

**North Carolina Governor’s Crime Commission
Fiscal Year 2019 Victims of Crime Act (VOCA)
Victims Assistance Grants Request for Applications (RFA)**

Application Deadline: January 31, 2019

Funded through:

U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime
(CFDA#16.575)

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 VOCA funding:

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

Grant Project Period of Performance: 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>. In addition, 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 Victims of Crime Assistance (VOCA) Grant Program from the North Carolina Governor’s Crime Commission (GCC). The primary purpose of the VOCA Grant program is to fund direct services to crime victims and their families.

The Governor’s Crime Commission is particularly interested in applications that meet the needs of underserved populations, rural areas of the state, and groups that currently lack services. The Commission encourages programs that involve partnerships, collaborations, and best practices to meet the needs of crime victims.

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

- Lobbying and Administrative Advocacy
- Perpetrator/Offender Rehabilitation and Counseling
- Audit Costs (except as an allocable percentage of mandatory audits)
- Property Insurance
- Personal Telephone/Fax/Cell phone (unless it can be explained why these items are needed for direct services)
- 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.

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 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

Crime Victim Services 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

The Victims of Crime Act (VOCA), 1984, established the Crime Victim Fund to provide financial assistance to support a variety of services and activities to 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.

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.

LENGTH OF AWARDS

Subrecipient awards are for two years for the period: 10/1/2019 – 9/30/2021 unless otherwise indicated. These dates should be entered as the project starting date and the project ending date.

TYPES OF ELIGIBLE ORGANIZATIONS

VOCA specifies that an organization must provide services to crime victims and be operated by a public agency, nonprofit organization, Native American tribe/organization, or a combination of such agencies or organizations in order to be eligible to receive VOCA funding. Eligible organizations include victim service organizations whose sole mission is to provide services to crime victims. In addition to victim service organizations, there are many other public and nonprofit organizations that have components which offer services to crime victims. These organizations are eligible to receive VOCA funds, if the funds are used to expand or enhance the delivery of crime victims' services. Additional information regarding eligible organizations is provided below:

- Nonprofit organizations providing direct services to crime victims. A nonprofit organization must be duly incorporated and registered under North Carolina statutes, unless it is a tribal governing body or a local chapter of national tax-exempt victim service organizations (i.e., Mothers Against Drunk Driving, Parents of Murdered Children);
- Public (government) agencies, such as criminal justice agencies, including law enforcement, prosecutor offices, courts, corrections departments, probation and paroling authorities for victim services that exceed the boundaries of their mandate. For example, a police department may use VOCA funds to provide crime victim services that exceed a law enforcement official's normal duties, such as a victim crisis response unit. Regular law enforcement duties, such as crime scene intervention, questioning of victims and

witnesses, investigations of the crime, and follow-up activities may not be paid with VOCA funds;

- Native American tribes/organizations providing services to crime victims;
- Religiously-affiliated organizations, provided that services are offered to all crime victims without regard to religious affiliation and receipt of services is not contingent upon participation in a religious activity or event;
- Hospital and emergency medical facilities offering crisis counseling, support groups, and/or other types of victim services; and
- Others: State and local public agencies, such as mental health service organizations, state/local public child and adult protective services, state grantees, legal services agencies and programs with a demonstrated history of advocacy on behalf of domestic violence victims, and public housing authorities that have components specifically trained to serve crime victims.

ADDITIONAL CONDITIONS OF ELIGIBILITY

VOCA establishes criteria that must be met by all organizations receiving VOCA funds. An agency must meet all of the following federal requirements to receive VOCA funds:

- ✓ Demonstrate a record of providing effective direct services to crime victims;
 - ★ Note: Programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that 25% of their requested financial support comes from non-federal sources;
- ✓ Meet program match requirements. Match must be derived from non-federal funds and must be used for VOCA eligible activities. Match is 25% of the federal amount received and can be in-kind or cash;
- ✓ Use volunteers to provide or support direct victim services;
- ✓ Promote coordinated public and private efforts to aid crime victims within the community.

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 for VOCA funding; however, each application **MUST** be submitted under a different program priority. Agencies may only submit **ONE** application per 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.

GCC supports the development of comprehensive projects that include true partnerships with multiple agencies (e.g., Family Justice Centers, Co-located Coordinated Community Response teams, 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.**

FUNDING CAPS

Sexual assault, domestic violence, and child advocacy center projects are mandated priorities and have formula-driven funding allocations.

All other priorities do not have established caps; however, the budget submitted in each grant application is reviewed and assessed by CVS planners who have the authority to request revisions to the proposed budget based on allowable and reasonable costs.

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, 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 NCID help desk at its.incidents@its.nc.gov for assistance.

If you need assistance completing the program specific information required in the online application please contact Jim Lassiter, VOCA Administrator, 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 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

VOCA establishes eligibility criteria that **must** be met by all organizations that receive VOCA 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 VOCA 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 VOCA 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.
- Volunteers – Sub-recipient organizations must use volunteers unless the state grantee determines there is a compelling reason to waive this requirement.
 - If sub-recipients are not using volunteers, a volunteer waiver must be submitted with a detailed explanation for such request. VOCA regulations provide that **only compelling reasons** are sufficient to allow volunteer waivers.
- Promote Community Efforts to Aid Crime Victims – Sub-recipients must promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. Coordination efforts qualify an organization to receive VOCA victim assistance funds, but are not activities that can be supported with VOCA funds.
- Help Victims Apply for Compensation Benefits – Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking claim status.
- Comply with Federal Rules Regulating Grants – Sub-recipients must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide. The OJP Financial Guide is available online at: http://www.ojp.gov/financialguide/PDFs/OCFO_2013Financial_Guide.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 VOCA funds, as requested by the grantee.

- Services to Victims of Federal Crimes – Sub-recipients must provide services to victims of federal crimes on the same basis as victims of state/local crimes. Sub-recipients must provide services to crime victims, at no charge, through the VOCA-funded project.
- 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.
- Client Counselor and Research Information Confidentiality – Sub-recipients must maintain confidentiality of client-counselor information, as required by state and federal law.
- Confidentiality of Research Information – Except as otherwise provided by federal law, no recipient shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA.

III. FAITH-BASED/COMMUNITY ORGANIZATIONS

Faith-based organizations applying for VOCA funds do not have to lose or modify their religious identity (i.e., removing religious symbols) to be considered an eligible applicant. However, VOCA funds may not be used to fund any inherently religious activity, such as prayer, worship, or proselytization. Inherently religious activity is permissible, although it cannot occur during an activity funded with grant funds; such religious activity must be separate (in time and/or place) from the grant funded program. Further, participation in such religious activity by individuals receiving services must be voluntary.

- Such organizations receiving VOCA funds must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.
- A religious organization that participates in the funded programs or services will retain its independence from federal, state, and local governments and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, though it must not use funding to support any inherently religious activity. In providing services, funded organizations shall not discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

Non-profit Grant Recipients (Faith-based and Community) – THE FOLLOWING DOCUMENTS ARE REQUIRED. These documents should be uploaded to the ‘Application Attachments’ file before the application is submitted in the GEMS system.

- 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.
- Nonprofits (that are not exempt) must also include a copy of their most recent NC charitable solicitation license (<https://www.sosnc.gov/divisions/charities/licensing>)
- Each application must also include:
 - ▶ Brief grantee/program description – NO MORE than 500 characters (including spaces and punctuation)
 - ▶ Agency description and URL (website)
 - ▶ Detailed budget narrative (Describing how you will use VOCA funds)
 - ▶ Detailed list of programs supplies
 - ▶ A copy of your agency whistleblower policy
 - ▶ A copy of your agency travel policy (if travel funding is requested)
 - ▶ A copy of your agency procurement policy
 - ▶ A copy of your current SAM.gov registration
 - ▶ Memoranda of Understanding with other/partner agencies
 - ▶ Letter to the area U.S. Federal Attorney indicating the availability of services to federal victims of crime
 - ▶ A copy of your staff roster, including name, position and contact information
 - ▶ A copy of job descriptions for all positions listed on the grant application, including contracted and volunteer positions
 - ▶ A copy of your Board of Directors list, indicating their expertise related to the agency (and this project, if any)
 - ▶ Completed certifications
 - ▶ 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 funded under the award
 - ▶ 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.
 - ▶ Civil Rights Certification
 - ▶ Confidentiality Compliance Certification

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

Grant Application Deadline: January 31, 2019

V. CRIME VICTIM SERVICES VOCA FUNDING PRIORITIES

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

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

A. SEXUAL ASSAULT/SPOUSAL ABUSE VICTIMS' SERVICES

Proposals should include a plan of action to provide core crisis intervention services to sexual assault and/or intimate partner abuse (domestic violence) victims to include:

- Client Outreach Services
- Crisis Line Operation
- Evidence-based Mental Health Services
- Information and Referral Services
- Language Crisis Line
- Facility Improvements/Equipment for the Care, Safety, Security, and Comfort of Victims
- Legal Assistance
- Relocation Expenses
- Shelter Services
- Transitional Housing
- Sexual Assault Examinations/Rape Kits

B. CHILD ADVOCACY CENTERS

Proposals should describe services provided by an accredited Child Advocacy Center (CAC) or by a provisional CAC who is developing child advocacy services and has a letter of support from CACNC. All applicants must have a signed interagency agreement with the District Attorney's office, Department of Social Services & Law Enforcement (at a minimum).

Proposals may include costs to cover direct services personnel for the following services:

- Advocacy
- Evidence-based Mental Health Services
- Child Medical Evaluation
- Forensic Interviews
- Forensic Medical Evidence Collection Exams
- Facility Improvements/Equipment for the Care, Safety, Security, and Comfort of Victims (Note: Capital improvements or improvements that increase the value of the property are not allowable.)

For proposals addressing child abuse and neglect that do not provide direct services but seek to address system improvement, please refer to funding priorities with the Juvenile Justice Committee.

C. LEGAL SERVICES FOR VICTIMS OF CRIME: VOCA

Proposals will be accepted for state, regional or local legal non-profit agencies to provide assistance to victims of crime to include, but not limited to: domestic violence, sexual

assault, dating violence, stalking, human trafficking and/or child abuse. ***All proposals must comply with NCGC 84-5.1. (Rendering of legal services by certain nonprofit corporations) and must also include a written interagency agreement to include local victim service providers.***

Proposals will be considered for the following:

- Statewide legal agencies/organizations that provide assistance for legal services to crime victims. Examples include but are not limited to agencies such as Legal Aid of North Carolina.
- Local and/or Regional Non-Profits that provide assistance for legal services to crime victims. Examples include, but are not limited to ,agencies such as local SA/DV/CACs.

D. FAMILY JUSTICE CENTERS

Proposals should promote the collaborative effort of service providers in making services more readily available to victims and to promote the collaborative efforts of agencies within a local/regional area, proposals will be accepted for the development of Family Justice Centers across North Carolina. Funding awarded under this priority will assist local communities in providing services to victims through the establishment of Family Justice Centers or other models of multi-agency co-located service provision.

- Each center should establish a collaborative plan specifying how victims will access services and obtain referrals for support and assistance. Information from the Family Justice Center Alliance (www.familyjusticecenter.org) and the guidance of state coalitions (CACNC, NCCASA, NCCADV, NCHTC, CFW/YI, Legal Aid of NC) serve as good sources for developing these plans.
- Applicants for co-located service provision must provide evidence of pre-existing collaborative relationships in the community, including MOUs from previous years as well as collaborative agreements for participants in the Family Justice Center. These documents should be uploaded to the application.
- Co-location of all service providers is not a requirement.

Proposals should include a plan of action and MOUs (with local partners) outlining how the group will provide core crisis intervention services to sexual assault, spousal abuse, and/or domestic violence victims.

Services that can be included are:

- Counseling services
- Client outreach services
- Case Management
- Medical/Forensic examination
- Information and referral services
- Legal Assistance
- Shelter/Transitional housing
- Evidence-based Mental Health

E. VICTIMS OF HUMAN TRAFFICKING

Proposals will be accepted from agencies to address human trafficking, including child victims of trafficking by increasing the level of awareness of human trafficking and by improving the level of service provided to victims. Funding awarded under this priority will increase the number of agencies and service providers who are qualified to work with trafficking victims.

Proposals should include a plan of action and a statement of collaboration to provide core crisis intervention services to victims of sexual, labor, or domestic trafficking, including:

- Case Management
- Client Outreach Services
- Court Advocacy Services
- Legal Services
- Evidence-based Mental Health Services
- Information and Referral
- Shelter/Transitional Housing
- Language/Translation Service

All human trafficking project proposals must include improving and/or developing multi-system, interagency, multi-disciplinary responses to the needs of human trafficking victims, including one or more of the following:

- Improving and/or developing interagency protocols on effective response.
- Improving and/or developing an advocacy council, task force and/or multi-disciplinary team to, among other tasks, meet regularly to review current services/cases.

At a minimum, collaborative partners should include the NC Human Trafficking Commission and other victim service providers (such as sexual assault centers, domestic violence centers, child advocacy centers, or agencies involved in the direct provision of services to victims of human trafficking).

F. OTHER SERVICES FOR VICTIMS OF CRIME

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

- Transitional housing (Not to exceed 120 days per victim)
- Relocation services
- Forensic medical examinations (Not associated with sexual assault basic services)
- SANE Nursing Services
- Forensic interviews

- Emergency legal assistance
- Emergency medical assistance
- Client outreach services
- Court advocacy services (including civil legal services)
- Evidence-based mental health services
- Services to address victims of financial fraud and/or identity theft
- Services to victims addressing the intersection of violence and substance abuse (VOCA cannot address substance abuse treatment but can support those who are victimized as a result of substance abuse.)

G. UNDERSERVED CRIME VICTIMS SERVICES

Underserved populations may be distinguished by the crime type or by demographic characterizations. These populations may have been overlooked in the past, may not have adequate services readily available and/or may require special consideration/services.

This proposal looks to fund programs to develop and/or continue implementing programs that address underserved crime victim groups by providing an array of services. Programs that can be replicated are of special interest.

Proposals should describe services to a population that is defined by your community to be underserved. Examples of underserved victim populations include, but are not limited to:

- Rural Populations
- African American Victims
- American Indians/Tribal Victims
- Culturally Specific Populations
- Male Victims of Crime
- Elderly Victims of Crime
- Support to Children/Adolescent Victims of Crime (safe schools, teen dating violence, bullying/cyberbullying)
- Disabled Victims of Crime
- Family/Friends of Homicide Victims
- LGBTQ+ Victims of Crime
- Immigrant Crime Victims
- Victims of Gang-related Crimes
- Children Who Witness Family/Domestic Violence

Proposals may include costs to cover direct services personnel in the form of advocacy and/or licensed therapist. Proposals may also include things needed to support direct services personnel; such as, but not limited to: training, travel, equipment and outreach materials.

H. AUTOMATED VICTIM NOTIFICATION SERVICES

Proposals should focus on statewide automated victim notification systems and technology services – including other electronic and text notification systems – to include staff to

provide services to alert victims on the status of offenders and to provide notification of changes in the status of the offender in jail, correctional, or court systems. Proposals should include the provision of both incoming and outgoing call service 24/7 including other electronic and text notifications with multiple language capability and operator assistance available.

VI. 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.). Memoranda of Understanding/Agreement should provide information on the level of support and assistance that each agency will provide to the primary organization and to each other.

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. Include training plans for your organization’s staff.

Training plans for current staff indicate trainings, certifications, and/or unique qualities (e.g. DV survivor) that qualify them for the position indicated. Training plans to indicate how your organization plans to or has begun training to implement a new focus area must also be included. For example, an organization seeking to expand services to LGBTQ populations would indicate training that they are taking on serving this community. This information is very useful to our reviewers in assessing your ability to actually provide the services for which you are asking for funding.

Organizations should seek available training and training resources provided by one or more of the following agencies that focus on victim services in North Carolina: NC Coalition against Domestic Violence, NC Coalition against Sexual Assault, NC Victims’ Assistance Network, Child Advocacy Centers of NC, NC Human Trafficking Commission, NC Department of Health and Human Services, NC Council for Women and Youth Involvement Office, NC Conference of District Attorneys, NC Justice Academy, NCDPS Office of Victims Services, , Office for Victims of Crime, and/or Office on Violence Against Women. If staff members have received training previously, please upload a copy of the certificate or other verification of training.

3. Submit certification status regarding the Fundamental Service Elements & Fundamental Elements of Accessibility.

All providers of direct services must ensure and certify that their facilities are accessible by persons with disabilities.

Information on these certifications can be obtained through the following web sites:

Fundamental Service Elements and Their Descriptions

<https://www.ncdps.gov/document/fundamental-service-elements>

Fundamental Elements of Accessibility and Their Descriptions

<http://fpg.unc.edu/sites/fpg.unc.edu/files/resources/curricula/NCODH-FEA-guide.pdf>

4. Submit certifications for:

EEO

Whistleblowing

Lobbying

Supplanting

Civil Rights

VII. 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 the submitted VOCA 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

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)

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under the VOCA Program for FY 2019 will begin October 1, 2019 and end on September 30, 2021. Awards will be made for a period of 24-months. 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, holidays, and furlough days. ***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 VOCA 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 VOCA 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 VOCA 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)
 - Equipment and Furniture
 - 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 VOCA funds as it is expected that they have other non-VOCA duties for the organization (e.g., general administration, fundraising, board development, etc.).

D. Unallowable Costs

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

- Lobbying and Administrative Advocacy
- Perpetrator/Offender Rehabilitation and Counseling
- Audit Costs (except as an allocable % of mandatory audits)
- Property Insurance
- Personal Telephone/Fax/Cell phone (unless it can be explained why these items are needed for direct services)
- 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.

Refer to the VOCA Final Program Guidelines at <http://www.ovc.gov/voca/vaguide.htm>, for a complete listing of VOCA allowable and unallowable costs.

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 U.S Department of Justice's Office of the Chief Financial Officer or other resources (some available free online) 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 Rate Cost 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

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

G. Food/Meal Expenses

Allowable food expenses include per diem for travel only and direct food for victims (i.e., food for shelters). Grant funds cannot be used to purchase food and/or beverages for any meeting, conference, training or other event.

H. 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.

IX. 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 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.

X. MATCH

There is a 20% non-federal match requirement imposed on grant funds under this program (cash or in-kind). Sub-awards made under the VOCA program may not cover more than 80% of the total cost of each project. 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 VOCA program and must be documented in the same manner as VOCA program funds (including financial and programmatic reports).

If you request a waiver of the match funding requirement, the request must be submitted on agency letterhead at the time of application. The letter should document specific reasons supporting the request for a waiver, including items such as double-digit unemployment, substantial increases in the number of victims served, or other documentation to support “extraordinary hardship” that would result if the agency were required to provide match funding. Match waivers must be approved by the Department of Justice’s Office for Victims of Crime and are not guaranteed.

XI. 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.

XII. 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.

XIII. VOLUNTEER WAIVER

The VOCA statute requires all eligible victim assistance programs to use volunteers in providing victim assistance services "unless and to the extent the chief executive determines that compelling reasons exist to waive this requirement."

If you request a waiver for the use of volunteers, you must submit a letter with your application outlining why you cannot find and/or use volunteers for your project AND how your organization demonstrates community support and approval if you do not use or are not able to recruit volunteers.

XIV. 2018 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 2018 Grant Eligibility Requirements, Restrictions and Limitations. Please review them carefully before submitting the pre-application.

XV. 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

XVI. CHECKLIST (Appendices and Included Documentation)

- Project Summary/Narrative – Printed from the online software (GEMS)
- Screenshot of DUNS number and SAM.GOV expiration date
- 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 – Civil Rights – Printed from the online software and signed (GEMS)
- Letters of Support/MOUs
- Training Plans (Copies of completed trainings and certifications; identification of personal qualifiers; plans for future training)
- Budget Narrative providing detailed information on 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 (Check off items as you upload them to your project application in GEMS!)

<input type="checkbox"/> Whistleblower Policy	<input type="checkbox"/> IRS-990 Form
<input type="checkbox"/> Travel Policy	<input type="checkbox"/> Agency Description/URL
<input type="checkbox"/> Procurement Policy	<input type="checkbox"/> Nonprofit Verification (501(c) 3)
<input type="checkbox"/> Letter to U.S. Attorney’s Office	<input type="checkbox"/> Civil Rights Compliance Self Certification Form
<input type="checkbox"/> Staff Roster, with Job Titles	<input type="checkbox"/> Confidentiality Certification Form
<input type="checkbox"/> Board Roster, with Contact Information	

Effective October 1, 2018, agencies must demonstrate that they have written procedures in place to respond in the event of an actual or imminent breach of personally identifiable information (PII). Agency procedures must include a requirement to report actual or imminent breach of PII to the Governor’s Crime Commission, Crime Victim Services section no later than 24 hours after the occurrence of the breach or the detection of an imminent breach.