

**North Carolina Governor’s Crime Commission**  
**Fiscal Year 2021 Victims of Crime Act (VOCA) Victim Assistance Grant**  
**Request for Applications (RFA)**

<b>Application Period</b>	<b>November 1, 2020 – January 31, 2021</b>
<b>Application Deadline</b>	<b>January 31, 2021 by 11:59 PM</b>
<b>Grant Project Period of Performance</b>	<b>October 1, 2021 -September 30, 2023</b>
<b>Frequently Asked Questions Submission Deadline</b>	<b>November 20, 2020</b>

**Funded through:**

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

**State Administrative Agency:**

North Carolina Department of Public Safety  
Governor’s Crime Commission  
1201 Front Street,  
Raleigh, NC 27609

**Eligibility to Apply:**

Eligible organizations in North Carolina, which provide direct services to crime victims, include and are not limited to the following entities:

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

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](http://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 for crime victims from the North Carolina Governor's Crime Commission (GCC). 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 Victims of Crime Act (VOCA) and the Violence Against Women Act (VAWA), also known as STOP.

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 listed in section II. **Complete applications, including required documents, should be submitted through our online Grant Enterprise Management System (GEMS) no later than 11:59pm on January 31, 2021.** Late applications will not be accepted. Proposals received with missing information may not be considered for funding.

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

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You may submit questions regarding this document and the application process to CVS staff. Responses to questions regarding the RFA and application process received by CVS staff **by November 20, 2020** will be compiled into a Frequently Asked Questions document that will be made available on the Governor's Crime Commission website beginning December 4, 2020.

### 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 Governor's Crime Commission 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.

# VOCA Request for Applications

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## I. AVAILABILITY OF FUNDS ANNOUNCEMENT

The North Carolina Governor's Crime Commission (GCC) is pleased to announce the availability of grant funds for the Victim of Crime Act (VOCA) Victim Assistance program from the Office for Victims of Crime.

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 VOCA Funds

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

### VOCA Program Description

The primary purpose of the VOCA Grant Program is to fund direct services to crime victims and their families. Under this funding source, 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.

### History of the Victims of Crime Act

The Crime Victims Fund, established in 1984, is the primary source of revenue for VOCA grants. 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.

The Crime Victims Fund provides financial assistance that support a variety of programs, services, and activities to support and 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.

### VOCA Application Limitations

**Application Submission Limits:** Agencies may submit no more than **THREE (3)** total competitive applications with only one application per program priority. Additional applications **will not** be considered for funding. This total is not inclusive of any DV/SA or CAC Basic Services projects.

**Growth:** As funding is limited, agencies requesting funding for continuation projects are limited to level funding, the federal share of the project cannot increase from the previous year.

### VOCA Award Period

Awards under the VOCA program will be made for a funding period not to exceed two years per funded project. **Under this solicitation, the award period is October 1, 2021 through September 30, 2023.**

The project start and end dates in your application must align with the award period unless otherwise instructed.

## II. ELIGIBILITY INFORMATION

### Eligibility Requirements

The Victims of Crime Act specifies that eligible programs must be operated by a public agency or a nonprofit organization, or a combination of such agencies, that provide services to crime victims. Eligible organizations in North Carolina are those whose purpose includes providing direct and supportive services to crime victims regardless of a victim's participation in the criminal justice process. Victim eligibility for services is not dependent on a victim's immigration status.

### Conditions of Eligible Organizations

Eligible organizations must meet the following Federal requirements to receive funding through VOCA:

- Nonprofit organizations must be duly incorporated and registered under North Carolina statutes, unless it is a tribal governing body or a local chapter of a national, tax-exempt victim service organization;
- Public (government) agencies, such as criminal justice agencies, include 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 duty, 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;
- Religiously-affiliated and faith-based organizations must offer services to all crime victims without regard to religious affiliation and receipt of services is not contingent upon participation in a religious activity or event.

## Use of Volunteers

The use of volunteers by VOCA-funded programs is mandatory. This requirement may be waived by providing a written request which documents efforts to recruit and maintain volunteers, or otherwise demonstrate why circumstances prohibit the use of volunteers.

## Promotion of Community Efforts

Applicants must illustrate coordinated public and private efforts to aid crime victims which may include written agreements/memoranda of understanding, work groups to oversee and recommend improvements to community responses to crime victims and developing protocols for such responses.

GCC supports the development of comprehensive projects that include collaborative partnerships with multiple agencies (e.g., Family Justice Centers, Coordinated Community Response teams, etc.). These comprehensive projects **must** have Memoranda of Understanding between all agencies involved. The project narrative for the lead agency should summarize the multidisciplinary nature of the project. A separate attachment **must** summarize each agency's role, time and resource commitment (number of staff, shared costs).

All projects are required to provide a list of all known agencies that you plan to contract with, to whom you will contract services, and a comprehensive list of community partners receiving funding from GCC.

## Victim Compensation

All VOCA-funded programs are required to assist potential recipients of crime victim compensation benefits in applying for or referring to agencies who aid with Crime Victim Compensation.

## Prohibited Discrimination

Applicants must assure and certify compliance with all civil rights nondiscrimination requirements, including those prohibiting unlawful discrimination.

## Maintenance of Confidentiality

VOCA funded programs shall, to the extent permitted by law, reasonably protect the confidentiality of persons receiving services under this program and shall not disclose, reveal, or release:

1. Any personally identifying information or individual information collected in connection with VOCA-funded services requested, utilized, or denied, regardless of whether such information has been encoded, encrypted, hashed, or otherwise protected; or
2. Individual client information, without the informed, written, reasonably time-limited consent of the person about whom information is sought, except that consent for release may not be given by the abuser of a minor, incapacitated person, or the abuser of the other parent of the minor.

This does not prohibit compliance with legally mandated reporting of abuse or neglect.

### **Release of Information**

If any individual client information is compelled by statute or court mandate, recipients of VOCA funds shall make reasonable attempts to provide notice to victims affected by the disclosure of information and take reasonable steps necessary to protect the privacy and safety of the persons affected. In no circumstance may a victim be required to provide a consent to release information as a condition for receiving services.

### **Information Sharing**

GCC and its subrecipients may share the following information:

- Non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying demographic information in order to comply with reporting, evaluation, or data collection requirements;
- Court-generated information and law-enforcement-generated information contained in secure governmental registries for protection order enforcement purposes; and
- Law enforcement- and prosecution-generated information necessary for law enforcement and prosecution purposes.

### **Demonstrated Organizational and Financial Capacity**

Agencies must demonstrate a record of effective services by having a history of providing direct services in a cost-effective manner, and by illustrating substantial financial support from other sources. New victim services organizations must demonstrate financial capacity with at least 25% of the program's funding in the year of, or the year preceding the award from other sources, which may include other federal funding programs. GCC does not fund start-up projects through VOCA funding.

### **Compliance with Federal Rules Regulating Grants**

Agencies must comply with the applicable provisions of VOCA, 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](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf)

### **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 VOCA funds, as requested by the GCC.



## Supplanting

Federal funds must be used to supplement existing state and local funds for program activities and must not replace (supplant) 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.

## Cost Sharing or Match Requirement

Sub-recipients are required to contribute 20% of the total cost of each project and identify the source of the match and how match funds will be used. Match can be cash or in-kind, through donated goods and services such as:

- Volunteered professional or personal services whose value must be consistent with compensation paid for similar work in the program or with the rate found in the labor market in which the program competes;
- Materials/equipment whose value shall not exceed its fair market value;
- Space and facilities whose value shall not exceed the fair rental value of comparable space and facilities as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality;
- Non-VOCA funded victim assistance activities including but not limited to, performing direct service, coordinating, or supervising those services, training victim assistance providers, or advocating for victims.

Volunteered services used as in-kind match should be justified by (1) the specific level of experience/expertise that the individual brings to the specific project, and (2) evidence that the individual has been paid a comparable rate for this specific service.

## Exceptions to Project Match Requirement

Sub-recipients that are federally-recognized American Indian or Alaska Native tribes, or projects that operate on tribal lands, are excluded from the match requirement.

## VOCA Match Waiver Policy

Waiver of the 20% match share may be requested by agencies unable to meet the requirement. The requests must be well justified on agency letterhead and provided as an attachment to the project application. At a minimum, GCC will consider:

- Practical and/or logistical obstacles to providing match (e.g., public agencies that do not engage in private fundraising and may have limitations on soliciting contributing funds);
- Local resource constraints (e.g., rural community with limited local funding availability or volunteer capacity);
- Increases to VOCA funding where local funding availability has not increased to the same degree;

- Past ability to provide match - OVC generally expects subrecipients to provide at least the same dollar amount of match it provided during the grant year immediately preceding the year of the waiver request unless a change in circumstances justifies a lower amount.

If your agency is approved for a waiver of match funding, the Federal share of funding that your agency receives will not increase.

### Expressly Unallowable Costs

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

- Lobbying/advocacy with respect to legislation or administrative changes to regulations or administrative policy;
- Research and studies, except for project evaluation within the limits established by GCC;
- Active investigation and prosecution of criminal activities, except for the provision of victim assistance services to crime victims;
- Fundraising activities;
- Capital expenses, including capital improvements; property losses and expenses; real estate purchases; mortgage payments; and construction;
- Reimbursement of crime victims for expenses incurred because of a crime, except as otherwise allowed by other provisions herein;
- Medical care, except as otherwise allowed by other provisions herein;
- Salaries and expenses of management, board members, and other administrators, except as specifically allowed elsewhere herein;
- 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.

## Minimum Funding Allocations

The Governor’s Crime Commission is federally mandated to allocate VOCA funding, at a minimum, to the following categories:

<b>Minimum Required Allocation</b>	<b>Mandatory Allocation Categories</b>	<b>OVC Definition/Clarification</b>
<b>10%</b>	Sexual Assault	<p><i>Definition for <u>Victim of Crime</u>:</i> a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime</p>
<b>10%</b>	Domestic (Spousal) Abuse	No explicit definition provided, due to varying definitions in jurisdictions.
<b>10%</b>	Child Abuse <i>** This does not include adults who were abused as children; however, these services may be funded through the Underserved Victims of Crime priority</i>	As stated by OVC, the term “spousal abuse” was used in the victim services field in the 1980s, and consequently in VOCA, but the term has since fallen out of use, as it is under-inclusive of the range of relationships which this type of victimization frequently occurs.  A victim of crime, where such crime involved an act or omission considered to be child abuse under North Carolina state law. Victims of child abuse may include, but are not limited to, child victims of: physical, sexual, or emotional abuse; child pornography related offenses; neglect; commercial sexual exploitation; bullying; and/or exposure to violence.
<b>10%</b>	Previously Underserved	The type of crime victim considered underserved can be identified by the type of crime they have experienced or the demographic characteristics of the crime victim, or both.

### III. CRIME VICTIMS SERVICES VOCA FUNDING PRIORITIES

All funding priorities are of equal importance, regardless of their listed order. 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 for allowable and reasonable costs. Upon review, applicants may be required to revise proposed budgets. If you are an agency seeking funding for a continuing project and are submitting an increased budget, you must illustrate a reasonable need for additional funding. This may include added personnel, services, and/or additional resources for victims.

Proposals may include costs for direct service personnel in the form of advocates and/or licensed therapists, and things needed to support direct services, such as but not limited to: training, travel, equipment, and outreach materials. If you have questions about which funding priority may be appropriate for your application, please contact a member of the Crime Victim Services team.

#### SEXUAL ASSAULT/DOMESTIC VIOLENCE VICTIMS/SERVICES (FOR DESIGNATED AGENCIES ONLY)

**Eligible agencies will be notified prior to the grant application period with information on applying for funding.**

Dual service agencies should provide the percentage of domestic violence victims and sexual assault victims that have been served by the agencies in the previous fiscal year.

Proposals should include a plan of action to provide core crisis intervention services to victims, which may include:

- Client Outreach Services
- Crisis Line Operations
- Evidence-based Mental Health Services
- Counseling and Support Services
- Information and Referral Services
- Language Crisis Line Services
- Legal Assistance
- Relocation Expenses
- Shelter and Transitional Housing Services
- Hospital Accompaniment

## CHILD ADVOCACY CENTERS (FOR DESIGNATED AGENCIES ONLY)

**Eligible agencies will be notified prior to the grant application period with information on applying for funding.**

Proposals should describe services provided by a **fully accredited** Child Advocacy Center (CAC) or by a **provisionally accredited** CAC who is developing child advocacy services. Each organization must upload a verification letter from Children's Advocacy Centers of North Carolina (CACNC) that states their accreditation status. All applicants **must** have a signed interagency agreement with the District Attorney's office, Department of Social Services, and 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

## UNDERSERVED CRIME VICTIMS SERVICES

VOCA requires funding be allocated to projects serving "previously underserved populations of victims of violent crime". Underserved populations may be distinguished by crime type or by demographic characterizations. These populations may require special consideration/services due to possibly being overlooked in the past or not having access to adequate services. Under this funding priority, programs should look 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:

- Culturally Specific Populations, including but not limited to:  
African/African American, American Indian/Tribal Communities, Latinx Communities, LGBTQ+ Victims, Immigrant Victims, Male Victims
- Rural Populations
- Elderly Victims of Crime
- Disabled Victims of Crime
- Veterans/Military Personnel
- Adult Survivors of Child Abuse
- Victims of Gang-related Crimes
- Survivors of Homicide Victims

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

## LEGAL SERVICES FOR VICTIMS OF CRIME

Proposals will be accepted for state, regional or local legal services non-profit agencies to provide legal services to victims of crime to including domestic or intimate partner violence, sexual assault, dating violence, stalking, human trafficking and/or child abuse. This includes emergency legal assistance by an attorney, and allowable civil legal assistance provided to victims of crime.

**All proposals must comply with NCGS 84-5.1 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 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 aid with legal services to crime victims. Examples include, but are not limited to, agencies such as local SA/DV/CACs.

## COLLABORATIVE/MULTI-AGENCY MODELS (FAMILY JUSTICE CENTERS)

Proposals will be accepted for the development of collaborative/multi-agency models across North Carolina. Funding awarded under this priority will assist local communities in providing services to victims through the establishment of co-located service models. 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. Guidance from statewide coalitions (CACNC, NCCASA, NCCADV, NCHTC, CFW/YI, LANC) and additional information from the Family Justice Center Alliance ([www.familyjusticecenter.org](http://www.familyjusticecenter.org)) may serve as sources for developing these plans.

- Each center should establish a collaborative plan specifying how victims will access services and obtain referrals for support and assistance.
- Applicants for co-located service provision must provide evidence of pre-existing collaborative relationships in the community, including previous collaborative agreements for participating service providers and partners.
- Proposals should include a plan of action and memoranda of understanding with local partners outlining how the group will provide core crisis intervention services to sexual assault and/or domestic violence victims. These documents **must** be uploaded to the application.
- Co-location of all service providers is not a requirement.

Services may include:

- Counseling and Support Services
- Information and Referral services
- Client Outreach Services
- Legal Assistance
- Shelter/Transitional Housing
- Medical/Forensic Examination
- Evidence-based Mental Health Services
- Court Accompaniment

## 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.

It is required that proposals include letters of support from the NC Human Trafficking Commission and other service providers involved in the direct provision of services to victims of human trafficking as an attached document in GEMS. The North Carolina Human Trafficking Commission Standards of Service for Survivors of Human Trafficking can be found:

<https://www.nccourts.gov/assets/inline-files/NCHTC-Standards.pdf?0cNLOYFUXWEPG.Ymg.8UFUfS4Hnw.hdg>

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.

Proposals **must** include a plan of action and a statement of collaboration to provide core crisis intervention services to victims of sexual and/or labor trafficking, which may include:

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

## CHILD ABUSE VICTIMS' SERVICES

The term "child abuse" serves as a broad and encompassing term to cover a variety of harm to children. This specific priority does not include adults who were victimized as children; however, such programs may be funded under the Underserved Crime Victims Services priority. Victims of child abuse may include, but are not limited to, child victims of: physical, sexual, or emotional abuse; child pornography-related offenses; neglect; commercial sexual exploitation; bullying; and/or exposure to violence.

Developing Child Advocacy Centers (CAC) should apply for funding under this category. Child Advocacy Centers that are accredited by CACNC must meet specific requirements in order to qualify for funding and should apply for their basic service projects under the Child Advocacy Centers priority.

Note: Accredited CACs seeking to provide enhanced services may not apply to fund these services in the "Other Services for Victims of Crime" priority. If an accredited CAC would like to provide additional or

enhanced services (separate from their basic services project allocation), that project should be applied to under this priority.

### 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, which may include:

- Transitional Housing (not to exceed 365 days per victim)
- Adults Victimized as Children
- Relocation Services
- Forensic Medical Examinations (not associated with sexual assault basic services)
- Emergency Medical Assistance
- Forensic Interviews
- Sexual Assault Nurse Examiner (SANE) Services
- Client Outreach Services
- Court Advocacy Services
- Evidence-based Mental Health Services
- Services for Victims of Financial Fraud and/or Identity Theft
- Services for Victims Addressing the Intersection of Violence and Substance Use Disorder

### AUTOMATED VICTIM NOTIFICATION SERVICES

Proposals should focus on statewide automated victim notification systems and technology services, including via text notification and other electronic systems. Proposals may include staff who provide services to alert victims on the status changes of offenders in the 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.



## IV. VOCA APPLICATION SUBMISSION INFORMATION

### Grants Enterprise Management System 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](mailto:its.indicents@its.gov)

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

### Organizational Roles/Responsibilities in GEMS

Each project is **required** to have the following associated users with established NCID accounts in order to submit the application through GEMS:

ORGANIZATIONAL ROLE/RESPONSIBILITIES	REQUIRED AGENCY CONTACT
<p><b>Authorizing Official (AO)</b></p> <ul style="list-style-type: none"> <li>• Signatory to grant award</li> <li>• Chief point of oversight for project</li> </ul>	<p><b>Nonprofits:</b> Board Chair            ** Must not be an employee of the agency  <b>State Government:</b> Division Secretary  <b>Local Government:</b> County Manager  <b>Law Enforcement Agencies:</b> County or City Manager</p>
<p><b>Financial Officer (FO)</b></p> <ul style="list-style-type: none"> <li>• Provides financial oversight to project</li> <li>• Ensures compliance with both agency and Federal financial policies and procedures</li> </ul>	<p><b>Nonprofits:</b> Board Treasurer            ** Must not be an employee of the agency  <b>State Government:</b> Chief Financial Officer or Division Finance Officer  <b>Local Government:</b> Finance Director  <b>Law Enforcement Agencies:</b> Agency Finance Director</p>
<p><b>Project Director (PD)</b></p> <ul style="list-style-type: none"> <li>• Signatory to grant award</li> <li>• Responsible for execution of project</li> <li>• Primary point of contact with GCC</li> </ul>	<p><b>Nonprofits:</b> Executive Director or appointed project staff responsible for overseeing the work of the project  <b>State Government:</b> Designee responsible for overseeing the work of the project  <b>Local Government:</b> Designee project staff responsible for overseeing the work of the project  <b>Law Enforcement Agencies:</b> Designee project staff responsible for overseeing the work of the project</p>
<p><b>Organizational Administrator</b></p> <ul style="list-style-type: none"> <li>• Approves all requests for organization roles (AO, FO, PD)</li> <li>• Approves/denies access to project applications and open projects</li> <li>• Deactivates access/roles</li> <li>• Submits SAM updates to GCC via GEMS</li> </ul>	<p>Other agency personnel, such as an internal Grant Manager or supervisor of project activities</p>

Step by step instructions on how to request, approve and deny requests for organizational roles can be found in the Grants Management Handbook on the GCC website.

### GCC Policy on Late Submissions

To ensure timely award processing, applicants must submit the application by January 31, 2020 by 11:59 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 organization.

## V. VOCA APPLICATION CONTENT

### VOCA Application 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. Client costs should be included in this section.

**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 5).

**Project Narrative Summary:** Include a description of how grant funded positions are integral to the project and how contractual, travel, operating, and equipment expenses will support the project. This should also discuss how you will collaborate with other agencies and not repeat the abstract.

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

**Goals/Objectives:** Projects should identify two project goals and two project objectives per goal. Goals and objectives must be specific, measurable, attainable, relevant, and time-bound (SMART).

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

**Indirect Cost Rates (If Applicable):** Applicants that intend to charge indirect costs using 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 \(OMB A-21\) \[PDF-348 Kb\]](#)

## VOCA Application 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 24 months of spending.

## Detailed Budget Narrative

A budget narrative (Attachment 1) utilizing the Detailed 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."

## Consultants

The limit for contracted services 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 (Attachment 09) to the application and approved by the assigned Grant Administrator before being enacted. Reimbursements will not be approved for consultants unless their contracts have been approved by the assigned Grant Administrator.

## Conferences and Trainings

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 7) 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.

## VOCA Application Required Supporting Documents

Agencies are expected to upload the required documents to the Attachments section of each application submitted in GEMS. 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.

When uploading, the File Name should indicate the attachment number (ex: Attachment 01) 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](http://www.ncdps.gov/gccforms)

### All Applicants

- Attachment 01:** Detailed budget narrative utilizing the **required Detailed Budget Narrative form** on the GCC website.
- Attachment 02:** Job descriptions – related specifically to the project - for all staff, consultants and volunteers budgeted (funded or match) in the project.
- Attachment 03:** Project staff allocations across all GCC funded (current and projected) projects utilizing the **required Staffing Allocations form** on the GCC website.
- Attachment 04:** Summary of direct and contracted GCC funds that includes current and projected funding utilizing the **required Summary of Direct and Contracted GCC funds form** on the GCC website.
- Attachment 05:** Current, 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 05A”, “Attachment 05B”, etc.

- Attachment 06:** A detailed supply listing with types of supplies that will be purchased (if requesting funding for general office or program supplies).
- Attachment 07:** Agency’s travel policy indicating reimbursement rates (if travel or mileage reimbursement is being charged to the project).
- Attachment 08:** Agency’s procurement or purchasing policy (if items are being purchased with project funds).
- Attachment 09:** Contracts for project-related services (if applicable). A sample contract is available on the GCC website. If there are multiple contracts, please number your attachments as follows: “Attachment 09A”, “Attachment 09B”, etc.
- Attachment 10:** Agency’s whistleblower policy.
- Attachment 11:** Agency’s data breach and imminent breach policy. A sample data breach policy is available on the GCC website.
- Attachment 12:** Agency’s conflict of interest policy.
- Attachment 13:** Agency’s current equipment lease and/or rental space agreement with floor plan (if costs are budgeted for reimbursement or match) in the project.
- Attachment 14:** Agency’s federally negotiated indirect cost rate agreement or de minimis indirect cost rate certification form which can be found on the GCC website (if charging indirect costs to your project).
- Attachment 15:** Overtime pay policy (if overtime will be paid with project funds).

### Non-Profit Applicants

- Attachment 16:** Agency’s 501(c)(3) certification
- Attachment 17:** Agency’s most recent signed and submitted IRS 990
- Attachment 18:** Agency’s Board of Directors list, indicating their expertise related to the project.

### Applicants Requiring Eligibility Verification

- Attachment 19:** Child Advocacy Centers of North Carolina Verification Letter (CACs only)
- Attachment 20:** Human Trafficking Commission Letter of Support (HT projects only)

### Supplemental Attachments

If there are additional attachments, please upload them with the file name “Supplemental Attachment 1” and provide details of the content in Description section.

## VI. VOCA 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.

Members of the Crime Victim Services Committee review all applications submitted under competitive priorities 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.

## VII. 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 Enterprise Management System (GEMS) 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

### Performance Reports

All VOCA funded projects are required to provide a quarterly Federal performance report using the Office for Victims of Crime’s Performance Measurement Tool (OVC-PMT) system. Data for the reports (including the number of victims served) should be collected in a manner to conform to reporting standards required and ensure that all data reported has been recorded.

Data is to be reported quarterly and is required by subrecipients to the GCC on the following dates:

<b>REPORT WINDOW</b>	<b>DUE DATE</b>
<b>OCTOBER – DECEMBER</b>	January 30 <sup>th</sup>
<b>JANUARY – MARCH</b>	April 30 <sup>th</sup>
<b>APRIL – JUNE</b>	July 30 <sup>th</sup>
<b>JULY – SEPTEMBER</b>	October 30 <sup>th</sup>

Failure to submit performance reports automatically bars further reimbursement until the overdue report is submitted.

### Special Conditions

All grants will be subject to all Special Conditions set forth by the Office for Victims of Crime associated with the federal award.

### Transparency and Accountability

A strong emphasis is 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