

**Award Instructions for
NC Governor's Crime Commission - Crime Victim Services Committee
Grant Awards 2020**

Dear Project Director and Authorizing Official,

Attached to this DocuSign envelope is your (1) **Award and Special Conditions** and (2) **FY 2020 Governor's Crime Commission Grant Award Supplemental Forms** packet

Instructions:

1. Attachment 1: Award Instructions

- a. Download these instructions.
- b. Keep these instructions for your records with your agency's office grant file.

2. Attachment 2: Award and Special Conditions

- a. Sign in DocuSign as indicated by the boxes with your name:
 - i. the Award
 - ii. and each page of the Special Conditions.
- b. The Project Director is the first to electronically receive and sign the Award and Special Conditions.
- c. Once the Project Director has signed the Award and Special Conditions, DocuSign sends the DocuSign envelope to the Authorizing Official electronically.
- d. Once the Authorizing Official has signed the Award and Special Conditions, DocuSign sends the DocuSign envelope back to GCC electronically.
- e. GCC staff will review the signed Award and signed Special Conditions for completeness.

3. Attachment 3: FY 2020 Governor's Crime Commission Grant Award Supplemental Forms

- a. Download this document which contains additional forms that you must complete.
- b. Sign or notarize the documents as indicated on each form.
- c. Scan all of these forms as one document and title the document "FY 2020 Governor's Crime Commission Grant Award Supplemental Forms"
- d. Upload this as an attachment to the attachments section in GEMS.
- e. Email GCC's administrative staff that the upload is complete.
 - a. gcc_admin@ncdps.gov
 - b. For the subject line, type:
PROJ##### - FY 2020 Governor's Crime Commission Grant Award Supplemental Forms
- f. NOTE: One form must be notarized. Notarize the form *State Grant Certification – No Overdue Tax Debts*. Keep the original notarized form in your agency's office grant file to be checked during a GCC site visit or an audit.
- g. NOTE: If you forget to download the supplemental forms from DocuSign, these forms are now available on the GCC website for you to download under the forms section.

If you have any questions, please contact your assigned CVS planner.

Sincerely,
The CVS Planning Team