

North Carolina Governor's Crime Commission
Fiscal Year 2019 Violence Against Women Act (VAWA) Grants
Request for Applications (RFA)

Application Deadline:

January 31, 2019

Funded through:

U.S. Department of Justice, Office of Justice Programs
Office on Violence Against Women (CFDA#16.588)

State Administrative Agency:

North Carolina Governor's Crime Commission (GCC)
1201 Front Street
Raleigh, NC 27609

www.ncdps.gov/about-dps/boards-and-commissions/governors-crime-commission

Eligibility to Apply:

The following entities in North Carolina, which provide direct services to crime victims, are eligible to submit no more than one (1) application per program priority for VAWA funding:

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

Grant Project Period of Performance: October 1, 2019 – September 30, 2020

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. A screen shot from SAM.gov reflecting this information is sufficient.

Thank you for your interest in applying for the Violence Against Women Act (VAWA) Grant Program from the North Carolina Governor’s Crime Commission (GCC). The primary purpose of the VAWA Grant program is to carry out programs and projects to develop and strengthen effective law enforcement, prosecution, court, and victim service strategies to combat violent crimes against women.

The Governor’s Crime Commission is particularly interested in applications that meet the needs of sexual assault and underserved populations. The Commission encourages programs that involve partnerships, collaborations, and best practices to meet the needs of crime victims and others across the state.

The following services, activities, and costs, although not exhaustive, **cannot be supported with VAWA grant funds and are unallowable**:

- Lobbying and Administrative Advocacy
- Fundraising
- Medical costs associated with victimization (other than forensic medical exams)
- Services to children under the age of 11 years (except supervised visitation and exchange, limited family-based support services).
- Any property related expenses
- Law enforcement equipment, including uniforms, safety vests, shields, weapons, bullets, and armory
- Vehicles, including law enforcement vehicles. (Vehicles cannot be used as match.)
- Prevention education programs are limited to less than 5 percent of state award.
- Restorative justice
- Victim need assessments or research
- Divorce, separation, equitable distribution, permanent custody of children, alimony, or child support
- Perpetrator advocacy
- Property loss
- Crime prevention activities
- Costs related to sending victims to conferences
- General substance abuse counseling or therapy.

If you need assistance in completing your project application, please contact:

Karen Jayson, Lead Planner: karen.jayson@ncdps.gov

Jim Lassiter, Crime Victim Services Planner: jim.lassiter1@ncdps.gov

The Community Development staff at the Governor’s Crime Commission 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

CVS Mission Statement

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.

History

In 1994, Congress passed the Violence Against Women Act (VAWA), a comprehensive legislative package aimed at ending violence against women as title IV of the Violent Crime Control and Law Enforcement Act of 1994. VAWA was designed to improve criminal justice system responses to domestic violence, sexual assault, and stalking, and to increase the availability of services for victims of these crimes. VAWA was reauthorized and amended in 2000, 2005, and 2013, with each new reauthorization making improvements to the law and adding new programs and provisions.

VAWA requires a coordinated community response to domestic violence, dating violence, sexual assault and stalking crimes and encourages jurisdictions to bring together stakeholders from multiple disciplines to share information and to improve community responses. These often include victim advocates, police officers, prosecutors, judges, probation and corrections officials, health care professionals, and survivors. In some communities, these multidisciplinary teams also include teachers, leaders within faith communities, public officials, civil legal attorneys, health care providers, advocates from population-specific community-based organizations representing underserved populations, and others.

The STOP Program grants are awarded to states to develop and strengthen the justice system's response to violence against women and to support and enhance services for victims.

Length of Awards

Subrecipient awards are for **one year**, unless otherwise indicated. The period of performance will be 10/1/2019 – 9/30/2020. These dates should be entered as the project starting date and the project ending date.

Types of Eligible Organizations

Eligible organizations include state agencies and offices, state and local courts, local governments, public agencies, tribal governments, victim service providers, community-based organizations, and legal services programs to carry out programs and project to strengthen effective law enforcement and prosecution strategies to combat crimes against women, and to develop and strengthen victim services in cases involving violent crimes against women.

Additional Conditions of Eligibility

- VAWA requires all agencies, except nonprofit and tribal agencies to provide a 25 percent match.
- Agencies must ensure that no law enforcement officer, prosecuting officer, or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under Federal, tribal, State, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense. (34 U.S. Code § 10451)
- Agencies receiving funds through VAWA allocations must cover the full out-of-pocket costs of forensic medical exams for victims of sexual assault. Agencies cannot require victims of sexual assault to seek reimbursements for sexual assault or forensic medical examinations from their

insurance carriers. All agencies must comply with these requirements whether the victim participates in the criminal justice system or cooperates with law enforcement. (28 CFR Part 90 Subpart B: § 90.13; 42 US Code § 3796GG-4 (a) (1))

- State and local government agencies must certify that its judicial administrative policies and practices include notification to domestic violence offenders of the specific legal requirements and must provide assurances to the Attorney General that its judicial administrative policies and practices will comply with all state and federal regulations and requirements. (28 CFR Part 90 Subpart B: § 90.14, Title 18, 922 (g)(8) and (g)(9))
- Agencies receiving funding through VAWA cannot require victims to bear the costs for criminal charges and protection orders in cases of domestic violence, dating violence, sexual assault, or stalking. (28 CFR Part 90 Subpart B: § 90.15; 42 U.S.C. 3796gg-5)
- Local government and other agencies cannot require sexual assault victims to submit to a polygraph test. (28 CFR Part 90 Subpart B: § 90.16; 42 U.S.C. 3796gg-8)
- 28 CFR Part 90 Subpart B: § 90.24 Activities that may compromise victim safety and recovery. Because of the overall purpose of the STOP Program to enhance victim safety and offender accountability, grant funds may not be used to support activities that compromise victim safety and recovery. The grant program solicitation each year will provide examples of such activities.

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 more than one application for VAWA funding; **however, only ONE application may be submitted under a single program priority.** An agency must note in their application if they are requesting funding in a program priority area in which they already have an open grant. Failure to do so may disqualify 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.**

Funding Request Cap

Funding caps are determined by the program priority under which the application is submitted. For grants submitted under this RFA, the following funding caps apply:

Program Priority	Funding Cap – 1 year
A. Law Enforcement Agencies	\$150,000.00
B. Prosecutors	\$150,000.00
C. Courts	
a. Court Sanctioned Batterer Intervention Programs	\$50,000.00
b. Training	\$100,000.00
D. Underserved Crime Victims	\$250,000.00
E. Culturally Specific Services to Victims	\$250,000.00
F. Sexual Assault Agencies	\$250,000.00

I. 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 website homepage (www.ncdps.gov) by clicking on GRANTS, then on Governors Crime Commission, then on GEMS or by going directly to the Grant Enterprise Management System (GEMS) screen using the web URL: <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 if your NCID login does not work, contact the **ITS Service Desk**. The ITS Service Desk can be reached 24-hours a day at **919-754-6000** or toll free at **1-800-722-3946**. **NCID accounts are managed by the Department of Information Technology and are not connected to GEMS. If you have an issue with your NCID account, GCC Program staff will direct you to contact the ITS Service Desk for assistance.** Once you are successfully registered with NCID, GCC Program staff will be able to 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 NCID help desk at its.incidents@its.nc.gov for assistance or at the numbers provided in the previous paragraph.

If you need assistance completing the program specific information required in the online application please contact Jim Lassiter, Crime Victim Services Planner, at jim.lassiter1@ncdps.gov or Karen Jayson, Lead Planner, Crime Victim Services, at karen.jayson@ncdps.gov.

In addition to the online application submission, each application must include one (1) scanned copy (bearing original signatures in black or blue 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.

II. APPLICATION REQUIREMENTS (PROGRAMMATIC)

Sub-recipient Organization Eligibility Requirements

VAWA establishes eligibility criteria that **must** be met by all organizations that receive VAWA funds. These funds are to be awarded to sub-recipients only for providing services to victims of crime through their staff. Each sub-recipient organization shall meet the following requirements:

- Public or Nonprofit Organization – To be eligible to receive VAWA funds, organizations must be operated by public or nonprofit organizations, or a combination of such organizations, and provide services to crime victims.
- Organizational and Financial Capacity – To be eligible to receive VAWA funds, organizations must demonstrate a record of effective services to the community by having a history of providing direct services in a cost-effective manner and by showing substantial financial support from other sources with at least 25% of the program’s funding in the year of or the year preceding the award from other funding sources.
- Comply with Federal Rules Regulating Grants – Sub-recipients must comply with the applicable provisions of VAWA, the Program Guidelines, and the requirements of the OJP Financial Guide. The 2017 OJP Financial Guide is available online at:
https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf
- Maintain Civil Rights Information – Subrecipients must maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by the state grantee; and permit reasonable access to its books, documents, papers and records to determine whether the sub-recipient is complying with the applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
- Comply with State Criteria – Sub-recipients must abide by any additional eligibility or service criteria as established by the state grantee including submitting statistical and programmatic information on the use and impact of VAWA funds, as requested by the grantee.
- Privacy Act – Sub-recipients must protect the information of victims who receive services. Sub-recipients must provide individuals with a means by which to seek access to and amendment of their records. The Privacy Act sets forth various record-keeping requirements as required by federal law.
- Freedom of Information Act (FOIA) – Sub-recipients must understand and certify that any person has the right to request access to grant records or information except to the extent the records are protected from disclosure as contained in law.
- Confidentiality of Client/Victim Information – Subrecipients are required to maintain the confidentiality and privacy information of the people they serve. An agency confidentiality certification form is available for agencies to provide this certification.

III. Grant Application Documentation:

- ▶ Each application must also include:
 - ▶ Brief grantee/program description – NO MORE than 500 characters (including spaces and punctuation)
 - ▶ Agency description and URL (website) for non-profit agencies
 - ▶ Detailed budget narrative (Describing how you will use VAWA funds)
 - ▶ Detailed list of program supplies
 - ▶ A copy of your agency whistleblower policy
 - ▶ Memoranda of Understanding with other/partner agencies
 - ▶ A copy of your agency travel policy (if travel funding is requested)
 - ▶ A copy of your agency procurement policy
 - ▶ A copy of current SAM.gov registration
 - ▶ A copy of your staff roster, including name, position and contact information
 - ▶ A copy of your Board of Directors list, indicating their expertise related to the agency (and this project, if any) for non-profit agencies
 - ▶ A copy of your agency's current lease/rental agreement if you plan to request reimbursement for rent or use the value of rent as match funding.
 - ▶ Completed certifications, including:
 - ▶ Certification of Confidentiality
 - ▶ Civil Rights Certification
 - ▶ Judicial Notification (Prosecutors' Offices)
 - ▶ Polygraph Certification (Certify that victims of sexual assault are not required to submit to a polygraph test to receive services) (Law Enforcement and Prosecutors' Offices)
 - ▶ A complete list of any other open federal grant awards and/or contracts where your agency is funded with DOJ funds
 - ▶ List of any other open federal grant awards and/or contracts where your agency is funded with DOJ funds
 - ▶ Contracts or completed GCC contract templates for contracts to be funded under the award

All non-profit agencies applying must verify their Non-Profit Status at the time of submitting their application. One method of verification is to include your federal **501(c)(3) certification** and a valid federal tax identification number, as well as the most recent **IRS 990** submitted.

Grant Application Period: November 1, 2018 – January 31, 2019

Grant Application Deadline: January 31, 2019

IV. CRIME VICTIM SERVICES: VAWA FUNDING PRIORITIES

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

Special conditions contracts will be attached to grant award documentation to ensure each agency's compliance with programmatic and fiscal reporting requirements.

A. LAW ENFORCEMENT: (UP TO \$150,000 FEDERAL SHARE MAXIMUM PER YEAR)

Restricted to Domestic Violence, Dating Violence, Sexual Assault, Human Trafficking and/or Stalking
Proposals should include Law Enforcement and a Victim Advocate position as described below:

- Victim Advocate who is placed in law enforcement agency and serves as liaison between victims and personnel in law enforcement agencies* or
- Up to two Designated Sworn Law Enforcement Officers

** If a Law Enforcement unit already has an in-house Victim Advocate, this position will not be required. Position can be used as in-kind match. Agency will be required to provide verification regarding Advocate's roles and responsibilities.*

B. PROSECUTORS' OFFICES (UP TO \$150,000 FEDERAL SHARE MAXIMUM PER YEAR)

Restricted to Domestic Violence, Dating Violence, Sexual Assault, Human Trafficking and/or Stalking

Proposals may include up to two personnel positions of:

- Victim Witness Legal Assistant
- Prosecutor , or
- Investigator

C. COURTS

Proposals will be accepted from state courts to address domestic violence, dating violence, sexual assault, human trafficking and/or stalking. The following will be considered under this priority:

- **Court sanctioned batterer intervention programs/abuser treatment programs** in accordance with North Carolina Administrative Code Title One-Administration Chapter 17-Council on the Status of Women Section .0700-Abuser treatment Programs. **(\$50,000 Federal Share maximum per year)** *(Batterer Intervention and Abuser Treatment programs must be certified by the N.C. Council for Women and Youth Involvement.)*
- **Training (\$100,000 Federal Share maximum per year)**

Proposals for the above (A, B & C) should describe services provided by criminal justice professionals in Law Enforcement, Prosecution and/or Courts for any of the following priority areas. In addition, proposals should also focus on the delivery of services to victims with priority to programs that focus at the statewide level.

- Victim Assistants who are placed in law enforcement agencies who serve as liaisons between victims of domestic violence, dating violence, sexual assault and/or stalking and personnel in law enforcement agencies to improve the enforcement of protection

orders. These special victim assistants are also known as “Jessica Gonzales Victim Assistants.”

- Developing, training, and/or expanding specialized units or victim assistant programs which target violent crimes against women, such as domestic violence, dating violence, sexual assault, or stalking. Specialized units must include one dedicated criminal justice professional and can be based in any one or more of the following: Law Enforcement, Prosecution, Courts. (A, B, or C)
- Training to criminal justice system professionals (Judges, Prosecutors, Law Enforcement, Probation Officers, Magistrates, Clerks of Court) on issues related to domestic violence, dating violence, sexual assault, and stalking, which may include professional development of responding officers, strengthening internal policy and procedure and/or strengthening interagency policy and procedure for responding to violence against women and special victim populations to include but not limited to racial minorities. (A, B or C)

D. UNDERSERVED POPULATIONS: (UP TO \$250,000 FEDERAL SHARE MAXIMUM PER YEAR)

Proposals will be accepted for the development or provision of services to underserved crime victim groups, including, but not limited to:

- Rural victims of crime
- LGBTQ victims
- Latinx/o or Hispanic victims
- Hospital based programs
- Other culturally or ethnically underserved victims of crime

Each grant proposal must include a written agreement demonstrating community partnerships.

E. CULTURALLY SPECIFIC VICTIMS OF CRIME: (UP TO \$250,000 FEDERAL SHARE MAXIMUM PER YEAR)

Proposals will be accepted for the development or provision of services to culturally specific crime victim groups, including, but not limited to:

- African American victims of crime
- Hispanic and/or Latinx victims of crime
- Southeast Asian, Pacific Islander, or American Indian victims of crime
- Other racial or ethnic minorities

The proposal **must provide culturally competent services** designed to meet the specific needs of the target population.

F. SEXUAL ASSAULT SERVICES: (UP TO \$250,000 FEDERAL SHARE MAXIMUM PER YEAR)

Proposals will be accepted for the development of programs that meaningfully address the needs of victims of sexual assault.

- Programs or interventions should be tailored to meet the specific needs of sexual assault victims, including having a specific focus on sexual assault.
- Personnel positions should have expertise and experience with sexual assault services.

All proposals under these priorities must include written agreements demonstrating community partnerships, including:

- Improving and/or developing interagency protocols on effective response. At minimum, collaborative partners must include victim service providers.
- Improving and/or developing an advocacy council or task force to meet regularly to review current services/cases.
- Providing opportunity for professional development and/or Coordinated Community Response (CCR) through training conducted by one of the agencies listed above.

V. 2019 GRANT APPLICATION: 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 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.**

EVERY GRANT PROPOSAL MUST:

1. Include a written agreement demonstrating community partnerships.

To provide the most effective services to victims, a written agreement demonstrating community partners is required for all program priorities (i.e. MOU, MOA, etc.). Click here for sample MOU: [Sample MOU](#). **VERIFY AND CHECK LINK.**

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.

2. Submit certifications for:

- EEO
- Whistleblowing
- Lobbying
- Supplanting
- Client Confidentiality
- Civil Rights

VI. 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. The Victims of Crime Assistance Grant is a competitive application process. Members of the Crime Victim Services Committee review all submitted VAWA 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

Members of the Governor's Crime Commission staff review each application to assess each jurisdiction's need for funding based on the following criteria:

- Documentation of need
- Current availability of existing program services

- Documentation of providing effective services to victims of crime
- Geographic size of the area served and the total population served
- Ability to recognize and address the needs of underserved populations
- Demonstrated capacity and effectiveness of existing programs

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

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

VII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under the VAWA Program for FY 2019 will begin October 1, 2019 and end on September 30, 2020. Awards will be made for a period of 12 months, unless otherwise indicated. Funds are paid on a reimbursable basis.

B. Budget

Budgets must be clear and specific. Budgets must reflect 12 months of spending and, where applicable, be adjusted to reflect start date, state furlough days, and holidays.

The Governor's Crime Commission reserves the right to reduce budgets and request budget adjustments at its discretion.

The prioritization of line items is required for all applications having multiple line items. Applicant requirements will be taken into consideration should budgets need to be reduced. A budget detail narrative/budget justification attachment should be attached containing brief statements (at least 1 - 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. **Do not state "See Narrative, Goals, or Objectives."**

C. Allowable Costs for Direct Services

The following is a listing of services, activities, and costs that are eligible for support with VAWA grant funds within a sub-recipient's organization:

- Immediate Health and Safety
- Mental Health Assistance
- Assistance with Participation in Criminal Justice Proceedings
- Forensic Examinations
- Costs Necessary and Essential to Providing Direct Services
- Special Services
- Personnel Costs
- Restorative Justice

Other Allowable Costs and Services

The services, activities and costs listed below are not generally considered direct crime victim services but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VAWA funds, the state grantee and sub-recipient must agree that direct services to crime victims cannot be offered without the support for these expenses; that the sub-recipient has no other source of support for them; and that only limited amounts of VAWA funds will be used for these purposes. The following list provides examples of such items:

- Skills Training for Staff
- Purchasing Training Materials
- Training Related Travel (must comply with travel policies and rates)
- Advanced Technologies
- Contracts for Professional Services (must be based on market value for comparable services and comply with federal costs restrictions)
- Operating Costs
- Supervision of Direct Service Providers

(NOTE: Executive Directors/Agency Leaders may not be funded at 100% with VAWA funds as it is expected that they have other duties for the organization (e.g., general administration, fundraising, board development, etc.) that do not provide direct services to victims.

D. Unallowable Costs

The following services, activities, and costs, although not exhaustive, **cannot be supported with VAWA grant funds:**

- Lobbying and Administrative Advocacy
- Fundraising
- Medical costs associated with victimization (other than forensic medical exams)
- Services to children under the age of 11 years (except supervised visitation and exchange, limited family-based support services).
- Any property related expenses
- Law enforcement equipment, including uniforms, safety vests, shields, weapons, bullets, and armory
- Vehicles, including law enforcement vehicles. (Vehicles cannot be used as match.)
- Prevention education programs are limited to less than 5 percent of state award
- Restorative justice
- Victim need assessments or research
- Divorce, separation, equitable distribution, permanent custody of children, alimony, or child support
- Perpetrator advocacy
- Property loss
- Crime prevention activities
- Costs related to sending victims to conferences
- General substance abuse counseling or therapy

- Personal Telephone/Fax/Cell phone (unless it can be explained why these items are needed for direct services)
- Food/Beverages (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) **cannot** 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.

E. 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.

F. Consultant Rates

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

VIII. 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 occurs through the Grant Management System, using the same User ID and password that was used for the application process.

Programmatic reports should be submitted semiannually, with a due date of 30 days following the end of the reporting period. Submission of performance reports is a federal condition for receiving funds from this award. Failure to submit performance 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.

IX. MATCH

There is a 25% non-federal match requirement imposed on grant funds under this program (cash or in-kind) for governmental agencies. Non-profit direct service providers are exempt from providing match funding. Cash or in-kind resources used as match must be directly related to the project goals and objectives, documented, and clearly show the source, amount, and timing of all matching contributions. Additionally, sources of match are restricted to the same uses allowed under the VAWA program activities and must be documented in the same manner as VAWA program funds (including financial and programmatic reports).

X. 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.

XI. 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 the project utilization rate is one determination of project progress.

XII. 2019 GRANT GUIDELINES, RESTRICTIONS AND REQUIREMENTS

- ***No application or proposal is guaranteed award at any time during the time of grant review or the recommendation process. Funding is subject entirely to the availability of federal funds. All funding decisions are made by the members of the Crime Victims Services Committee and the members of the Governor's Crime Commission.***
- All applications to the Crime Victims' Services Committee **must** meet all **2019 Grant Eligibility Requirements, Restrictions and Limitations**. Please review them carefully before submitting the pre-application.
- All grants will be subject to all **Special Conditions** associated with the federal award.

XIV. ONLINE GRANT SUBMISSION

Using the Grant Enterprise Management System (GEMS)

Applicants are **required** to apply for grant funding through the GCC online application process within the Grants Enterprise Management System (GEMS). Information on the application process and the steps that must be completed are located on the NCDPS web site 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>

If you have technical difficulty accessing or completing the application, please contact:

Karen Jayson, Lead Planner, Crime Victim Services at karen.jayson@ncdps.gov or

Jim Lassiter, Crime Victim Services Planner at jim.lassiter1@ncdps.gov

XV. PRE-APPLICATION CHECKLIST (Appendices and Included Documentation)

- Project Summary/Narrative – Printed from the online software (GEMS)
- Screenshot of DUNS number and SAM.GOV expiration date
- Goals and objectives
- Two Goals
- Two Objectives PER GOAL
- Project Budget – Printed from the online software (GEMS)
- Audit Requirements – Printed from the online software (GEMS)
- Certified Assurances – Printed from the online software and signed (GEMS)
- Certification Lobbying - Drug Free Workplace – Printed from the online software and signed (GEMS)
- Letters of Support/MOUs (Optional)
- Budget Narrative providing detailed information on all budget line items
- Job Descriptions (**for all paid, match, and volunteer positions**)
- List of all other grants (including the amount awarded) received through the Governor’s Crime Commission, regardless of funding source.
- A list and copies of all contracts (including the \$ amount of the contract) that you have, or have planned, to provide services under this GCC grant award. Please include contracts with individuals or agencies that are providing a service (e.g., legal assistance, therapy, forensic medical exams, etc.)
- List of any open contracts (including the contract \$ amount) that your organization has received to provide services as part of another grantee’s DOJ-funded projects.
- Any contracts that you plan to sign with another GCC subrecipient for a specific service (e.g., counseling services, medical examinations, legal services, etc.), **should be listed by both parties** as part of their grant application(s).
- A copy of your agency’s current lease/rental agreement if you plan to request reimbursement for rent or use the value of rent as match funding.
- Indirect Cost Rate Certification Form for Agencies Using the 10% De Minimis Rate form if you plan to request the 10% Indirect Cost Rate.
- Required Attachments**
 - Whistleblower Policy
 - Travel Policy
 - Procurement Policy
 - Staff Roster, with Job Titles
 - Board Roster, with Contact Information
 - Confidentiality Certification Form
 - IRS-990 Form (Nonprofits only)
 - 501 (c) 3 (Nonprofits only)
 - Agency Description/URL (Nonprofits only)
 - Civil Rights Compliance Self Certification Form
 - Judicial Notification, if applicable
 - Polygraph certification, if applicable