

North Carolina Governor’s Crime Commission
Fiscal Year 2022 Victims of Crime Act (VOCA) Victim Assistance Grant
Request for Applications (RFA)

| | |
|---|--|
| Application Period | November 1, 2021 – January 31, 2022 |
| Application Deadline | January 31, 2022 by 11:59 PM |
| Grant Project Period of Performance | October 1, 2022 -September 30, 2024 |
| Frequently Asked Questions Submission Deadline | November 19, 2021 |

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:

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

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

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 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 Violence Against Women Act (VAWA), through the STOP (Services*Training*Officers*Prosecutors) grant program and the Victims of Crime Act (VOCA) Victim Assistance grant program.

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, must be submitted through our online Grant Enterprise Management System (GEMS) no later than 11:59pm on January 31, 2022. Late applications will not be accepted. Proposals received with incomplete 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 a member of the CVS Planning Team:

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

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

Lindsay Bohan, VOCA Planner lindsay.bohan@ncdps.gov

Daun Brown, VOCA Planner daun.brown@ncdps.gov

You may submit questions regarding this document and the application process to CVS planning staff. Responses to questions regarding the RFA and application process received by CVS staff **by November 19, 2021** will be compiled into a [Frequently Asked Questions](#) document that will be made available on the Governor's Crime Commission website beginning December 3, 2021.

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 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.

VOCA Victim Assistance Request for Applications
Table of Contents

1. AVAILABILITY OF FUNDS ANNOUNCEMENT5

- A. Availability of VOCA Funds 5
- B. VOCA Application Limitations and Funding Caps..... 5
- C. Funding Allocations 5
- D. VOCA Award Period 6
- E. Application Deadline 6

2. ELIGIBILITY INFORMATION.....6

- A. Eligible Entities 6
- B. Conditions of Eligible Organizations 7
- C. Demonstrated Organizational and Financial Capacity..... 7
- D. Compliance with Federal Rules Regulating Grants 7
- E. Prohibited Discrimination 7
- F. Supplanting 7
- G. Use of Volunteers..... 8
- H. Promotion of Community Efforts..... 8
- I. Victim Compensation 8
- J. Release of Information..... 8
- K. Information Sharing 9
- L. Maintenance of Confidentiality 9
- M. Cost Sharing or Match Requirement..... 9
- N. Exceptions to Project Match Requirement 10
- O. VOCA Match Waiver Policy 10

3. CRIME VICTIMS SERVICES VOCA FUNDING PRIORITIES11

- A. VOCA Program Description 11
- B. History of the Victims of Crime Act..... 11
- C. VOCA Funding Priorities Overview..... 11
- D. Basic Services Applications: 12
- E. Competitive Applications: 13
- F. Allowable direct services..... 14
- G. Unallowable activities 15

4. VOCA APPLICATION SUBMISSION INFORMATION15

| | |
|--|-----------|
| A. DUNS Number | 16 |
| B. SAM Registration..... | 16 |
| C. Grants Enterprise Management System (GEMS) and NCID | 16 |
| D. Organizational Roles/Responsibilities in GEMS | 16 |
| E. GCC Policy on Late Submissions..... | 17 |
| 5. VOCA APPLICATION CONTENT..... | 18 |
| A. Narrative | 18 |
| B. Project Budget..... | 19 |
| C. Budget Line Items..... | 19 |
| D. Indirect Cost Rates | 19 |
| E. De Minimis Indirect Cost Rate..... | 19 |
| F. Consultants..... | 20 |
| G. Conferences and Trainings..... | 20 |
| 6. Required Supporting Documents..... | 20 |
| A. Organization Documents *NEW*..... | 21 |
| B. Required Organization Documents..... | 21 |
| C. VOCA Project-Specific Attachments..... | 22 |
| 7. VOCA APPLICATION REVIEW | 23 |
| 8. POST AWARD REQUIREMENTS..... | 24 |
| A. Project Reimbursement | 24 |
| B. Performance Reports | 24 |
| C. Special Conditions | 25 |
| D. Transparency and Accountability..... | 25 |

VOCA Request for Applications

1. 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 US Department of Justice’s Office for Victims of Crime.

Applicants are encouraged to read this entire Request for Applications document thoroughly before applying. The RFA is open to all applicants meeting eligibility requirements.

A. 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.

B. VOCA Application Limitations and Funding Caps

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 domestic violence/sexual assault (DV/SA) or child advocacy center (CAC) Basic Services projects.

Growth: As funding is limited, agencies requesting funding for continuation projects are limited to 0% growth. This means that an agency applying for a previously GCC funded project can only apply for the same amount of the previously funded project. If an agency submits an application with an increased budget, the application may not be considered for funding.

C. Funding Allocations

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

| Minimum Required VOCA Allocations | Mandatory Allocation Categories | OVC Definition/Clarification <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 |
|-----------------------------------|---------------------------------|--|
| 10% | Sexual Assault | No explicit definition provided, due to varying definitions in jurisdictions. |

| | | |
|------------|--|--|
| 10% | Domestic (Spousal) Abuse | 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. |
| 10% | 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> | 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. |
| 10% | 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. |

D. 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, 2022 through September 30, 2024.

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

E. Application Deadline

Applications must be received via GEMS by 11:59 PM on Monday, January 31, 2022.

2. ELIGIBILITY INFORMATION

A. Eligible Entities

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.

B. 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.

C. 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 agencies through VOCA funding.

D. 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 most recent OJP Financial Guide is available online at: https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf

E. Prohibited Discrimination

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

F. 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.

G. 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.

H. 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, etc.).

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.

I. Victim Compensation

All VOCA-funded programs are required to assist potential recipients of crime victim compensation benefits in applying for benefits or referring potential recipients to agencies who aid with Crime Victim Compensation. For more information about the NC Crime Victim Compensation Program, visit: <https://www.ncdps.gov/dps-services/victim-services>.

J. 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.

K. 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, monitoring, 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.

L. 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.

M. Cost Sharing or Match Requirement

Sub-recipients are typically required to contribute 20% of the total cost of each project and identify the source of the match, which must be from non-federal sources, and how match funds will be used. However, due to the national emergency, match is waived for VOCA 2022 applications (see paragraph O. below). Match can be cash or it can be 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.

N. 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.

O. 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 the required GCC Match Waiver Request form and uploaded 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.

However, effective September 20, 2021, the NC Governor's Crime Commission is waiving match requirements for all VOCA victim assistance future subawards for the duration of the pandemic plus one year after the date of the end of the national emergency. This is effective as directed by the US Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC) Director Kristina Rose to all Victim Assistance Administrators in the OVC revised September 2021 updated Match Waiver Policy and as authorized by H.R. 1652 – 117th Congress¹, due to the COVID-19 national emergency² declared March 13, 2020 and extended on February 24, 2021 under the National Emergencies Act (50 U.S.C. 1601 et seq.).

Subrecipients can decline the match waiver; however, subrecipients are also reminded that they will in no way be penalized for any match waiver which the subrecipient receives during a pandemic or for any other reason. Subrecipients who wish to decline the match waiver should make a note in the match planning section of the application.

IMPORTANT: Match waivers and the removal of match from the project does not increase the project's federal share. You will simply not need to provide the match or its related documentation throughout the life of the match waiver.

¹(Text - H.R.1652 - 117th Congress (2021-2022): VOCA Fix to Sustain the Crime Victims Fund Act of 2021 | Congress.gov | Library of Congress)

²(Notice on the Continuation of the National Emergency Concerning the Coronavirus Disease 2019 (COVID-19) Pandemic | The White House)

3. CRIME VICTIMS SERVICES VOCA FUNDING PRIORITIES

A. 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.

B. 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.

C. VOCA Funding Priorities Overview

If you have questions about which funding priority may be appropriate for your application, please contact a member of the Crime Victim Services Planning team.

- 1) All funding priorities are of **equal importance**, regardless of their listed order.
- 2) VOCA priorities are divided into two categories: Basic (noncompetitive and based on a formula) and Competitive
 - a. Basic Services Applications:
 - i. The following projects are in response to federally mandated priorities and are for designated agencies only, based on a GCC formula. Designated agencies will be contacted by GCC with their funding amounts by 11/1/2021:
 - ii. Sexual assault/domestic violence, and
 - iii. Child advocacy center for accredited / provisionally accredited CACs
 - b. Competitive Applications:
 - i. All competitive priorities do not have established caps; however, they are limited to 0% growth for any project that is submitting a continuation application.
- 3) All grant applications are reviewed and assessed for allowable and reasonable costs. Upon GCC staff review, applicants may be required to revise proposed application budgets.
- 4) Proposals may include costs for direct service personnel, volunteers and services and goods needed to support direct services prorated to the portion of the project.

D. Basic Services Applications:

- 1) Domestic Violence / Sexual Assault Providers
 - a. Eligible agencies will be notified prior to the grant application period with information about applying for funding and must meet the GCC Fundamental Service Elements
 - b. Dual service agencies must show that they are serving sexual assault victims and domestic violence victims and therefore should provide the percentage of domestic violence victims and sexual assault victims that have been served by the agency in the previous fiscal year.
 - c. Proposals should include a plan of action to provide core services to victims.
- 1) Child Advocacy Centers (accredited and provisionally accredited)
 - a. Eligible agencies will be notified prior to the grant application period with information on applying for funding.
 - b. 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. At a minimum, all applicants must have a signed interagency agreement with the District Attorney's office, Department of Social Services, and Law Enforcement.
 - c. Proposals should include a plan of action to provide core services to victims.

E. Competitive Applications:

1) Underserved Crime Victims - UPDATED

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 direct 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 an underserved community.

- Examples of underserved victim populations include, but are not limited to: Culturally Specific Populations, African/African American, American Indian/Tribal Communities, Latinx Communities, Asian/Pacific Islander, Middle Eastern, LGBTQ+ Victims, Immigrant Victims.
- Male Victims
- Rural Populations
- Services for Victims of Financial Fraud and/or Identity Theft
- 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
- Human Trafficking Victims
- Nonaccredited Child Advocacy Centers (startup)

2) Legal Services

Proposals will be accepted for state, regional or local legal services non-profit agencies to provide legal services to victims of crime. 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.

3) Specialized Services and Models - UPDATED

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

- a. Hospital-based services
 - i. Sexual Assault Nurse Examiner (SANE) Services
 - ii. Forensic medical examinations (not associated with sexual assault basic services)
 - iii. Forensic interviews
 - iv. Emergency medical assistance not covered by victim compensation funds
- b. Mental health and substance use disorder services
- c. Collaborative / Multi-Agency Models (Family Justice Centers)

4) Victim Focused Violence Intervention - NEW

- a. Community violence intervention programs
- b. Hospital-based violence intervention programs
- c. Restorative justice programs

All projects in this category must be victim-focused and follow a victim-centered approach. A victim-centered approach is defined as placing the crime victim's priorities, needs, and interests at the center of the work with the victim; providing nonjudgmental assistance, with an emphasis on client self-determination, where appropriate, and assisting victims in making informed choices; ensuring that restoring victims' feelings of safety and security are a priority; safeguarding against policies and practices that may inadvertently re-traumatize victims; and ensuring that victims' rights, voices, and perspectives are incorporated when developing and implementing system- and community-based efforts that impact crime victims.

F. Allowable direct services

- 1) Client outreach services
- 2) Crisis line operations
- 3) Evidence-based mental health services
- 4) Counseling and support services
- 5) Information and referral services
- 6) Language crisis line services

- 7) Legal assistance
- 8) Relocation expenses
- 9) Shelter and transitional housing Services
- 10) Hospital accompaniment
- 11) Child medical evaluations
- 12) Forensic interviews
- 13) Forensic medical evidence collection exams
- 14) Training for project and agency personnel and volunteers

G. Unallowable activities

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

- 1) Lobbying/advocacy with respect to legislation or administrative changes to regulations or administrative policy;
- 2) Research and studies, except for project evaluation within the limits established by GCC;
- 3) Active investigation and prosecution of criminal activities, except for the provision of victim assistance services to crime victims;
- 4) Fundraising activities;
- 5) Capital expenses, including capital improvements; property losses and expenses; real estate purchases; mortgage payments; and construction;
- 6) Reimbursement of crime victims for expenses incurred because of a crime, except as otherwise allowed by other provisions herein;
- 7) Medical care, except as otherwise allowed by other provisions herein;
- 8) Salaries and expenses of management, board members, and other administrators, except as specifically allowed elsewhere herein;
- 9) 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.
- 10) Food and beverages, except as part of a direct service for victims (e.g., food for persons residing in shelter or transitional housing)

4. VOCA APPLICATION SUBMISSION INFORMATION

A. 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.

B. 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. NOTE: Approval of the registration by SAM officials may take several weeks.

C. Grants Enterprise Management System (GEMS) and NCID

Applications must be submitted via the GCC's web-based grant management system GEMS (Grant Enterprise Management System). Applicants must first obtain an NCID username and password to access GEMS.

To obtain your NCID username and password, you must register at: <https://ncid.nc.gov/idmdash/>

Applicants can access GEMS at: <https://gems.ncdps.gov/Login/?ReturnUrl=%2FLanding>

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. NOTE: NCIDs cannot be shared among users. Each user must have their own unique NCID and password.

D. Organizational Roles/Responsibilities in GEMS

Each application is required to have the following users assigned with established individual NCID accounts. Each user must review and approve the application in order to submit the application to GCC in GEMS. The application must be fully reviewed and submitted in GEMS by January 31, 2022 at 11:59 p.m. User roles are as follows:

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

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

All officials must be current; and, if the person assigned to the role is no longer in the role a new person must be assigned as quickly as possible. GCC often sends these officials important communications during the application review process and uses these officials' contact information for the communications.

E. GCC Policy on Late Submissions

To ensure timely award processing, applicants must submit the application by January 31, 2022, at 11:59 PM E.T. Late submissions will not be accepted. Please allow enough time for each application official to review and approve the application in GEMS because technical issues such problems signing into GEMS with NCIDs will not be considered justification for a late submission.

5. VOCA APPLICATION CONTENT

A. 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 a word document each individual item to be purchased within the line item (pens, paper, folders etc.). Individual item costs are not required on this list.

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 MOUs are required for collaborative partners and should be uploaded.

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 project application contain two SMART 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.

B. Project 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.

C. Budget 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. Each staff member, consultant and/or volunteer position requires separate budget lines and fringe benefits should not be included in the salary line for agency staff but are recorded separately from wages. 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 02)

D. Indirect Cost Rates

Applicants that intend to charge indirect costs through the use of a federally negotiated indirect cost rate (NICRA) must have a current, signed, federally approved indirect cost rate agreement. If your NICRA has expired you may use the 10% de minimis rate. Applicants without a NICRA may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC), which the agency will then 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 is required.

Since utilizing an indirect cost rate occurs at the organization level, the Financial Officer is responsible for the verification of an organization's indirect cost rate (de minimis or federally-negotiated rate). If an organization is utilizing an indirect cost rate, the required support documentation must be uploaded to GEMS by the Financial Officer.

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

F. Consultants

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

Actual or sample contracts for the project must be uploaded (Attachment 03) to the application and approved by the assigned Grant Manager before being enacted. Reimbursements will not be approved for consultants unless their contracts have been approved by the assigned Grant Manager.

G. Conferences and Trainings

VOCA funds may be used for the project's staff or volunteers to participate in trainings and conferences related to the work conducted through the project. Prior approval for each conference or training event is required by the assigned Grants Manager once your project is opened and prior to expending any funds.

If requesting funds to support participation in a conference or training, the agency's travel policy is required 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.

6. Required Supporting Documents

Agencies are expected to upload the required documents to the Attachments section of their applications in GEMS. When uploading, the File Name must indicate the attachment number (ex: Attachment 01) and the Description should indicate the content (ex: MOU Governor's Crime Commission).

The documents listed below are REQUIRED at the time of submission. Failure to comply (i.e., failure to upload required attachments and budget information) could impact your application's ability to continue through the review process.

Note that there is a new process for the upload of supporting documentation and attachments that requires uploading documents at:

- **the organization level by the Organization Administrator, and**

- **the project level by the individual completing the application for funding.**

Required and sample forms and templates for many of these documents can be found on the GCC website at: www.ncdps.gov/gccforms .

A. Organization Documents *NEW*

Certain documents are required of all applicant organizations, some of whom have multiple applications for grant funding. The Organization Documents section in GEMS allows for upload of certain documents at the subrecipient level. These documents will be applied to all grant applications submitted by the subrecipient organization, thereby reducing the number of attachments that have to be uploaded to every project.

Automated reminders will be sent to the Organization Administrator for upcoming expiration of these documents. Many documents do not have to be renewed for annually.

Organization-level documents must be uploaded by the Organization Administrator. The Organization Administrator maintains organization information and manages GEMS users, organization roles, and projects roles. This role is at the Organization level.

The Organization Documents tab appears under the “My Profile” menu in GEMS. A list of documents will populate based on your business type. Agencies applying for grant funding must upload all documents listed as Application Documents. If an organization-level document does not apply to your agency, you must upload a statement on agency letterhead in its place stating why the attachment is not applicable.

Note that there will be additional documents required at the Organization level once an application is approved for funding. These are listed under Supplemental Documents..

B. Required Organization Documents

When uploading required Organization Documents, the “File Name” should reflect the Document Type.

- 501(c)(3) Verification (*non-profit agencies*)
- Board of Directors List (*non-profit agencies*)
- Conflict of Interest Policy
- Data Breach Policy
- DUNS Number
- Indirect Costs Certification, Federally Negotiated/De Minimis
- IRS Form 990 (*non-profit agencies*) (*must be the most recent fiscal year’s form*)
- Overtime Policy
- Procurement/Purchasing Policy
- Record Retention Policy
- SAM.gov Registration
- Travel Policy
- Unlawful Discrimination Policy

- Whistleblower Policy

C. VOCA Project-Specific Attachments

Additional required documents are project-specific and are also required at the time of application. These documents should be uploaded to the application in GEMS by the individual completing the application for grant funding.

When uploading these documents, the File Name should indicate the attachment number detailed below (ex: Attachment 01) and the Description should indicate the content (ex: Document Name).

1) All Applicants

- Attachment 01: 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 01A", "Attachment 01B", etc.
- Attachment 02: Detailed Supply Listing - should be documented in list form indicating which supplies will be purchased in YEAR 1 and/or YEAR 2. Please also indicate Program supplies vs. Office supplies. There is a sample "Detailed Supply Listing" form available in the Resources section on the GCC website.
- Attachment 03: 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 04A", "Attachment 04B", etc.
- Attachment 04: Agency's current equipment lease and/or rental space agreement with floor plan (if costs are budgeted for reimbursement or match) in the project.

2) Applicants Requiring Eligibility Verification

- Attachment VA-01: Child Advocacy Centers of North Carolina Verification Letter (CACs only)
- Attachment VA-02: NC Human Trafficking Commission Letter of Support (HT projects only)

3) All Funded Applicants During Modifications

These documents are not requested or required during the application period, however upon notification of approval for funding, these may be required to be submitted as attachments during the Modification period. GCC encourages subrecipients to prepare attachments prior to notification of approval for funding to ensure timely submission.

- 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.
- Project staff allocations across all GCC funded (current and projected) projects utilizing the **required Staffing Allocations form** on the GCC website.
- Job descriptions – specific to the project - for all staff, consultants and volunteers budgeted (funded or match) in the project. After award, your grant administrator will request a full job description for any of the project’s funded staff necessary to effectively monitor your project.

4) Additional Attachments

If there are additional attachments that are not required, but you would like to provide, please upload them with the file name “Supplemental Attachment 1” and provide details of the content in Description section.

7. 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:

- Who will benefit from the grant;
- How many will benefit from the grant;
- The cost of administering the grant;
- Geographical representation; and
- 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 thgrant 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.

8. POST AWARD REQUIREMENTS

A. Project Reimbursement

The GCC will distribute awarded funds to subrecipients by a reimbursement of expenditures in conjunction with the timely submission of corresponding Fiscal and Programmatic Reports. These reports must be submitted through the Grants Management System, using the same NCID username 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 on a monthly basis. In order to receive monthly reimbursements, financial documentation will 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.

B. Performance Reports

All VOCA funded projects are required to provide quarterly federal performance reports 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 be entered into the federal OVC PMT system, a copy downloaded as a PDF and then the PDF must be uploaded to GEMS by the following dates:

| REPORT WINDOW | DUE DATE |
|--------------------|--------------------------|
| OCTOBER – DECEMBER | January 30 th |

| | |
|------------------|--------------------------|
| JANUARY – MARCH | April 30 th |
| APRIL – JUNE | July 30 th |
| JULY – SEPTEMBER | October 30 th |

Failure to submit performance reports for one project automatically bars further reimbursements from being paid for all agency projects until the overdue report is submitted.

C. 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.

D. 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.