NC GOVERNOR'S CRIME COMMISSION
REQUEST FOR APPLICATIONS

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT

The Criminal Justice Improvement Committee seeks applications for Justice Assistance Grant (JAG) funding to provide criminal justice improvements to support law enforcement, prosecution and court programs.

Subgrantee Eligibility to Apply

The following entities in North Carolina, which provide law enforcement services and support and training for law enforcement, are eligible to apply for funding:

- Local Government Agencies including Law Enforcement
- State Government Agencies Including State Law Enforcement
- Colleges and Universities
- Nonprofit Organizations

Match Requirements

There are no match requirements for JAG.

Timeline

Application Period: **November 1, 2022 – January 31, 2023**
Application Deadline: **January 31, 2023, by 11:59 PM**
Grant Period of Performance   **October 1, 2023 – September 30, 2024**

Contact Information

For assistance with your NCID, visit https://it.nc.gov/support/ncid.The ITS Service Desk is reachable 24 hours a day at 919-754-6000 or toll free at 1-800-722-3946

For more information about the grant process, grant forms, the online grant management system, or other resources, visit GCC online at Governor's Crime Commission | NC DPS.

For application questions and assistance regarding GEMS, contact the Governor's Crime Commission Criminal Justice Improvement team:

- Navin Puri, Lead Planner, Navin.Puri1@ncdps.gov
- Keyon Ashe, Criminal Justice Planner, 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!

Scoring Process

All grant applications are <u>competitive</u> and will be scored and reviewed by the Criminal Justice Improvement Committee. This includes Local Law Enforcement Block Grants. **Not everyone who applies will be awarded a grant.** The Committee will consider geography, regional diversity, frequency and type of prior JAG funding, economic need, as well as, direct JAG awards provided by USDOJ.

The Criminal Justice Improvement Committee is a committee within the Governor's Crime Commission (GCC) that has existed for well over three decades. The Committee is comprised of GCC Commissioners who are peers in law enforcement and the courts. Over that time, the Committee has strived to help address the public safety needs for 100 elected Sheriffs, 400 plus appointed Police Chiefs, multiple State Agencies, and multiple Nonprofit entities to best serve the over 10 million residents of our state.

In the last several years, there has been a change in how public safety funding is allocated nationally and statewide. World-wide pandemics, civil unrest, legislation, and increasing population have all impacted the direction of criminal justice needs in North Carolina. The Committee will strive to make decisions that are equitable and fair. It will strive to look at national and state priorities as well as ever changing needs in criminal justice. It will debate, discuss, and decide what it believes is the best for the entire state of North Carolina given the current funding and applications.

ALLOWABLE USES

Authorized under 42 U.S.C. §3751(a) funding may be used to hire additional personnel and/or purchase equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice, including for any one or more of the following program areas: law

enforcement, prosecution, indigent defense, courts, crime prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, technology improvement, crime victim and witness initiatives, election security, and mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams.

There are other costs, categorized as unallowable costs, that will not be reimbursed. Subrecipients must not use award or match funding for unallowable costs.   Standard unallowable costs are identified in 2 C.F.R. § 200, Subpart E - Cost Principles.

The following services, activities, and costs, although not exhaustive, cannot be supported with grant funds at the subrecipient level:
- Lobbying/advocacy with respect to legislation or administrative changes to regulations or administrative policy;
- Audit costs (except as an allocable percentage of mandatory audits);
- Fundraising activities;
- Capital expenses, including capital improvements; property losses and expenses; real estate purchases; mortgage payments; and construction;
- Bonuses, commissions, tips, stipends, and honoraria;
- 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.
- Additional inappropriate costs may be identified and considered by the GCC as unallowable.

Funding Authority

JAG is a federal formula grant. Our funding partner is the United States Department of Justice, Bureau of Justice Assistance. Included by reference is the federal solicitation from the previous year BJA FY 2022 Edward Byrne Memorial Justice Assistance Grant Program – State Solicitation (ojp.gov)

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. Agencies must comply with all applicable provisions of the Federal Program Guidelines, and the requirements of the US Department of Justice (DOJ) Financial Guide.

For more information about the grant process, grant forms, the online grant management system, or other resources, visit GCC online at Governor's Crime Commission | NC DPS

PROGRAM PRIORITIES 2023

LOCAL LAW ENFORCMENT BLOCK GRANTS

Federal Funding Minimum	$10,000
Federal Funding Maximum	$29,500
Length of Award	One year
Eligible Subrecipients	Local Law Enforcement Agencies
	One application under this priority per entity.

ALLOWABLE EXPENSES

The Committee seeks applications to fund the following five categories of items they support as the most critical tools to ensure the safety of both officers and the public:

- Radios (priority given to VIPER Radios)
- Cameras (in order of priority): 1) Body Cameras, 2) In-Car Cameras and 3) Street Cameras
- Body Armor (must be made in the United States of America)
- Mobile Data Terminals
- Non-Lethal Weapons

Other requests can be submitted but will be given a lower priority in the <u>competitive</u> process.

STATE OR REGIONAL INFRASTRUCTURE INITIATIVE

Federal Funding Maximum	$200,000/year
Length of Award	Up to two (2) years
Eligible Subrecipients	Local Government Agency (Must serve a minimum of five (5) counties or a minimum combined population of 400,000 in the service region)
	State Agencies* *(State Agencies include agencies housed under the North Carolina Department of Public Safety, the North Carolina Administrative Office of the Courts, the North Carolina Department of Justice, and individual Law Enforcement Agencies in the University of North Carolina System)*
	One application under this priority per local agency. **For state entities with multiple competitive subsections, the Authorizing Official shall provide a funding priority listing for the Committee's consideration.*

ALLOWABLE EXPENSES

The Governor's Crime Commission is seeking proposals from the agencies listed above for programs and initiatives that will support their mission statement and operations to enhance the readiness and effectiveness of their department and serve the citizens of North Carolina. Allowable

purposes include, but are not limited to: combatting hate crime, promoting public trust between communities and criminal justice agencies, reducing violent crime, community violence intervention (CVI), crime analysis and investigation. Allowable purchases can include infrastructure, technology, contractual services, and equipment.

STATEWIDE ACCREDITATION PRIORITY

Federal Funding Maximum (state agency)	$400,000 (Up to $ 200,000/year)
Federal Funding Maximum (local agency) – One year only.	Based upon number of sworn officers: • 10 or less can apply for up to $ 15,000 • 11 to 25 can apply for up to $ 30,000 • 26 to 75 can apply for up to $ 40,000 • 76 and above can apply for up to $ 50,000
Length of Award	Up to two (2) years.
Eligible Subrecipients	Local Law Enforcement State Agencies *State Agencies include agencies housed under the North Carolina Department of Public Safety, the North Carolina Administrative Office of the Courts, the North Carolina Department of Justice, and individual Law Enforcement Agencies in the University of North Carolina System.*
	One application under this priority per entity.

ALLOWABLE EXPENSES

It is imperative that local law enforcement, regardless of size and wealth, be trained in sound criminal justice policies, procedures, and live training scenarios. Statewide accreditation standards are one practical way to help achieve this. North Carolina Law Enforcement Accreditation (NCLEA) standards will help raise the level of professionalism among law enforcement agencies. It will also ensure that the public at large is aware that their officers and deputies have received baseline training on how law enforcement officials should conduct themselves.

Agencies will be allowed to request funding for meeting the North Carolina Law Enforcement Accreditation (NCLEA). which includes training as well as, applications for establishing accreditation standards and ensuring those standards are met by every law enforcement agency in our state. State Agencies programs must work with law enforcement agencies in achieving these standards. Local Law Enforcement Agencies must support their agency achieving the State Standards.

The budget must explicitly document the direct correlation that the funds are used to support efforts in an agency to achieve these accreditation standards. Funds can be used to pay for:

- accreditation fees,
- overtime to achieve these standards (documented by time and activity sheets),
- supplies needed to support the accreditation efforts (not supplies for general use),

- assistance in reviewing and improving agency policies and procedures, and
- any other cost that can be documented for the accreditation efforts.

Note: Any other items that are listed in the application that do not have a direct connection and impact on achieving accreditation status may cause this application to be not considered for funding. Funds will not be used as an overtime supplement or a travel fund. Applications that are unable to demonstrate clearly this need will not be considered.

CRISIS INTERVENTION TEAMS TRAINING

Federal Funding Maximum (regional application)	$200,000/year
Federal Funding Maximum (local agency)	$75,000/year
Length of Award	Up to two (2) years.
Eligible Subrecipients	Local Law Enforcement Regional applicants (Provide CIT Training to at least three (3) counties or more)
	One application under this priority per entity.

ALLOWABLE EXPENSES

The Criminal Justice Improvement Team is seeking applications from Law Enforcement Agencies that are seeking to utilize the Crisis Intervention Team Model in their law enforcement efforts and/or from the North Carolina Justice Academy to broaden and enhance the Crisis Intervention Model. This priority will support crisis intervention training for law enforcement officers and other public safety system actors at the state and local level. This priority will also support the expansion, by local communities, of their capabilities to appropriately respond to individuals with mental health, substance use disorder, and co-occurring mental health and substance use disorder, intellectual disabilities, developmental disabilities, or physical disabilities.

Applicants may seek to building co-responder teams between law enforcement and mental health professionals, non-law enforcement crisis response teams, or specially trained Crisis Intervention Teams. In all cases, projects should include Crisis Intervention Training using the evidence-based Memphis model.

The "Memphis Model" by CIT International is encouraged as a best practice. To the extent the applicant would like to use a new or emerging model, applications should include a plan for data and evaluation, along with a technical partner. Projects can also include train the trainer programs.

To ensure that officers and other staff (e.g dispatchers, advocates or other staff interacting with the public) are able to partake in this training, applicants may apply for:

- registration costs,
- supplies,
- travel, and
- overtime to achieve training (documented by time and activity sheets).

Note: Overtime must be used for this purpose and this purpose only and this will require a very clear time and activity sheet to document all hours that are being claimed for reimbursement by that department.

MENTAL HEALTH FOR LEO PROJECT

Federal Funding Maximum	$75,000/year for Small (population of 50,000 or less) $120,000/year for Middle (population of 50,000 – 200,000) $225,000/year for Large (population of 200,00 or more)
Length of Award	Up to two (2) years.
Eligible Subrecipients	Local Agency Non-Profit Agency
	One application under this priority per entity.

ALLOWABLE EXPENSES

The demands and strains of law enforcement have grown exponentially over the last few years and the impact of society has also been reflected in that trend. Agencies are asked to demonstrate their best practices in showing a collaborative and unified effort in their community approach to the growing problem of mental health. Models that can be used include those that are promoted by the National Alliance on Mental Illness and these pilot projects must show an association between local law enforcement agencies, mental health service providers, and local government support to ensure that these pilot projects can be self-sustaining once the grant funds have been expended. Memorandums of Agreement and Memorandums of Cooperation must be provided to help ensure that the community is unified as one on this project in an effort to make their community better.

Therapists utilized in this project cannot be sworn law enforcement officers. Funds can be used to support training, salaries, and some supplies to help ensure that this project is a success. Agencies are asked to carefully consider this request as they will be asked to show measurable results and be asked to show their sustainability plan once the federal grant dollars have been expended. Agencies that are selected will also be asked to also use this opportunity to get local buy in from their city and/or county councils to have these programs sustained at the end of the grant period.

APPLICATION INSTRUCTIONS

UEI Number ** NEW**

On April 4, 2022, the unique entity identifier (UEI) used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. As part of this transition, the DUNS Number has been removed from SAM.gov. Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.

Existing registered entities can find their Unique Entity ID by logging in to SAM.gov. In your Workspace, select the entity title of the "Entities" widget. The UEI is shown beside the entities.

New entities can get their UEI at SAM.gov and, if required, complete an entity registration.

Please note that the GCC staff cannot assist you with UEI issues as this system is federally managed.

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 this online system. To obtain your NCID username and password, you must register at: https://ncid.nc.gov/idmdash/ If you have issues with obtaining your NCID or utilizing an existing NCID account, contact the ITS Service Desk 24-hours a day at (919) 754-6000 via e-mail at: its.indicents@its.gov .   Please note that the GCC staff cannot assist you with NCID access issues.

NOTE: NCIDs cannot be shared among users. Each user must have their own unique NCID and password. All users must adhere to the NCID Acceptable Use Policy. Violation of the policy could result in disciplinary action, termination, loss of information resources, and criminal prosecution.

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

Organization 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, 2023 at 11:59 p.m. User roles are explained in the following table.

ORGANIZATIONAL ROLE	WHO MUST HAVE THE ROLE
Organizational Administrator • 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 Uploads Organizational Documents	Other stable agency personnel, such as an internal G Manager or supervisor of project activities who can app the other roles as they rotate off boards or don't get reele etc.
Authorizing Official (AO) • 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) • 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 Divi Finance Officer **Local Government**: Finance Director **Law Enforcement Agencies**: Agency Finance Director
Project Director (PD) • Signatory to grant award • Responsible for execution of project • Primary point of contact with GCC	**Nonprofits**: Executive Director or appointed project responsible for overseeing the work of the project **State Government**: Designee responsible for overse the work of the project **Local Government**: Designee project staff responsible overseeing the work of the project **Law Enforcement Agencies**: Designee project responsible for overseeing the work of the project

Organizational Roles

Board Chair as the Authorizing Official

The Board Chair must be listed as the Authorizing Official for all non-profit/non-governmental organizations. In certain cases (e.g., nationally or internationally based organizations), a North Carolina-based executive may fill this position, but GCC prior approval is required for this change.

Setting up Organization Roles

The request for an organization role must come from the NCID of the person requesting the role. The Project Director or Project Editor cannot make a request on behalf of another

user. New contacts can request an NCID at https://ncid.nc.gov. For any technical issues with NCID, contact the ITS Service Desk (24 hours) at 919-754-6000 or toll free at 1-800-722-3946. Once completed:

1) Log into GEMS at http://gems.ncdps.gov using the NCID and password provided.

2) On the **My Profile** page, select your organization from the dropdown menu and enter your contact information, including position within the agency. If your agency has not applied for funding before, click on **+ ORGANIZATION** and enter your agency's contact and organizational information.

3) Once the organization has been selected or entered in the GEMS system, click the **Request Organization Roles** link. You will then select the requested role and provide a brief justification for the request in the text box, then click **Submit Request**. The agency's Organization Administrator must review and approve the request.

4) Once approved, click the **Request Project Access** link. Then select a project from the drop-down list, write a justification, and click submit. The agency's Organization Administrator must review and approve the request. Once approved, you will be able to access the project to review and approve items as needed.

Traffic Stop Data Required

N.C.G.S. 143B-903 requires that certain law enforcement agencies report traffic stops within 60 (sixty) days to the SBI. The SBI publishes the list of required agencies each year on the SBI website on the SBI Traffic Reporting page by clicking on the List of Agencies Required to Report. Any agency that is required to submit traffic stops and does not "shall be ineligible to receive any law enforcement grants available by or through the State" G.S. 143B-903(e).

Modifications

The GCC may request modifications after the application is submitted.

Pursuant to administrative code 14B NCAC 05B .0203, applicants shall submit the grant compliance and modification information within 30 days of receipt of award notice. An applicant may request an extension of no more than 60 days to submit the required information. An applicant who does not provide the required information shall be ineligible for grant funding. For the purposes of this Rule, grant compliance and modification information includes the following:

1) a list of grant conditions that were agreed to by the Authorizing Official of the applicant;
2) a certification of non-supplanting;
3) a certification of filing of an equal employment opportunity program;
4) a memorandum of agreement or contract with any cooperating government agencies;

5) an original signature of the applicant's Authorizing Official, implementing Project Director, and Financial Officer; and

6) a signed agreement to submit to an annual fiscal audit or financial review of the program (as required by funding threshold).

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Negotiated Indirect Cost Rate Agreement (NICRA)

Applicants that intend to charge indirect costs through the use of a federally negotiated indirect cost rate must have a current, signed, federally negotiated indirect cost rate agreement (NICRA). Other applicants 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.

De Minimis Indirect Cost Rate

Some subrecipients have the option of using a *de minimis* indirect cost rate set by law. The de minimis rate is 10% of "modified total direct costs" (MTDC).

- The MTDC base includes: salary and wages, fringe benefits, materials and supplies, services, travel, and the first $25,000 of each contract.
- Excluded from the MTDC calculation is: equipment, capital expenditures, charges for patient care, tuition remission, rental costs, scholarships, and the portion of any contracts in excess of $25,000.

This *de minimis* rate is available without the need to negotiate with the cognizant federal agency for indirect costs. The *de minimis* rate is an option only for subrecipients that do not have an approved federally-negotiated indirect cost rate.

When the *de minimis* rate is used, costs must be consistently charged as either indirect or direct costs. Double-charging is not permitted.

If you elect to use *de minimis*, it must be applied consistently across all your agency's Federally funded projects until your agency receives a federally Negotiated Indirect Cost Rate Agreement (NICRA).

If you elect to use de minimis in your projects, you must submit and upload a certification to each of your project applications. The De Minimis Certification Form can be found: https://www.ncdps.gov/gccforms

Reimbursement Requests

You may submit your final reimbursement request for expenses occurring during your period of performance up to 60 days after your project ends.

Donated Office Space

The Governor's Crime Commission requires a written valuation of the space, as well as a floor plan detailing the space used as an upload to their attached documents. If there is a lease or rental agreement associated with this entity donating this space, it should also be attached as an upload to your grant application.

Sub-awarding and Contracting

The substance of the activity that has been contracted or sub-awarded will be the major factor considered. If program activities are delegated to another entity that delegation will generally be considered a subaward. On the other hand, if goods or services are purchased or procured from another entity for the non-Federal entity's own use, that activity will generally be considered a contract. For additional information on this topic, please refer to 2 C.F.R. § 200.330, subrecipient and contractor determination.

Sub-awards and contracts must be approved by the GCC Grant Administrator before obligations can be made. Please note that the approval of the grant award by the Commission does not constitute the approval of a specific sub-award or contract. See documentation table for possible forms and certifications required.

Supplanting

Supplanting, consistent with the DOJ Grants Financial Guide, is the deliberate reduction of State, local, or tribal government funds otherwise available, specifically because federal funds are available (or expected to be available) to fund the same activity.

Federal funds may be used to supplement existing State and local government funds for program activities and must not supplant (replace) funds that have been appropriated for the same purpose. To avoid potential supplanting issues, the below guidelines should be followed:

- Federal funds cannot be used to pay for existing employees unless the existing position is "back-filled" with a new hire.
- Federal funds cannot be used to pay for items or costs that the award recipient is already obligated to pay with State, local, or tribal funds.
- State, local, or tribal funds previously appropriated, allocated, or budgeted for award purposes cannot be reduced or reallocated to other purposes because of the receipt of federal funds.
- Agencies must maintain documentation demonstrating that any reductions in non-Federal resources budgeted for award purposes is unrelated to the receipt or expected receipt of federal funds.

Prohibited Discrimination

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

Application Names

Please see your specific funding RFA for naming and numbering requirements for each required attachment.

Executive Director Funding

Executive Directors cannot be 100% funded through subawards. Executive Directors have responsibilities that do not include or directly support the allowable activities (for example, fundraising, donor retention, board meetings, and executive administrative functions). Personnel costs that are directly related to providing direct services, supervising grant-funded staff and supporting grant activities are allowable costs

Purchasing Food

Food provision within the context of victim services is permissible if the food is necessary or integral to providing services to victims of crime for their safety (for example, providing food to victims at a shelter).

Food for training and other events (not direct services) is generally unallowable but may be permitted with pre-approval from the US Department of Justice. DOJ only approves requests when it deems food and beverage costs to be necessary.

Gas Cards or Bus Passes etc.

Funded projects that use gift cards to support services must have written policies and internal controls regarding the purchase and use of such cards and must ensure that they are used only as reasonably necessary. Policies should address:

- What approvals are required to purchase the cards;
- How the cards are stored and accounted for;
- What items may be purchased with the cards; and
- What supporting documentation is required for purchases.

Law Enforcement Vests, Bullets Etc.

Under JAG, they are permissible.

Research and Evaluation Costs

JAG funding does allow for research and evaluation costs.

APPLICATION DOCUMENTS

Award recipients will be required to provide **organization documentation** within the GEMs system nicknamed the Document Locker. This is not by project but must be submitted for each organization. For example, DPS is an organization. GCC would be the implementing agency. There could be several implementing agencies but the DPS organization documents would be the same and shared by the implementing agencies.

Some projects will need to provide **project level documents** as attachments to the specific project. Listed below are the required documents for GCC grants. The grant forms and certification forms referenced below are found on our website either under the Application tab or Award tab. Grant Forms | NC DPS.

Organization Information Documents

501c3 Certification (Nonprofits)
UEI-Number
Board of Directors List (Nonprofits)
Most Recent IRS Form 990 (Nonprofits)

Organization Certification Forms

Confidentiality Assurance Form*

Civil Rights Checklist, Video Verification Form, Responsibilities & Requirements Form*

Certification of No Overdue Taxes*

Employment Eligibility Verification Form*

Lobbying, Debarment, Suspension Certification*

NCID Acceptable Use Policy Certification* (GCC requirement)

Single Audit FORM*

Policy for Reporting Workplace Incidents Certification*

Indirect Cost Certification, Federally Negotiated/De Minimis FORM (when applicable)

Organization Policies (Provide Copies)	Must Include:
Overtime Pay Policy	
Procurement/Purchasing Policy	
Record Retention Policy	
Travel Policy	
Unlawful Discrimination Policy	
Whistleblower Policy	
Conflict of Interest Policy	
Data Breach Policy (template provided online)	
Advance Suitability for Interacting with Minors Policy (Only when Minors are involved)	

Project Specific Forms	
MOU, MOA, Written Agreements (template available)	
Contracts for project-related services(template available)	

Detailed Supply Listing (template available)		
Lease / Rental Agreement(s) (equipment, office space, optional floor plan) (when applicable)		
CAC / Culturally Specific Organization Verification Letter/Form (VOCA and VAWA, when applicable)		
Human Trafficking /Legal Services Certification-Letter of Support/Form (VOCA and VAWA, when applicable)		
Legal Services Assurance Concerning Polygraph Testing Prohibition-Form (VAWA, when applicable)		
BIP NC Council for Women & Youth Involvement- Certification (VAWA, when applicable)		
BIP NC Council for Women & Youth Involvement-Letter of Support (VAWA, when applicable)		
Detailed Budget Narrative Form (not required)		
Staffing Allocation Form (if funding staff)		
Summary of Direct and Contracted GCC Funds Form		
Budget Clarification Worksheet (JJ projects only)		
Body Armor Wear Policy (JAG Law enforcement)		Must state when mandatory wear is required for uniform officers on duty.
Body and Dash Camera Policy (JAG Law enforcement)	• Camera usage, image data storage, retention, and protection.	
Custodial Interrogation Recording Equipment Policy (JAG Law enforcement)	• Serious crime categories stated. • Include best practices such as recording entire interrogation and state suspect and interrogating officers.	
Use of Force Policy (JAG Law enforcement)	• Lethal and less-lethal weapons. Qualification process and usage.	
Controlled Equipment Policy - (JAG projects involving controlled equipment)	General Policing Standards includes: • Community Policing; • Constitutional Policing; and • Community Input and Impact Considerations. Specific Controlled Equipment Standards includes: • Appropriate Use of Controlled Equipment; • Supervision of Use; • Effectiveness Evaluation; • Auditing and Accountability; and (e) Transparency and Notice Consideration	

SAMPLE SCREENS FROM GEMS: GCC GRANT APPLICATIONS

From the GCC website, there is a link to GEMS.

GEMS Home Screen

This is the home screen that is presented to a user once they log into GEMS <u>and are associated with an Organization</u>.

Current Projects (Applications and Open Projects) and Archived Projects (Closed or Not Funded) are visible and can be selected by clicking on the Project ID Number.

The green **+ Project** button in the top right-hand corner starts a Project new Application.

Project Name and **Project Summary** are required – info in RFA on how to complete.
Once Committee is selected, Open Priorities are displayed, and applicant selects one Priority per Application.

Project Editor, Financial Officer, and Authorizing Official are selected from all Organization Contact in GEMS using the drop-downs.

This application example is using the "2022 VOCA Underserved Crime Victims" Priority.

Project Setup

Note that the left-hand menu appears at this point.

Applicant is prompted to provide **Project Continuation** information on this screen.

Project Overview

The applicant can now start working through the items on the left-hand menu.
Starting at the top, Project Overview shows all items that must be completed prior to submission (warning messages), gives the Applicant the ability to **Print** or **Cancel** the Project.

Implementing Agency

The Project's Implementing Agency can be selected from the drop-down of existing Implementing Agencies for that Organization, or the green **+Implementing Agency** button is used to create a new one. Details of the selected Implementing Agency are displayed.

General Information

Applicant enters data on US Congressional Districts, Project Counties, NC House Districts, NC Senate Districts. They are also prompted to enter Population of Project Area, City (Principal Place of Performance) and Zip Code (Principle Place of Performance).Abstract & Narrative

GEMS
My Projects   My Profile   ❓ Help   👤 Kevin Farrell

PROJ015798
DEMO APPLICATIOM - 2022

Project Overview

Project Setup

Implementing Agency

General Information

Abstract & Narrative

Qualifying Information

Goals

Objectives

Indirect Costs

First Year Budget

Second Year Budget

Budget Summary

Job Information

Certification

Attachments

Abstract & Narrative

Project Abstract (The Problem): Briefly describe project's purpose, identify target population, and discuss program components which address the identified problem. Include local statistics to substantiate the need. (Max 1500 characters) *

Personnel & Contractual Positions: Provide an overview as to the purpose and function positions listed in the personnel and contractual categories in the budget detail contribute to the success of the project. Please note specific job duties for the positions are provided within the budget detail. Focus on the project – do not give agency history, do not repeat the abstract. (Max 2000 characters) *

Travel Budget: Please describe the purpose and benefit of travel items listed in the detail budget. Explain the types of travel to occur during the project period, such as the type of conference, training or meetings to be held for which travel is requested. Each travel item should be justified and explanation provided in this section. Training registrations should be listed under the travel category. (Max 2000 characters) *

Supplies/Operating Budget: Provide an explanation as to the purpose items (office supplies, field supplies, printing, postage, computer software, office rent, cell phone, utilities) listed in the supply category in the budget detail contribute the success of the project. If your budget includes a general office supply line item, please upload an attachment listing each item to be purchased within the line item. Food Beverages are unallowable expenses of the Office of Justice Programs as of October, 21, 2011. (Max 2000 characters) *

Equipment Budget: Provide an explanation as to the purpose items listed in the equipment category in the budget detail contribute to the success of the project. (Max 2000 characters) *

Please identify the partners with whom you will collaborate and briefly describe how that collaboration will occur. (Max 2000 characters) *

Please describe your efforts to assist Federal Crime Victims. To ensure local federal authorities are aware of your services, you must send a letter (current year) on your agency's letterhead to your local US ATTORNEY describing the services you provide and upload a copy in Project Attachments. You may describe any additional efforts to provide services to Federal Crime Victims. To verify your local US Attorney's contact information, please click here. (Max 2000 characters) *

Project Narrative Summary: Please provide additional information about your project application. (Max 2000 characters) *

How will you use volunteers for this project? (Max 500 characters) *

Project Timeline of Activities (Max 1500 characters) *

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. (Max 750 characters) *

SAVE

Abstract & Narrative Details   Applicants are Prompted to answer questions in this section related to details of the Project – Question Details are:

Note that many of the questions below are specific to the Priority selected, "2022 VOCA Underserved Crime Victims" and are provided as an example

1. Project Abstract (The Problem): Briefly describe project's purpose, identify target population, and discuss program components which address the identified problem. Include local statistics to substantiate the need. (Max 1500 characters)

2. Personnel & Contractual Positions: Provide an overview as to the purpose and function positions listed in the personnel and contractual categories in the budget detail contribute to the success of the project. Please note specific job duties for the positions are provided within the budget detail. Focus on the project – do not give agency history, do not repeat the abstract. (Max 2000 characters)

3. Travel Budget: Please describe the purpose and benefit of travel items listed in the detail budget. Explain the types of travel to occur during the project period, such as the type of conference, training or meetings to be held for which travel is requested. Each travel item should be justified and explanation provided in this section. Training registrations should be listed under the travel category. (Max 2000 characters)

4. Supplies/Operating Budget: Provide an explanation as to the purpose items (office supplies, field supplies, printing, postage, computer software, office rent, cell phone, utilities) listed in the supply category in the budget detail contribute the success of the project. If your budget includes a general office supply line item, please upload an attachment listing each item to be purchased within the line item. Food Beverages are unallowable expenses of the Office of Justice Programs as of October, 21, 2011. (Max 2000 characters)

5. Equipment Budget: Provide an explanation as to the purpose items listed in the equipment category in the budget detail contribute to the success of the project. (Max 2000 characters)

6. Please identify the partners with whom you will collaborate and briefly describe how that collaboration will occur. (Max 2000 characters)

7. Please describe your efforts to assist Federal Crime Victims. To ensure local federal authorities are aware of your services, you must send a letter (current year) on your agency's letterhead to your local US ATTORNEY describing the services you provide and upload a copy in Project Attachments. You may describe any additional efforts to provide services to Federal Crime Victims. To verify your local US Attorney's contact information, please click here. (Max 2000 characters)

8. Project Narrative Summary: Please provide additional information about your project Application. (Max 2000 characters)

9. How will you use volunteers for this project? (Max 500 characters)

10. Who will be responsible for assisting victims with victims' compensation? (Max 500 characters)

11. Project Timeline of Activities (Max 1500 characters)

12. 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. (Max 750 characters)

Goals

Applicants are prompted to enter at least one, but a maximum of two (2) Goals. The green + **Goal** button adds an additional goal to complete.

Objectives

Applicants are prompted to enter up to four, but at least one, **Objective** for the Project. The green **+Objective** button creates a new Objective.

Each Objective consists of the following sections that must be completed:

1. Objective *(Max 500 characters)*

2. Performance Measure (Max 500 characters)

3. Evaluation Method *(Max 500 characters)*

Indirect Costs

Applicant Financial Officers must complete this page. It sets the **Indirect Cost** rate for the Project, if applicable.

First Year Budget

Applicants are guided through creating their **first-year budget**, line by line. The green **+Budget Line** button creates budget lines to complete.

Budget Line Details   Once a budget line is created, the following details must be entered:
1. Cost Category (Contractual, Equipment, Person...
2. Budget Line Name – Defined by the Applicant
3. Detailed Description (Max 500 Characters) – Provide information on wh... and how it relates to the Project. Insufficient information in this section ... item from the approved budget.
4. Quantity
5. Unit Cost
6. Cash Match (if applicable)
7. In-Kind Match (if applicable)

This process is repeated for each line of the first-year budget. (See imag...

Second Year Budget

The applicant builds their Second Year Budget in the same manner as the first-year budget was built. Or, they have the option to use the blue Copy First Year Budget button.

Budget Summary

Applicants must describe the amount and source of matching funds.
Additionally, the completed budget is displayed and totaled at the bottom of the screen, defining the Total Federal Request.

Job Information

Job Information is entered for each position requested in the Grant. Applicants use the green + Job Information button to add a position.

Job Information Details

Job Information details are submitted for each position, details include:

1. Job Title

2. Employee Name

3. Job Type (Full time or Part time)

4. Professional Licensure

5. % Time Spent on Project

6. Job Duties (Max 2000 Characters)

7. Fringe Benefits (Max 500 Characters) – Please provide detailed information, including calculations regarding each benefit.

Certifications

Applicant is prompted to certify compliance and understanding of the following issues:

1. Certification of Non-Supplanting
2. Certification of Filing an Equal Employment Opportunity Program
3. Certification of Submission of Current Annual Operating Budget
4. Certification that Applicant is Eligible to Receive Federal Funds
5. Certification Regarding Lobbying, Debarment, and Suspension
6. Drug Free Workplace Compliance (for state agencies only)
7. Certification of Compliance with General Statute 114-10.01 (for law enforcement agencies only)
8. IRS Form 990 and IRS Form 990-EZ
9. Funding of Salaried Positions

Attachments

The Attachments area gives Applicants the ability to upload Project-Specific Documents as referenced in the Previous Section. Note these are documents related to this specific Application. Documents related to the entire organization, that cover multiple Projects are stored in the Organization Document Locker, in the Profile section of GEMS.

Application Submission Instructions

As Applicants build their Application, the Project Overview Page updates with what remains to be completed before the Application can be submitted to GCC. Once that warning message box is clear of items, the Application is ready for submission.

The Application must be reviewed and approved by all three officials, **before** it can be submitted to GCC. The approval flow is as follows:

- The Project Director Submits to the Financial Officer for review
- The Financial Officer approves and submits to the Authorizing Official for review
- The Authorizing Official approves and returns to the Project Director for submission
- The Project Director approves and submits the Application to GCC

The GEMS system sends emails to each official as the Application flows through the review and approval process.

Once the Application has been submitted to GCC, no adjustments or updates can be made. During Application review, GCC staff may open the Application back up and allow for adjustments or additions of specific information to the Application.