

North Carolina Governor’s Crime Commission
Fiscal Year 2020 Office on Violence Against Women (OVW) STOP Grant

Request for Applications (RFA)

Application Period	November 1, 2019 – January 31, 2020
Application Deadline	January 31, 2020 by 12:00 PM
Grant Project Period of Performance	October 1, 2020 -September 30, 2021
Frequently Asked Questions Submission Deadline	November 22, 2019

Funded through:

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

State Administrative Agency:

North Carolina Governor’s Crime Commission
1201 Front Street,
Raleigh, NC 27609

<http://www.ncdps.gov/gcc>

Eligibility to Apply:

The following entities in North Carolina, which provide direct services to crime victims, are eligible to apply for 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

Applicants are required to apply for grant funding through the GCC online application process. To access GEMS and apply for a grant, go to: <https://gems.ncdps.gov>. NOTE: All applicants MUST provide proof that they have a valid federal DUNS number and are currently registered with www.SAM.gov at the time of submission.

Governor’s Crime Commission 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.

INTRODUCTION

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

We encourage you to read through this document in its entirety as you prepare to apply for consideration. All applicants must meet the eligibility requirements prior to submission. Complete applications, including required documents, must be submitted through our online Grant Enterprise Management System (GEMS) no later than 5:00pm on January 31, 2020. Late applications will not be accepted. Proposals received with missing information may not be considered for funding.

Please note the new STOP Purpose Area(s), Priority Service Area and Focus Area sections of the application. During the application process you will be asked to choose:

- One (1) Priority Service Area (Victims Services, Law Enforcement, Prosecutors, State and Local Courts or Discretionary) and - if applicable – a Focus Area (Sexual Assault and/or Culturally Specific).
- A minimum of one (1) Purpose Area(s) that most closely align with your proposed project.

If you have questions about the RFA, the application process or require assistance with developing your proposal, please contact a member of the CVS Planning Team:

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

Karen Lombri, VAWA Administrator at karen.lombri@ncdps.gov

Karen Jayson, Community Development Planner II at Karen.jayson@ncdps.gov

Jim Lassiter, VOCA Administrator at jim.lassiter1@ncdps.gov

Adonicca McAlister, VOCA Administrator at adonicca.mcallister@ncdps.gov

Responses to questions regarding the RFA and application process received by CVS staff **by November 22, 2019** will be compiled into a Frequently Asked Questions document that will be made available on the Governor's Crime Commission website beginning December 3, 2019.

Crime Victim Services Committee 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.

The staff at the GCC is committed to providing high quality, efficient, and effective customer service through guidance, support services, collaboration, compliance and technical expertise during the life of the grant. Our success relies on the success of our grantees in providing services to communities across the state, and in complying with all Federal, State, and GCC guidelines.

STOP – VAWA Request for Applications

TABLE OF CONTENTS

Availability of STOP Funds	6
STOP Application Limitations	6
STOP Funding Allocations	6
STOP Award Period	7
STOP Application Deadline	7
Eligibility Information	7
Eligible Entities	7
Demonstrated Organizational and Financial Capacity	7
Compliance with Federal Rules Regulating Grants	7
Maintenance of Civil Rights Information	7
Compliance with State Criteria	8
Compliance with Privacy Act	8
Compliance with the Freedom of Information Act	8
Maintenance of Confidentiality of Client/Victim	8
Cost Sharing or Match Requirements	8
Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act	9
Costs for Criminal Charges and Protection Orders	9
Forensic Medical Examination Payments	9
Judicial Notification	9
Polygraph Testing	10

Delivery of Legal Assistance	10
STOP Program Description	11
STOP Funding Priorities	11
STOP Priority Service Area	11
STOP Focus Areas	13
STOP Purpose Areas	14
STOP Allowable Activities	16
STOP Funding Restrictions	17
STOP Unallowable Costs	17
Pre-Agreement Cost Approval	18
STOP Application Submission Information	18
Grants Enterprise Management System and NCID	18
GCC Policy on Late Submissions	18
DUNS Numbers	19
SAM Registration	19
STOP Application Content	19
STOP Narrative	19
STOP Budget	20
Detailed Budget Narrative	20
Supplanting	20
Line Items	21
Indirect Cost Rates	21
De Minimis Indirect Cost Rate	21
Consultants	21
Conferences and Trainings	22

STOP Required Supporting Documents	22
STOP Application Review	24
Post Award Requirements	25
Project Reimbursement	25
Programmatic Reports	25
Special Conditions	25
Transparency and Accountability	25

I. AVAILABILITY OF FUNDS ANNOUNCEMENT

The North Carolina Governor’s Crime Commission (GCC) is pleased to announce the availability of grant funds from the STOP VAWA program.

Applicants are encouraged to read this entire Application Packet thoroughly **before** applying. The Request for Proposal is open to all applicants meeting the eligibility requirements.

Availability of STOP Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future.

STOP Application Limitations

Agencies may only submit **ONE** application under each GCC Funding Priority Service Area for the STOP program. **NOTE:** A prosecutorial district is a single subrecipient. Additional applications **will not** be considered for funding.

STOP Funding Allocations

By statute, the GCC is federally mandated to allocate STOP funding in the following manner:

Minimum Allocations	Priority	Focus Area
30%	Victims Services	Of this amount, at least 10% must support programs that provide <u>culturally specific and culturally competent services</u> designed to meet the needs of specific racial and ethnic minority groups .
25%	Law Enforcement	
25%	Prosecution	
5%	State and Local Courts	
		At least 20% of the total award must be set aside for projects that meaningfully address sexual assault in at least two of the above funding allocation categories (victim services, law enforcement, prosecution, courts).
15%	Discretionary	

STOP Award Period

Awards will be made for up to a twelve (12) month period, from October 1, 2020 through September 30, 2021. The project start and end dates on your application must align with the award period.

STOP Application Deadline

Applications must be received via the GEMS by 12:00 PM on January 31, 2020.

II. ELIGIBILITY INFORMATION

Eligible Entities

Agencies, offices, and programs including, but not limited to, State agencies and offices; State and local courts; units of local government; public agencies; Indian tribal government; victim service providers; community-based organizations; and legal services programs.

Demonstrated Organizational and Financial Capacity

Agencies 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.

Compliance with Federal Rules Regulating Grants

Agencies 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

Maintenance of Civil Rights Information

Agencies 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.

Compliance with State Criteria

Agencies must abide by any additional eligibility or service criteria as established by the North Carolina Governor's Crime Commission including submitting statistical and programmatic information on the use and impact of VAWA funds, as requested by the GCC.

Compliance with Privacy Act

Agencies must protect the information of victims who receive services. Agencies 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.

Compliance with Freedom of Information Act (FOIA)

Agencies 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.

Maintenance of Confidentiality of Client/Victim

Agencies are required to maintain the confidentiality and privacy information of the people they serve.

Cost Sharing or Match Requirement

There is a 25 percent match requirement imposed on grant funds under this program. Pursuant to 34 U.S.C. § 10446(f), a grant made under this program may not cover more than 75 percent of the total costs of the projects being funded.

- The applicant must identify the source of the 25 percent non-federal portion of the budget and how match funds will be used. Applicants may satisfy the required match with either cash or in-kind services.

- Grants to non-profit victim service providers for victim services can be **excluded** from the match requirement. For a grant to qualify under this exclusion, the recipient must be an organization that is recognized by the Internal Revenue Service (IRS) as a tax-exempt organization described in section 501(c)(3) of Title 26 of the United States Code (unless it is a tribal governmental organization or a governmental rape crisis center not in a territory).
- Grants to tribes can also be **excluded** from the match requirement.

III. COMPLIANCE WITH THE STATUTORY ELIGIBILITY REQUIREMENTS OF THE VIOLENCE AGAINST WOMEN ACT AS AMENDED, STOP GRANT PROGRAM

Costs for Criminal Charges and Protection Orders

Laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, dismissal, withdrawal, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction.

Forensic Medical Examination Payment for Victims of Sexual Assault

Agencies may not charge victims of sexual assault for forensic medical exams. Agencies cannot require victims of sexual assault to seek reimbursement for forensic medical examinations from their insurance carrier. Additionally, agencies will not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam.

Judicial Notification

Judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of Title 18 of the United States Code, and any applicable related federal, state, or local laws.

Polygraph Testing

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, and the refusal of a victim to submit to a polygraph examination or other truth telling device shall not prevent the investigation, charging, or prosecution of an alleged sex offense.

Delivery of Legal Assistance

Pursuant to 34 U.S.C. § 12291(b)(12), agencies providing legal assistance with funds awarded under this program must certify (Attachment 26) in writing the following information:

This certification must take the form of a letter, on letterhead, signed and dated by the authorizing official.

1. any person providing legal assistance with funds through this program

(A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or

(B)

i. is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and

ii. has completed, or will complete, training in connection with domestic violence, dating violence, sexual assault or stalking and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;

2. any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;

3. any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and

4. the grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

IV. STOP PROGRAM DESCRIPTION

The Violence Against Women Act (VAWA) of 1994 was passed by Congress and created the Office on Violence Against Women (OVW) in the United States Department of Justice. Since its inception, OVW has supported a multifaceted approach to responding to crimes against women through the implementation of grant programs authorized through VAWA. VAWA was designed to improve criminal justice system responses to adult, youth and child victims of domestic violence, sexual assault and stalking by forming partnerships between state and local communities.

The STOP (Services, Training, Officers, and Prosecutors) Violence Against Women Formula Grant Program (STOP Program) promotes a coordinated, multidisciplinary approach to improving the criminal justice system's response to violent crimes against women. STOP encourages the development and strengthening of effective law enforcement and prosecution strategies to address violent crimes against women and the development and strengthening of victim services in cases involving violent crimes against women.

OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes.

STOP Funding Priorities

In 2019, the Office on Violence Against Women is interested in supporting the priority areas identified below. The GCC encourages the applicants to develop projects that:

1. Reduce violent crime against women and promote victim safety.
2. Increase the response to victims of human trafficking.
3. Include substance abuse professionals in a coordinated community response to VAWA crimes and increase victim access to substance abuse services.
4. Increase efforts to combat stalking.

STOP Priority Service Areas

The GCC encourages programs that involve partnerships, collaborations, and best practices to meet the needs of crime victims and others across the state.

You will need to identify in your application ONE priority service are that your proposed project aligns with. The courts allocation must be awarded “to” state and local courts. Decisions for law enforcement, prosecution, and victim services should be made based on the beneficiary of the funded activities.

STOP funding is restricted to developing and strengthening effective law enforcement and prosecution strategies to address violent crimes against women and the development and strengthening of victim services in cases involving violent crimes against women in the following areas: 1) Domestic Violence; 2) Dating Violence; 3) Sexual Assault; 4) Human Trafficking and/or 5) Stalking.

1) Victim Services

Providing services to victims of domestic violence, dating violence, sexual assault, or stalking, including telephonic or web-based hotlines, legal advocacy, economic advocacy, emergency and transitional shelter, accompaniment and advocacy through medical, civil or criminal justice, immigration, and social support systems crisis intervention, short-term individual and group support services, information and referrals, culturally specific services, population specific services, and other related supportive services.

2) Law Enforcement

A public agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs or Village Public Safety Officers), including those referred to in section 2802 of Title 25.

3) Prosecutors

Any public agency charged with direct responsibility for prosecuting criminal offenders, including such agency's component bureaus (such as governmental victim assistance programs).

4) State and Local Courts

Any civil or criminal, tribal, and Alaska Native Village, Federal, State, local or territorial court having jurisdiction to address domestic violence, dating violence, sexual assault or stalking, including immigration, family, juvenile, and dependency courts, and the judicial officers serving in those courts, including judges, magistrate judges, commissioners, justices of the peace, or any other person with decision-making authority.

5) Discretionary

Applications will only be accepted for the following under this Discretionary Priority Services Area.

- **Court Sanctioned Batterer’s Intervention Programs**

As per the North Carolina Administrative Code, programs must be certified by the N.C. Council for Women and Youth Involvement.

- **Primary and Secondary Prevention**
Primary prevention means strategies, programming, and activities to stop both first-time perpetration and first-time victimization. Primary prevention is stopping domestic violence, dating violence, sexual assault, and stalking before they occur. Secondary prevention is identifying risk factors or problems that may lead to future domestic violence, dating violence, sexual assault, or stalking and taking the necessary actions to eliminate the risk factors and the potential problem. **(No more than 5% of the State's total STOP award may be used for this purpose)**

STOP Focus Areas

After you choose a Priority Service Area you will need to identify in your application IF your proposed project plans to serve one of the two STOP Focus Areas below. (Not Mandatory)

A) Sexual Assault

Projects must have a legitimate focus on sexual assault and that personnel funded under the projects have sufficient expertise and experience on sexual assault.

B) Culturally Specific

Projects that are focused on working with racial and ethnic minorities as defined in section 1707(g) of the Public Health Service Act, which means:

- American Indians (including Alaska Natives, Eskimos, and Aleuts);
- Asian Americans;
- Native Hawaiians and other Pacific Islanders;
- Blacks; and
- Hispanics.

In order to receive the funding from the culturally specific funding allocation, the organization **must** be a nonprofit, nongovernmental organization or tribal organization that serves a specific geographic community that:

- focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
- has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
- has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or

- obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration;
- is primarily directed toward racial and ethnic minority groups; **AND**
- is providing services tailored to the unique needs of that population.

NOTE: Agencies requesting funding from the culturally specific allocation are required to submit the GCC Culturally Specific Organization Verification Letter signed by the agency’s Board President in the application (Attachment 25).

STOP Purpose Areas

Any projects funded utilizing STOP funds must meet one or more of the OVW’s statutory purpose areas. The GCC has identified thirteen (13) purpose areas that align with the State of North Carolina’s Implementation Plan and fill in funding/service gaps for the State.

You will need to identify in your application at least one purpose area that your proposed project aligns with.

A. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (T) and (U) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. § 1101(a)).

B. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.

C. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault domestic violence, dating violence, and stalking, as well as the appropriate treatment of victims.

D. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, dating violence, and stalking programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, dating violence, and stalking.

E. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.

F. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.

G. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of sexual assault, domestic violence, dating violence, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.

H. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of sexual assault, domestic violence, dating violence, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in sexual assault, domestic violence, dating violence, or stalking and may undertake the following activities:

- a. developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
- b. notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
- c. referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
- d. taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

I. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.

J. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.

K. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings.

L. Developing, enlarging, or strengthening programs and projects to provide services and responses targeting male and female victims of sexual assault, domestic violence, dating violence, or stalking, whose ability to access traditional services and responses is affected by

their sexual orientation or gender identity, as defined in section 249(c) of title 18 [of the United States Code.]

M. Developing, enhancing, or strengthening prevention and educational programming to address sexual assault, domestic violence, dating violence, or stalking, with not with not more than 5 percent of the amount allocated to a state to be used for this purpose.

STOP Allowable Activities

NOTE: This is not an exhaustive list.

1. Victims Services: telephonic or web-based hotlines, legal advocacy, economic advocacy, emergency and transitional shelter, accompaniment and advocacy through medical, civil or criminal justice, immigration, and social support systems, crisis intervention, short-term individual and group support services, information, and referrals.
2. Support services for secondary victims such as children who witness domestic violence.
3. Support services for incarcerated individuals who have experienced domestic violence, dating violence, sexual assault, or stalking including crimes experienced while incarcerated and crimes experienced at other points in their youth and adult lives.
4. Activities that support LGBTQ+ victims of domestic violence, dating violence, sexual assault, or stalking whose ability to access traditional services and responses is affected by their sexual orientation or gender identity.
5. Legal services, such as housing, family law, public benefits, and other similar matters.
6. Reasonable transportation costs that would enhance a woman's safety.
7. Batterers' intervention programs that use court monitoring to hold offenders accountable for their behavior.
8. Prevention Programs – both primary and secondary prevention efforts.
9. Outreach initiative linked to a specific set of services with a goal to increase awareness about the services, so that victims know where to go for the services.
10. Support services for sexual assault victims who are age 11 or older.
11. Health care providers' time conducting forensic examinations, if two requirements are met: (1) the examinations are performed by specially trained examiners for victims of sexual assault (such as Sexual Assault Nurse Examiners (SANEs) or Sexual Assault Forensic Examiners (SAFEs)); and (2) the jurisdiction does not require victims of sexual assault to seek reimbursement from their insurance carriers.
12. Alternative treatments for victims of abuse. Specific justification for the type of approach, such as research on the benefits of the specific type of treatment to domestic violence or sexual assault survivors. There would also need to be justification that the cost of service was reasonable.
13. Supervised visitation and exchange by and between parents in cases involving domestic violence, dating violence, sexual assault, and stalking.
14. Costs of prosecutors, law enforcement officers, or judges handling cases involving violence against women.
15. Operational costs of a facility or shelter.

16. Stipends intended to reimburse the participants for their costs in attending a focus group related to the funded purpose area, such as mileage, gas, childcare, etc. This can be done through actual reimbursement or through a generic gift card in an amount intended to compensate for such costs of attending.
17. Purchase of groceries as part of victim services that the agency provides to victims.
18. First month's rent. Security deposits are allowable, but systems need to be put in place for the return of funding.
19. Law enforcement equipment that is specifically for the purpose of responding to or investigating domestic violence, dating violence, sexual assault, or stalking, such as cameras to record injuries.

V. FUNDING RESTRICTIONS

STOP Unallowable Activities

The activities listed below are unallowable, and costs for them will not be supported with grant funds. NOTE: This is not an exhaustive list.

1. Lobbying, except with explicit statutory authorization
2. Fundraising
3. Activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions.
4. Research projects. (This does not include program assessments conducted only for internal improvement purposes.)
5. Purchase of real property
6. Physical modifications to buildings, including minor renovations (such as painting or carpeting)
7. Construction
8. Funding for any criminal defense work, including defending women who assault, kill, or otherwise injure their abusers.
9. Rehabilitative services related to the crime committed by incarcerated individuals who experienced domestic violence, dating violence, sexual assault, or stalking victimization.
10. Moving household goods to a new location or acquiring furniture or housing in a new location.
11. Couples counseling or any intervention that requires participation by a victim or that is not designed to hold offenders accountable for their violent behavior.
12. The purchase of vehicles.
13. Immigration fees for immigrant victims of domestic violence, dating violence, sexual assault, or stalking.
14. Standard issued law enforcement items, such as, uniforms, safety vests, shields, weapons, bullets, and armory.
15. Services to children under the age of 11.

16. Restorative justice
17. Substance abuse counseling
18. Sending victims to conferences
19. Medical costs associated with victimization
20. Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc., regardless of whether they include the conference name or DOJ/OVW/GCC 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.

Pre-Agreement Cost Approval

GCC does not allow pre-award costs. Costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from GCC. See the DOJ Financial Guide for more information on pre-award costs.

VI. STOP APPLICATION SUBMISSION INFORMATION

Grants Enterprise Management System (GEMS) and NCID

Applications will be submitted via the GCC's web-based grant management system, Grant's Enterprise Management System (GEMS). Applicants must have a NCID login to access the application in GEMS.

Applicants can access GEMS directly at: <http://gems.ncdps.gov>

To obtain your NCID username and password, you must register your organization or State/Local Government Unit at: <https://ncid.nc.gov/idmdash/>

If you have issues with **obtaining your NCID** or utilizing an **existing NCID** account, contact the **ITS Service Desk** 24-hours a day at (919) 754-6000 via e-mail at: its.indicents@its.gov

Please note that the GCC staff cannot assist you with NCID access issues.

GCC Policy on Late Submissions

To ensure timely award processing, applicants must submit the application by January 31, 2020 by 12:00 PM E.T. Late submissions will not be accepted.

DUNS Number

DUNS (Data Universal Numbering System) Numbers are required for all applicants. DUNS Numbers may be obtained from the following web link: <http://www.dnb.com/us/> or call (866) 705-5711.

Please note that the GCC staff cannot assist you with DUNS issues.

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/SAM/pages/public/index.jsf> and follow the online instructions for a new SAM user. If the requestor has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization.

VII. STOP APPLICATION CONTENT

STOP Narrative

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

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

Travel Budget: Describe the purpose and benefit of the travel items listed in the detailed budget. Explain the types of travel to occur during the project period, such as the type of conference, training or meeting to be held for which travel is requested. Each travel item should be justified, with an explanation provided in this section. Training or conference registration costs should be included in the travel category.

Supplies/Operating Budget: Provide an explanation as to the purpose items (office supplies, field supplies, printing, postage, computer software, office rent, cell phone, utilities, etc.) listed in the supply category in the budget detail contribute to the success of the project. If your program includes a broad category line item (i.e. general office supplies), please upload an attachment (Attachment 12) listing each item to be purchased within the line item.

Equipment Budget: Provide an explanation about how items listed in the equipment category in the budget contribute to the success of the project. Please note that equipment is tangible, non-expendable personal property having a useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit.

Project Collaboration: Identify the partners with whom you will collaborate and briefly describe how the collaboration will occur. Current MOU are required for collaborative partners and should be uploaded as an attachment (Attachment 1).

Project Narrative Summary: Provide additional information about your project application.

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

Project Goals and Objectives: It is recommended that each STOP project application contain two goals and two objectives for each goal.

Project Sustainability Plan: Describe your formal, working sustainability plan for the project and how it will result in permanent operational funding (not GCC funding) once this grant ends.

STOP Budget

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

Your budget should justify all expenses and be consistent with the program narrative. Budgets must be clear and specific. Budgets are required to reflect up to 12 months of spending.

Detailed Budget Narrative

A budget narrative (Attachment 2) utilizing the format outlined in the Sample Budget and Narrative Form is required. Brief statements (at least 1 - 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives are required. Do not state "See Narrative, Goals, or Objectives."

Supplanting

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.

Line Items

Clearly outline the amount of funding requested for each type of funding sought (e.g., amount for salaries, consultants, supplies, travel, and/or equipment). Each individual cost requested is required to have its own line item. Staff members, consultants and/or volunteer positions requires separate budget lines and fringe benefits should not be included in the salary line for agency staff. While “General Office Supplies” is an acceptable line item, a detailed listing of the office supplies to be purchased is required to be uploaded. (Attachment 12)

Indirect Cost Rates

Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally - approved indirect cost rate agreement. Applicants that have never received a federally – approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total costs, which the agency will then be required to use for all applications for federal funding, indefinitely or until a federally - approved rate has been negotiated.

Documentation supporting the agency’s use of an indirect cost rate and the indirect cost rate calculation for the project is required (Attachment 12).

De Minimis Indirect Cost Rate

For agencies that plan to utilize the de minimis rate, it is strongly recommended that the following resources are reviewed:

- 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 \(OMB A-21\) \[PDF-348 Kb\]](#)

Consultants

The limit for consultant rates is \$650 per day or \$81.25 per hour. Fees in excess of the set limit will not be considered.

All contracts in the grant must be uploaded as an attachment to the grant and approved by the assigned grants manager before being enacted. If an agency already has a contract, a copy of the contract which is included in the grant should be uploaded as an attached document. For planned

contracts that have yet to be enacted, a completed copy of the GCC Contract Template is required (Attachment 10).

Conferences and Trainings

STOP funds may be used for staff to participate in trainings and conferences related to the work conducted through the funded project. Prior approval is required by the assigned grants manager for grant funds to be used for participation in conferences and trainings.

If requesting funds to support participation in a conference or training, the agency's travel policy is required (Attachment 15) and should include agency approved reimbursement rates for mileage, meal per diems, lodging etc. If the agency's travel policy does not include reimbursement rates, the State's travel policy and reimbursement rates will be followed.

STOP Required Supporting Documents

The documents listed below are **REQUIRED** at the time of submission. Failure to comply could impact your application's ability to continue through the review process.

Agencies are expected to upload the required documents to the Attachments section of their applications in GEMS. When uploading, the File Name should indicate the attachment number (ex: Attachment 1) and the Description should indicate the content (ex: MOUs).

Sample forms and documents can be found on the GCC website at: www.ncdps.gov/gccforms

All Applicants

- Attachment 1:** Written agreement(s) demonstrating community partnerships: MOU, MOA, etc. (if applicable) A sample MOU is available on the GCC website. If there are multiple agreements, please number your attachments as follows: "Attachment 1A", "Attachment 1B", etc.
- Attachment 2:** Detailed budget narrative utilizing the format outlined in the Sample Budget and Narrative form that is available on the GCC website.
- Attachment 3:** Screenshot of the agency's SAM.gov registration with expiration date.
- Attachment 4:** Screenshot of the agency's DUNS number.
- Attachment 5:** Job descriptions for all staff, consultants and volunteers budgeted (funded or match) in the project.
- Attachment 6:** Summary of direct and contracted GCC funds. This should include current and projected funding. A sample summary sheet is available on the GCC website.
- Attachment 7:** Agency's full staff roster, including names, positions and contact information.

- Attachment 8:** Agency's staffing allocation spreadsheet across all GCC funded (current and projected) projects.
- Attachment 9:** Executed or sample contracts for all agencies or individuals that will be paid for contracted services through this project. A sample contract is available on the GCC website. If there are multiple agreements, please number your attachments as follows: "Attachment 9A", "Attachment 9B", etc.
- Attachment 10:** Agency's current equipment lease and/or rental space agreement with floor plan if costs are budgeted for reimbursement or match.
- Attachment 11:** Agency's indirect cost rate agreement or indirect cost rate certification form and documentation of the agency's calculation of indirect cost charged to the project. (if applicable). The certification form is available on the GCC website.
- Attachment 12:** A detailed supply listing if requesting funding for general office or program supplies.
- Attachment 13:** Certification of confidentiality. The confidentiality certification form is available on the GCC website.
- Attachment 14:** Civil rights certification. The civil rights certification form is available on the GCC website.
- Attachment 15:** Agency's travel policy indicating reimbursement rates (if travel or mileage reimbursement is requested).
- Attachment 16:** Agency's procurement or purchasing policy.
- Attachment 17:** Agency's whistleblower policy.
- Attachment 18:** Agency's data breach and imminent breach policy. A sample data breach policy is available on the GCC website.
- Attachment 29:** Agency's policy for responding to unlawful discrimination if the agency employs 50 or more employees and receives \$25,000 or more in federal grant funding.
- Attachment 20:** Agency's conflict of interest policy.
- Attachment 21:** Overtime pay policy (if applicable).

Non-Profit Applicants

- Attachment 22:** Agency's 501(c)(3) certification
- Attachment 23:** Agency's most recent signed and submitted IRS 990
- Attachment 24:** Agency's Board of Directors list, indicating their expertise related to the project.

Culturally Specific Applicants

- Attachment 25:** Culturally Specific Organization Verification Letter. A sample culturally specific organization letter is available on the GCC website.

Applicants Providing Legal Services

- Attachment 26:** Legal services certification on agency letterhead. A sample legal services certification letter is available on the GCC website.
- Attachment 27:** Polygraph certification. The polygraph certification form is available on the GCC website.

Applicants Providing Law Enforcement Services

- ❑ **Attachment 27:** Polygraph certification. The polygraph certification form is available on the GCC website.

VIII. STOP APPLICATION REVIEW

The Governor’s Crime Commission (GCC) serves as the chief advisory body to the Governor and to the Secretary of Public Safety on crime and justice issues. Commission Members include the heads of statewide criminal justice agencies, appointed state and local government officials, and private citizens.

The STOP grant is a competitive application process. Members of the Crime Victim Services Committee review all submitted STOP grant applications and score each organization's overall project based on the following:

1. Who will benefit from the grant;
2. How many will benefit from the grant;
3. The cost of administering the grant
4. Geographical representation; and
5. Past performance of the applicant with grants and publicly funded projects.

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)

No application or proposal is guaranteed award at any time during the time of grant review or the recommendation process. Funding is subject to the availability of federal funds and the project’s adherence to federal funding guidelines. All funding decisions are made by the members of the Crime Victims Services Committee and the members of the Governor’s Crime Commission.

IX. POST AWARD REQUIREMENTS

Project Reimbursement

The GCC 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.

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.

Programmatic Reports

Programmatic reports are required to be submitted semiannually, on January 30th and October 30th. Submission of performance reports is a federal condition for receiving funds from this award. Failure to submit performance reports automatically bars further reimbursement on any GCC funded project until the overdue report is submitted. The report template can be found at: https://www.vawamei.org/wp-content/uploads/2019/05/STOPSubgrantee_Form2019.pdf

Special Conditions

All grants will be subject to all Special Conditions set forth by the Office on Violence Against Women associated with the federal award.

Transparency and Accountability

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.