

**North Carolina Governor's Crime Commission  
Fiscal Year 2019 Juvenile Justice Planning Committee (JJPC) Grant  
Request for Applications (RFA)**

**Application Deadline:**

**January 31, 2019**

**Funded through:**

U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and  
Delinquency Prevention (CFDA #16.540)

**State Administrative Agency:**

Governor's Crime Commission (GCC)

1201 Front Street

Raleigh, NC 27609

[www.ncdps.gov/about-dps/boards-and-commissions/governors-crime-commission](http://www.ncdps.gov/about-dps/boards-and-commissions/governors-crime-commission)

**Eligible to Apply:**

The following entities in North Carolina are eligible to apply for funding under the identified Juvenile  
Justice Planning Committee program priorities:

- ❖ Local government agencies
- ❖ Local law enforcement
- ❖ State government agencies
- ❖ State law enforcement
- ❖ Nonprofit organizations, including Faith-based and Community Organizations

**Grant project period: October 1, 2019 – September 30, 2021**

**Important Notes:** Applicants are **required** to apply for grant funding through the GCC online application process. Information on this process is located at: <http://www.ncdps.gov/About-DPS/Boards-Commissions/Governors-Crime-Commission/GEMS> To access GEMS and apply for a grant, go to: <https://gems.ncdps.gov> Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and are currently registered with [www.SAM.gov](http://www.SAM.gov). A screen shot from SAM.gov reflecting this information is sufficient.

The Governor’s Crime Commission is particularly interested in applications that address juvenile delinquency prevention efforts and system improvement efforts designed to reduce the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system. The Commission encourages programs that involve partnerships, collaboration and best practices to meet the needs of minority youth overrepresented at specific juvenile justice decision points to include referral to court, admission to detention or YDC and cases involving minority youth that are petitioned and/or have a finding of delinquency.

If you need application assistance, please contact:

Carlotta Winstead, Lead Planner, Governors Crime Commission

[carlotta.winstead1@ncdps.gov](mailto:carlotta.winstead1@ncdps.gov)

Tonishia Lockley, DMC and CJA Coordinator, Governor’s Crime Commission

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The Governor’s Crime Commission Community Development 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!**

### **GCC Mission Statement**

The mission of the Governor’s Crime Commission is to improve the quality of life for the citizens of the state, to enhance public safety, and to reduce and prevent crime by improving the criminal justice system

### **Juvenile Justice Planning Committee Mission Statement**

The mission of the Juvenile Justice Planning Committee is to provide resources for youth who are at-risk of becoming delinquent due to individual, school, family, peer and or community factors. These resources will also provide services for youth who are delinquent, undisciplined, or involved in the juvenile court process from intake through aftercare.

The Juvenile Justice Planning Committee is the longest-standing committee of the Governor's Crime Commission. In 1977 the Department of Crime Control and Public Safety was created by the North Carolina General Assembly. The Crime Control Division, which was renamed the "Governor's Crime Commission Division" in 1979, was established within this new department. From 1975 until 1977, the Governor's Law and Order Commission had functioned in a role similar to that of the Governor's Crime Commission, as had the Governor's Committee on Law and Order that preceded the Law and Order Commission. The Juvenile Justice Planning Committee was created within the new departmental structure of Crime Control and Public Safety, though the function was not wholly new, as under the Law and Order Commission there had been a Juvenile Justice Committee.

As a part of the Governor's Crime Commission, the Juvenile Justice Planning Committee serves in an advisory capacity to the Governor and to the Secretary of the Department of Public Safety. The work of the committee and its very existence also serve to fulfill requirements of juvenile-related funding that the commission receives:

**State Advisory Group function** – The federal Juvenile Justice and Delinquency Prevention Act of 1974 (JJDP Act) requires an advisory board (the State Advisory Group or "SAG") to the governor and legislature on requirements of the JJDP Act. As North Carolina's SAG, the Juvenile Justice Planning Committee develops a three-year comprehensive plan to address juvenile justice issues in the state and is involved in the distribution of Title II formula grant funds. Also in keeping with its position as SAG, the Juvenile Justice Planning Committee works to further compliance with certain provisions of the JJDP Act.

**JABG Advisory Board function** – The Juvenile Justice Planning Committee acts as the Advisory Board required under the Juvenile Accountability Block Grant (JABG) program and in so doing it recommends a coordinated enforcement plan for the use of JABG funds.

**Children's Justice Task Force Function** – Since 1988 the Governor's Crime Commission has administered Children's Justice Act funds. In order to fulfill the requirements of this funding source, the Child Abuse and Neglect Subcommittee of the Juvenile Justice Planning Committee serves as the state's Children's Justice Task Force, making policy and training recommendations to improve the handling of child abuse and neglect cases.

## Length of Awards

Sub recipient awards are for two years for the period: 10/1/2019 – 9/30/2021.

## Types of Eligible Organizations

The Juvenile Justice Planning Committee provides states, local governments and non-profit agencies with necessary funding to address juvenile delinquency and prevention efforts in North Carolina's juvenile justice system. The JJ Planning Committee supports a range of juvenile justice program areas to include gang prevention and suppression, juvenile re-entry, child trafficking, afterschool programs, mentoring, and vocational services.

## Contingency

**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.**

## Number of Applications per Agency

Agencies may submit multiple applications; however, each application must be in a different program priority area. Agencies must note in their application if they are requesting funding in a program priority area in which they have a current open grant.

GCC supports the development of comprehensive projects that include true partnerships with multiple agencies (e.g., Division of Juvenile Justice, Administrative Office of the Courts, Universities, etc.) The comprehensive projects **must** have MOU's between all agencies involved. The project narrative for the lead agency should summarize the multidisciplinary nature of the project. A separate attachment should summarize each agency's role, time and resource commitment (# staff, shared costs). This information must be provided with the application.

## Notification of Application & Review Process

All application submissions, whether continuation or new, will be competitively reviewed and scored by members of the Governor's Crime Commission. **Late applications will not be accepted.**

## Application Process

Applicants are required to apply for grant funding through the Governor's Crime Commission web-based application process, which may be accessed through the NC Department of Public Safety's website homepage ([www.ncdps.gov](http://www.ncdps.gov)). Please click the following to access the database: Grants/Governor's Crime Commission/GEMS. You may also use the following URL to access the Grant Enterprise Management System (GEMS) directly: <http://www.ncdps.gov/About-DPS/Boards-Commissions/Governors-Crime-Commission/GEMS>

In order to use the Governor's Crime Commission web-based application you must have an NCID login. If you have not previously obtained an NCID login, go to the following web URL to obtain instructions and the information required to register your business/organization to obtain a NCID User ID and password: <https://ncidp.nc.gov/ncidsspr/>

**Please note the following:** If you have difficulty obtaining your NCID or your NCID login does not work, you are advised to contact the ITS Service Desk. The ITS Service Desk is reachable 24 hours a day at **919-754-6000** or toll free at **1-800-722-3946**. **As NCID functionality is external to the Department of Public Safety, GCC Program staff will direct you to contact the ITS Service Desk with any NCID issues you may have.** Once you are successfully registered with NCID, GCC Program staff will gladly assist you in navigating GEMS.

If you have previously applied through the web, use your same NCID User login and password. If you have previously applied online for a grant with the Governors Crime Commission, but do not have your User ID, or are having technical issues with the system, you will need to contact **the ITS Service Desk** for assistance.

If you need assistance completing the program specific information required in the online application, please contact Carlotta Winstead at [carlotta.winstead1@ncdps.gov](mailto:carlotta.winstead1@ncdps.gov) or Tonishia Lockley at [toni.lockley1@ncdps.gov](mailto:toni.lockley1@ncdps.gov)

In addition to the online application submission, each application must include one (1) scanned copy (bearing original signatures in black ink) of the required certifications, letters, MOUs, and anti-lobbying documents. These documents should be uploaded as attachments to your application in the GEMS system.

**Grant Application Deadline: January 31, 2019**

## FUNDING PRIORITIES

### JUVENILE JUSTICE PLANNING COMMITTEE

Proposals should utilize a collaborative approach in ways that are meaningful and purposeful to the goals and objectives of the project. A collaborative design can be either complex or modest. What is most important is that the design be in proportion to the scope of the project, the make-up of the organization and its geographic location.

Additionally, be sure to give thought to other groups who want to accomplish similar goals and how you may work with such agencies/individuals in an effort to meet a need. For example, you may rely on another person for certain information or for help to coordinate your plan. Each individual or agency has a task to perform, and with coordination and collaboration, tasks become more manageable. Ideally, each community partner listed or referred to in your grant application should write a letter (on their letterhead) acknowledging that they plan to work with you to provide services. These letters should be scanned and attached to your application.

***NOTE: ALL OF THE FOLLOWING PROGRAM PRIORITIES ARE OF EQUAL IMPORTANCE, REGARDLESS OF THEIR ORDER.***

#### **1. Raise the Age Implementation**

Implementation of the Juvenile Justice Reinvestment Act (S.L. 2017-57), otherwise known as “Raise the Age,” requires process changes, program expansion, and infrastructure support to effectively implement the increase in the age of juvenile jurisdiction. In short, the significant influx of 16 and 17-year old’s into the juvenile system will dramatically change the juvenile system’s capacity and approach, and as such all juvenile serving agencies, including local entities, will need to plan for implementation of raise the age.

Locally, solutions will range from providing training to law enforcement on working with juveniles to offering crisis and assessment placement solutions as an alternative to detention. The referral and/or provision of services for the emerging adult populations of (1) at-risk youth and (2) juvenile justice involved youth are key to preventing recidivism and further penetration into the court system. Needed intervention strategies within the continuum of services may be community specific or require multi-county agreements to accomplish basic, core programming for juveniles.

Programming under this priority will be funded with the intended outcomes of reducing juvenile delinquency, providing prevention services including diversion and re-entry programming, reforming secure custody practices by separating juveniles from adults,

offering a continuum of services including alternatives to detention, and supporting efforts to build and operate effective prevention programming.

Other programming ideas include:

- Interagency training, conferences and workshops to comply with “Raise the Age”
- Funding to support additional attorneys, social workers, investigators and secretarial services for juvenile public defender offices
- Funding to support juvenile prosecution by providing funds for prosecutors, investigators and clerks for juvenile prosecution offices
- Funding to support multisystemic therapy services for delinquent juvenile

## **2. School Justice Partnerships**

The Juvenile Justice Reinvestment Act (S.L. 2017-57), aka “Raise the Age,” requires the creation of School Justice Partnerships across North Carolina. The Governor’s Crime Commission will prioritize grant requests that create safer school environments by creating more effective alternatives to suspension or the filing of juvenile petitions for minor discipline problems. These practices have been shown to do more harm than good at changing student behavior. Effective alternatives such as Teen Court, crisis and assessment services, academic coaches, school-based community service and restitution, and restorative justice practices could be funded under this priority. In addition, local communities who need support to coordinate the planning process associated with the school justice partnership could be funded under this priority.

## **3. 2019 Reduction of Disproportionate Minority Contact (DMC)**

Minority youth are more likely to be disciplined, suspended and expelled from school, held in secure detention, and are overrepresented at key points throughout the juvenile justice system. The Governor's Crime Commission supports efforts to reduce Disproportionate Minority Contact (DMC). In 2019, as the “Raise the Age” statute is implemented in North Carolina, there will be an increased number of juveniles in the system which may have implications for DMC. Applicants proceeding under this program priority must be prepared to measure and reduce disproportionality. Priority will be given to proposals that include evidence-based strategies to reduce disproportionality.

## **4. 2019 Children’s Justice**

Funding under this priority is intended for systems change to improve the handling and outcomes of cases of child maltreatment in North Carolina.

Programs which may be funded include those which are designed to:

- I. **Activities to Improve Investigative, Administrative, and Judicial Handling of Cases, including child sexual abuse and exploitation, as well as cases involving suspected child maltreatment related fatalities and cases involving a potential combination of jurisdictions, such as intrastate, interstate, Federal-State, and State-Tribal, in a manner which reduces the additional trauma to the child victim and the victim's family and which also ensures procedural fairness to the accused.**
  - A.1. Transform the way children and families who enter the court system are treated, by creating a "trauma-informed" courthouse:
    - Support the dissemination of best practices, including procedures to limit the number of people in a courtroom during each hearing.
    - Support the creation of family friendly waiting rooms.
      - ✓ Partnership with local libraries to allow books to be checked out
      - ✓ Book donations
      - ✓ Age appropriate toys
    - Support training on how a parent's own trauma history impacts his/her experience with investigative and judicial systems and ability to engage in services.
    - Support trainings on Adverse Childhood Experiences (ACE) and resiliency.
  - A.2. Support efforts to reduce trauma to children appearing in court proceedings:
    - Develop trauma informed tools (video, booklet) to explain court processes and court preparation for the child victim and their adult support persons, including mental health providers.
    - Ensure video testimony technology is easily available throughout the state and provide training for attorneys, judges and clerks on availability and use of video testimony technology.
    - Support training for law enforcement, judges, clerks, and attorneys on issues specific to child testimony including identifying the intellectual, linguistic and emotional maturity of the child and identifying appropriate courtroom modifications for the child.
  - A.3. Support improved integration and collaboration between Child Fatality Review Teams, Local Child Fatality Prevention Teams and Community Child Protection Teams, the State Child Fatality Prevention Team and the Child Fatality Task Force.



- A.4. Support efforts to create a culturally responsive court system:
- Trainings on how racial, cultural, social, and economic differences may impact a person's reaction to the court system.
  - Trainings that enhance the ability of law enforcement and court personnel to effectively identify and meet the social, cultural, and linguistic needs of child victims and their families.
  - Ensure sufficient interpreters and translators.
  - Ensure resources and information available to English speaking population is available to non-English speaking population (videos, booklets, forms).
- A.5. Support involvement of law schools and other graduate programs in the investigative, administrative, and judicial handling of child abuse and neglect cases through:
- Law Clinics that represent parents or children (consistent with G.S. 7B-601),
  - Evaluation of programs and practices, and
  - Publications on practice improvements such as tool kits or concept papers.
- A.6. Identify, support and promote agencies who provide training and classes on recognizing, responding to and reporting child abuse and neglect:
- Training for school personnel including school administrators and School Resource Officers on child abuse signs and symptoms, including signs of maltreatment that may be overlooked and/or explained away and training on mandatory reporting laws.
  - Peer counseling models that include child abuse and neglect signs and symptoms and understanding mandatory reporting laws.
  - Training for likely reporters and responders around special population victims such as children with disabilities and LGBTQ+ youth.
- A.7. Support statewide efforts of Child Advocacy Centers
- Training, technical assistance and specialization of local CACs
  - Expansion and development of CACs in underserved counties.
- A.8. Support the efforts of the multidisciplinary workgroup to standardize forensic interviews of children who have been abused or neglected through: 1) Implementation of Forensic Interviewing Standards; 2) Implementation of Statewide Training and Peer Review System; and 3) Growth and Enhancement of CAC's and Local Child Welfare Capacity.

- II. Support of Experimental, Model, or Demonstration Programs for testing innovative approaches and techniques which may improve the prompt and successful resolution of civil and criminal court proceedings or enhance the effectiveness of judicial and administrative action in child abuse and neglect cases, particularly child sexual abuse and exploitation cases, including the enhancement of performance of court appointed attorneys and guardians ad litem for children, and which also ensure procedural fairness to the accused;**
- B.1. Support the efforts of the Conference of District Attorneys' to provide dedicated staff, training and resources for child abuse and neglect cases.
- B.2. Support efforts to expand the multidisciplinary approach to parent representation in civil abuse, neglect and dependency cases including the use of social workers and parent peer partners as part of the parent attorney's resources.
- B.3. Increase the use of data to improve judicial handling of child abuse and neglect cases.
- B.4. Increase the use of technology to increase efficiencies in child abuse and neglect cases:
- Allow service by publication via internet
  - Allow court participation via internet (Skype, WebEx, etc.) for children, therapists, incarcerated parents
  - Allow parties to check upcoming court dates
- III. Reform of State laws, ordinances, regulations, protocols, and procedures to provide comprehensive protection for children, which may include those children involved in reports of child abuse or neglect with a potential combination of jurisdictions, such as intrastate, interstate, Federal-State, and State-Tribal, from child abuse and neglect, including child sexual abuse and exploitation, while ensuring fairness to all affected persons.**
- C.1. Support the creation of a state-wide hotline to report possible child abuse, neglect or trafficking.
- C.2. Continue to support procedures and protocols, to include local administrative orders, which allow the sharing of information between agencies:
- Support the development of technology necessary to allow file sharing between agencies.

- Support integrated data systems among local courts, child welfare agencies, and other child welfare system stakeholders.
- C.3. Support legislation to mandate the use of the child advocacy centers for sexual abuse and severe physical abuse investigations when available.
- C.4. Support legislation, policies or protocols that address the responsibilities of and participation in court cases involving child abuse and neglect by regional LME/MCOs.
- C.5. Support the creation of a uniform training curriculum for School Resource Officers to include:
- Child abuse signs and symptoms, including signs of maltreatment that may be overlooked and/or explained away.
  - Issues pertinent to special population victims such as children with disabilities and LGBTQ+ youth.
  - Mandatory reporting laws.
- C.6. Support legislation and policies that increase the use of permanency mediation and other dispute resolution techniques in abuse, neglect and dependency cases.
- C.7. Support legislation and other efforts to address NC Tribes' concerns in abuse and neglect cases.

## REQUIRED DOCUMENTATION

ALL GRANTEES MUST ALSO MEET THE FOLLOWING MANDATORY REQUIREMENTS PRIOR TO APPLYING FOR A GRANT THROUGH THE GOVERNOR'S CRIME COMMISSION:

1. **DUNS Number:** Each grantee MUST have a DUNS Number, prior to any funds being released! DUNS Numbers may be obtained from either of the following web links: [www.dnb.com](http://www.dnb.com) or <http://fedgov.dnb.com/webform>
2. **SAM Registration:** SAM (System for Award Management) registration is required for all applicants and has taken the place of registration in CCR (Central Contractor Registration). If an applicant had an active record in CCR, that applicant has an active record in SAM. Applicants not previously registered in CCR should register in SAM prior to applying for a grant through the Governor's Crime Commission. SAM information may be found at <https://www.sam.gov/>.
3. **NCID:** The Governor's Crime Commission's grants management system (GEMS) requires that applicants register with the North Carolina Identity Management Service (NCID) at <http://gems.nccrimecontrol.org/Pages/Default.aspx> ***Applicants will be unable to access the online application without a valid NCID user ID and password.***
4. Please download the **GEMS Grant Application User Guide for Criminal Justice Improvement and Juvenile Justice Projects** found on the Grant Enterprise Management System (GEMS) homepage to assist with the preparation and submission of the grant application.

EVERY APPLICANT MUST ADHERE TO AND SUBMIT CERTIFICATIONS FOR THE FOLLOWING:

- EEO
- Supplanting
- Whistleblowing
- Lobbying
- Conflict of Interest
- Civil Rights
- Debarment and Suspension
- Non-Discrimination Certified Assurances
- Drug Free Workplace

## FUNDING EVALUATION

The Governor's Crime Commission consists of 43 members, including the heads of statewide criminal justice and human service agencies; representatives are from courts systems, law enforcement

agencies, local government, the General Assembly, and private citizens. Members of the Juvenile Justice Planning Committee review the submitted grant applications and score each organization's overall project based on the following:

- Problem Statement
- Project Description
- Description of Goals, Objectives, Performance Measures
- Strategy and Timeline
- Spending Plan
- Management Capabilities
- Project Evaluation
- Sustainability
- Budget

The review team members will also assess each jurisdiction's need for funding based on the following criteria:

- Documentation of need
- Current availability of existing program services
- Geographic size and location
- Ability to recognize and address the needs of underserved populations
- Demonstrated capacity and effectiveness of existing programs

## FUNDING SPECIFICATIONS

### A. Funding Cycle

Programs funded under the Juvenile Justice Planning Committee for FY 2019 will begin October 1, 2019 and end on September 30, 2021. This is a 24-month award. Funds are paid on a reimbursable basis.

### B. Budget

Budgets must be clear and specific. Budgets must reflect 24 months of spending and, where applicable, be adjusted to reflect start date, state furlough days, and holidays. As this is a competitive grants process, ***The Governor's Crime Commission reserves the right to reduce budgets and make budget adjustments at its discretion.***

A budget detail narrative/budget justification attachment should be attached containing brief statements that explain each line item and their relevance to the project goals and objectives. **Do not state "See Narrative, Goals, or Objectives".**

### C. **Unallowable Costs**

The following services, activities, and costs, although not exhaustive, cannot be supported with juvenile justice grant funds at the sub-recipient level:

- Lobbying and Administrative Advocacy
- Audit Costs (except as an allocable % of mandatory audits)
- Food/Beverage (except as provided to victims)
- 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.

### D. **Indirect Cost Rate**

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement or must use the de minimis indirect cost rate of 10% of modified direct total costs. Please include a copy of a current, signed Federally-approved indirect cost rate agreement, if you have one. If you wish to use the de minimis rate, please refer to the following sites:

- Non-profit Agencies: [Title 2 CFR, Part 230 \(OMB A-122\) \[PDF- 276 Kb\]](#)
- State of Local Unit of Government or Tribal Organization: [Title 2 CFR, Part 225 \(OMB A-87\) \[PDF-288 Kb\]](#)
- Educational Institutions: [Title 2 CFR, Part 220 \(OMB A-21\) \[PDF-348 Kb\]](#)

These links can also be found on the Office of Justice Programs web site at:

<https://ojp.gov/financialguide/GeneralInformation/chapter2page2.htm>. Additional sources may also be found online (most are free) which explain what items the rate is calculated against and what items are not included. You must upload a signed and dated copy of the 'Indirect Cost Rate Certification Form for Agencies Using the 10% De Minimis Rate' as an attachment to your application. The form can be found on the GCC web page.

Non-federal entities, other than State and local governments that have never received a Federally- approved indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-federal entity chooses to negotiate for a rate.

Please provide a copy of the spreadsheet or document showing how your organization calculated the applied indirect rate.

**E. Consultant Rates**

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

**F. Food/Meal Expenses**

Grant funds cannot be used to purchase food and/or beverages for any meeting, conference, training or other event.

**G. Contracts**

A copy of all contracts included in the grant should be attached. For planned contracts that have yet to be enacted, a completed copy of the GCC Contract template should be included with the grant application. All contracts must be approved by the assigned grants manager before being enacted.

## **REPORTING REQUIREMENTS**

The Governor's Crime Commission will distribute awarded funds to sub-recipients on a reimbursement of expenditures basis in conjunction with the timely submission of corresponding Fiscal and Programmatic Reports. These reports must be submitted through the Grants Management System, using the same User ID and password that was used for the application process.

Programmatic reports should be submitted quarterly, with a due date of 15 days following the end of each quarter. Submission of quarterly performance reports is a federal condition for receiving funds from this award. Failure to submit quarterly reports automatically bars further reimbursement (via the GEMS computer system) until the overdue report is submitted.

For further Post Award Instructions, grantees should read their award Special Conditions.

## **SUPPLANTING, TRANSPARENCY AND ACCOUNTABILITY**

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the OJP Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures. A strong emphasis is being placed on accountability and transparency. Award recipients must be prepared to track, report on, and document specific outcomes, benefits, and expenditures

attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

## **DISTRIBUTION OF FUNDS AND REIMBURSEMENT**

Agencies may elect to receive reimbursement of funds for this grant program no more frequently than a monthly basis. In order to receive monthly reimbursements, financial requests (and documentation) would need to be submitted on a monthly basis. Agencies may elect to receive reimbursement based on a longer schedule, but financial reimbursement requests should be submitted on no less than a quarterly basis as utilization rate is one determination of project progress.

### **CHECKLIST (Appendices and Included Documentation)**

- Project Summary/Narrative – Printed from the online software
- Screenshot of DUNS number and SAM.GOV expiration date
- Project Budget – Printed from the online software
- Audit Requirements – Printed from the online software
- Certified Assurances – Printed from the online software and signed
- Certification Lobbying - Drug Free Workplace – Printed from the online software and signed
- Letters of Support/MOUs (Optional)
- Budget Detail
- Contracts
- Indirect Cost Rate Certification Form for Agencies Using the 10% De Minimis Rate form if you plan to request the 10% Indirect Cost Rate.