronic access to process reimbursements, adjustments and so forth. NC Department of Public Safety (DPS) Fiscal staff is still processing, so subrecipient requests are currently being processed as normal. Just as Executive Director Valand recommended when the federal government closed last year, GCC leadership again suggests that everyone "catch up" on their reimbursement requests in case that changes in the near future.

Programmatic and financial monitoring

Until otherwise notified, all planned on-site monitoring visits by GCC staff will be conducted as remote monitoring or postponed for a later date. You will be contacted by your GCC grant manager to make alternative arrangement for any site visits scheduled for the next 30 days. If your organization is unable to participate in remote monitoring due to operational limitations, you may request postponement until a later date.

Conferences, events, and other gatherings

Office of Justice Programs (OJP) has advised us that for GCC-sponsored conferences, meetings, trainings, and other gatherings that are scheduled in the near term, subrecipients should work with their grant manager to set up meetings as virtual events or postpone or cancel meetings. For events planned farther out, please work on a case-by-case basis with your grant manager.

Subrecipients should contact their GCC grant manager to address issues resulting from postponed or canceled meetings, such as using grant funds to cover hotel or travel related cancellation fees and penalties.

Mailing Address:
4234 Mail Service Center
Raleigh NC 27699-4234

www.ncdps.gov/gcc



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Office Location:
1201 Front Street
Raleigh, NC 27609
Telephone: 919-733-4564
Fax: 919-733-4625

Subrecipients should try to have the airline reimburse the canceled ticket(s) in cash and to have hotels cancel the rooms without penalty. However, if the airline or hotel will only refund the cancellation as a credit:

- The grantee should apply the credit to a future trip allowable for the same grant or project.
- If that is not possible, the grantee should use the credit for another program or project in the organization, but if this activity is not allowable for the project, the subrecipient must reimburse the original grant or project with the equivalent dollar amount.
- If neither of those options is possible, then the grantee should process the trip as a cancellation, which OJP has stated will be able to be approved to be charged to the grant due to this mitigating circumstance. Documentation supporting the decisions made for all cancellation reimbursements will need to be provided to the GCC grant manager and approved by the GCC GM Director – as this change in allowing cancellations must be forwarded to the federal Program Office at OJP.

Project Extensions

Please note that awards funded by the Office for Victims of Crime (OVC) (or any other OJP bureau/program office) under the provisions of the Victims of Crime Act (VOCA) of 1984, are available during the federal fiscal year of the award, plus the following three fiscal years. OVC and other OJP bureaus/program offices have no discretion to permit extensions of any award's period of performance beyond the statutory period. As a result, any subrecipient awards made from a federal grant that is ending can not be extended. Consideration for extension requests for subrecipient projects funded from federal grants that are not ending this year will be considered on a case-by-case basis.

Interruptions in performance of work under the grant

Grantees (and subrecipients/subgrantees) should review the DOJ Grants Financial Guide and the Part 200 Uniform Requirements (2 C.F.R. Part 200, as adopted by DOJ) (see, for example, 2 CFR 200.430 and 2 C.F.R. 200.431, under Subpart E – Cost Principles), and the grantee's (or subrecipient's/subgrantee's) established policies, to help in determining how the grantee's personnel costs may be treated during any period(s) of interruption to the performance of work under the award.

Most GCC staff members are working remotely as we can provide our services from our computers. The state government is requiring mandatory employees to still report to work (e.g., medical/prison...) For staff that provide direct services, subrecipients should be careful to set up employee work procedures in alignment with the guidance from OJP (above) while balancing health concerns and preventative measures.

Volunteer and match waivers

Use of volunteers for VOCA projects is a federal requirement; not a GCC one. According to §94.113 of the VOCA regulation (the section that covers volunteers), it states that State Administering Agencies (GCC) have the authority “to waive the volunteer requirement, provided that the program submits written documentation of its efforts to recruit and maintain volunteers, or otherwise demonstrates why circumstances prohibit the use of volunteers to the satisfaction of the chief executive.” This issue is not as concerning for those organizations that have volunteers, but don't use them as match. For those organizations that use volunteer efforts for in-kind match, a decision to waive volunteer requirements during this time would cause the agency to potentially be short in meeting their match requirements at the project's end. We have requested guidance from our federal Program Manager on how to handle these concerns.

VOCA PMT Reporting

We have not received any guidance to indicate that subrecipient agencies should not report their actual PMT data. The PMT report is a quarterly report. We understand that if the COVID-19 state of emergency goes on for several weeks, that organization PMT service numbers may be adversely impacted (not just in NC, but across the country). As far as we know, subrecipient organizations should continue to collect information regarding victims served and services provided. When the PMT is submitted, they should report the clients served and use the comments to explain if there is a dramatic decrease in their service numbers and why.

We will continue to provide updated information on potentially impacted grants activities, including financial and other required reporting. Thank you for your patience during this time. We appreciate your ongoing commitment to your missions and the safety of all Americans.