

**North Carolina Governor's Crime Commission
Fiscal Year 2019 Justice Assistance Grant (JAG)
Request for Applications (RFA)**

Application Deadline:

July 31, 2019

Funded through:

U.S. Department of Justice, Office of Justice Programs, Bureau of Justice
Assistance (CFDA#16.738)

State Administrative Agency:

Governor's Crime Commission (GCC)
1201 Front Street
Raleigh, NC 27609

www.ncdps.gov/about-dps/boards-and-commissions/governors-crime-commission

Eligible to Apply:

The following entities in North Carolina, which are law enforcement agencies and/or support law enforcement agencies, are eligible to submit no more than one (1) application per program priority for JAG funding:

- ❖ Local law enforcement
- ❖ State government agencies
- ❖ State law enforcement
- ❖ Nonprofit organizations

Grant project period: January 1, 2020 – December 31, 2021

Important Notes: Applicants are **required** to apply for grant funding through the GCC online application process. Information on this process is located at: <http://www.ncdps.gov/About-DPS/Boards-Commissions/Governors-Crime-Commission/GEMS> To access GEMS and apply for a grant, go to: <https://gems.ncdps.gov> Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and are currently registered with www.SAM.gov. A screen shot from SAM.gov reflecting this information is sufficient.

If you need application assistance, please contact:
Navin Puri, Lead Planner, Governor's Crime Commission
Navin.Puri1@ncdps.gov

Keyon Ashe, Criminal Justice Planner, Governor's Crime Commission
Keyon.Ashe1@ncdps.gov

The Governor's Crime Commission staff is committed to providing high quality, efficient, and effective sub-recipient customer service through guidance, support services, collaboration, compliance and technical expertise during the life of the grant. Our success relies upon the success of our grantees in providing services to communities across the state and in complying with all federal, state, and GCC guidelines. **We are here to help you!**

GCC Mission Statement

The mission of the Governor's Crime Commission is to improve the quality of life for the citizens of the state, to enhance public safety, and to reduce and prevent crime by improving the criminal justice system.

CJI Mission Statement

The mission of the Criminal Justice Improvement Committee is to encourage proactive and innovative programming and methodologies that improve the criminal justice system. Desired improvements include reducing and discouraging violent crime and associated problems, enhancing all aspects of criminal justice processing to include the incarceration and treatment of offenders and advancing justice system operations.

History

Edward R. Byrne was destined for a life in law enforcement, having a father who was an officer with the New York City Police Department. Eddie-as he was known by family and friends-was an outgoing and friendly person who had a strong calling to public service and wanted to make his city, New York City, a safer place. In 1987, Officer Byrne joined the New York City Police Department's finest, assigned to the 103rd Precinct. Well-liked by his brothers and sisters in blue, Eddie was passionate about his job and loved the opportunities it offered him to interact with the people he was sworn to protect.

In the early morning hours of February 26, 1988, Officer Byrne was on detail protecting a witness who had agreed to testify in court against local drug dealers. Officer Byrne was in his patrol car outside the witness' home around 3:30 a.m. when two armed gunmen crept up to his car from both sides. One of the men knocked on the passenger-side window to distract Officer Byrne just as a second perpetrator ran up to the driver's side window and opened fire. Officer Byrne was shot five times in the head. Both gunmen, along with two other perpetrators who served as lookouts, fled the scene. Officer Byrne died of his wounds. He was only 22 years old.

The four assailants were captured and were eventually sentenced to 25 years to life. They were members of a gang who had been instructed by a jailed drug kingpin to kill a police officer. NYPD lost one of its finest that day, and Eddie's family lost a loved and cherished son and brother. Eddie's three brothers continued the family tradition of law enforcement by dedicating their careers to the field.

In honor of Police Officer Byrne, a major U.S. Department of Justice initiative was titled the Edward Byrne Memorial Justice Assistance Grant Program. The Department's Bureau of Justice Assistance (BJA) administers this program, which allows states and local governments to support a broad range of activities to prevent and control crime and to improve the justice system. It has been nearly 20 years since state and local law enforcement first began applying for the program named after this young fallen hero. BJA is honored to administer "Byrne" funding to communities nationwide in memory of Officer Byrne.

Length of Awards

Subrecipient awards are for one or two years (dependent on the application and commission approval) for the period: 01/01/2020 – 12/31/2020 or 01/01/2020 – 12/31/2021.

Types of Eligible Organizations

The JAG Program provides states, tribes, and local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution, indigent defense, courts, crime prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, technology improvement, and crime victim and witness initiatives and mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams.

Program Priorities

****While no match will be required, please note that this will greatly diminish the number of grant awards that can be awarded in the 2019 Funding Cycle. This will make this year's grant solicitation process more competitive than in previous years. Also note that a grantee may apply for the maximum federal amount available in the cap set by the priority but may or may not be awarded the full amount based on committee review and score, discussion, past performance, and availability of federal funds.**

- ❖ **NO MATCH WILL BE REQUIRED ON ANY PRIORITY.**
- ❖ **PLEASE TAKE NOTE OF CEILING CAPS FOR EACH PRIORITY. PROPOSALS THAT EXCEED THESE THRESHOLDS WILL NOT BE CONSIDERED FOR FUNDING.**
- ❖ **NO UNMANNED ARIEL VEHICLES (UAV'S) OR DRONES CAN BE REQUESTED.**
- ❖ **VEHICLE PURCHASES FOR ANY TYPE OF VEHICLE (ALL-TERRAIN VEHICLE, FOUR WHEELER, GATOR, AND/OR TRAILERS) THAT REQUIRES NORTH CAROLINA DMV REGISTRATION ARE NOT ALLOWED.**
- ❖ **MAINTENANCE OR RENTAL/LEASES ARE NOT ALLOWED.**

1. EQUIPMENT AND TRAINING GRANTS FOCUSED ON SCHOOL SAFETY

Federal Funding Maximum - \$ 50,000 – 1 YEAR ONLY

Grant funding under this priority is ONLY available to local law enforcement agencies.

Applications may include ONLY EQUIPMENT PURCHASE with a minimum of \$10,000 and a cap of \$50,000 in federal funds per agency. No OVERTIME or PERSONNEL REQUESTS WILL BE ALLOWED. General Equipment and Training requests will support law enforcement functions and activities.

In 2018, North Carolina, like other states, found itself in the position of responding to school shootings. Several efforts emerged as a result of these shootings, including a request by Department of Public Safety Secretary Erik A. Hooks that the Governor’s Crime Commission establish a Special Committee to develop recommendations to strengthen school safety with a “whole of community” / “whole of government” approach. Announced on April 19, 2018, the Special Committee on School Shootings (SCSS), comprised of representatives from law enforcement, juvenile justice, courts, schools, state agencies, and other stakeholders, held five meetings and two public forums in 2018.

As a result of this Committee and as a result of its recommendations to the Secretary of Public Safety, the General Assembly, and the Governor, this funding priority is being established to help the law enforcement community in our state to apply for much needed equipment and or training to help address this grave concern. Recent events in our state have only escalated the need for this assistance and the Governor’s Crime Commission will be looking for applications that address this concern.

Law Enforcement agencies may apply for either equipment or training needs. A higher priority will be given to those applicants who emphasize enhancing school safety including purchases to prevent and respond to school shootings. The purpose of these requests will be to enhance a subrecipient’s ability to achieve the recommendations that were listed out in the Special Committee on School Shootings final report.

Prohibited items include phone lines, unmanned aerial vehicles, vehicle purchases that require DMV registration, and any other long-term contractual services.

IMPORTANT NOTE TO LAW ENFORCEMENT AGENCIES WHO CHOOSE TO APPLY UNDER THIS PRIORITY: THIS IS THE FIRST TIME IN MANY YEARS THAT THE CJI COMMITTEE HAS CHOSEN TO RAISE THE MAXIMUM FUNDING AMOUNT AN AGENCY CAN APPLY FOR. DUE TO THIS, ALL GRANT APPLICATIONS WILL BE SCORED BY THE COMMITTEE MEMBERS AND SCRUTINIZED FOR CONTENT.

AS A RESULT, APPLICANTS WILL NOT BE GUARANTEED A GRANT. ONLY A PERCENTAGE OF THESE APPLICATIONS WILL BE SELECTED FOR AWARDS. APPLICANTS ARE ENCOURAGED TO PRESENT A SOUND, LOGICAL CASE AS TO WHY THEIR REQUESTS ARE NECESSARY. APPLICANTS SHOULD DEMONSTRATE A NEED FOR THE EQUIPMENT AND SHOW HOW THIS GRANT AWARD WILL SIGNIFICANTLY ENHANCE THE LAW ENFORCEMENT AGENCY OR SCHOOL IN TERMS OF OPERATION AND EFFECTIVENESS WITH REGARDS TO SCHOOL SAFETY.

2. NON-RESIDENTIAL RE-ENTRY PROGRAMS

Federal Funding Maximum \$250,000 per year (Up to two years can be requested.)
Grants in this priority are available to local law enforcement agencies, nonprofits, and local government agencies. Collaborative projects are encouraged.

Non-Residential Reentry Priority should focus on increasing the capacity of community-based reentry and transition efforts, especially in those areas where local reentry councils are operational or in the planning stages to become local reentry councils. Specifically, addressing employment, transportation, higher education, and the resolution of legal obligations are critical to successful reentry.

1. Employment – activities could include the cultivation of employers willing to hire individuals with criminal backgrounds; educating employers about Federal Bonding and the Work Opportunity Tax Credit; the creation of transitional employment opportunities through work experience and OJT; and providing evidence-based job readiness training.
2. Transportation – given the lack of transportation options particularly in rural areas, activities could include developing transportation services to assist justice-involved individuals in getting to appointments, treatment, work, and supervision requirements.
3. Higher Education – provide justice involved individuals with academic advising, guidance and support and financial information to pursue higher education. Research shows that the more education obtained by individuals recently released from prison leads to reductions in recidivism.
4. Resolving Legal Obligations – provide support for legal resources to address expunctions, certificates of relief, driver’s license fees and fines, pending charges, and outstanding warrants.
5. Peer Support and Mentoring – provide support for peer support and mentoring services to assist justice involved individuals during the transition process.

The Criminal Justice Improvement Committee will be selecting a limited number of Non-Residential Re-Entry applications based upon four strategies:

1. Defining Success as Recidivism Reduction and Measuring Performance: *Risk reduction and behavior change strategies that measure program performance against the standard of recidivism reduction, substance abuse reduction, employment, victim restitution and other reintegration outcomes.*
2. Engaging Partners to Expand Intervention Capacity: *Coordination between supporting organizations enhances the capacity of supervision agencies to help keep offenders crime- and drug-free.*

3. Engaging Informal Social Controls: *Strategies to incorporate offenders' support networks into the assessment, case planning, and supervision process. Training to recognize where these networks exist and how to engage them.*
4. Using Earned Wages: *Research indicates that positive reinforcement and actual working apprenticeships – when applied along with sanctions for violations - are powerful tools in the offender change process.*

Each eligible applicant agency should have a proven track record of successful re-entry programming of at least two years for serious consideration during the grant review process. Keep in mind, these grants are to be used to enhance an agency's ability to provide these services, not to fully support these agencies.

Using these four essential elements to help design strategies and performance measures, priority consideration will be given to applicants who can articulate how they plan to reduce recidivism and hold offenders accountable for their actions and enhance ongoing reentry services. All applicant agencies must submit a viable and detailed long-term sustainability plan or secure funding after the end of the grant period outside of continued GCC funding.

Although it is highly recommended that first time non-profit organizations apply through a local unit of government, they may receive direct funding under this program description. The Criminal Justice Improvement Committee will be selecting a limited number of applications based upon the following criteria which must be present at the time of the application:

- A budget that shows the non-profit is a sustainable entity and can be solvent without GCC funding.
- Prior approved referral contract agreements or signed working memorandums of agreement with the Intermediary Agency of the Local Reentry Council.

3. OPIOID ADDICTION PROGRAM

Federal Funding Maximum \$ 250,000 per year (Up to two years can be requested)
Grants in this priority are available to local law enforcement agencies, nonprofits, and local government agencies. Collaborative projects are encouraged.

The Criminal Justice Improvement Committee will be soliciting for applications to work on the opioid abuse and addiction problem in the State of North Carolina. Applicant must present a strong and thorough application that will show how this project will help decrease the rate of opioid addiction cases in the stated area or locality. **These applications should not be solely law enforcement based, there also needs to be, additional strategies for helping, and aiding the persons that are addicted and impacted by this issue. Applicants are encouraged to use one of the following models as a template for their application but are not required to.** **Applicants may also utilize both models and use these federal funds to support a comprehensive approach from both a law enforcement side and a treatment side. Application from organizations proposing to implement other research-based models are also encouraged to apply:**

1. Nash County Sheriff's Office Gang and Drug Task Force. This model allows law enforcement agencies within the 7th prosecutorial district to work efficiently with surrounding jurisdictions, save on labor costs and increase effective interagency communication. Since 2014, the Nash County Sheriff's Office alone has seized almost three quarters of a million dollars in controlled substances. Additionally, this program creates the opportunity for real time information sharing of investigated gangs and drug trafficking organizations among partnered law enforcement agencies which increases both officer and public safety. Since its initial funding is 2016, this program has yielded extremely positive results for communities across North Carolina.
2. The HOPE Initiative. This model was launched on February 9th, 2016. It was the first "angel" program in the State of North Carolina. Its purpose is to assist those individuals with substance use disorder to find treatment options and to get into recovery. While other programs were centered around opioids, the HOPE Initiative was willing to accept any Substance Use Disorder. During the planning and implementation phase, partnerships were established with the local district attorney's office, Eastpointe (LME), UNC Nash Hospital, Coastal Plain Hospital (Detox facility), Police Assisted Addiction and Recovery Initiative (PAARI), and many others.

The CJ Committee is looking for applications under this priority that will encompass either of these models and/or uses a model that includes a comprehensive approach to the opioid addiction problem. Each eligible applicant agency (whether governmental or non-profit) should have a proven track record in this subject area of at least two years for serious consideration during the grant review process. Keep in mind, these grants are to be used to enhance an agency's ability to provide these services, not to fully support the agency.

4. STATEWIDE TRAINING:

The Criminal Justice Improvement Committee will be accepting applications for state agencies, local agencies, and non-profits to apply for Statewide Training projects that will emphasize law enforcement needs, school safety needs, opioid reduction needs, and reentry needs. There will be no cap on this priority. These applications will be for one year only. These applications will still need to be reviewed and scored by the committee and non-profits who apply must show and prove a prior successful track record in their training curriculums.

5. STATEWIDE OPIOID PROJECTS (STATE AGENCIES ONLY):

The Criminal Justice Improvement Committee will be accepting applications from state agencies to apply for projects that will address the opioid crisis. These projects will address drug prevention, detection and destruction to help the opioid crisis from growing. There will be no cap on this priority. These applications will be for one year only. These applications will still be reviewed and scored by the committee.

Contingency

All awards are contingent upon the N.C. Governor’s Crime Commission receiving the specified grant funds from the U.S. Department of Justice at the expected level.

Number of Applications per Agency

Agencies may submit multiple applications for JAG funding. Each application MUST be in a different program priority. An agency must note in their application if they are requesting funding in a program priority area in which they already have an open grant. Failure to do so may disqualify the application.

Notification of Application & Review Process

All application submissions, whether continuation or new, will be competitively reviewed and scored by members of the Governor’s Crime Commission. **Late applications will not be accepted.**

Funding Request Cap

Funding caps are determined by the program priority under which the application is submitted. For grants submitted under this RFA, the following funding caps apply:

Program Priority	Funding Cap
Local Law Enforcement Block Grant	\$ 50,000/1 year only
Re-Entry Initiatives	\$ 250,000/year
Opioid Initiative	\$ 250,000/year
Statewide Training	No Cap/1 year only
Statewide Opioid Project	No Cap/1 year only

2019 Grant Eligibility Requirements, Restrictions, And Limitations

No application or proposal is guaranteed an award at any time during the grant review or recommendation process. Funding is subject entirely to the availability of federal funds and the priority placement of grants within a competitive process. Applicants must meet all eligibility requirements, restrictions, and limitations.

Please review them carefully before submitting the application:

EQUAL TREATMENT REGULATIONS

All organizations receiving financial assistance from the U.S. Department of Justice are bound by the Equal Treatment Regulations codified at 28 C.F.R. pt. 38. With limited exceptions, these

regulations prohibit the inclusion of inherently religious activities (such as worship, religious instruction, or proselytization) in the specific programs or services that are being funded.

A religious organization that participates in the funded programs or services will retain its independence from Federal, State, and local governments and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, though it must not use funding to support any inherently religious activity. In providing services, funded organizations shall not discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

NON-PROFIT GRANTEES

All Non-Profits must provide:

- Grantee Website URL
- Brief Grantee Description – NO MORE than 500 characters (does include spaces), and
- Verification of their Non-Profit Status at the time of submitting their application (such as a current 501(C)(3) certification and a valid federal tax identification number)

SUSTAINABILITY (Not Required for Equipment-Only Grants)

All applicants must submit viable and detailed long-term sustainability plans to secure funding for program continuation after the end of the grant period. A sustainability plan does not include further GCC funding. Repeated applications from a single program may require the grantee to present their case for continued funding before the Executive Committee of the Governor's Crime Commission. Criminal Justice Improvement grant funds are intended to be seed money not a long-term commitment.

IMPORTANT NOTICE FOR ALL GRANTEES!!

THE FOLLOWING MUST BE COMPLETED BEFORE APPLYING FOR A GRANT THROUGH THE GOVERNOR'S CRIME COMMISSION!!

- ❖ The DUNS and CCR numbers have been integrated into a new central registry named System for Award Management (SAM) at www.sam.gov

If you previously had a DUNS or CCR number, please be sure your information is up to date; the SAM registration must be updated annually.

- ❖ **NCID:** The Governor's Crime Commission's grants management system requires that applicants register with the North Carolina Identity Management Service (NCID) at <http://gems.ncdps.gov/Pages/Default.aspx> Applicants will be unable to access the online application without a valid NCID user ID and password.

APPLICATION PROCESS

Applicants are required to apply for grant funding through the Governor's Crime Commission web-based application process, which may be accessed through the NC Department of Public Safety website homepage (www.ncdps.gov) by clicking on GRANTS, then on Governors Crime Commission, then on GEMS: <http://www.ncdps.gov/About-DPS/Boards-Commissions/Governors-Crime-Commission/GEMS>

In order to use the Governor's Crime Commission web-based application you must have an NCID login. If you have not previously obtained an NCID login, go to the following web URL to obtain instructions and the information required to register your business/organization to obtain a NCID User ID and password: <https://ncid.nc.gov/idmdash/>

Please note the following: If you have difficulty obtaining your NCID or your NCID login does not work, you are advised to contact the ITS Service Desk. The ITS Service Desk is reachable 24 hours a day at **919-754-6000** or toll free at **1-800-722-3946**. **As NCID functionality is external to the Department of Public Safety, GCC Program staff will direct you to contact the ITS Service Desk with any NCID issues you may have.** Once you are successfully registered with NCID, GCC Program staff will gladly assist you in navigating GEMS.

If you have previously applied through the web, use your same NCID User login and password. If you have previously applied online for a grant with the Governors Crime Commission, but do not have your User ID, or are having technical issues with the system, you will need to contact the DIT Service Desk at 1-800-722-3946 or (919) 754-6000 for assistance.

If you need assistance completing the program specific information required in the online application please contact Navin Puri at navin.puri1@ncdps.gov or Keyon Ashe at keyon.ashe1@ncdps.gov

In addition to the online application submission, each application must include one (1) scanned copy (bearing original signatures in black ink) of the required certifications, letters, MOUs, and anti-lobbying documents. These documents should be uploaded as attachments to your application in the GEMS system.

Grant Application Deadline: July 31, 2019

REQUIRED DOCUMENTATION

ALL GRANTEES MUST ALSO MEET THE FOLLOWING MANDATORY REQUIREMENTS PRIOR TO APPLYING FOR A GRANT THROUGH THE GOVERNOR'S CRIME COMMISSION.

1. **DUNS Number:** Each grantee MUST have a DUNS Number, prior to any funds being released! DUNS Numbers may be obtained from either of the following web links: www.dnb.com or <http://fedgov.dnb.com/webform>
2. **SAM Registration:** SAM (System for Award Management) registration is required for all applicants and has taken the place of registration in CCR (Central Contractor Registration). If an applicant had an active record in CCR, that applicant has an active record in SAM. Applicants not previously registered in CCR should register in SAM prior to applying for a grant through the Governor's Crime Commission. SAM information may be found at <https://www.sam.gov/>.
3. **NCID:** The Governor's Crime Commission's grants management system (GEMS) requires that applicants register with the North Carolina Identity Management Service (NCID) at <http://gems.nccrimecontrol.org/Pages/Default.aspx> ***Applicants will be unable to access the online application without a valid NCID user ID and password.***

FUNDING EVALUATION

The Governor's Crime Commission consists of 43 members, including the heads of statewide criminal justice and human service agencies; representatives are from courts systems, law enforcement agencies, local government, the General Assembly, and private citizens. Members of the Criminal Justice Improvement Committee review the submitted JAG grant applications and score each organization's overall project based on the following:

- Problem Statement
- Project Description
- Description of Goals, Objectives, Performance Measures
- Strategy and Timeline
- Spending Plan
- Management Capabilities
- Project Evaluation
- Sustainability
- Budget

The review team members will also assess each jurisdiction's need for funding based on the following criteria:

- Documentation of need
- Current availability of existing program services
- Geographic size and location

- Ability to recognize and address the needs of underserved populations
- Demonstrated capacity and effectiveness of existing programs

FUNDING SPECIFICATIONS

A. Funding Cycle

Subrecipient awards are for one or two years (dependent on the application and commission approval) for the period: 01/01/2020 – 12/31/2020 or 01/01/2020 – 12/31/2021. Funds are paid on a reimbursable basis.

B. Budget

Budgets must be clear and specific. Budgets must reflect 12 or 24 months of spending and, where applicable, be adjusted to reflect start date, state furlough days, and holidays. ***The Governor's Crime Commission reserves the right to reduce budgets and make budget adjustments at its discretion.***

The prioritization of line items is required for all applications having multiple line items. Applicant requirements will be taken into consideration should budgets need to be reduced. A budget detail narrative/budget justification attachment should be attached containing brief statements (At least 1 - 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. **Do not state "See Narrative, Goals, or Objectives".**

C. Unallowable Costs

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

- Lobbying
- Audit Costs
- Property Insurance
- Personal Telephone/Fax/Cell phone
- Food/Beverage

D. Consultant Rates

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

E. Contracts

A copy of all contracts included in the grant should be attached. For planned contracts that have yet to be enacted, a completed copy of the GCC Contract template should be included with the grant application. All contracts must be approved by the assigned grants manager before being enacted.

REPORTING REQUIREMENTS

The Governor's Crime Commission will distribute awarded funds to sub-recipients on a reimbursement of expenditures basis in conjunction with the timely submission of corresponding Fiscal and Programmatic Reports. All subrecipients of JAG funds must submit a quarterly Performance Management Tool (PMT) through the BJA PMT website. Each subrecipient must complete the report on the BJA PMT website and then each of those quarterly reports will need to be uploaded to the PMT Report Tab in GEMS for each project. These reports should be submitted quarterly with a due date of 10 days following the end of the quarter. Submission of quarterly PMT Reports is a federal condition for receiving funds from this award. Failure to submit quarterly reports automatically bars further reimbursement (via the GEMS computer system) until the overdue report is submitted.

MATCH

There is a no match required.

SUPPLANTING, TRANSPARENCY AND ACCOUNTABILITY

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the OJP Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Award recipients must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

DISTRIBUTION OF FUNDS AND REIMBURSEMENT

Agencies may elect to receive reimbursement of funds for this grant program no more frequently than a monthly basis. In order to receive monthly reimbursements, financial requests (and documentation) would need to be submitted on a monthly basis. Agencies may elect to receive reimbursement based on a longer schedule, but financial reimbursement

requests should be submitted on no less than a quarterly basis as utilization rate is one determination of project progress.

CHECKLIST (Appendices and Included Documentation)

- Project Summary/Narrative – Printed from the online software
- Screenshot of DUNS number and SAM.GOV expiration date
- Project Budget – Printed from the online software
- Audit Requirements – Printed from the online software
- Certified Assurances – Printed from the online software and signed
- Certification Lobbying - Drug Free Workplace – Printed from the online software and signed
- Letters of Support/MOUs (Optional)
- Training Plans (Copies of completed trainings and certifications; identification of personal qualifiers; plans for future training)
- Budget Detail
- Contracts
- Job Descriptions (for all paid, match, and volunteer positions)

2019 GRANT GUIDELINES, RESTRICTIONS AND REQUIREMENTS

- ***No application or proposal is guaranteed at any time during the time of grant review or the recommendation process. Funding is subject entirely to the availability of federal funds.***
- All Applications to the Criminal Justice Improvement Committee must meet all 2018 Grant Eligibility Requirements, Restrictions and Limitations. Please review them carefully before submitting the application.

ONLINE GRANT SUBMISSION

Using the Grant Enterprise Management System (GEMS)

Applicants are **required** to apply for grant funding through the GCC online application process. Information on this process and the actual steps that you must take to complete the application are located at: <http://www.ncdps.gov/About-DPS/Boards-Commissions/Governors-Crime-Commission/GEMS>

To access GEMS and apply for a grant, go to: <https://gems.ncdps.gov>

If you have technical difficulty accessing or completing the application, please call the GCC office at (919) 733-4564 and ask for a staff member of the CJJ team.