GRANTS ENTERPRISE MANAGEMENT (GEMS) USER GUIDE

For Crime Victims' Services Projects

North Carolina Department of Public Safety
Information Technology

October 17, 2013

Table of Contents

GCC Grant Applications Process

The purpose of this document is to provide technical assistance in submitting a NC Governor's Crime Commission grant application through the Crime Victims Services committee. The focal point of the instruction is towards content. Although there is some helpful information regarding the Grants Enterprise Management System (GEMS) as well, the emphasis is on answering questions regarding the type of information we are seeking to obtain from applicants through the application process.

Preparing a Successful Application

Questions to be Answered:

- Who are you?
- How do you qualify?
- What problem will you address and how?
- Who will benefit and how?
- What objectives will you accomplish and how will you measure results?

Common Reasons Grant Proposals are Declined:

- Proposal does not meet priorities;
- Proposal does not follow the prescribed format;
- Proposal is poorly written and/or difficult to understand;
- The proposed budget/grant request is not within funding range;
- There is no demonstration of need for this project;
- Objectives were not realistic and incapable of being accomplished within the grant period; excessive budget;
- We have allocated all funding for this grant cycle; hence, there is no available funding;
- No evidence grant will be self-sustaining after grant period ends;
- The application was not reviewed and properly submitted prior to the submission deadline.

Helpful Hints:

- You may want to consider preparing your narrative in draft form using word processing software (i.e. Microsoft Word) first to check for spelling errors and typos. As well, word processing software may assist in monitoring the number of characters you are using and so that needed adjustments can be made.

- Set an early deadline for yourself well in advance of the GCC deadline for the application submission.

Before you Begin a GEMS Application

A **DUNS number** is required for every agency applying for a grant from GCC.

SAM (formerly CCR) Registration

- SAM Registration (System for Award Management, Former CCR) - Registration is required for all applicants and has replaced CCR (Central Contractor Registration). If an applicant had an active record in CCR, that applicant has an active record in SAM. Information on SAM can be accessed at https://www.sam.gov/.
- See Appendix A for additional SAM information.
- SAM is a federal system and is not managed by The NC Governor's Crime Commission

At the end of the application process, one of the most common verification failures is related to the SAM registration. Unfortunately, the error is not always obvious. The failure to clear verification may be due to the SAM registration expiration date entered in GEMS has not been updated and the expiration date recorded in GEMS has passed. SAM registration is a federal system and GEMS is a state application system. SAM does not interface with GEMS. Therefore, it is the responsibility of the GEMS organization administrator to update GEMS to reflect the new SAM expiration date when the SAM registration has been renewed. To check to see if the SAM registration date has expired in GEMS, go to "My Profile" and the "View Organization Information" tab.

North Carolina Identity Management (NCID)

- Authorizing officials, financial officers and project directors must have an individual NCID associating them to the registered agency.
- NCID is the standard identity management and access service provided to state, local, business, and individual users. NCID provides a high degree of security and access control to real-time resources.
- NCID is not managed by the NC Governor's Crime Commission
- You may go to https://ncid.nc.gov for registration and NCID Service Desk information.

Getting Started

Open an Internet browser window and navigate to the URL: http://gems.nccrimecontrol.org. It is here you will start the grant application process. See Figure 1.

Figure 1: *GEMS Home Page*

1.1 Start a Grant Application

To start a grant application, follow these steps.

1. (a) Click the My Projects tab or click the Start; or
   (b) Continue your Grants Application link on the GEMS Home page.

   - or –

   If this is your first grant application using GEMS, only the Start a new application link displays.

2. Click this link to start the application process.

Result: If you have any active grant applications, the Active Grant Application table displays. (Figure 2).

Active Grant Application				
Action	**Project Name**	**Status**	**Project ID**	**Implementing Agency**
Review | Edit | Cancel	Caring for Toddlers	Saved	PROJ0000006912	Caring for Kids
Review | Edit | Cancel	dgsafssfg	Saved	PROJ0000006913	
Review | Edit | Cancel	Test456	Saved	PROJ0000006935	

Action Explanations

Review: To review or approve an existing grant application, click Review. A read-only version of the application opens.

Edit: To edit an existing grant application, click **Edit**. The first page of the grant application opens. Users can edit any of their original selections.

Cancel: To cancel an existing grant application, click **Cancel**. A message displays. To continue with your cancellation, click **Yes, Cancel this project**.

1.2 Tracking Grant Applications

In the Active Grant Application table the status column is the current status of the grant application.

Active Grant Application				
Action	**Project Name**	**Status**	**Project ID**	**Implementing Agency**
Review | Edit | Cancel	Caring for Toddlers	Saved	PROJ0000006912	Caring for Kids
Review	Books for Needy Children	Pending Financial Officer Review	PROJ0000006913	Caring for Kids
Review	Walking in the Park	Pending Authorizing Official Review	PROJ0000006935	Caring for Kids
Review	Teens for Read-a-thons	Pending Project Director Review	PROJ0000006936	Caring for Kids
Review | Edit | Cancel	Kids and Parks	Saved	PROJ0000006937	Caring for Kids
Review	Raising Awareness about ADD	Under Review	PROJ0000006938	Caring for Kids
Review | Edit | Cancel	Training Teens for the Work Force	Saved	PROJ0000006939	Caring for Kids

Grant Status Explanations

Open for Editing: Completion of the grant application is in progress and has not been submitted to the NC Governor's Crime Commission. The application can be edited or cancelled.

Pending Financial Officer Review: The Financial Officer has received an email notification indicating that the grant application is ready for review. The Financial Officer must either approve or deny the application.

Pending Authorizing Official Review: The Authorizing Official has received an email notification indicating that the grant application is ready for review. The Authorizing Official must either approve or deny the application.

Pending Project Director Review: The Project Director has received an email notification indicating that the grant application is ready for review. The Project Director must either submit the application to the NC Governor's Crime Commission or deny the application.

Under Review: The application has been submitted to the NC Governor's Crime Commission and it is currently being reviewed by the Grant Planners.

Modifications Required: The NC Governor's Crime Commission has reviewed your grant application and determined that it requires modifications. You will receive a list of modifications via mail.

Modifications Completed: All required modifications have been incorporated and the grant application has been resubmitted to the NC Governor's Crime Commission.

Awaiting Receipt of Funds to GCC: The NC Governor's Crime Commission is waiting to receive federal funds in order to reward your grant.

Awarded: The NC Governor's Crime Commission has awarded your grant.

Pending Status Update: The system is currently updating your status. Please check back at a later time.

To view any review comments that have been added by the Financial Officer, Authorizing Official, or Project Director, click the Review link in the Action column.

1. Click the **Review** link in the Action column.

Result: the review comments open.

1.3 Committee Assignments

The first page of the grant application is the **Committee Selection** screen.

You cannot continue with a grant application until a committee is selected.

The committee selected determines the program priorities that will be displayed on the General Information page of the grants application.

1. Select the appropriate **committee option** for your grant.
2. Click the **Next** button.
3. On the next page, click on the Project's name **save** button to save the project.

2 Organization Information

The Application Organization Information page includes your organization's billing information, your project name, the authorizing official, financial officer, and project director for your project and your implementing agency's billing information. Information in this section, such as SAM (formerly CCR), may be updated by the GEMS Organization Administrator (Org Admin). The Org Admin may go to My Profile and the Update Organization Information tab.

The Application Organization Information table contains your current organization's billing information. Review this table to ensure that the billing information is accurate.

Application Organization Information	
Organization Name:	Department of Public Safety
Billing Address - Street 1:	4701 Mail Service Center
Street 2:	
City:	Raleigh
State:	North Carolina
Zip:	27699-4701
Phone:	919-733-4564
DUNS Number:	78351786
SAM Registration:	Yes
SAM Expiration Date:	06/04/2014
Federal Tax ID:	300712287
Fiscal Year End Date:	06/30

Check all information for accuracy.

If this is not your organization, select Change Organization from the My Profile Information menu.

If the organization information is incorrect, please contact your GEMS organization administrator.

2.1 Project Name

In years past, GCC has had several projects/applications using the same project title such as "DV/SA Basic Services". Some projects have utilized the same name as other agency's projects or projects from previous years.

With the new grants management system (GEMS), projects with duplicate names will not be allowed in the system.   For clarity, the new project name structure distinguishes the projects by applicant agency and year of implementation/application.

2.1.1 Project Name Structure

The project name must be entered in order to continue with the grant application. It is recommended the project name be structured like so:

Abbreviation of Agency Name – Descriptive of Project – Grant Cycle Year
Example: Safe Passage – DV/SA Basic Services – 2014
Wake DPS - Human Trafficking Project – 2014

The project name must be unique. If the project name already exists, an error message displays at the bottom of the page.

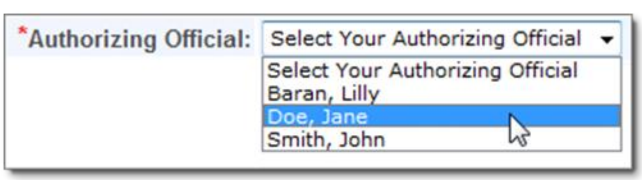
2.1.1.1 Entering a Project Name

1. Type the Project Name in the ***Project Name** field.

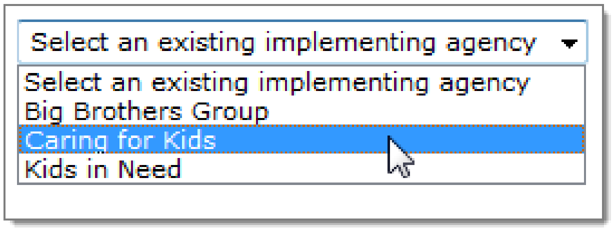
2.1.2 Selecting Organizational Roles in GEMS

If an individual is not present in the drop-down list, notify this individual that they must register with GEMS and request an organization or project role. Refer to Appendix A for complete instruction regarding role assignments.

1. Use the drop-down lists to select the Authorizing Official, Financial Officer, and Project Director for your project.

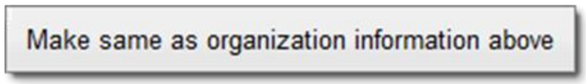


2. Next, use the drop-down list to review and select an implementing agency that is already associated with your organization.

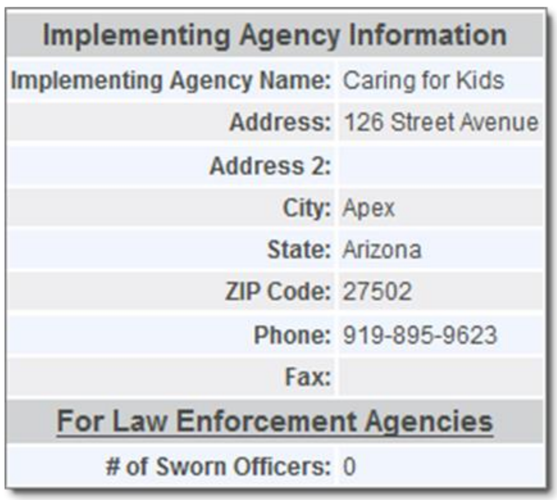


If your implementing agency is not included on the list, you can make your implementing agency information the same as your organization information or you can create a new implementing agency.

3. To make the implementing agency information the same as your organization information, click the Make same as organization information above button.

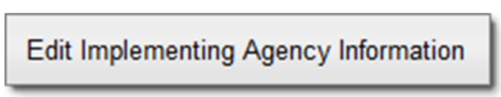


The system copies the organization information into the *Implementing Agency Information* table.

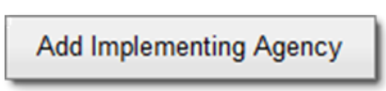


Implementing Agency Information	
Implementing Agency Name:	Caring for Kids
Address:	126 Street Avenue
Address 2:	
City:	Apex
State:	Arizona
ZIP Code:	27502
Phone:	919-895-9623
Fax:	
For Law Enforcement Agencies	
# of Sworn Officers:	0

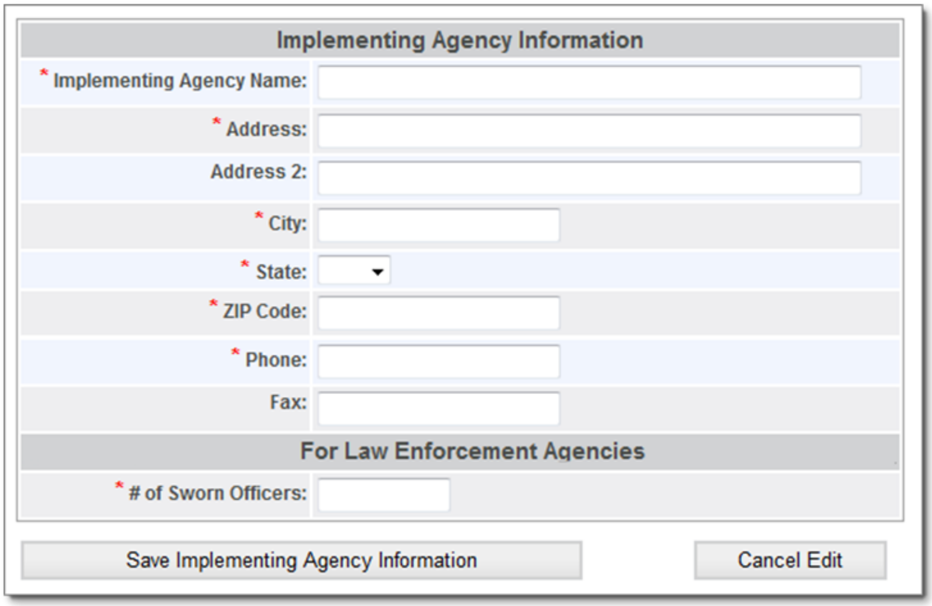
4. To edit this information, click the **Edit Implementing Agency Information** button and save any changes made.



5. You can also add a new implementing agency by clicking the **Add Implementing Agency** button.



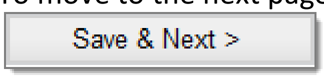
6. Enter in all required information (indicated with a red asterisk) and click **Save Implementing Agency Information**.



7. When you have completed the desired fields, click Save.

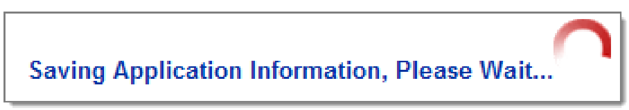
   

   To move to the next page, click Save & Next.

You do not have to enter all fields on this page in order to save and you can come back at any time to edit your entries. The only field required for the application to save is the Project Name field.

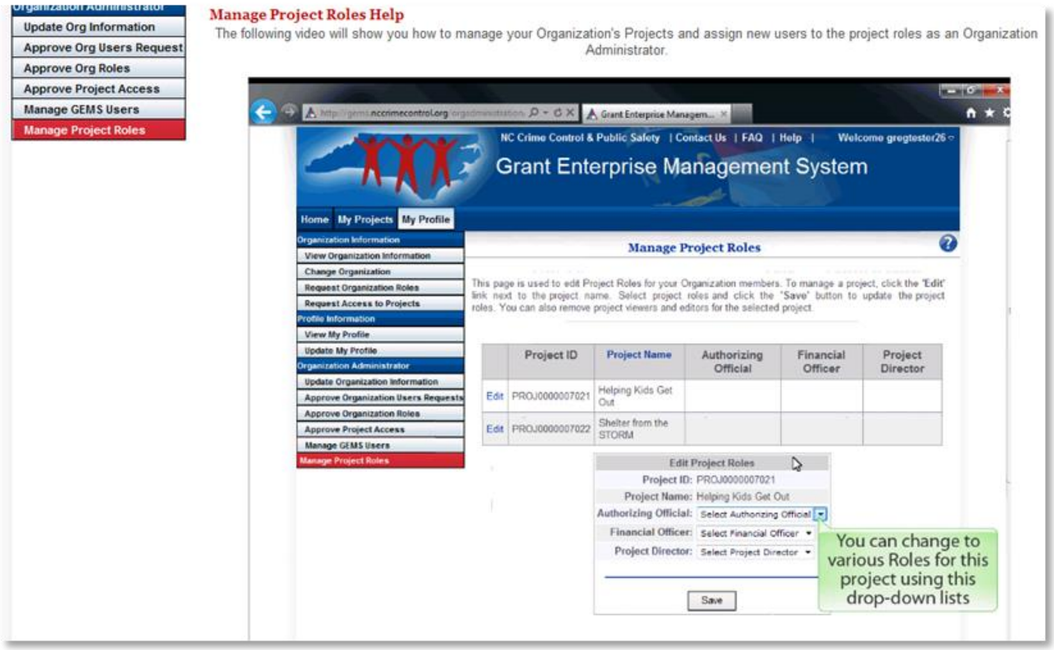
8. A Saving Application Information message displays. When the message no longer displays, continue with the grant application.

2.1.2.1 Changing Roles after Application Submission

Since the fiscal year for many non-profits begins on July 1, the Authorizing Official and Financial Officers may change from the time the application was first submitted to the time the grant award issued. It is important that GCC print the grant award with the name of the correct Authorizing Official and Financial Officer for the new fiscal year. Therefore, it is important the Organization Administrator make the appropriate changes to the project.

The steps stated in Appendix A should be followed to register the Authorizing Official and Financial Officer in GEMS and to request their roles.



For existing projects and submitted applications, the Organization Administrator will need to re-assign the roles by following these steps:

1. Go to My Profile.
2. Click on the Manage Project Roles tab.
3. Edit the project(s) for which the new Authorizing Official will need to be listed as the Authorizing Official.
4. Once the edit button is selected next to the appropriate project, an Edit Project Roles box will appear at the bottom of the page.
5. Select the new Authorizing Official from the appropriate drop-down box.
6. Click the Submit button

2.1.3 Reminders

- If you are not associated with the correct organization, select Change Organization from the My Profile Information menu.
- If the organization information is incorrect, please contact your GEMS Organization Administrator.
- Your project name must be unique. If the project name already exists, an error message displays at the bottom of the page and the system will not allow you to save.
- If an individual is not present in the project roles drop-down lists, notify this individual that they must register with GEMS in order to be assigned a project role.
- The Project Director, Financial Officer, and Authorizing Official cannot be the same person.
- If a staff member is funded by this grant, they cannot act as the Project Director, Financial Officer, or Authorizing Official without direct approval from the Crime Commission.

3 General Information

On the General Information page, users select the program priority for their grant application. Selecting the appropriate program priority is extremely important because it directly affects which sections of the application display. When you select a Program Priority and click **Save**, the navigation menu automatically updates to display only those sections required for the selected program priority.

Also, if you change your program priority you may lose or gain certain sections of your application. For example, if you select a new program priority that does not have a 2nd year budget, your current 2nd year budget may be erased.

If you decide to change your program priority, you must review the entire application to ensure you haven't skipped any new sections.

3.1 Program Priorities

Depending on which committee you have selected, a list of all available program priorities displays. If the program priority you intended to apply for does not display, return to the GCC Committee assignment page to ensure you have selected the correct committee.

3.1.1 Choosing a Program Priority

Please consider the selection of the program priority carefully as they may change from year to year. Improper selection may disqualify the application. Applications are reviewed based on the criteria of the priority selection.

Choose your priority based on those listed under crime victim services, on the GCC website: www.ncgccd.org.

Click and read the "description" button next to each priority on the application, if you are unsure as to which priority to apply.

You must decide which priority is the best fit for your project based on the information provided.

1. Select the Program Priority. Before selecting the program priority, review a description of the priority by clicking the Description link.

2. The Priority Description box opens. Review the description to ensure that you are applying under the correct program priority.

3. Once you have finished reviewing the priority description, click Close in the bottom right-hand corner of the box.

3.1.2 Project Summary

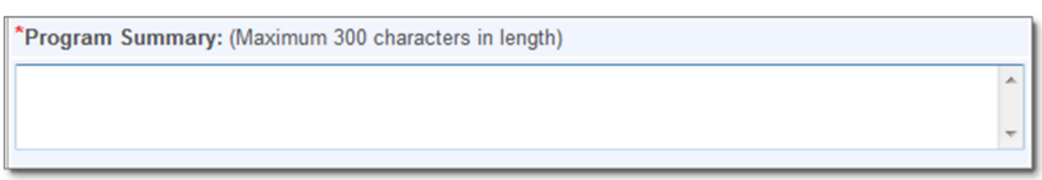
The project summary should briefly describe the goals of the project and activities that will be conducted to meet the goals. This statement should be relevant to allowable activities of the project not the over-all organization's mission. The project summary is very important as it is used for various reports when information is requested of the NC Governor's Crime Commission (GCC) to describe and summarize projects GCC funding supports. In addition, please use this section to list the specific counties to be served or state the geographic area(s) to be served.

US Congressional, N.C. Legislative Districts & Counties

Frequently, GCC is called upon by Congressional Representatives and NC Legislators to provide information regarding grant funded projects in their districts. Therefore, it is important the application reflects districts and counties for which the project will be serving.

Next, complete the Program Summary. The summary cannot exceed 300 characters and should start with "This project will…" Try to be clear and concise when writing this summary.

4. Type the summary in the summary for the project in the Project Summary field.



5. Select the Project Start Date and Project End Date.

Result: A calendar opens. You can continue to type the date or choose to use the calendar tool.

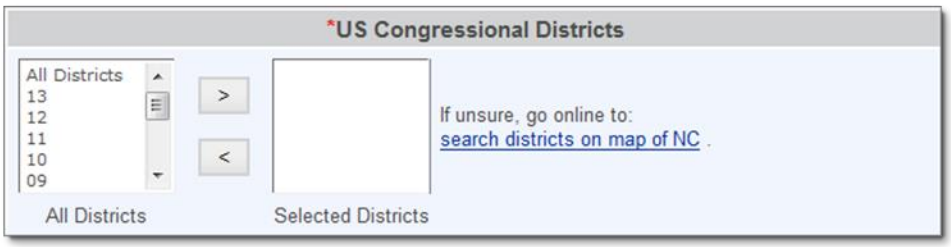
If you choose to use the calendar control:

a. Select a month from the drop-down list.

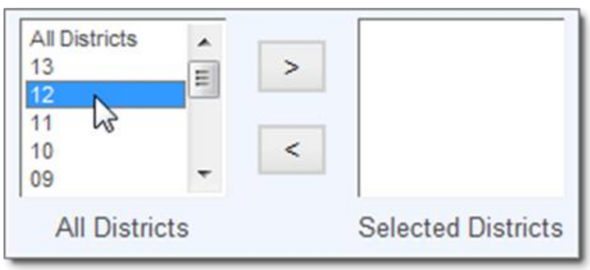
b. Next, select a year from the drop-down list.

6. After selecting a month and year, click a day in the calendar. Once you have selected a specific day in the calendar, the calendar tool closes and the date displays in the text field.

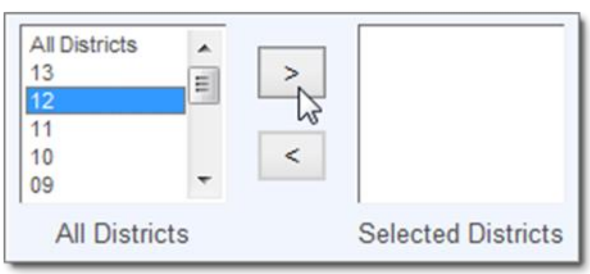
7. Next, select a US congressional District.



8. To use the selection boxes, first click an option in the All Districts box.

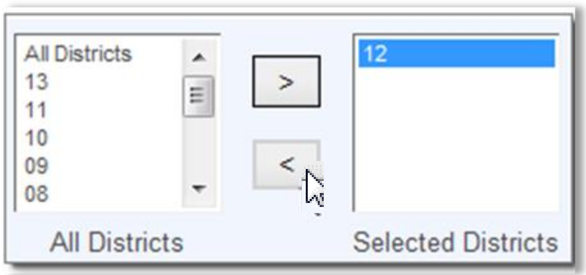


9. Next, click the right facing, top arrow.

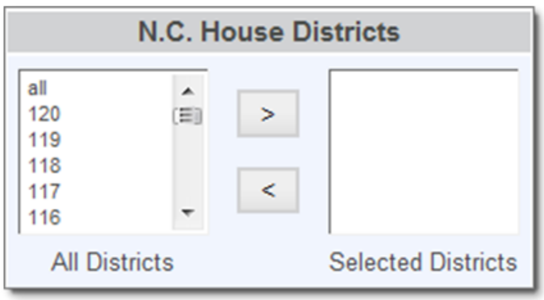


The district displays in the Selected Districts box.

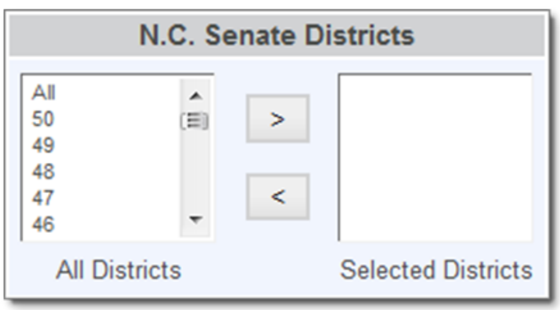
10. To remove the district, click the district and click the left-facing, bottom arrow.



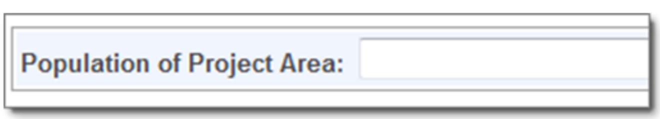
11. Select the N.C. House Districts using the selection boxes.



12. Select the **N.C. Senate Districts** using the selection boxes.



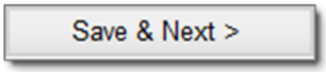
13. Enter the **Population of Project Area**.



14. Select the **Project Counties** using the selection boxes.

15. When you have completed the desired fields, click **Save**.

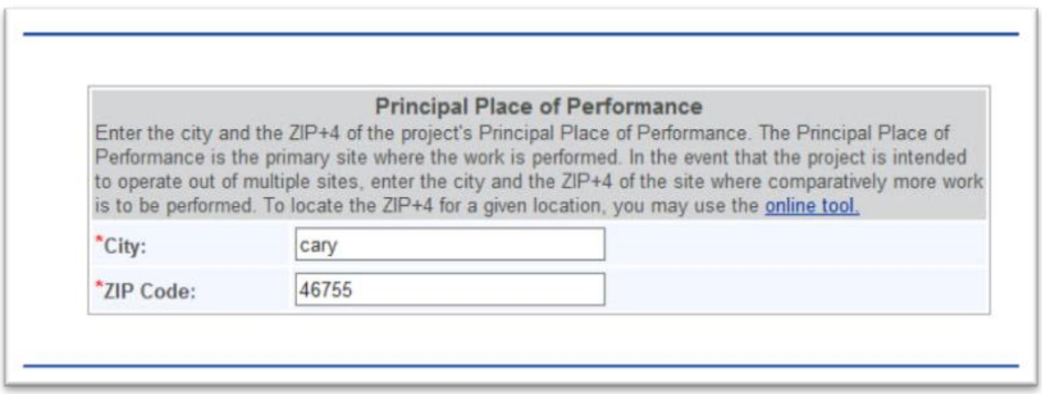
To move to the next page, click Save & Next.



You do not have to enter all fields on this page in order to save and you can come back at any time to edit your entries.

16. A Saving General Information message displays. When the message no longer displays, continue with the grant application.

Project Principal Place of Performance



The Governor's Crime Commission is required to report to the federal government the project's principle place of employment. This is reported by the zip code of the location. Enter the city and the ZIP+4 of the project's Principal Place of Performance. The Principal Place of Performance is the primary site where work is performed. In the event that the project is intended to operate out of multiple sites, enter the city and the ZIP+4 of the site where comparatively more work is to be performed. To locate the ZIP+4 for a given location, you may use the online tool found at www.usps.com.

4 Abstract and Narrative

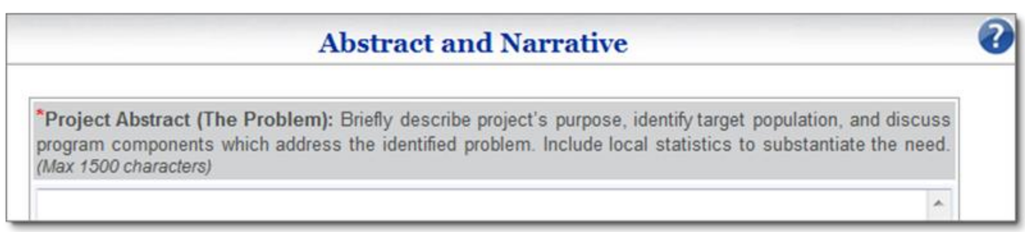
All fields in the Abstract & Narrative section are required for submission to GCC. For this section, you will need to enter a Project Narrative, Project Abstract, and Project Timeline of Activities.

This section of your application will build the foundation for your proposal – one from which all other aspects of your application will be based upon. Grant funding is competitive; it is very important to set your project apart from others. Make this all about your local community and your community's needs. Help reviewers understand why funding your project should be a priority when there are so many important needs for victims across the state. Explain how your need is an exceptional need.

4.1 Project Abstract

The abstract is a problem statement identifying a need for which this proposal strives to address. Briefly describe project's purpose, identify target population, and discuss program components which address the identified problem. Include local statistics to substantiate the need.

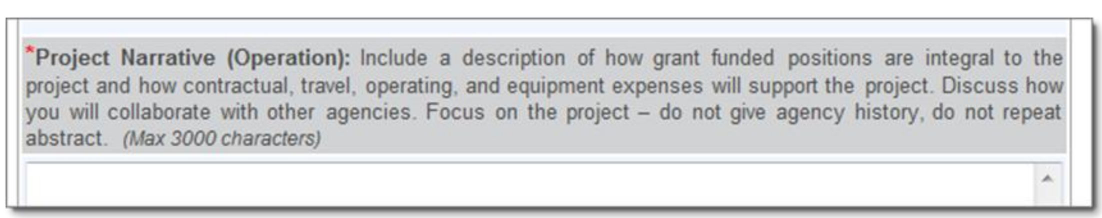
1. Enter the Project Abstract. The project abstract cannot exceed 1500 characters.



4.2 Project Narrative

Explain how the project will address the problem. Include a description of how grant funded positions are integral to the project and how contractual, travel, operating, and equipment expenses will support the project. Line items contained within the budget should have a purpose and directly connect to activity descriptions contained within the narrative. Discuss how you will collaborate with other agencies. Focus on the project – do not give agency history, do not repeat abstract.

2. Enter the Project Narrative. The project narrative cannot exceed 3,000 characters.



4.2.1 Project Focused Narrative

Focus on the project – do not give agency history, do not repeat abstract.

4.2.1.1 Personnel and Contractual Positions

Provide an overview as to the purpose and function of 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.

4.2.1.2 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. For specific travel events, provide the number of travelers and the number of nights. Training registrations should be listed under the travel category.

4.2.1.3 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.

4.2.1.4 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.

4.2.1.5 Collaborations

Please identify the partners with whom you will collaborate and briefly describe how that collaboration will occur.

4.2.1.6 Federal Crime Victims

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 district's 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. This is not a requirement for projects administered by Law Enforcement, Prosecution, or the Courts.

4.2.1.7 Volunteers

VOCA federal funding requires projects to use volunteers. Please make sure you have described how you will use volunteers for this project. In addition, please attach a volunteer job description to this application.

4.2.1.8 Victims' Compensation

VOCA federal funding requires projects to assist with Victims Compensation. Your narrative should indicate that you will assist victims with Victims Compensation and give a brief description of how that assistance will occur.

4.3 Additional Project Activity Information

The following is additional project activity information to help with the development of the project narrative.

4.3.1 Financial Management

VOCA PROJECTS ONLY -Please omit reference to management of finances/financial management as VOCA funding cannot support these activities.

4.3.2 Project Outreach vs. Public Awareness Preventions and Community Education

Outreach services to victims are allowable with these funds. However, public awareness, prevention and community education are unallowable with these funds. Therefore, while it is allowable for your agency to provide public awareness, prevention, and community education services, it is not fundable pursuant to this project.

Client outreach refers to any activity for which the goal is to identify victims to whom you would like to provide services. Conversely, the goal of awareness, prevention and education activities would be to prevent victimization or increase the general communities' awareness about the victimization/crime issues.

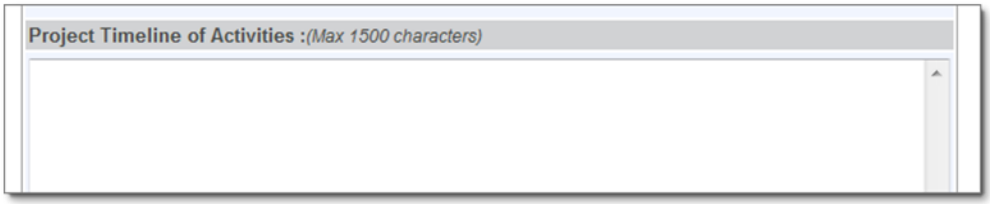
4.3.3 Need Assessments

General need assessments regarding what a specific agency or community should do (or implement) to address domestic violence, sexual assault or stalking are not allowable with VOCA funds; therefore, while it is allowable for your agency to conduct this sort of need assessment, it is not fundable pursuant to this project. Need assessments regarding specific victims/cases are allowable.

4.4 Project Timeline

Project Activities should be detailed in a time-line. The time-line should document the "who, what, when and where" of your project.

3. Enter the **Project Timeline of Activities**. The project timeline of activities cannot exceed 1,500 characters.

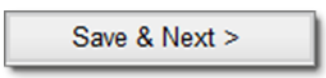


For example, the months that the project will operate (July 2014 through June 2015) should be identified and what the project will do during those months (hire staff, train staff, recruit and train volunteers, attend trainings/conferences/workshops, collaborative partnership meetings, outreach events, etc.) should also be briefly described.

> **Example:**
> July – June – Provide core basic services to victims, collect data
> July – post position vacancy
> August – Hire staff
> September – new staff will attend training
> October – Conduct DV outreach initiatives

4. When you have completed the desired fields, click Save.

To move to the next page, click Save & Next.



You do not have to enter all fields on this page in order to save and you can come back at any time to edit your entries.

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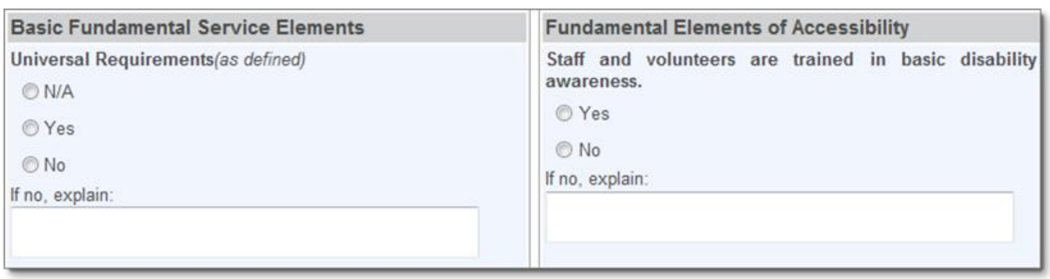
5. A *Saving General Information* message displays. When the message no longer displays, continue with the grant application.

5 Compliance Statement

The Service Fundamental Compliance Statement page contains a series of multiple choice questions that must be completed before submitting your application to GCC.

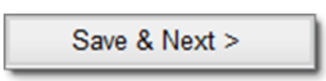
1. To review a description of each question, click the Fundamental Service Elements and their Descriptions link. A PDF document opens in a new window.

2. For each question, select either **N/A**, **Yes**, or **No**. If a **No** is selected, you must enter an explanation.



3. When you have completed the desired fields, click Save.

To move to the next page, click Save & Next.



You do not have to enter all questions on this page in order to save and you can come back at any time to edit your entries.

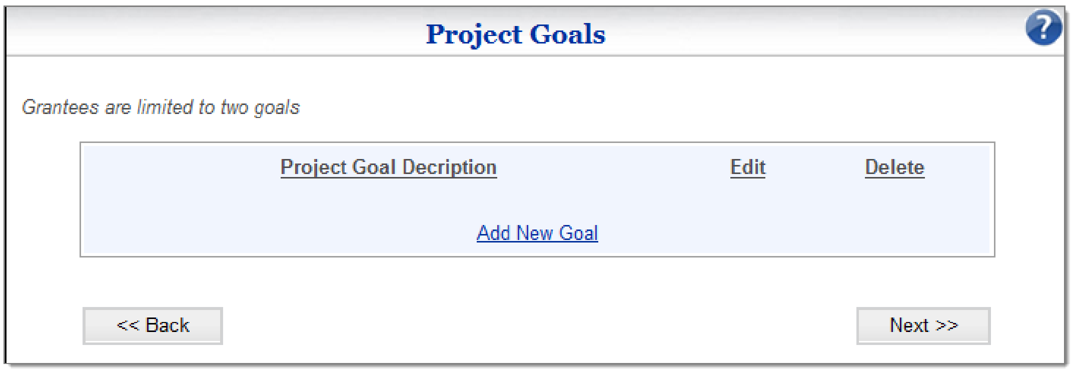
4. A Saving Compliance Information message displays. When the message no longer displays, continue with the grant application.

6 Project Goals and Objectives

Grantees are limited to two project goals and are limited to four project objectives per application.

6.1 Project Goals

A goal is a broad statement of what you wish to accomplish. Goals are broad, general, intangible, and abstract. A goal is really about the final impact or outcome that you wish to bring about. In the case of goals for a grant proposal, make sure they are linked back to your need statement (from ***"How to Write Goals and Objectives for Your Grant Proposal"*** by Joanne Fritz, About.com Guide)

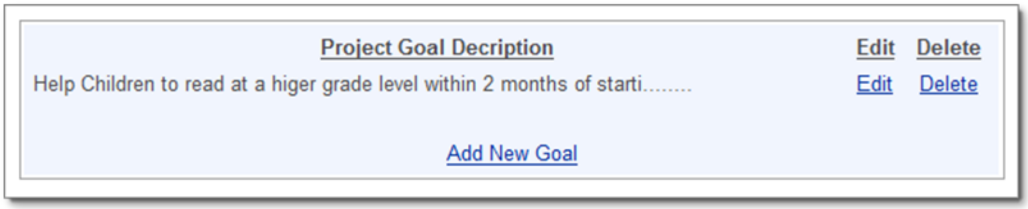


Grantees are limited to two project goals per application. When this page is opened for the first time, an empty summary box displays. This summary box will display more information as goals are added.

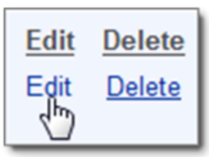
1. To enter a new project goal, click **Add New Goal**.

2. A Project Goal entry form displays below the summary box. Enter a description of your project goal and click **Save New Goal**.

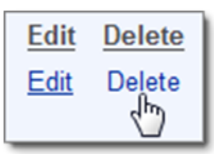
3. Once saved, the goal displays in the summary box.



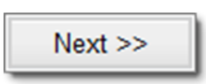
4. To edit an existing goal, click the Edit button in the summary box.



5. When two goals are added, the Add New Goal option no longer displays. To add a new goal, you will need to delete or edit an existing goal.



6. When you have completed the project goals, click the Next button.



6.2 Project Objectives

Project objectives should identify what your agency will do to reach the project Goal(s). Objectives are short-term descriptions of the steps your agency will take to reach its stated Goal(s). Objectives are measureable and have deadlines. In contrast to the goal, an objective is narrow, precise, tangible, concrete, and can be measured.

According to Mim Carlson and Tori O'Neal-McElrath, in *Winning Grants*, you should keep the following in mind when preparing your objectives:

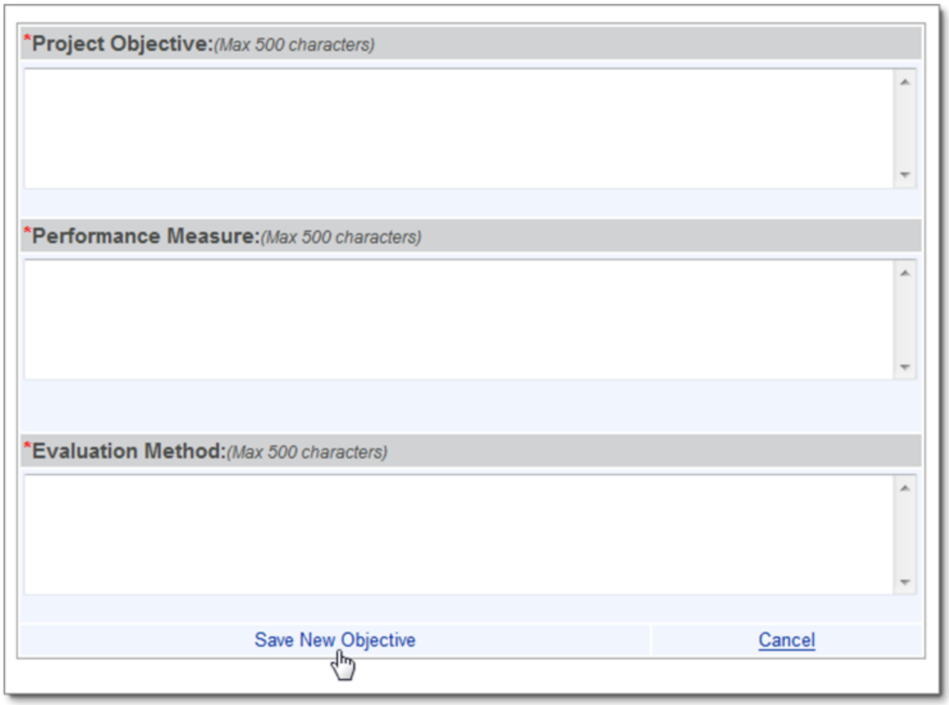
- State your objectives in quantifiable terms.
- State your objectives in terms of outcomes, not process.
- Objectives should specify the result of an activity.
- Objectives should identify the target audience or community being served.
- Objectives need to be realistic and capable of being accomplished within the grant period.

An example of an objective that would go with the sample goal above is: "By the end of year one, provide 125 mothers in the southwest area of Baltimore with a 2-hour training program that will provide health and nutrition information."

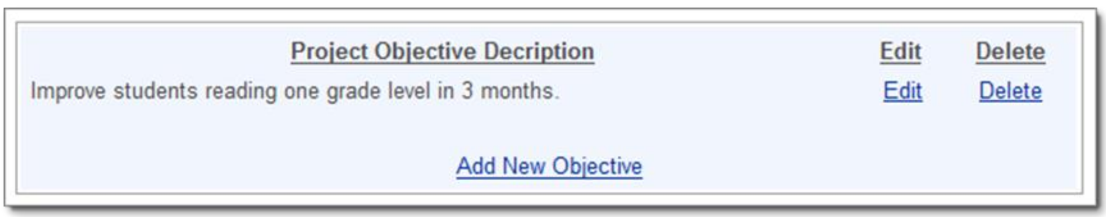
Grantees are limited to four project objectives per application. When this page is opened for the first time, an empty summary box displays. This summary box displays more information as objectives are added.

1. To enter a new project objective, click Add New Objective.

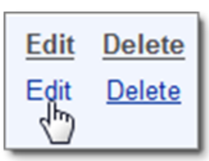
2. A Project Objective entry form displays below the summary box. Enter objective, performance measure, and evaluation method. All three fields must be entered in order to save. When all three fields are complete, click Save New Objective.



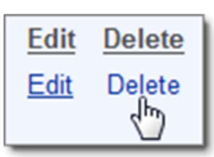
3. Once saved, the objective displays in the summary box.



4. To edit an existing objective, click the Edit button in the summary box.



5. When four objectives are added, the **Add New Objective** option no longer displays. To add a new objective, you will need to delete or edit an existing objective.



6. When you have completed the project objectives, click the **Next** button.

6.3 Performance & Evaluation

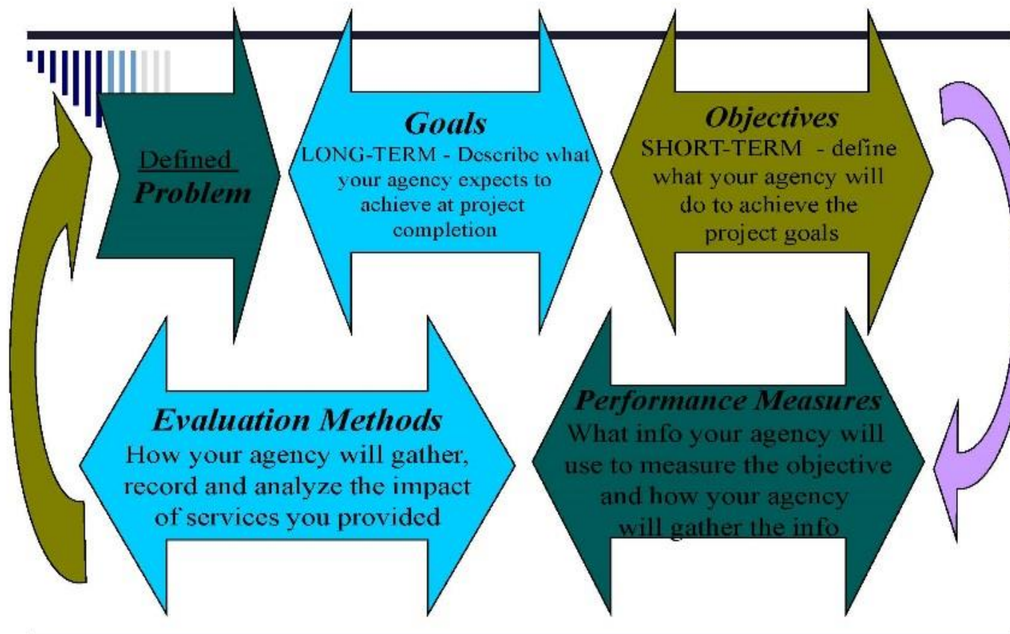
The purpose of performance and evaluation is to link the activities of the project to goals of the project. Imposing performance measurements ensures results through performance monitoring. Performance and evaluation methods establish a process to determine whether the activities of the project are successful in meeting the overall goal of the project. The information gathered through evaluation may assist in improving future activities and processes for greater success.

6.3.1 Performance Measures

Performance Measures should detail how your agency will measure EACH Objective.

6.3.2 Evaluation Methods

Evaluation Methods should explain how your agency plans to gather record and analyze your Performance Measures to help you understand how services are impacting victims.


Defined
Problem
Goals
LONG-TERM - Describe what your agency expects to achieve at project completion
Objectives
SHORT-TERM - define what your agency will do to achieve the project goals
Evaluation Methods
How your agency will gather, record and analyze the impact of services you provided
Performance Measures
What info your agency will use to measure the objective and how your agency will gather the info

7 Sustainability

Sustainability is all about maintaining and continuing to provide services after the funding period is over. This will help describe how you will keep your project alive after grant funding runs out. As the future of federal funding becomes more and more uncertain, funders look more favorably on projects that they know will be able to sustain itself without depending on federal funding in order to operate. It is very important to make sustainability a part of your program planning. You are encouraged to work closely with your community partners.

7.1 What is Sustainability Planning

- 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.
- Describe the strategies that will be implemented to support funding for this project in the future.
- Identify three specific activities that will be accomplished during the first year of grant to financially sustain project once the grant ends.
- How will you get buy-in from other partners?   Identify community resources that have the potential to partially sustain your project in the future.
- This is not a sustainability plan: "…to seek additional funding through the NC Governor's Crime Commission".

7.2 Why Seek Sustainability Funding?

- Federal funding and federal funding amounts are not guaranteed.
- GCC funding priorities may change from year-to-year.
- Most GCC funding is intended to seed new programs.
- GCC funding may not be available to grantees after two or three grant cycles.   Grantees are expected to have independent funding.
- Funding is competitive, not all applications are funded. This includes previously funded projects.

- It is important to demonstrate a commitment and plan of continuing the initial investment by GCC if and when GCC funding ends.
- Some federal funding streams require that a majority of the operational budget be generated through alternative sources.

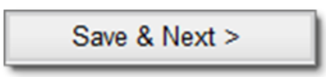
7.3 Enter a Plan for Project Sustainability

Text following third main topic.

1. Enter a plan for project sustainability. This explanation is limited to 750 characters.

2. When you have completed this field, click Save.

To move to the next page, click Save & Next.



You can come back at any time to edit this entry.

A Saving Sustainability Planning message displays. When the message no longer displays, continue with the grant application.

8 First Year Budget

Before entering the project budget, please refer to Appendix A, Unallowable Costs (for all applicants). As well, Crime Victim Services applicants should also refer to Appendix C, VOCA and VAWA Unallowable Costs.

The first year budget contains five different tabs:

- Equipment
- Contractual
- Personnel
- Supplies
- Travel

The Equipment tab opens by default, but users can select any of the tabs at any time. Ensure that when you enter budget items, you enter each item on the appropriate tab.

8.1 Budget Detail

All budget items must be explained or justification made for the expenditure in the project narrative. A budget detail narrative describes the line item plus a calculation for that item. It is important to include a description of the quantity and unit cost so reviewers will understand what they represent. The budget detail must be provided as an attachment. For additional guidance on allowable costs, you may visit our website to obtain a copy of our standard grant conditions.

8.1.1 Equipment

The Equipment tab opens by default, but users can select any of the tabs at any time.

- Drafts of lease agreements for equipment must be pre-approved by GCC prior to execution.
- Installation services for equipment purchases should be budgeted under the Equipment category.
- Follow state/federal definitions and guidelines.

8.1.1.1 Criteria Regarding Equipment

For your information we typically apply the following criteria regarding Equipment:

- Maximum amount for laptop computers is $2000.00.
- Maximum amount for desktop computer is $1500.00.
- Maximum amount for a fax machine is $300.00.
- Maximum amount for a desk is $ 300.00.
- Maximum amount for a desk chair is $125.00.

- Maximum amount for a side chair is $75.00.
- Maximum amount for a laser printer is $350.00.

8.1.2 Contractual

Be aware that contracted services cannot exceed $450.00 for an 8-hour day and cannot exceed $56.25 per hour for VOCA funded projects and $650.00 for an 8-hour day and cannot exceed $81.25 per hour for VAWA funded projects (excluding travel and subsistence costs) without written PRIOR APPROVAL from the NC Governor's Crime Commission.

If contractual line items in the budget section are to fund a position, please indicate such in the new application question requesting the information. For any contractual full-time or part-time positions, please be aware that more specific job description boxes will appear for you to complete. These boxes must be completed; along with a complete job description in the large job description box. This box will allow up to 2000 characters. Please be advised that you cannot proceed further in your full application until all of this information has been filled out.

8.1.2.1 Funding a Position

If contractual line items in the budget section are to fund a position, please indicate such in the new application question requesting the information.

For any contractual full-time or part-time positions, please be aware that more specific job description boxes will appear for you to complete. These boxes must be completed; along with a complete job description in the large job description box. *This box will allow up to 2000 characters.*

Please be advised that you cannot proceed further in your full application until all of this information has been filled out.

8.1.3 Personnel and Job Descriptions

Job Descriptions are required for each grant funded personnel positions and volunteers as well as positions used as in-kind match.

8.1.3.1 Grant and Match Funded Personnel

All grant funded and match funded personnel listed in the application must include a complete job description for each position listed and must include the job title as listed on the grant application, key responsibilities, and all required day-to-day activities as it pertains to the grant project of that position. In addition, the job description should specify whether the position is part-time or full-time, the percentage of time allocated to the grant funded project and the specific duties as they directly relate to the grant.

8.1.3.2 Job Descriptions

Job descriptions must only include the duties/responsibilities for the project being funded. Project specific duties should only include those that are related to the direct provision of services to victim OR for supervision of direct service providers. Administrative duties, overseeing agency operations, financial related duties, fundraising, community education, public awareness & prevention are all unallowable must not be included in the job descriptions or narrative. The following are a few examples of duties that must not be included: oversee day to day operations of agency, administrative duties (unless specifically tied to direct provision of services to victims), etc.

8.1.3.2.1 Specifications

The job description should specify whether the position is part-time or full-time, the percentage of time allocated to the grant funded project and the specific duties as they directly relate to the grant.

8.1.3.2.2 Staff Rosters

Non-profits are required to provide a full staff roster and a list of current board of directors indicating their place of employment (if applicable). These items must be uploaded into GEMS at the time of the full application.

8.1.3.2.3 Executive Directors

VOCA funds cannot support the executive director at 100% as executive directors are responsible for job tasks that are not fundable with VOCA dollars. VOCA dollars can support executive directors to provide supervision of grant funded personnel and to provide direct services to victims only. Ensure that job duties for the project director are for these purposes and not administrative (general oversight of agency/operations) in nature.

8.1.3.2.4 Project Specific Duties

Job descriptions must only include the duties/responsibilities for the project being funded. Project specific duties should only include those that are related to the direct provision of services to victim OR for supervision of direct service providers.

Administrative duties, overseeing agency operations, financial related duties, fundraising, community education, public awareness & prevention are all unallowable must <u>not</u> be included in the job descriptions or narrative.

The following are a few examples of duties that must not be included: oversee day to day operations of agency, administrative duties (unless specifically tied to direct provision of services to victims), etc.

8.1.3.2.5 Personnel Calculations

- **Salary Personnel Calculations:** Quantity should be the actual number of times you will be requesting reimbursement (usually 12 - 1 for each month of the year you are funded). If positions are salary, they should be at quantity of 12;
- **Hourly Personnel Calculations:** if hourly, quantity will represent # of hours to be billed and unit cost will represent the actual rate.

8.1.4 Operating Supplies

Operating supplies are general items needed to implement functions and processes of the project. Items that may be considered operating supplies are printing, postage, computer software, office rent, cell phone, utilities, etc. Please note items over $500 are typically considered as equipment items. These items should be list in the budget detail on separate line items.

8.1.4.1 General Office Supplies

Like operating supplies, general office supplies are those items needed to implement functions and processes of the project; however, you may put all office supplies in one general office supply line item within the budget detail. Some items that may be attributed to general office supplies are pens, paper, folders, address labels, flash drive, tape, etc. If the application contains a general office supply line item, an exhaustive list of items to be purchased against the line item should be contained in an application attachment. Items not listed in an attachment may not be reimbursed. It is important that all items be listed and refrain from using "etc." in the attachment. The items listed should directly relate to the operation and success of the grant funded project.

- For your convenience, it is not required that you itemize all office supplies in the budget detail.
- All items to be purchased must be listed in the project narrative, budget narrative attachment or in a document designated for the listing of office supplies.
- Refrain from using "etc." We need details.
- Print cartridges, toner, software and other higher priced items (under $500) should be itemized under the supply category as these items are not considered "general office supplies".
- Item with a unit cost of $500 and greater should be budgeted under the equipment cost category.
- "General office supplies" line item should have quantity of 12 to allow for monthly reimbursement against line item.

For example:

Quantity	Cost per Item	Total Cost
12	$125.00	$1,500.00

8.1.4.2 Other Operating Costs

- Printing costs must be itemized.
- Agencies are not allowed to request rent reimbursement for property they own/paying a mortgage.
- Please be aware cell phones must be under the name of the agency and cannot be under the name of an individual. Otherwise the expense will not be reimbursed.
- Professional liability insurance is an allowable expense; however, property insurance is not.

8.1.5 Travel

A current Travel Policy must be submitted within 90-days of the grant project's implementation and must not exceed the allowable State rate based on fiscal year 7/1/2014 allowances for mileage and Per Diem.

8.1.5.1 Prior Approval

Prior approval from GCC is required for consideration to utilize the federal per diem rate for subsistence and lodging. As well, conference rates negotiated at a rate higher than the state rate will require prior approval from GCC.

8.1.5.2 NC Travel Policy & IRS Rate for Ground Travel

You must verify that your travel budget is consistent with the Travel Policy of your agency.

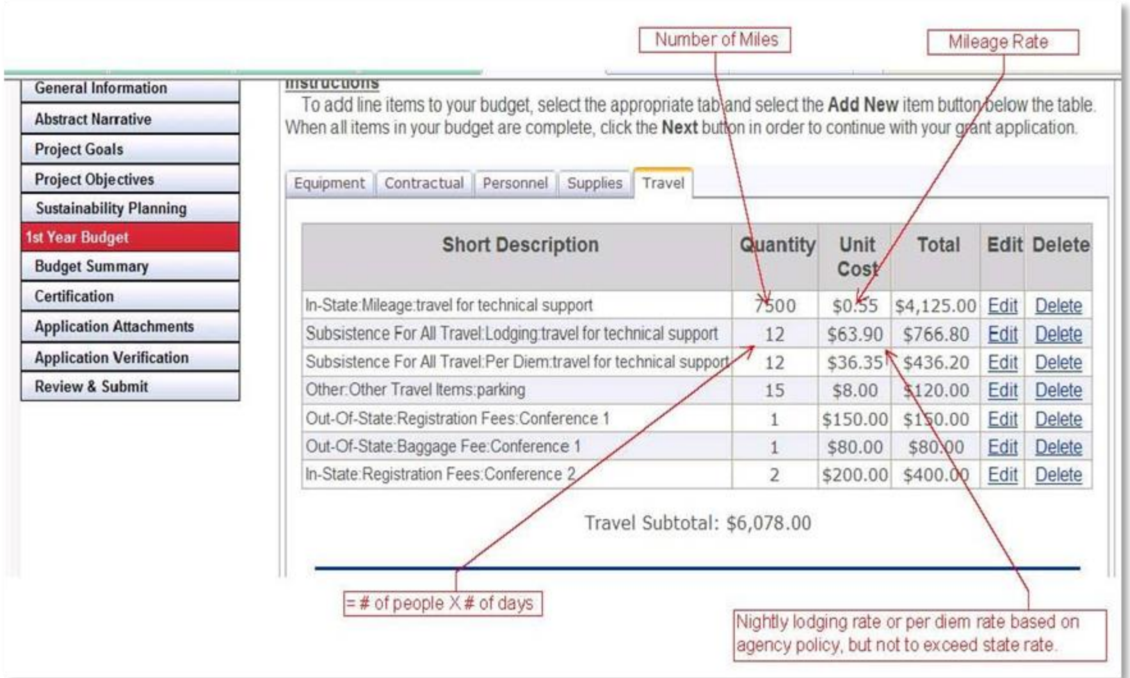
If your agency does not have a travel policy you may follow the state of North Carolina's Travel Policy and the IRS rate for ground travel. The IRS rate for ground travel is 56.5 cents/mile. State rates for lodging: $65.90 per night for in-state lodging and $77.90 per night for out-of-state lodging. State rates for meals: $37.30 per day for in-state meals and $39.80 per day for out-of-state meals. Receipts are required, regardless of your agency's travel policy.

Client transportation is allowable with vouchers, mileage, bus tickets, taxi fare, etc. Gas cards are unallowable.

8.1.5.3 Calculations

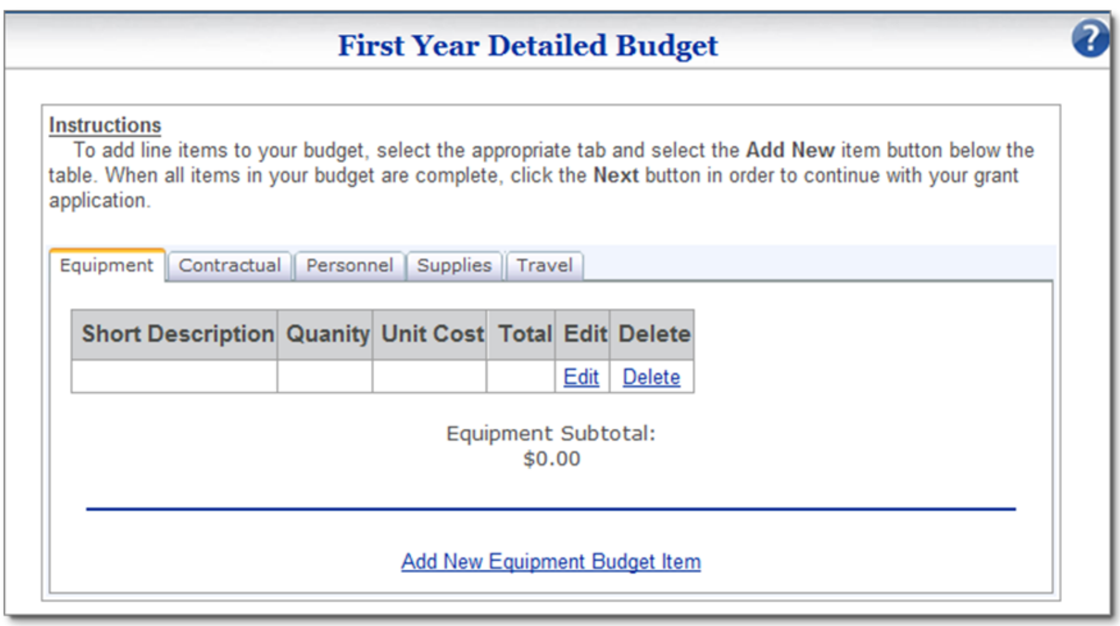
Please show all calculations if applicable:

- **Calculation for Mileage**
    - Quantity is the number of miles
    - Unit Cost is the mileage rate
- **Calculation for Lodging** (example: # people x # nights x $ per night)
    - Quantity is the number of people multiplied by the number of nights
    - Unit Cost is the nightly lodging rate
- **Calculation for Subsistence** (example: # people x # days x $ per day)
    - Quantity is the number of people multiplied by the number of days
    - Unit Cost is the daily subsistence rate
- **Calculation for Airfare**
    - Quantity is the number of people
    - Unit cost is the number air fare cost
- Provide an explanation of calculations in the budget detail.



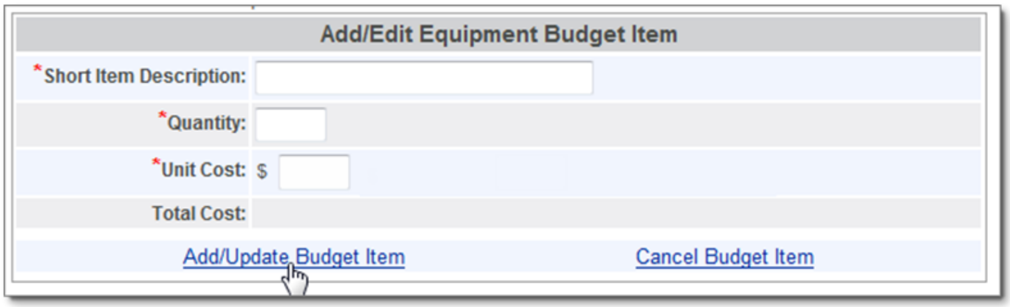
8.2 Adding a Budget Line Item

To add line items to your budget, select the appropriate tab and select the Add New item button below the table. When all items in your budget are complete, click the Next button in order to continue with your grant application.



1. By default, the First Year Detailed Budget page opens to the Equipment tab.
2. Click the Add New Equipment Budget Item link below the table. **See 8.1.1**

3. Enter a description, quantity, and unit cost. For example, a description is printer, the quantity is 3, and the unit cost for each printer is $250.00.
4. Click Add/Update Budget Item when your entry is complete.



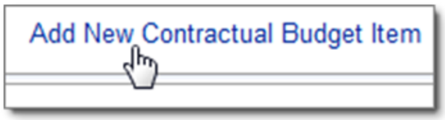
5. The new item displays in the table. Continue to enter each equipment item in your first year budget.

6. To edit an existing item, click **Edit**.

7. To delete an existing item, click **Delete**.

8. After all equipment items are entered, select the Contractual tab.

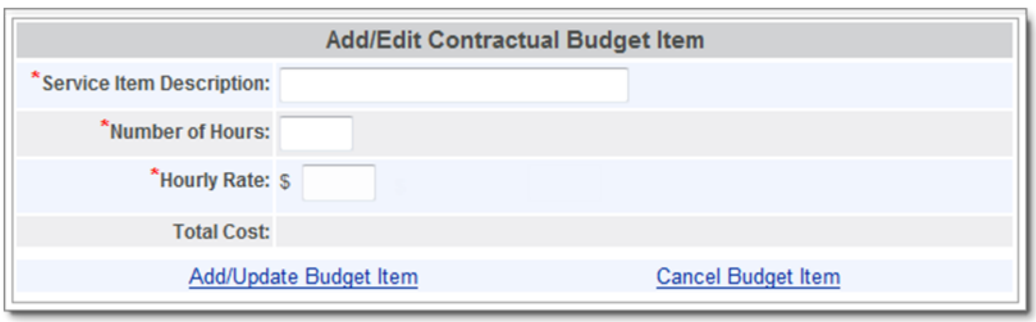
9. Click the **Add New Contractual Budget Item** link below the table.



10. Enter a description, the total number of hours, and hourly rate below. For example, a description is Therapist, the number of hours is 200, and the hourly rate is $35.00.

The hourly rate cannot exceed 56.25/hour

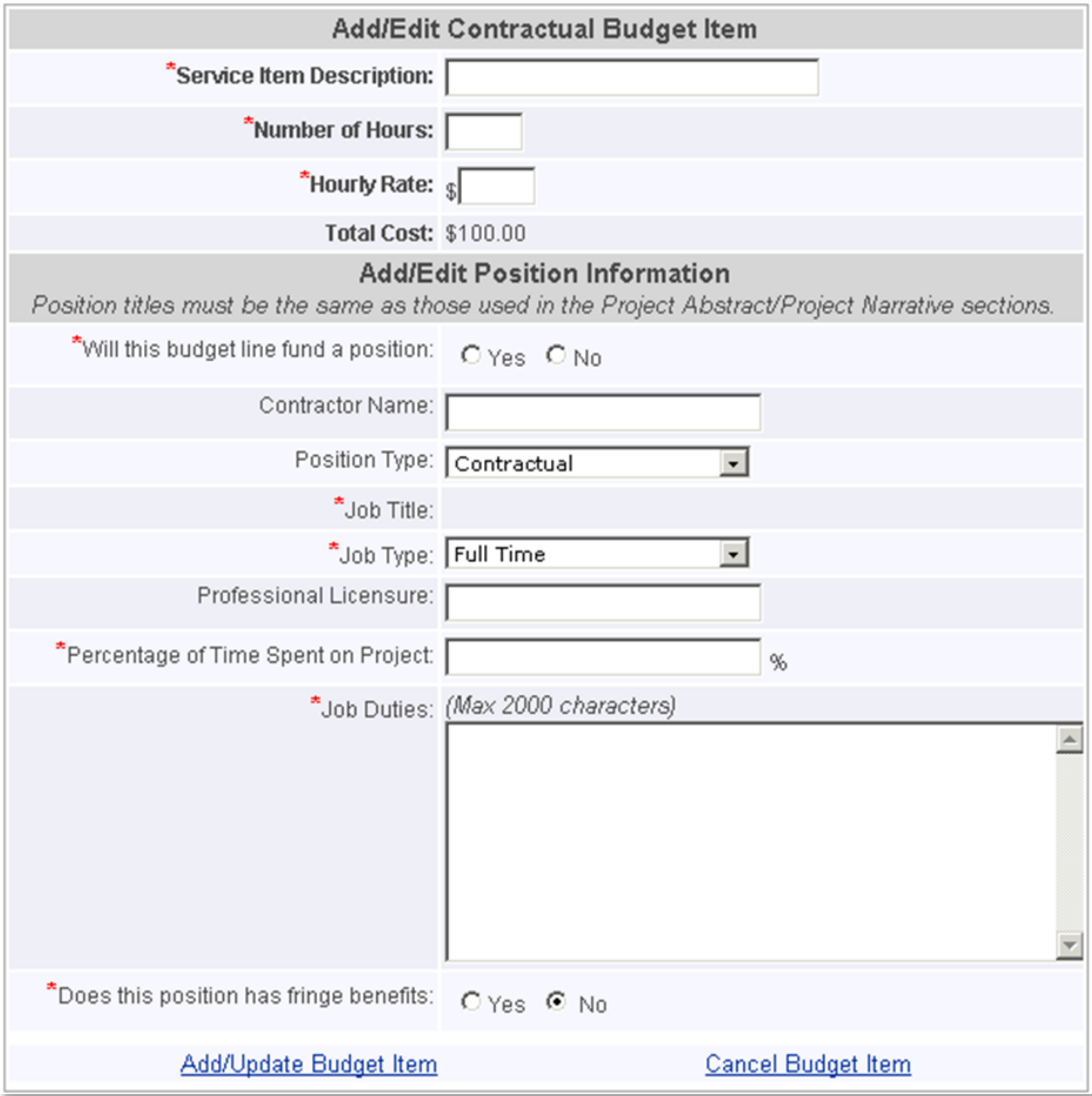
11. Click Add/Update Budget Item when your entry is complete.



12. The new item displays in the table. Continue to enter each contractual item in your first year budget. **See 8.1.2**

13. If the new contractual item is a contract position select **YES**, otherwise select **NO.**

14. If you selected **YES,** complete the Job Information section for this contract position.



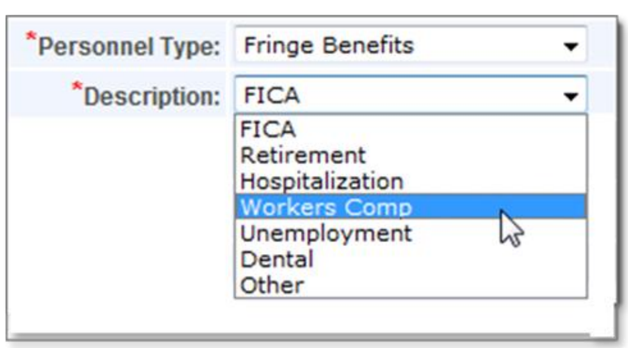
15. After all contractual items are entered, select the **Personnel** tab. **See 8.1.3**

16. Click the **Add New Personnel Budget Item** link below the table.

17. Select a personnel type and enter a description. Enter the number of hours or months and the corresponding rate and complete the Position Information section.

18. Click **Add/Update Budget Item** when your entry is complete.

19. If you select Fringe Benefits as the personnel type, you will need to select from an additional drop-down list of options.

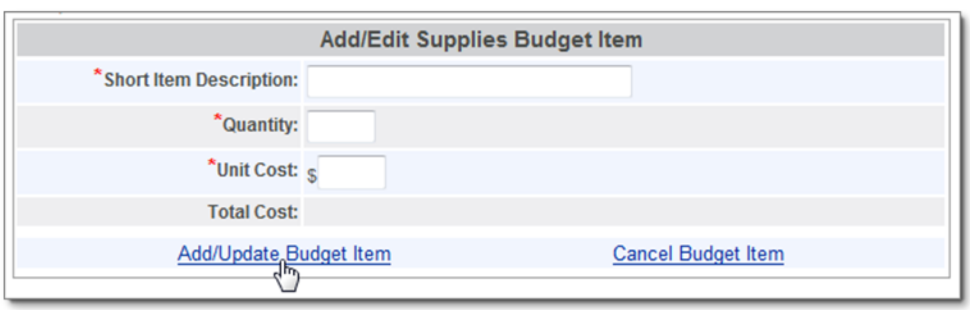


20. The new item displays in the table. Continue to enter each personnel item in your first year budget.

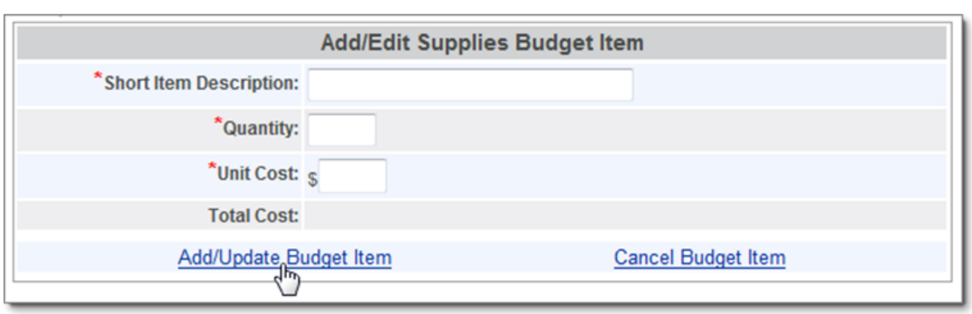
21. After all personnel items are entered, select the **Supplies** tab. **See 8.1.4**

22. Click the **Add New Personnel Supplies Budget Item** link below the table.

23. Enter a description, quantity, and unit cost below. For example, a description is reams of paper, a quantity is 50, and a unit cost is $8.75.
24. Click Add/Update Budget Item when your entry is complete.

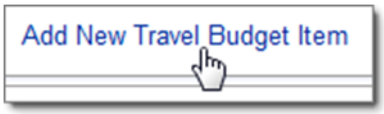


25. The new item displays in the table. Continue to enter each supply item in your first year budget.

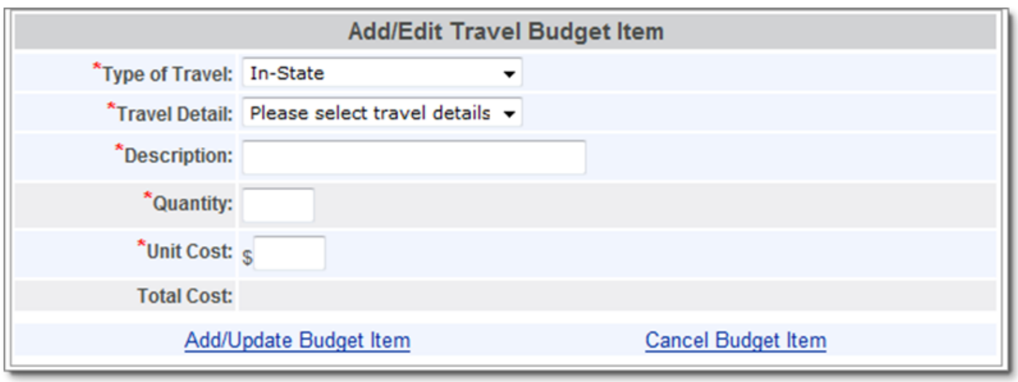


26. After all supply items are entered, select the **Travel** tab. **See 8.1.5**

27. Click the **Add New Personnel Supplies Budget Item** link below the table.



28. Select the type of travel and travel detail. Next, enter the quantity and unit cost. For example, select In-State and Mileage, then enter a quantity of 250 miles, at a unit cost of .50 per mile.
29. Click **Add/Update Budget Item** when your entry is complete.



30. The new item displays in the table. Continue to enter each travel item in your first year budget.

31. When you have entered all your first year budget items, click the **Next** button.

9 The Second Year

Warning! Do not select the Yes option until your first year budget is fully complete. Before proceeding with this page make sure to review your first year budget to ensure that it is complete and accurate.

9.1 Second Year Budget Plan

When the Yes option is selected the system automatically copies your first year budget into your second year budget. This can save users a lot of time by eliminating repetitive data entry of the second year budget.

1. Before selecting the Yes option review your first year budget to ensure that it is complete and accurate.
2. When you open the Second Year Budget Plan page, No is selected by default. To request a second year budget, click the Yes option.
3. Click **Save & Next**. The system automatically copies your first year budget items into your second year budget.

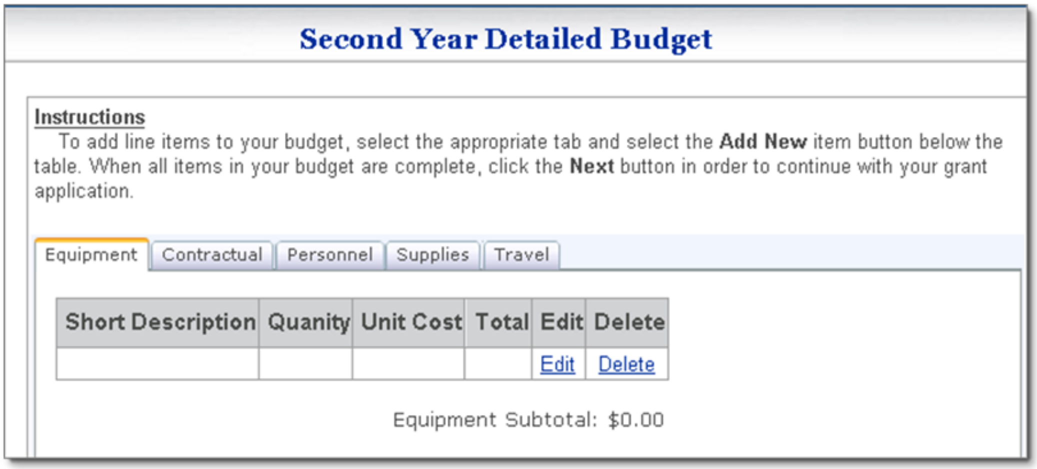
To erase second budget items and recopy your first year budget, select the No option (this erases your 2nd year budget items) and then click the Yes option (this recopies your first year budget items into your second year budget).

9.2 The Second Year Budget

Warning! If your second year budget closely resembles you first year budget, make sure to review your first year budget and select the Yes option on the 2nd Year Budget Plan page.

This can save users a lot of time by eliminating repetitive data entry of the second year budget. First sub-topic

To add line items to your budget, select the appropriate tab and select the Add New item button below the table. When all items in your budget are complete, click the Next button in order to continue with your grant application.



1. By default, the First Year Detailed Budget page opens to the Equipment tab.
2. Click the Add New Equipment Budget Item link below the table.

3. Enter a description, quantity, and unit cost. For example, a description is printer, the quantity is 3, and the unit cost for each printer is $250.00.

4. Click Add/Update Budget Item when your entry is complete.

5. The new item displays in the table. Continue to enter each equipment item in your second year budget.

6. To edit an existing item, click Edit.

7. To delete an existing item, click Delete.

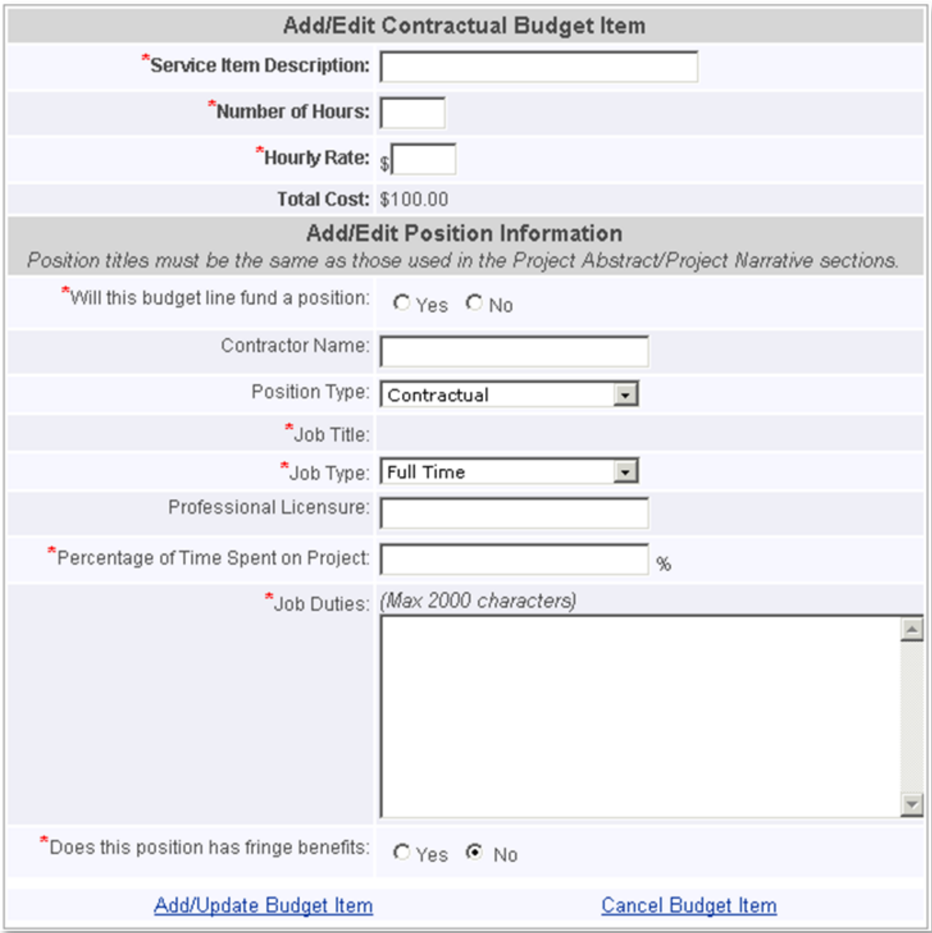
8. After all equipment items are entered, select the Contractual tab.

9. Click the Add New Contractual Budget Item link below the table.

10. Enter a description, the total number of hours, and hourly rate below. For example, a description is Therapist, the number of hours is 200, and the hourly rate is $35.00.

The hourly rate cannot exceed 56.25/hour – VAWA Priorities may allow for a higher rate.

11. Click Add/Update Budget Item when your entry is complete.



12. The new item displays in the table. Continue to enter each contractual item in your first year budget.

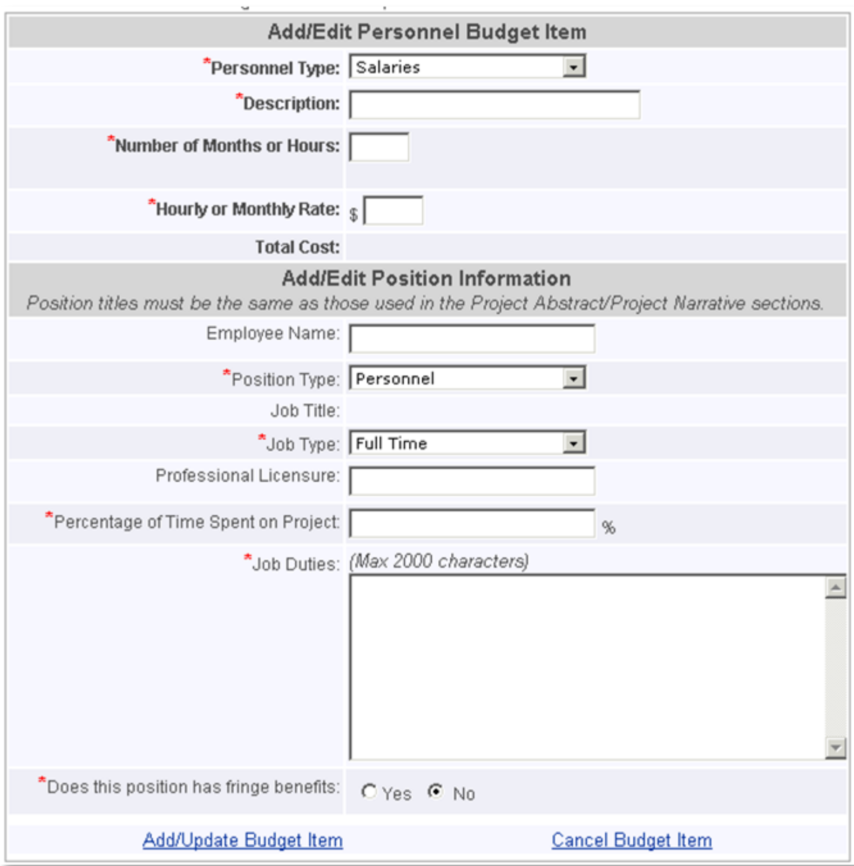
13. After all contractual items are entered, select the Personnel tab.

14. Click the Add New Personnel Budget Item link below the table.

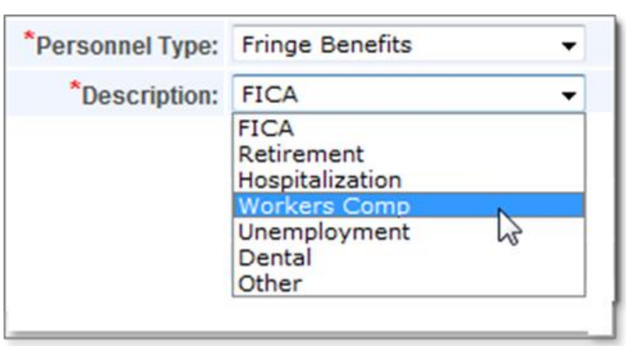
15. Select a personnel type and enter a description. Enter the number of hours or months and the corresponding rate.

Enter overtime and fringe benefits as separate line items.

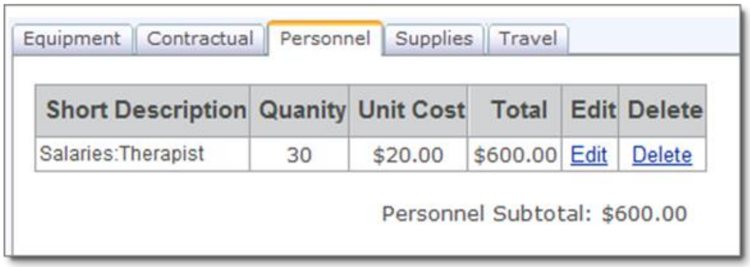
16. Click Add/Update Budget Item when your entry is complete.



17. If you select Fringe Benefits as the personnel type, you will need to select from an additional drop-down list of options.

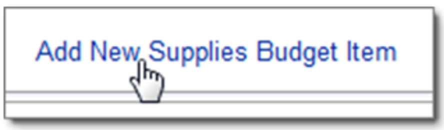


18. The new item displays in the table. Continue to enter each personnel item in your first year budget.



19. After all personnel items are entered, select the **Supplies** tab.

20. Click the **Add New Supplies Budget Item** link below the table.



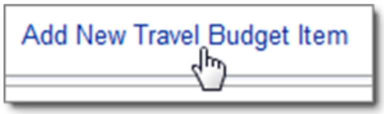
21. Enter a description, quantity, and unit cost below. For example, a description is reams of paper, a quantity is 50, and a unit cost is $8.75.

22. Click **Add/Update Budget Item** when your entry is complete.

23. The new item displays in the table. Continue to enter each supply item in your first year budget.

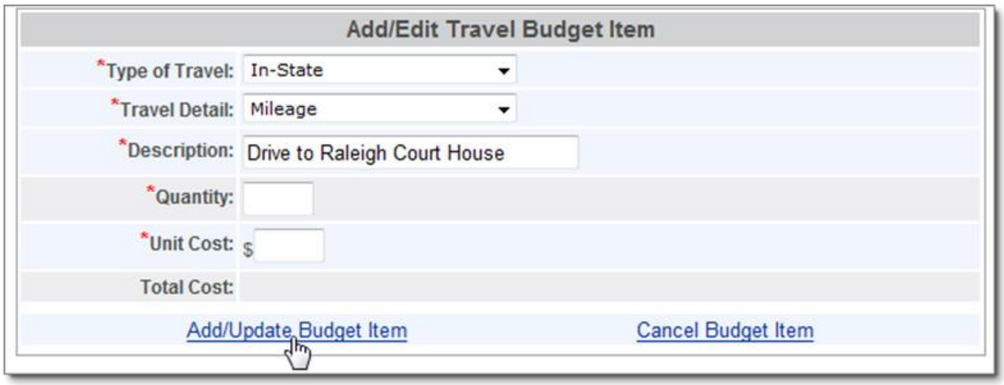
24. After all supply items are entered, select the Travel tab.

25. Click the **Add New Travel Budget Item** link below the table.

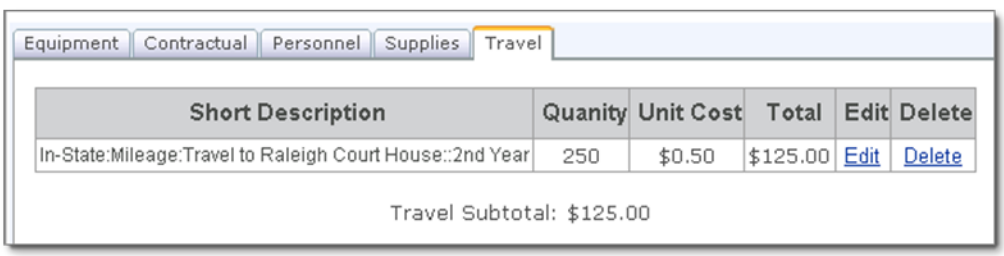


26. Select the type of travel and travel detail. Next, enter the quantity and unit cost. For example, select In-State and Mileage, then enter a quantity of 250 miles, at a unit cost of .50 per mile.

27. Click **Add/Update Budget Item** when your entry is complete.



28. The new item displays in the table. Continue to enter each travel item in your first year budget.



29. When you have entered all your first year budget items, click the **Next** button.

If a budget entry results in exceeding the federal share request cap for the priority, GEMS will not accept the entry.

10 In-Kind/Cash Planning

Match is the dollar amount or value that the grantee or other outside party agrees to contribute to the grant program. Match can be cash, in-kind contribution of goods or services or any combination of cash and in-kind. The match requirement for VAWA is 25/75 and the match requirement for VOCA is 20/80.

Allowable cash or in-kind match must include those costs which are allowable according to program guidelines and in compliance with applicable cost principles. The In-Kind Planning page offers users the option to identify what they will use as in-kind match and what they will use as cash match.

10.1 Cash or In-Kind Match

Allowable cash or in-kind match must include those costs which are allowable according to program guidelines and in compliance with applicable cost principles. If a line item is not allowed under VOCA / VAWA guidelines, it is unallowable as a match item.

Match can be any other unobligated funding source such as…city, county, state, foundation funds, civic church funds, United Way, individual gifts, fundraiser proceeds, etc.

Match <u>cannot</u> be met using other federal monies.

10.1.1 Utilizing Donations to Meet Match

Volunteer hours, donated food, donated equipment, donated supplies be considered as match.

- Budgeted items donated, whose fair market value = your match
- Anything donated by individual, group, or business
- Anything donated by your organization
- Donations must be relevant and integral to the project
- Pro-rated appropirately
- Documented as if a cash purchase

10.1.2 In-Kind Match and the Application

- Described in the narrative
- Budgeted as a separate line item on budget pages
- All match is summarized on Budget Summary Page

10.2 Match Planning in GEMS

The In-Kind Planning page offers users the option to identify what they will use as in-kind match and what you will use as cash match.

The top of the In Kind/Cash Match Planning page shows users the required percentage match (shown in the text) and displays a summary box that can be used as a helpful tool when planning your match. This summary box updates after each in-kind entry.

The text shown in red indicates the amount of remaining match required for your project.

In Kind Planning

This project requires a match of 20 %. This can be either cash match or in-kind match. Please select the budget items you intend to provide in-kind or cash match for by clicking the **In-Kind** or **Cash Match** link to record the match for that line item.

Matching funds may include local, state or private funds, but not other federal funds.

Budget SubTotal	Match Required	Match Remaining	In-Kind Match SubTotal	Cash SubTotal
$7,562.50	$1,512.50	$1,512.50	$0.00	$0.00

Please note: The Match required must be accounted for before you will be allowed to submit this application to GCC.

The table below the summary box displays all of your first year and second year budget items. Before starting in-kind planning, users must ensure that their first year budget and second year budget (if available) are complete and accurate.

Short Description	Quanity	Unit Cost	Total	In Kind Match Total	Cash Match Total	Add/Edit InKind Match	Add/Edit Cash Match
In-State:Mileage:Travel to Raleigh Court House	250	$0.50	$125.00	$0.00	$0.00	In-Kind Match	Cash Match
Printer	3	$250.00	$750.00	$0.00	$0.00	In-Kind Match	Cash Match
Reams of paper	50	$8.75	$437.50	$0.00	$0.00	In-Kind Match	Cash Match

It is helpful to know the total budget and federal share budget amounts. For example, if you have been give a maximum federal share budget, you may want to determine the total budget amount prior to adding the budget line items.

The Match Calculator Template found in the NC GCC section of the NC DPS website (Grants Planning tab → Grant Budget Match Calculator tab) will help determine unknown budget amounts.

Short Description	Quanity	Unit Cost	Total	In Kind Match Total	Cash Match Total	Add/Edit InKind Match	Add/Edit Cash Match
In-State:Mileage:Travel to Raleigh Court House	250	$0.50	$125.00	$0.00	$0.00	In-Kind Match	Cash Match
Printer	3	$250.00	$750.00	$0.00	$0.00	In-Kind Match	Cash Match

1. To create an in-kind match against a budget item, click the **In-Kind Match** for the budget item.

Short Description	Quanity	Unit Cost	Total	In Kind Match Total	Cash Match Total	Add/Edit InKind Match	Add/Edit Cash Match
In-State:Mileage:Travel to Raleigh Court House	250	$0.50	$125.00	$0.00	$0.00	In-Kind Match	Cash Match
Printer	3	$250.00	$750.00	$0.00	$0.00	In-Kind Match	Cash Match

2. The *Add/Edit Match for Budget Item* form opens. Enter a **New Match Amount** and click **Add/Update Match**.

In Kind Planning

Budget SubTotal	Match Required	Match Remaining	In-Kind Match SubTotal	Cash SubTotal
$15,312.50	$3,062.50	$3,062.50	$0.00	$0.00

Please note: The Match required must be accounted for before you will be allowed to submit this application to GCC.

Add/Edit Match for Budget Item	
Short Item Description:	In-State:Mileage:Travel to Raleigh Court House
Total:	$125.00
Current In Kind Match:	$0.00
Current Cash Match:	$0.00
Adjusting Match Type:	InKind
*New Match Amount:	$ 0.00
Add/Update Match	Cancel Match

3. Once the match amount is saved, the Match Remaining (in red text) updates and the table displays a new **In Kind Match Total**.

Short Description	Quanity	Unit Cost	Total	In Kind Match Total	Cash Match Total	Add/Edit InKind Match	Add/Edit Cash Match
In-State:Mileage:Travel to Raleigh Court House	250	$0.50	$125.00	$100.00	$0.00	In-Kind Match	Cash Match

4. To create a cash match against a budget item, click the **Cash Match** for the budget item.

Short Description	Quanity	Unit Cost	Total	In Kind Match Total	Cash Match Total	Add/Edit InKind Match	Add/Edit Cash Match
In-State:Mileage:Travel to Raleigh Court House	250	$0.50	$125.00	$100.00	$0.00	In-Kind Match	Cash Match
Printer	3	$250.00	$750.00	$0.00	$0.00	In-Kind Match	Cash Match
Reams of paper	50	$8.75	$437.50	$0.00	$0.00	In-Kind Match	Cash Match

5. The *Add/Edit Match for Budget Item* form opens. Enter a **New Match Amount** and click **Add/Update Match**.

Budget SubTotal	Match Required	Match Remaining	In-Kind Match SubTotal	Cash SubTotal
$15,312.50	$3,062.50	$2,962.50	$100.00	$0.00

Please note: The Match required must be accounted for before you will be allowed to submit this application to GCC.

Add/Edit Match for Budget Item	
Short Item Description:	Printer
Total:	$750.00
Current In Kind Match:	$0.00
Current Cash Match:	$0.00
Adjusting Match Type:	Cash
*New Match Amount:	$ 0.00
Add/Update Match	Cancel Match

6. Once the match amount is saved, the Match Remaining (in red text) updates and the table displays a new **Cash Match Total**.

Short Description	Quanity	Unit Cost	Total	In Kind Match Total	Cash Match Total	Add/Edit InKind Match	Add/Edit Cash Match
In-State:Mileage:Travel to Raleigh Court House	250	$0.50	$125.00	$100.00	$0.00	In-Kind Match	Cash Match
Printer	3	$250.00	$750.00	$0.00	$100.00	In-Kind Match	Cash Match

7. Continue to enter all in-kind and cash match items until the Match Remaining is zero.

Budget SubTotal	Match Required	Match Remaining	In-Kind Match SubTotal	Cash SubTotal
$15,312.50	$3,062.50	$2,862.50	$100.00	$100.00

Please note: The Match required must be accounted for before you will be allowed to submit this application to GCC.

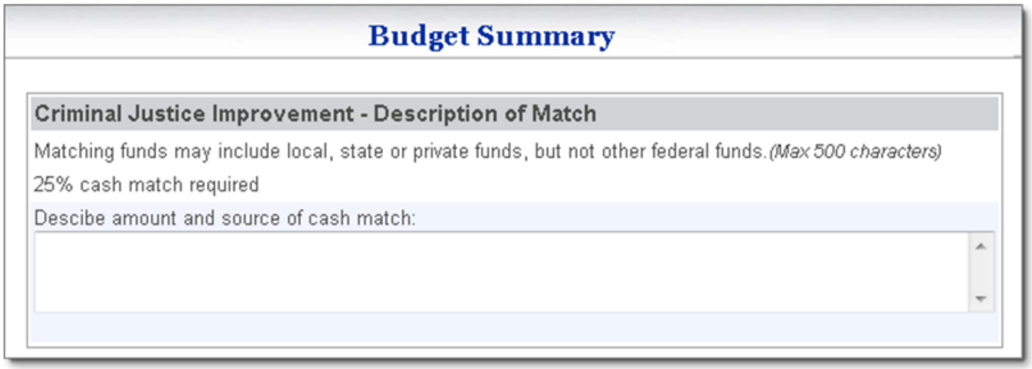
8. Once your match is complete, click **Next**.

Next >>

11 Budget Summary

The Budget Summary page contains an overview of the budget and requires users to enter an explanation of how they plan to provide match funds.

Please review the Budget Summary page carefully. Ensure all calculations are accurate. If they are not, click save at the bottom of the page to refresh the calculations.



It is important to note caps imposed on some priorities denotes the maximum federal share or total federal request. The total budget can exceed the cap for the priority, but the federal share should not.

A Grant Budget Match Calculator is available under the Grants Planning tab of the NC Governor's Crime Commission website. This tool may assist in budget planning.

For example:

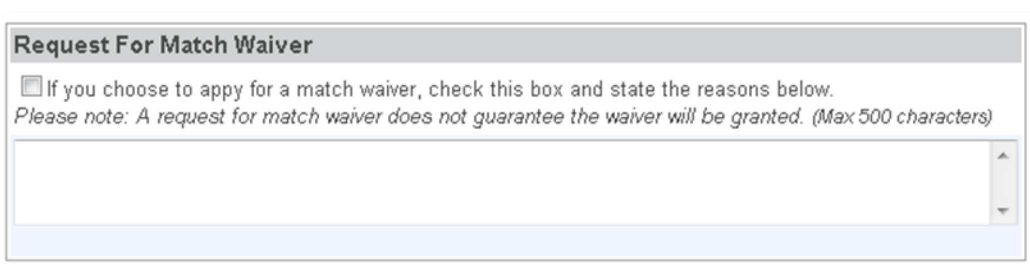
$100,000.00 Total Budget

$ 25,000.00 Match Requirement (based on 25% requirement)

$ 75,000.00 Federal Share or Total Federal Request

In this example, if the federal share was capped at $80,000.00, the budget is still within the allowable margin.

1. Review the percentage of match required for your project (for example, this project requires a 25% match) and explain how you plan to provide match funds.
2. If your project provides the option for a match waiver and you would like to request this option, click the check box and provide a reason for this request.



3. Review the Project Budget Summary to ensure the first year and second year (if applicable) are complete and accurate.

Project Budget Summary

Category	Total	Year 1 Total	Year 2 Total
EQUIPMENT	$2,000.00	$2,000.00	$0.00
PERSONNEL	$700.00	$700.00	$0.00
CONTRACTUAL	$150.00	$150.00	$0.00
TRAVEL	$25.00	$25.00	$0.00
SUPPLIES	$437.50	$437.50	$0.00
Total Budget:	**$3,312.50**	**$3,312.50**	**$0.00**
(-)Match Funds:	**-$828.13**	**-$828.13**	**-$0.00**
TOTAL FEDERAL REQUEST:	**$2,484.38**	**$2,484.38**	**$0.00**

4. When you have completed this field, click Save.

Save

To move to the next page, click Save & Next.

Save & Next >

You can come back at any time to edit this entry.

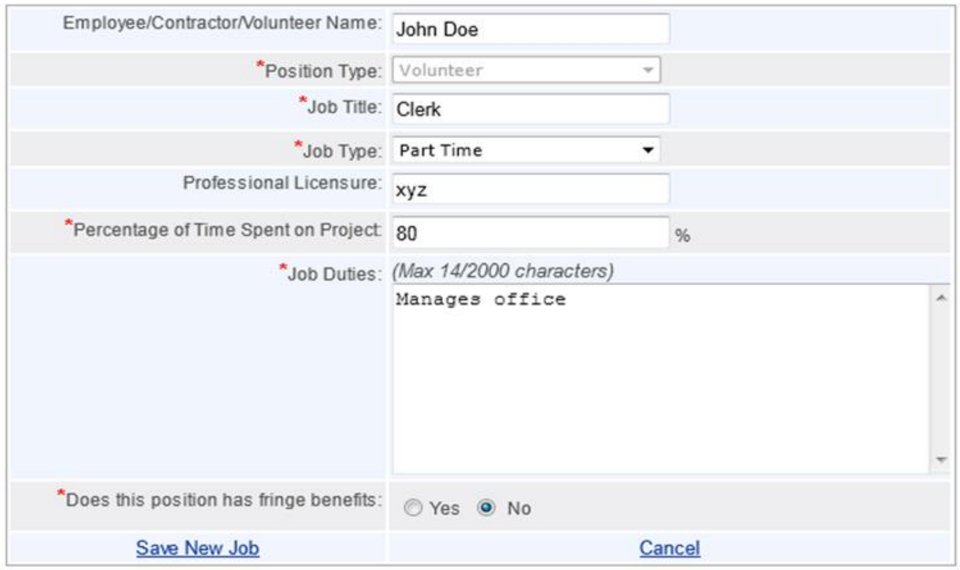
12 Job Information

The Job Information page contains the budget items where job information was required and provides the ability to add volunteer job information that are not related to a budget line item. **See 8.1.3**

Volunteer position titles must be the same as those used in the Project Abstract/Narrative sections.

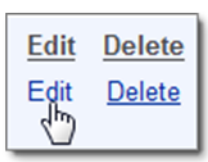
1. To enter a new volunteer position, click **Add New Volunteer Position**.

2. A Job Information entry form displays below the Job Information summary box. Complete all required/appropriate fields and click **Save New Job**.



3. Once saved, the Job displays in the summary box.

4. To edit an existing job, click the **Edit** button in the summary box.



The Position Type or Job Title associated with a 1st Year Budget line item can be changed from the 1st Year Budget line item form.

5. When you have completed the job information form, click the **Next** button.

13 Certifications

The Certifications page contains seven certifications that need to be completed in order to submit your grant application to GCC which include:

- Certification of Non-Supplanting
- Certification of Filing an Equal Employment Opportunity Program
- Certification of Submission of Annual Audit
- Certification of Submission of Project Reports
- Certification that Applicant is Eligible to Receive Federal Funds
- Certification Regarding Lobbying
- Drug Free Workplace Compliance
- Certification of Compliance with General Statute 114-10.01 (Law Enforcement Only)

13.1 Certification of Non-Supplanting


A. Certification of Non-Supplanting

☐ The applicant hereby certifies that federal funds will not be used to supplant or replace funds or other resources that would otherwise have been made available for Juvenile Justice, Justice Assistance Grants, Victims of Crime Act, Violence Against Women Act, or Children's Justice projects.

1. Review the statement for section A and click the check box if you are compliant.

Supplanting

Federal funds must be used to supplement (notice we said, supplement not supplant) existing state and local funds for program activities and must not supplant those funds that have been appropriated for the same purpose.

- Supplanting will be reviewed during the application process, post-award monitoring, and audit.
- For certain programs, a written certification may be requested by the awarding agency or recipient agency stating that federal funds will not be used to supplant state or local funds.

Example:
To help clarify the difference between supplementing and supplanting, we provide the following example:

State funds are appropriated to hire 50 new police officers, and Federal funds are awarded for hiring 60 new police officers. At the end of the year, the State has hired 60 new police officers, and the Federal funds have been exhausted. The State has not used its funds towards hiring new officers, but instead reduced its appropriation for that purpose and assigned or appropriated the funds to another purpose. In this case, the State has supplanted its appropriation with the Federal funds. If supplanting had not occurred, 110 new officers would have been hired using Federal funds for 60 officers and State funds for 50 officers.

13.2 Certification of Filing an Equal Employment Opportunity Program (EEOP)

The project director certifies that the Amended Equal Employment Guidelines (28 C.F.R. 42.301, et seq.) have been read. A current EEOP plan must be filed for the applicant agency or an exemption justification must be provided.

If on your grant application you certify that an Equal Employment Opportunity Program has been formulated and is on file, federal regulations require that such plans incorporate statistics from the preceding fiscal year. Please ensure that your plan is updated in conformity with this requirement. Your certification in the application ("Certification of Filing an Equal Employment Opportunity Program") should list a date on or after July 1, 2012, such as the case may be, for the plan that is on file. If a plan was filed previous to that date, it must be updated.

13.2.1 Reasons for EEOP Exemption

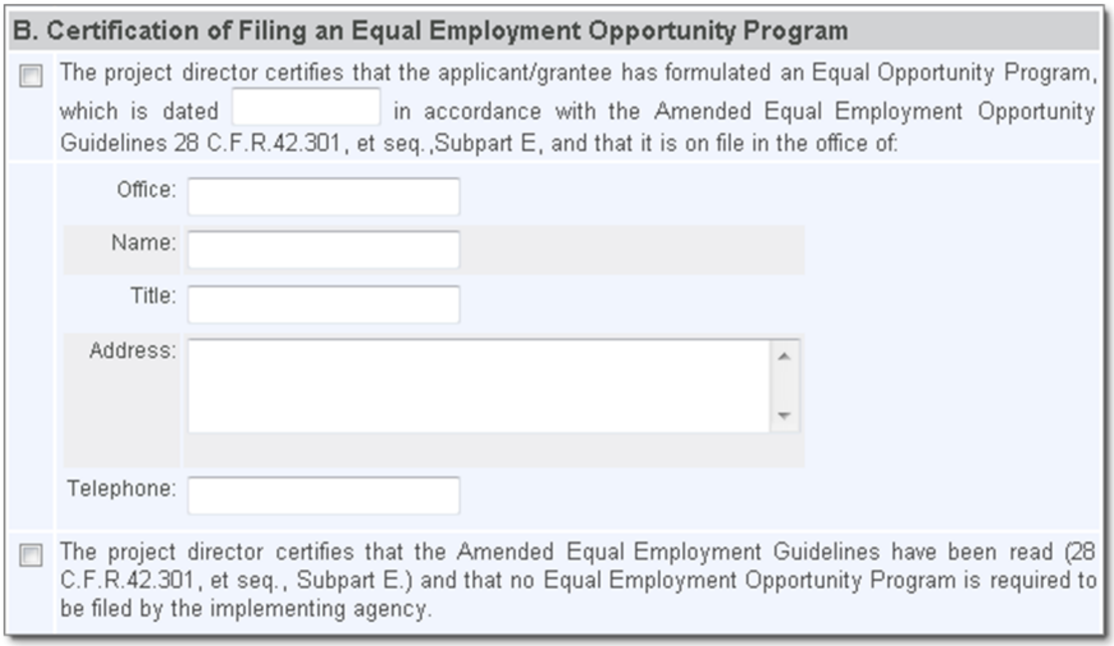
A sub-recipient agency may be exempt from filing an EEOP for the following reasons:

- Recipient has less than 50 employees
- Recipient is a non-profit organization
- Recipient is a medical institution
- Recipient is an Indian tribe
- Recipient is an educational institution
- Recipient is receiving an award less than $25,000

The EEOP Formulation and Exemption:
Based on the applicant agency, not the implementing agency.

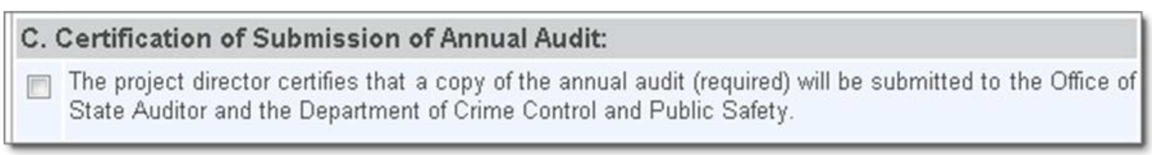
For example, a local law enforcement agency (implementing agency of the project) may employ 25 individuals.

However, the city or county (applicant and sub-recipient of project) of that local law enforcement agency may employee 100 individuals. The exemption justification "Recipient has less than 50 employees" would not apply due to the applicant having more than 50 employees.



2. Review both statements for section **B** and click the check box if you are compliant, enter the date that your equal opportunity program was formulated, and enter the **Office**, **Name**, **Title**, **Address**, and **Telephone** number where your files are managed.

13.3 Certification of Submission of Annual Audit



The project director certifies that a copy of the annual audit will be submitted to The Office of the State Auditor and The North Carolina NC Governor's Crime Commission, as required by General Statute 143C-6-23.

NOTE: If you receive, expend, or obligate over $500,000 in state and federal pass-through grants funds received directly from a state agency, then you must file a "yellow book" audit, done by a CPA, with your funding agencies and with The Office of State Budget and Management.

3. Review the statement for section **C** and click the check box if you are compliant.

13.4 Certification of Submission of Current Annual Operating Budget

D. Certification of Submission of Current Annual Operating Budget:

☑ The project director certifies that a copy of the implementing agency's current annual operating budget will be submitted upon request.

The project director certifies that a copy of the implementing agency's current annual operating budget will be submitted upon request.

13.5 Certification that Applicant is Eligible to Receive Federal Funds

E. Certification that Applicant is Eligible to Receive Federal Funds:

☑ The project director certifies that neither the grant applicant nor any of its officers, directors or consultants are presently debarred, proposed for debarment, suspended, declared ineligible or voluntarily excluded from receiving federal funds. [If the director cannot make this certification, an explanation must be attached. If this certification cannot be provided, the applicant will not necessarily be denied participation in this program. The certification or explanation will be considered in connection with the determination by the Governor's Crime Commission as to whether or not to approve the application. However, if neither the certification nor an explanation is provided, the application will be rejected.]

The project director certifies that neither the grant applicant nor any of its officers, directors or consultants are presently debarred, proposed for debarment, suspended, declared ineligible or voluntarily excluded from receiving federal funds. [If the director cannot make this certification, an explanation must be attached. If this certification cannot be provided, the applicant will not necessarily be denied participation in this program. The certification or explanation will be considered in connection with the determination by the Governor's Crime Commission as to whether or not to approve the application. However, if neither the certification nor an explanation is provided, the application will be rejected.]

In addition, if the project is funded, it will be the responsibility of the grantee to ensure vendors etc. are also eligible to receive federal funds and are not debarred, proposed for debarment, suspended or declared ineligible to receive federal funds. The following are a web addresses to check such statuses:

- www.sam.gov
- http://www.pandc.nc.gov/PnCInformation.htm

  Under General Information, the last bulleted item (Debarred Vendor) should be selected and "both" Federal and State spreadsheets should be checked to ensure the eligibility of vendors with which sub-recipients elect to conduct business (based on the State guided vendor process or Sole Source) are neither debarred nor suspended from receiving payment by way of Federal or State funds.

4. Review the statement for section **D** and click the check box if you are compliant.

13.6 Certification Regarding Lobbying (for agencies receiving 100,000 or more)

F. Certification Regarding Lobbying: (for agencies receiving $100,000 or more)

☐ The project director certifies that (1) no federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any agreement; (2) If any non-federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant, the project director shall complete and submit Standard Form #LLL, "Disclosure of Lobbying Activities," in accordance with its instructions

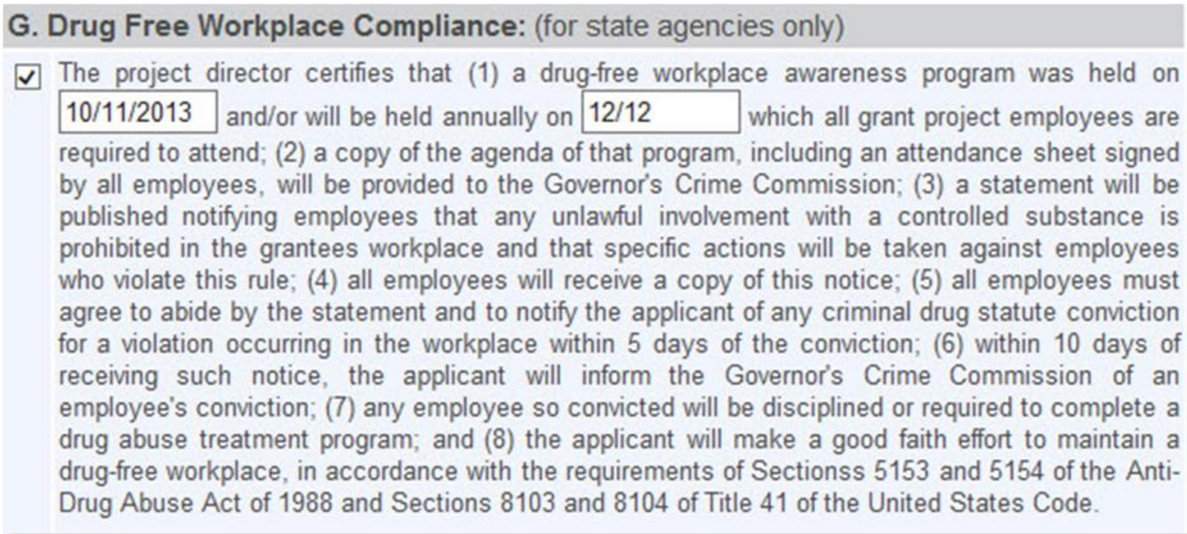
The project director certifies that:

(1) no federally-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any agreement;

(2) If any non-Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant, the project director shall complete and submit Standard Form #LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

5. If your agency is receiving more than $100,000.00 or more, review the statement for section F and click the check box if you are compliant.

13.7 Drug Free Workplace Compliance (for state agencies only)



G. Drug Free Workplace Compliance: (for state agencies only)

☑ The project director certifies that (1) a drug-free workplace awareness program was held on 10/11/2013 and/or will be held annually on 12/12 which all grant project employees are required to attend; (2) a copy of the agenda of that program, including an attendance sheet signed by all employees, will be provided to the Governor's Crime Commission; (3) a statement will be published notifying employees that any unlawful involvement with a controlled substance is prohibited in the grantees workplace and that specific actions will be taken against employees who violate this rule; (4) all employees will receive a copy of this notice; (5) all employees must agree to abide by the statement and to notify the applicant of any criminal drug statute conviction for a violation occurring in the workplace within 5 days of the conviction; (6) within 10 days of receiving such notice, the applicant will inform the Governor's Crime Commission of an employee's conviction; (7) any employee so convicted will be disciplined or required to complete a drug abuse treatment program; and (8) the applicant will make a good faith effort to maintain a drug-free workplace, in accordance with the requirements of Sectionss 5153 and 5154 of the Anti-Drug Abuse Act of 1988 and Sections 8103 and 8104 of Title 41 of the United States Code.

The project director certifies that:

(1) a drug-free workplace awareness program was held on 00/00 and/or will be held annually on 00/00 which all grant project employees are required to attend;

(2) a copy of the agenda of that program, including an attendance sheet signed by all employees, will be provided to the Governor's Crime Commission;

(3) a statement will be published notifying employees that any unlawful involvement with a controlled substance is prohibited in the grantees workplace and that specific actions will be taken against employees who violate this rule;

(4) all employees will receive a copy of this notice;

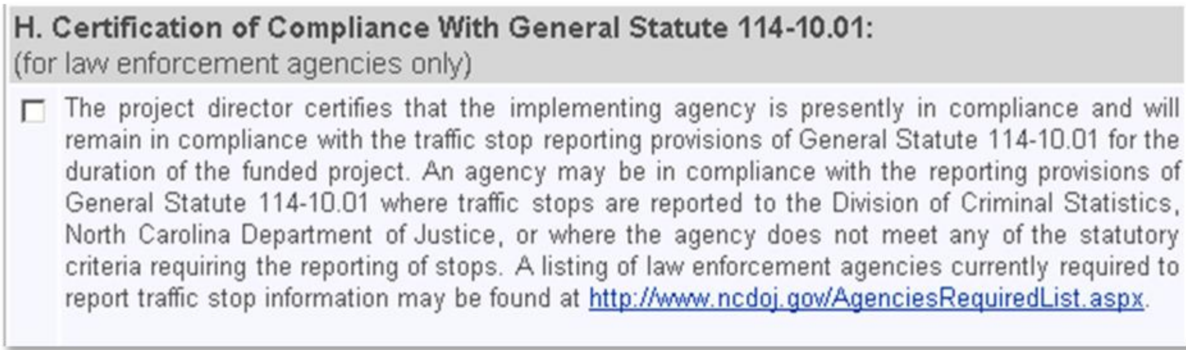
(5) all employees must agree to abide by the statement and to notify the applicant of any criminal drug statute conviction for a violation occurring in the workplace within 5 days of the conviction;

(6) within 10 days of receiving such notice, the applicant will inform the Governor's Crime Commission of an employee's conviction;

(7) any employee so convicted will be disciplined or required to complete a drug abuse treatment program; and (8) the applicant will make a good faith effort to maintain a drug-free workplace, in accordance with the requirements of Sections 5153 and 5154 of the Anti-Drug Abuse Act of 1988 and Sections 8103 and 8104 of Title 41 of the United States Code.

6. If you are a state agency, review the statement for section G and click the check box if you are compliant, enter the date that the program as held on, and the date that this program will be held annually.

13.8 Certification of Compliance with General Statute 114-10.01 (for Law Enforcement Agencies only)



H. Certification of Compliance With General Statute 114-10.01:
(for law enforcement agencies only)

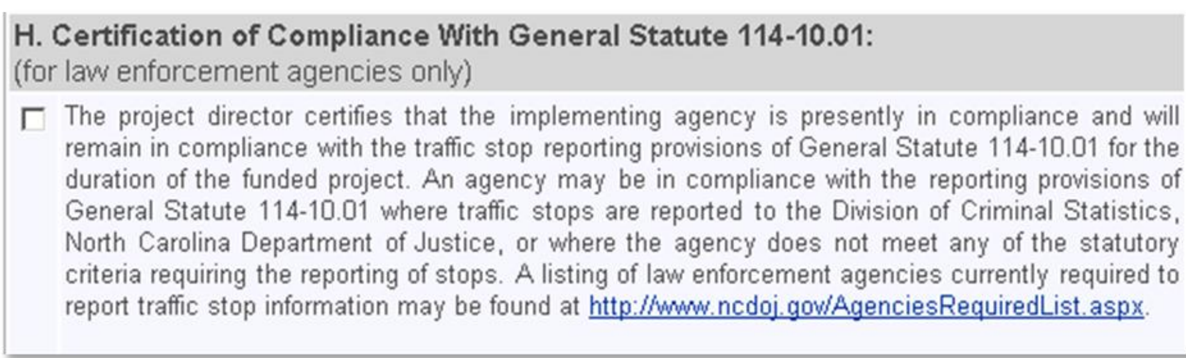
☐ The project director certifies that the implementing agency is presently in compliance and will remain in compliance with the traffic stop reporting provisions of General Statute 114-10.01 for the duration of the funded project. An agency may be in compliance with the reporting provisions of General Statute 114-10.01 where traffic stops are reported to the Division of Criminal Statistics, North Carolina Department of Justice, or where the agency does not meet any of the statutory criteria requiring the reporting of stops. A listing of law enforcement agencies currently required to report traffic stop information may be found at http://www.ncdoj.gov/AgenciesRequiredList.aspx.

The project director certifies that the implementing agency is presently in compliance and will remain in compliance with the traffic stop reporting provisions of General Statute 114-10.01 for the duration of the funded project. An agency may be in compliance with the reporting provisions of General Statute 114-10.01 where traffic stops are reported to the Division of Criminal Information, The North Carolina Department of Justice, or where the agency does not meet any of the statutory criteria requiring the reporting of stops.

A listing of law enforcement agencies currently required to report traffic stop information may be found at http://www.ncdoj.gov/AgenciesRequiredList.aspx

7. If you are a law enforcement agency check the box if you are compliant with the statute.

13.9 IRS Form 990 and IRS Form 990-EZ



H. Certification of Compliance With General Statute 114-10.01:
(for law enforcement agencies only)

☐ The project director certifies that the implementing agency is presently in compliance and will remain in compliance with the traffic stop reporting provisions of General Statute 114-10.01 for the duration of the funded project. An agency may be in compliance with the reporting provisions of General Statute 114-10.01 where traffic stops are reported to the Division of Criminal Statistics, North Carolina Department of Justice, or where the agency does not meet any of the statutory criteria requiring the reporting of stops. A listing of law enforcement agencies currently required to report traffic stop information may be found at http://www.ncdoj.gov/AgenciesRequiredList.aspx.

The project director certifies that the most recently-filed IRS Form 990 (“Return of Organization Exempt From Income Tax”) or IRS Form 990-EZ (“Short Form Return of Organization

Exempt from Income Tax") for the implementing agency has been uploaded with this project application as one or more pdf (Portable Document Format) attachments. Or, the project director certifies that neither an IRS Form 990 nor an IRS Form 990-EZ has been uploaded with this project application for the following reason:

- The implementing agency is not a nonprofit organization.
- The implementing agency is a nonprofit organization that is exempt from the requirement to file an IRS Form 990 or an IRS Form 990-EZ.
- The implementing agency is a nonprofit organization that is not exempt from the requirement to file an IRS Form 990 or an IRS Form 990-EZ and that has not to-date filed an IRS Form 990 or an IRS Form 990-EZ.

13.10 Noteworthy Certifications and Requirements

There are other certifications and requirements that are important and should be noted.

13.10.1 Confirmation of a Whistle-blower Policy

In accordance with State and Federal regulations subrecipients and implementing agencies must adopt a Whistleblower Policy. Agencies are required to provide such similar document to protect staffers who provide information and are classified as whistleblowers in an effort to protect public interests and state funds.

13.10.2 Global Justice Information Sharing

All sub-recipients of awards where funding supports the exchange of justice information shall comply with DOJ's Global Justice Information Sharing Initiative guidelines and recommendations.

The sub-recipient shall conform to the Global Standards Package (GSP) and all constituent elements whenever applicable. Requirements of this grant condition are described at: http://www.it.ojp.gov/gsp_grantcondition.

The sub-recipient shall document planned approaches to information sharing and describe compliance to the GSP and an appropriate privacy policy that protects shared information or provides detailed justification for why an alternative approach is recommended.

13.10.3 Sexual Assault Victims *(Law Enforcement & Prosecutors)*

Be advised that victims of sexual assault have the option to participate in the criminal justice system (report and prosecute), to delay reporting by having evidence collected and stored at LESS until a decision to report is made, or, not report at all. 42 U.S.C. § 3796gg-4(d).

Additionally, victims of sexual assault must have access to forensic medical exams free of charge regardless of their level of participation in the criminal justice system (report or not report). Payment for a forensic medical exam will be made to hospitals according to Session Law 2009-354/HB 1342.

For additional information, visit www.ncgccd.org. Under the left navigational tabs, you will find a tab entitled “A Forensic Nurse Examiner Compliance Toolkit”.

13.10.4 Polygraph Examination *(Law Enforcement Only)*

Please certify that your law enforcement agency does not have any practices or policies in which a law enforcement officer, asks or requires an adult, youth, or child victim of an alleged sex offense as defined under Federal, tribal, State, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense.

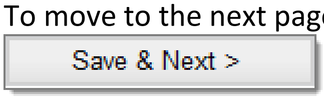
If the above sentence is an accurate reflection of your agency’s response, please submit a letter on your agency’s letterhead, using the above language to certify that you are in compliance with this requirement. If at any time during the life of this grant, you should fall out of compliance with this requirement, please contact Misty A. Brown immediately at (919) 733-4564.

13.10.5 Judicial Notification *(Prosecuters)*

Please certify on your agency’s letterhead that courts in your jurisdiction provide for Judicial Notification by using AOC form #AOC-CR-617 (NEW 12/07).

8. When you have completed the desired fields, click **Save**.

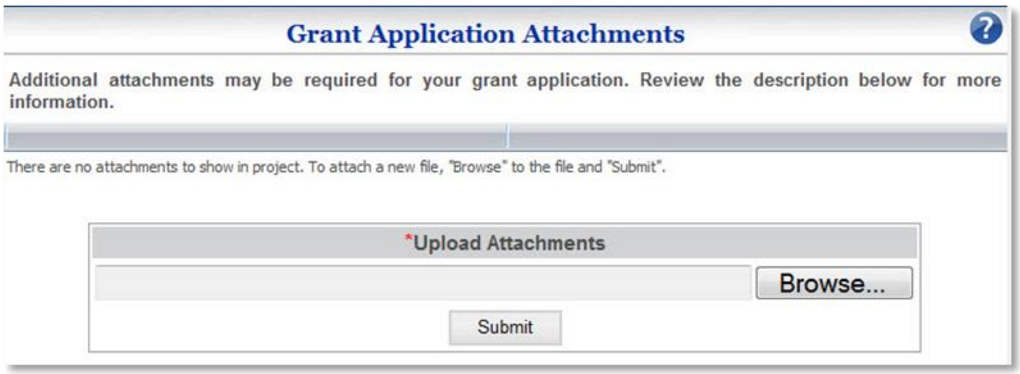
To move to the next page, click **Save & Next**.



You so not have to enter all fields on this page in order to save; you can come back at any time to edit the entries.

14 Project Attachments

The Application Attachment page is designed to allow you to upload any required documents electronically. This eliminates the need to send in copies of these documents directly to GCC.



14.1 Attachments due at the time of Application

1. **Volunteer Job Description**: VOCA requires that this be submitted, regardless of whether or not your budget includes volunteers.
2. **Staff/Board Rosters**: Non-profits are required to provide a full staff roster and a list of current board of directors indicating their place of employment (if applicable).
3. **US Attorney Letter**: Your grant project should indicate that you will assist Federal Crime Victims. To that end we ask that you contact your local U.S. Attorney's Office and advise them of the services you provide and your willingness to assist federal crime victims. Please attach an updated copy of the official 2014 letter on your agency's letterhead with your full application.
4. **Community Partnerships**: Your grant project should include collaboration with other victim service providers. To that end we ask that you describe the role of other service providers in the operation of this project in addition to the submission of written agreements demonstrating community partnerships (i.e. MOU, MOA, etc.).
5. **Detailed Budget Narrative**: All grantees are required to attach a detailed budget narrative. A template has been provided in GEMS for you to use as a guide. Please ensure line items are consistent to line items listed in your project budget & include calculations for each line item.
6. **Office Supply List**: If the application budget includes a general line item for supplies, a document must be attached listing all items to be purchased under

that line item. It must be determined if items are allowable and/or the items are required to be itemized.

14.2 Attachments due If Project is Funded – Prior to Expenditures

- **Procurement Policy**: Prior to procurement transactions, sub-recipients are required to submit purchasing or procurement policies OR procurement/purchasing protocol to the Grants Management Specialist assigned to their grant project by uploading it to GEMS under Project Attachments, via e-mail or snail mail.
- **Travel Policy** (if applicable) – If travel is included in the budget, the agency's travel policy must be uploaded into GEMS.
- **Lease Agreement** (if applicable) - A copy of the lease agreement should be uploaded as a project attachment in GEMS at the beginning of the grant period.

14.3 Attachment that Require Certification by Law Enforcement Offices

Please certify that your law enforcement agency does not have any practices or policies in which a law enforcement officer, asks or requires an adult, youth, or child victim of an alleged sex offense as defined under Federal, tribal, State, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense.

If the above sentence is an accurate reflection of your agency's response, please submit a letter on your agency's letterhead, using the above language to certify that you are in compliance with this requirement. If at any time during the life of this grant, you should fall out of compliance with this requirement, please contact Misty A. Brown immediately at (919) 733-4564.

14.4 Requires Certification by Prosecutor's Offices

Please certify on your agency's letterhead that courts in your jurisdiction provide for Judicial Notification by using AOC form #AOC-CR-617 (NEW 12/07).

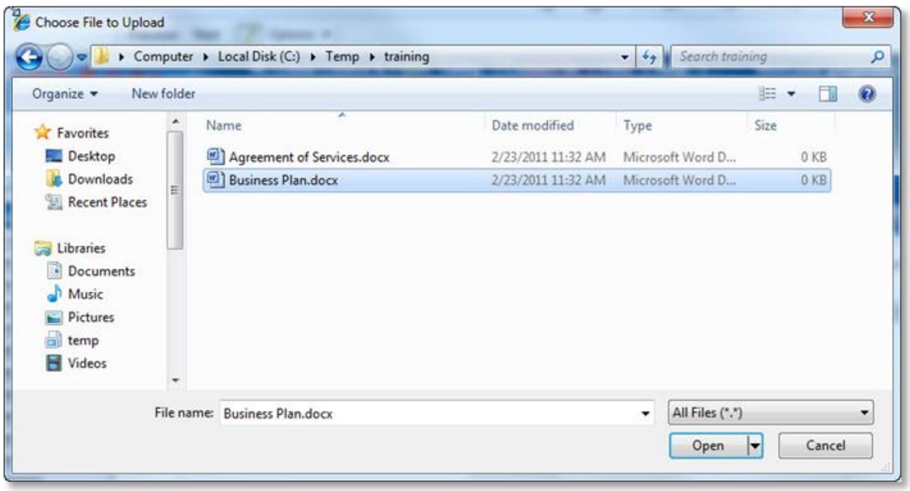
14.5 Working with Attachments in GEMS

It may be helpful to use a descriptive title for the attachment that includes the project ID generated by GEMS when the application was started.

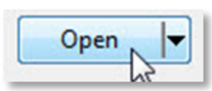
14.5.1 Attaching an Application Attachment

1. Click the **Browse…** button

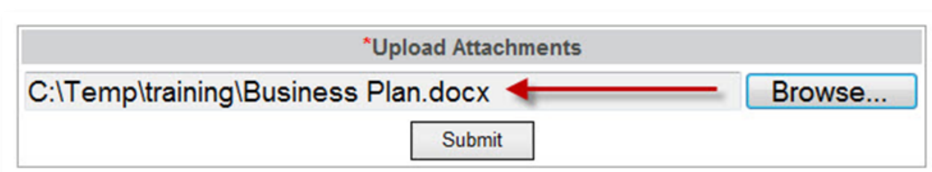
2. After the file explorer window appears, click the file you want to upload.



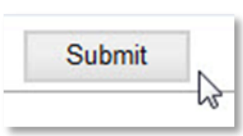
3. Click the **Open** button



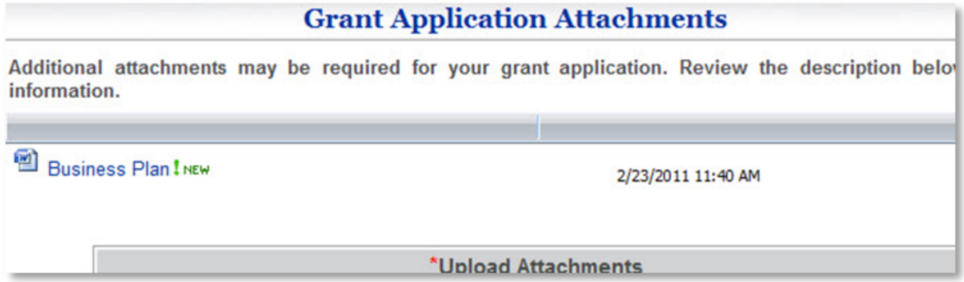
4. The path of the selected file will appear in the Upload Attachments path.



5. Click the **Submit** button to upload the document.



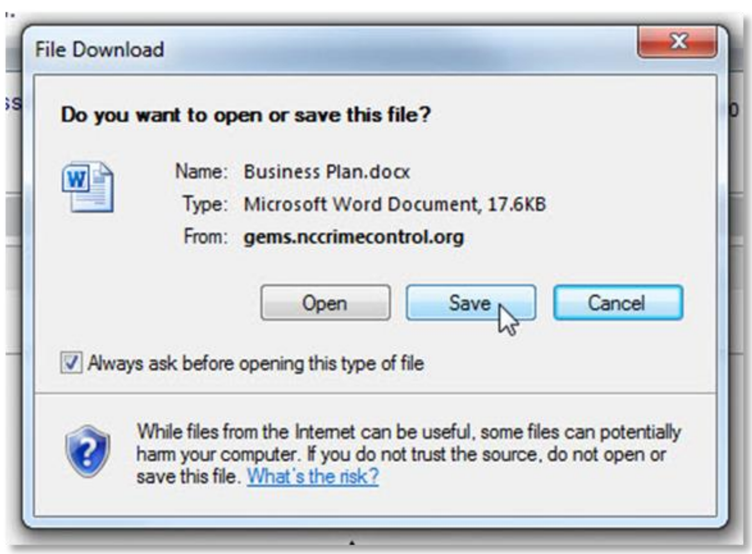
6. Once the file is uploaded, it will appear in the list. The date of the upload will appear next to the file name.



14.5.2 Downloading a Copy of an Attachment

1. To download a copy of the file, click on the **file name**.

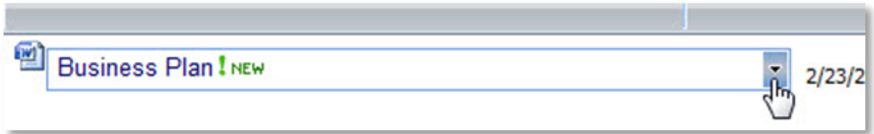
2. When the system will ask if you want to open or save this file, click the **Save** button.



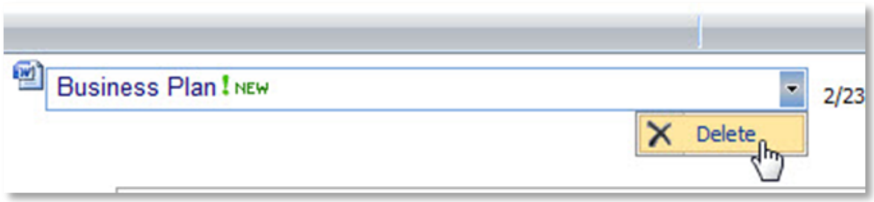
3. Select the folder you want to save the file into and click **Save.**

14.5.3 Deleting an Attachment

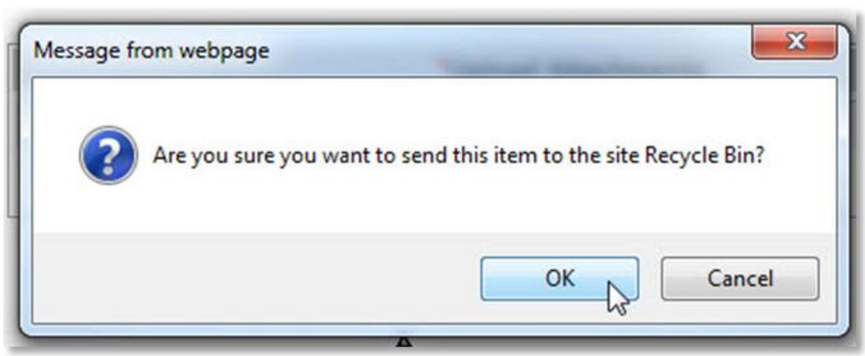
1. To delete a file, place mouse over the name of the file, a down-arrow will appear at the end of the file's table cell. Click the **down arrow.**



2. Click the **Delete** button.



3. The system will ask if you are sure you want to move this item to the site Recycle Bin. This is the same a deleting the item. Click the **Ok** button.



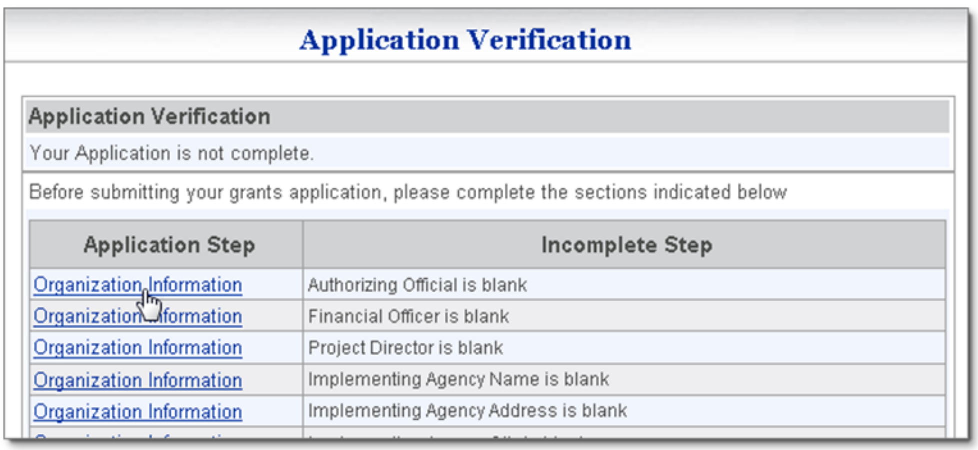
4. Once the site deletes the file, the site will refresh the list of attachments.

15 Application Verification, Review and Submission

The application verification, review and submission is the last verification tab will reflect where required information is lacking or not properly entered within the application.

15.1 Application Verification

The *Application Verification* page provides a list of all the fields that you still need to complete before you can submit your grant application to GCC. As you complete additional sections of the grants application, this list will continue to shrink.



15.1.1 SAM Registration

One of the most common verification failures is related to the SAM registration.

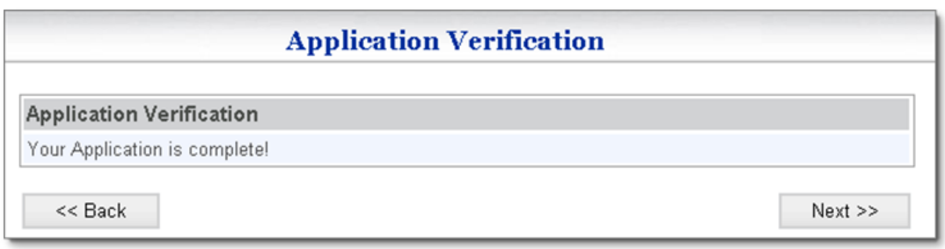
Unfortunately, the error is not always obvious. The failure to clear verification may be due to the SAM registration expiration date entered in GEMS has not been updated and the expiration date recorded in GEMS has passed. SAM registration is a federal system and GEMS is a state application system. SAM does not interface with GEMS. Therefore, it is the responsibility of the GEMS organization administrator to update GEMS to reflect the new SAM expiration date when the SAM registration has been renewed. To check to see if the SAM registration date has expired in GEMS, go to “My Profile” and the “View Organization Information” tab.

15.1.2 Verifying the Application

To view a specific page that contains empty fields, click the hyperlink on the left side of the table. The hyperlinked page opens.

When all the fields in the grant application are complete, the table is no longer visible and a “Your Application is complete!” message displays.

When this page is complete, you are now ready to start the approval workflow. Click the **Next** button.

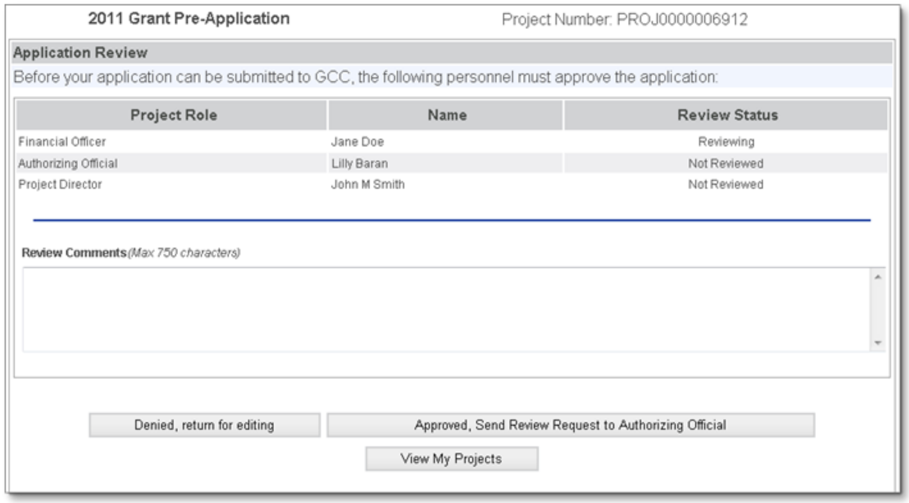


15.2 Application Review and Submission

An application is not successfully submitted unless the application is reviewed and approved by:

1. Financial Officer
2. Authorizing Official
3. Project Director (responsible for final submission to GCC)

It is imperative that ample time is allowed for each signatory (official) to review, approve the application prior to submission deadline. Applicants normally have three months to complete and submit applications. When scheduling time to prepare the application, applicants should ensure enough time to work around delays in obtaining an NCID, travel schedules and/or technical difficulty. Technical difficulties can usually be addressed and corrected; however, attempted last minute application submissions may not allow ample time to resolve the technical issues.



- When the first person in the workflow sends the application to the Financial Officer for review, the application is no longer editable.

- When an individual sends a review request, the next person in the workflow receives an email indicating that the grant application is ready for review. Each person will need to log into GEMS, review the grant application, and approve the workflow.

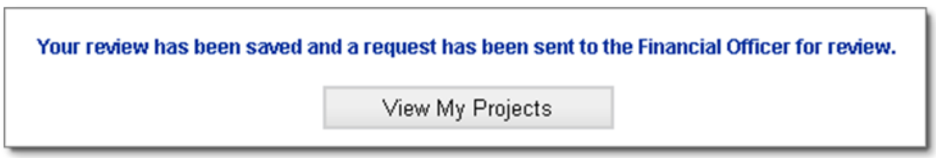
- If an individual denies the grant application, the Project Director is notified by email and the application changes to a status of **Open for Editing**. Any member that has access to the application can modify the entries and begin the workflow again.

- As users complete the review, they should use the **Project Review Comment History** to record any outstanding issues are concerns.

- If the grant application contains a Service Fundamental Compliance Statement, both the Authorizing Official and Project Director will need to select an addition check box approving this statement.

1. The *Review & Submit* page opens a read-only view of all the grant application information. To begin the submission workflow, click the **Application is complete. Send Review Request to Financial Officer** button.

2. When the update is complete, a success message displays. To return to the GEMS *My Projects* page click **View My Projects**.



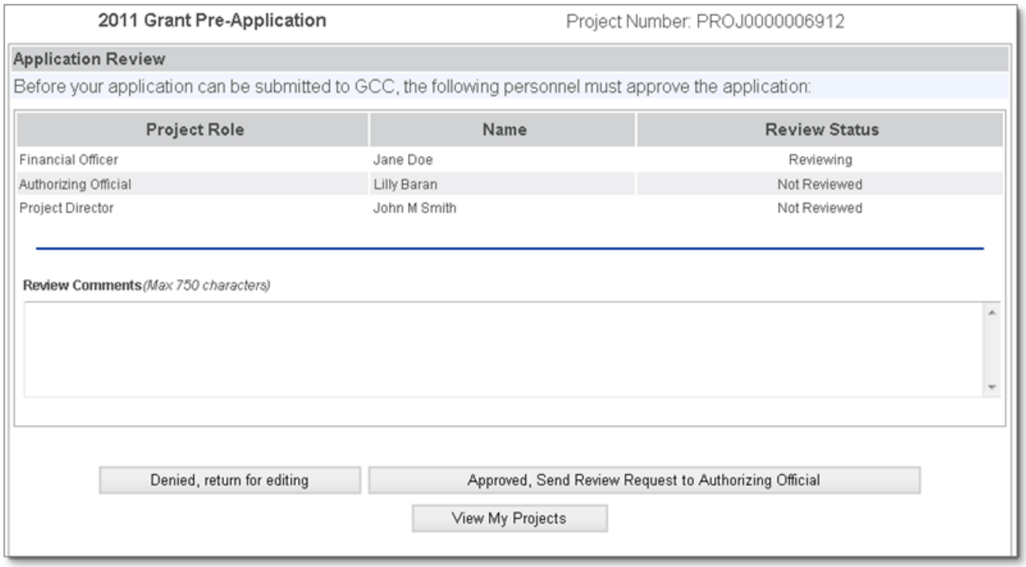
3. The Financial Officer will receive an email with the subject line of “GCC Application Ready for Review” from the sender GEMS-NOREPLY.

4. The Financial Officer clicks the link to open GEMS and signs in to the system.

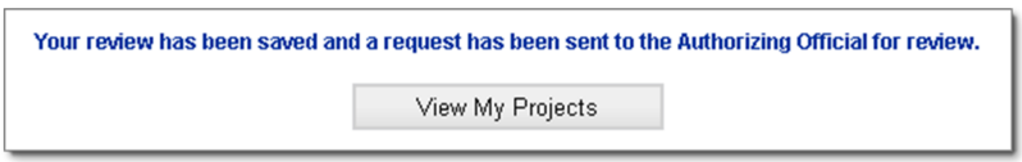
5. The Financial Officer reviews the application and clicks either **Denied, return for editing** or **Approved, Send Review Request to Authorizing Official**.

   If the Financial officer selects **Denied, return for editing**, an email notification is sent to the Project Director and the application changes to a status of **Open for Editing**. Once edits are complete, the application will need to be resubmitted to the Financial Officer in order to start the workflow again.

   If the Financial Officer selects **Approved, Send Review Request to Authorizing Official**, an email notification is sent to the Authorizing Official.

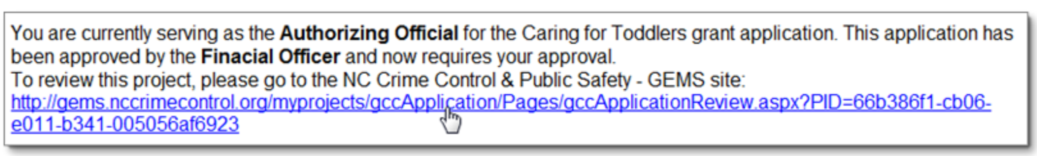


6. When the update is complete, a success message displays. To return to the GEMS *My Projects* page click **View My Projects**.



7. The Authorizing Official will receive an email with the subject line of "GCC Application Ready for Review" from the sender GEMS-NOREPLY.

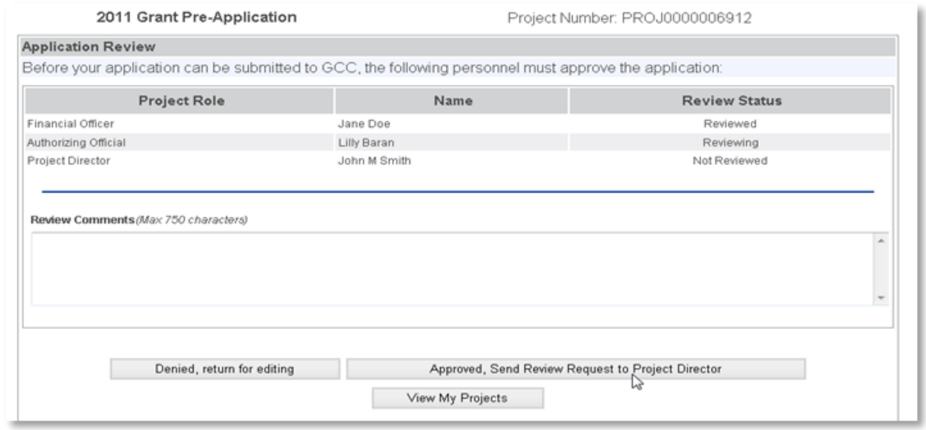
   The Authorizing Official clicks the link to open GEMS and signs into the system.



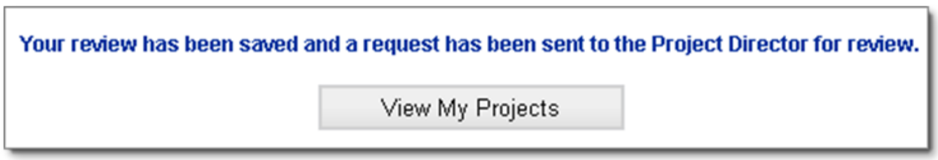
8. The Authorizing Official reviews the application and clicks either **Denied, return for editing** or **Approved, Send Review Request to Project Director**.

   If the Authorizing Official selects **Denied, return for editing**, an email notification is sent to the Project Director and the application changes to a status of **Open for Editing**. Once edits are complete, the application will need to be resubmitted to the Financial Officer in order to start the workflow again.

   If the Authorizing Official selects **Approved, Send Review Request to Authorizing Official**, an email notification is sent to the Project Director.



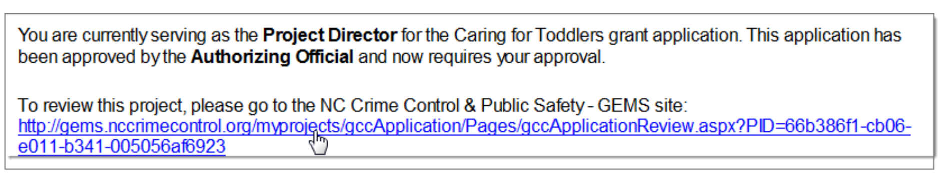
9. When the update is complete, a success message displays. To return to the GEMS *My Projects* page click **View My Projects**.



10. When the update is complete, a success message displays. To return to the GEMS *My Projects* page click **View My Projects**.

11. The Project Director will receive an email with the subject line of “GCC Application Ready for Review” from the sender GEMS-NOREPLY.

12. The Project Director clicks the link to open GEMS and signs into the system.

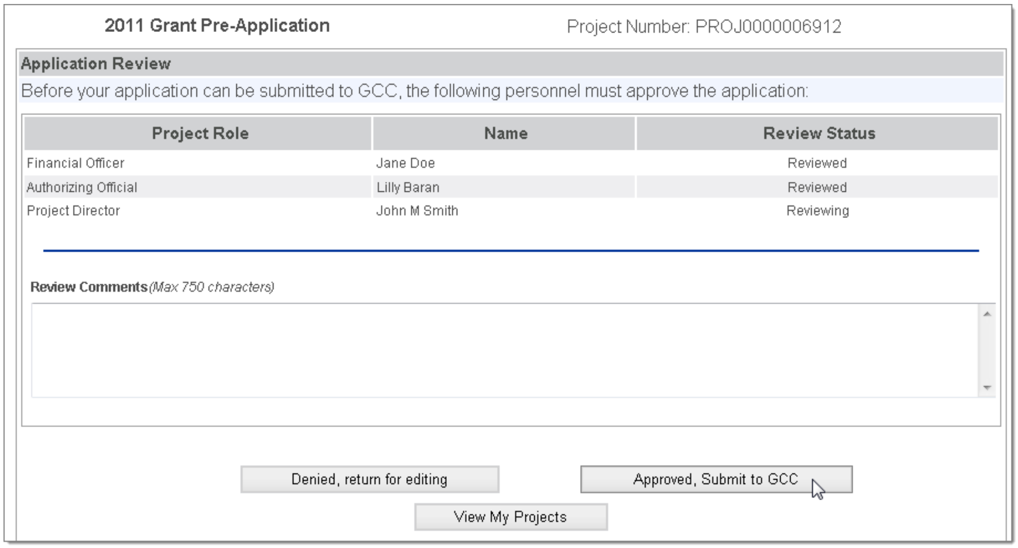

You are currently serving as the **Project Director** for the Caring for Toddlers grant application. This application has been approved by the **Authorizing Official** and now requires your approval.

To review this project, please go to the NC Crime Control & Public Safety - GEMS site:
http://gems.nccrimecontrol.org/myprojects/gccApplication/Pages/gccApplicationReview.aspx?PID=66b386f1-cb06-e011-b341-005056af6923

13. The Project Director reviews the application and clicks either **Denied, return for editing** or **Approved, Submit to GCC**.

    If the Project Director selects **Denied, return for editing**, the application changes to a status of **Open for Editing**. Once edits are complete, the application will need to be resubmitted to the Financial Officer in order to start the workflow again.

14. If the Project Director selects **Approved, Submit to GCC**, an email notification is sent to GCC indicating that a grant application is ready for review.



15. When the submission is complete, a success message displays. To return to the GEMS *My Projects* page click **View My Projects**.

    Once submitted, the status of the grant application changes to **Under Review**.

    GCC will review your grant application and notify you by mail if your project has been approved or denied.

16 Appendix A: Organizational Roles

16.1 Organizational Roles

The request for organizational roles must come from the NCID of the individual requesting the role. The project director or editor cannot login under his/her NCID and make a request on behalf of another user.

The following will provides information on how to get the Authorizing Official and Financial Officer to be listed in their respective **drop down boxes** for selection.

- Each individual associated with the grant project must register with NCID and then log into GEMS using their NCID USERID and Password.
- Once in GEMS, the individual needs to set up their profile in GEMS and request an organizational or project role under the "My Profile" tab.
- Once approved by the Organization Administrator, their name should appear in the drop-down box.
- If the "pending" message continues to show next to the Authorizing Official and/or Financial Officer roles, check the View Organizational Information tab to view the Organizational Administrator role(s). If no one is listed, then the other roles cannot be approved. Someone will need to request the Organizational Admin role and receive the pending role requests (See below on the duties of the organization administrator).
- You may use the navigation menu on the left-hand side of the screen to move forward into the application while waiting for the roles to be requested.
- All GEMS users should include their job title as it relates to the organization within the GEMS profile.

Please allow ample time for NCID registration and Organization/Project Role approval when preparing the GEMS application. Applications must be completed and submitted by January 31st to be considered further for funding.

16.1.1 Key Organizational Roles

There are four key roles required for submitting a grant application:

- Organization Administrator
- Authorizing Official
- Financial Officer
- Project Director

The authorizing official, financial officer, and the project director must review and approve this application before submitting to the NC Governor's Crime Commission. The Project Director, Financial Officer nor Authorizing Official may be related by blood or marriage to each other or any individual funded by this project.

Improper selection of these three individuals may significantly delay your application.

Here are examples of who should be selected for these roles: For a non-profit, the board chair/president should be listed as the authorizing official. The board treasurer should be listed as the financial officer. For a sheriff's department grant, the county manager should be the authorizing official and the county's financial officer should be selected for the project's Financial Officer.

16.1.1.1 Organization Administrator

The individual requesting to be the organization administrator should be willing and able to fulfill the following duties for his/her entity:

- Update Organization Information
- Approve Organization User Requests
- Approve Organization Roles
- Approve Project Access
- Manage GEMS Users
- Manage Project Roles

Someone within the organization should be designated to be the Organizational Administrator in GEMS.

1. This person must request the role under “My Profile” in GEMS.
2. The initial Organizational Admin role will be approved by GCC staff.
3. Once the Organization Admin role is assigned, requests for the other roles will be forwarded to the Organizational Admin approval.

This individual will have additional tabs under “My Profile” to update organization information, manage users, etc.

Being an Organizational Admin in NCID is NOT the same as being an Organizational Admin in GEMS. The Project Director, Financial Officer, and Authorizing Official CANNOT be the same person. If a staff member is funded by this grant, they cannot act as the Project Director, Financial Officer, or Authorizing Official without direct approval from the NC Governor’s Crime Commission.

Therefore, it is imperative ample time is allowed for each to review, approve and the application submission prior to the deadline. Applicants normally have three months to complete and submit applications. When scheduling time to prepare the application, applicants should ensure enough time to work around delays in obtaining an NCID, travel schedules and/or technical difficulty. Technical difficulties can usually be addressed and corrected; however, attempted last minute application submissions may not allow ample time to resolve the technical issues.

Changing Organization Administrator

- The new individual requesting the role of organization administrator must obtain a NCID (if they have not already done so)
- Use the NCID to log into GEMS and set-up his/her profile in GEMS
- Go to “My Profile”
- Go to the “Request Organization Roles” tab
- Select “organization administrator” and provide a brief justification
- Submit

The request will go to the current organization administrator for the agency for approval. The current organization administrator should approve the request for the new organization administrator. At that point, either person may remove the old organization administrator if he/she will no longer be associated with the agency. If that individual has already departed from the agency prior to making the organization administrator change, then contact the GEMS program administrator at the Governor’s Crime Commission as soon as possible. At this time, Garrietta Proutey is the GEMS program administrator at the Governor’s Crime Commission. The program administrator will delete the former organization administrator from the role for your agency. Without an organization administrator in GEMS associated with the agency, the new organization administrator request will go to the program administrator for approval.

17 Appendix B: Unallowable Costs

Please see Allowable and Unallowable Costs specific funding sources of VOCA and VAWA.

The NC Office of State Budget and Management along with the NC State Auditor's Office have clearly defined rules regarding unallowable costs including following but not exclusive to:

Unallowable Costs	
Indirect Costs	Audits
Travel & Compensation for Federal/GCC Employees	Construction
Lobbying	Food & Beverage (except per diem)
Fund Raising	State tax for Law Enforcement Agencies
Land Acquisition	Sporting events
Bonuses or Commissions	Visa fees / Passport Charges
Military-Type Equipment	Tips
State and Local Sales Taxes	Bar Charges / Alcoholic Beverages
Corporate Formation	Laundry charges
Honorariums	Travel & lodging in excess of state per diem
Stipends	Membership fees to organizations whose primary activity is lobbying
Incentives	Premium pay
Gift Cards	Costs incurred outside the project period
Fines and Penalties	Trinkets, give-away items, promotional items (t-shirts, mugs, logo-typed pens, etc.)
Entertainment	
Aircraft & Vehicle Purchases	
Vehicle Insurance	
Vehicle Repairs	
Building Insurance	
Common Area Maintenance Fees	

18 Appendix C: VOCA & VAWA Unallowable Costs

COST	*all crime victims*	*adult and adolescent female DV, SA, and stalking victims*
1. Direct services – immediate health and safety, mental health assistance, assistance and advocacy in criminal justice system, acting on the behalf of the victim with other service providers and governmental agencies, supervision of direct services staff	Yes	Yes
2. Victim response skills training for direct services staff, travel and related expenses	Yes	Yes
3. Travel for direct services staff and transporting victims	Yes	Yes
4. Supervision of direct services staff	Yes	Yes
5. Direct services staff's prorated portions of supplies, equipment, utilities, furniture, printing, copying	Yes	Yes
6. Medical Cost resulting from a victimization	No	No
7. Forensic Exams * refer to North Carolina General Statute - G.S. 143B-480.1 Assistance program for victims of rape and sex offenses	*	*
8. Child Forensic Interviewers	No	No
9. Law enforcement officers	No	Yes
10. Law Enforcement equipment including uniforms, safety vests, shields, weapons, bullets, and armory	No	No
11. Vehicles (including LEO vehicles)	No –- **Additionally vehicles cannot be used as match**	No –- **Additionally vehicles cannot be used as match**
12. Prosecutors	No	Yes
13. Victim assistance personnel within law enforcement agency or prosecutors office	Yes	Yes
14. Outreach to include public presentations for the specific purpose of identifying victims	Yes	Yes – However, will not support the development or presentation of dv,sa, dating violence and/or stalking curriculum for primary or secondary schools
15. Community Education, Public Awareness and/or Preventative Education whether via presentations, advertising, training or any other venue	No	No
16. Training about victimization dynamics to law enforcement, prosecution, court & probation personnel	No	Yes
17. Interagency protocol development, policy development	No	Yes
18. Restorative justice	Yes	No
19. **Court-Mandated** Batterer's Intervention	No	Yes – ONLY when the program is sanctioned by the court and uses the coercive power of the criminal justice system to hold batterers accountable
20. Equipment and minor modifications to make facilities handicap accessible	Yes	Yes

21. Shelter rent/Office rent	Yes – ONLY if the Implementing agency does NOT own the property. If the Implementing agency owns the property, rent is NOT allowable.	Yes – ONLY if the Implementing agency does NOT own the property. If the Implementing agency owns the property, rent is NOT allowable.
22. Long-term transitional housing	No	Yes
23. Supervised visitation	Yes, where child is victim of crime ** Funding for Law Enforcement/Security is not an allowable cost*	Yes, where domestic violence was present in home
24. Victim data collection	Yes	Yes
25. Victim Needs Assessment(s) (in reference to the study and/or research of crime victim issues)	No	No
26. Civil legal assistance (relative to victimization and immediate safety i.e. domestic violence protection order, temporary custody)	Yes	Yes rarely support temporary custody
27. Divorces, separation, equitable distribution, permanent custody, alimony, permanent child support	No	No
28. Perpetrator advocacy	No	No
29. Research	No	No
30. Fundraising	No	No
31. Lobbying	No	No
32. Property loss	No	No
33. Relocation expenses	No	Yes - transportation expenses only- moving household goods or acquiring furniture or housing are **not** allowable expenses
34. Cost of sending victims to conferences	No	No
35. Activities related exclusively to crime prevention	No	No
36. Audit Expenses * Audit costs for audits not required or performed in accordance with OMB Circular A-133 are unallowable. Must qualify for OMB Audit (Audit Threshold – expend $500,000 or more in federal funds in organizational fiscal year). Visit following link for more info: http://www.ojp.usdoj.gov/financialguide/part3/part3chap19.htm	*	*
37. Financial Review * Same guidelines apply for Financial Reviews as Audit Expenses. A Financial Review is considered to be an examination of records or accounts to check for accuracy. Any costs for "financial reviews" not required or performed in accordance with OMB Circular A-133 are unallowable. http://www.ojp.usdoj.gov/financialguide/part3/part3chap19.htm	*	*

Notes