

North Carolina Governor’s Crime Commission

Fiscal Year 2022 Bureau of Justice Assistance (BJA) Justice Assistance Grant (JAG) Request for Applications (RFA)

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

Funded through:

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

State Administrative Agency:

North Carolina Governor’s Crime Commission
1201 Front Street,
Raleigh, NC 27609

<http://www.ncdps.gov/gcc>

Eligibility to Apply:

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

- Local Law Enforcement Agencies
- State Agencies
- State Law Enforcement Agencies
- Nonprofit organization
- Community Colleges

Applicants are required to apply for grant funding through the GCC online application process. To access GEMS and apply for a grant, go to: <https://gems.ncdps.gov>. NOTE: All applicants MUST provide proof that they have a valid federal DUNS number and are currently registered with www.SAM.gov at the time of submission.

Governor’s Crime Commission Mission Statement

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

If you need application assistance, please contact:

Navin Puri, Lead CJ Planner Navin.Puri1@ncdps.gov

Keyon Ashe, CJ Planner Keyon.Ashe1@ncdps.gov

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

CJI Mission Statement

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

History

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

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

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

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

Length of Awards

Subrecipient awards are for one year for the period: 10/01/2022 – 09/30/2023 or for two years for the period of 10/01/2022 – 9/30/2024, dependent of which priority is applied for and what type of project the application is supporting.

Types of Eligible Organizations

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

Program Information

****While no match will be required, please note that this will diminish the number of grant awards that can be awarded in the 2022 Funding Cycle. This will make this year's grant solicitation process more competitive than in previous years. Also note that a grantee may apply for the maximum federal amount available as the cap for the priority but may or may not be awarded the full amount requested – based on committee review and score, discussion, past performance, and availability of federal funds.**

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

PROGRAM PRIORITIES

1. LOCAL LAW ENFORCEMENT BLOCK GRANTS

Federal Funding Maximum - \$ 24,500 – 1 YEAR ONLY

Grant funding under this priority is ONLY available to local, public or university law enforcement agencies.

Applications may include equipment purchases and officer psychological testing with a minimum of \$10,000 and a cap of \$24,500 in federal funds per agency. No OVERTIME or PERSONNEL REQUESTS WILL BE ALLOWED. General Equipment and Training requests will support law enforcement functions and activities.

Agencies that submit multiple applications under this priority will be automatically disqualified.

Among the items may be purchased with these funds: Radios, non-lethal weapons, weapon replacements, audio and video recording equipment for use with interrogations and interviews, body or dashboard cameras, Narcan kits (naloxone), cameras for jail, courthouse security apparatus, hardware and software resources for lineups to comply with the statutory lineup identification procedures, and other similar functions relating specific law enforcement activities. Law enforcement agencies may also use these funds to support psychological testing of new and already hired officers. **Agencies that are requesting body worn cameras or dashboard cameras must have a departmental policy on the use of body-worn and/or dashboard cameras and a data storage solution plan. The policy and plan must be uploaded into the GEMS system and submitted with the application..**

NOTE: Agencies applying for funds to purchase recording equipment for custodial interrogations must also meet Special Conditions which will stipulate that the agency:

Will use these funds to purchase recording equipment and related technology for recording custodial interrogation of individuals by law enforcement.

Must have a written policy for recording interrogations of a category(s) of serious crimes determined by the agency. The policy:

- Must conform to best practices, including requirements that the entire interrogation is electronically recorded; and
- Must state that the recording equipment has to be positioned to record both the suspect and the interrogating officer(s).

The agency must also have a system for cataloging and retaining copies of recordings for use in related judicial proceedings.

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

2. STATEWIDE ACCREDITATION PRIORITY

Federal Funding Maximum (State Agency) - \$ 400,000 – 2 YEARS ALLOWED

Federal Funding Maximum (Local Agency) – UP TO \$ 50,000 – 2YEARS (BASED ON SIZE OF LAW ENFORCEMENT AGENCY). The Criminal Justice Improvement Committee realizes the

importance of both the National Commission on Law Enforcement Accreditation (CALEA) standards and the importance of the statewide North Carolina Law Enforcement Accreditation (NCLEA) standards for all law enforcement officials. North Carolina is a large state that has well over 500 town and city police departments and 100 sheriff's offices in addition to several

state law enforcement agencies. It is imperative that local law enforcement, regardless of size and wealth, be trained in sound criminal justice policies, procedures, and live training scenarios. National and Statewide accreditation standards are one practical way to help achieve this. These standards will help raise the level of professionalism among law enforcement agencies. It will also ensure that the public at large is aware that their officers and deputies have received baseline training on how law enforcement officials should conduct themselves. As such, the Criminal Justice Improvement Committee is seeking applications for statewide training for law enforcement officials, as well as, applications for establishing accreditation standards and ensuring those standards are met by every law enforcement agency in our state.

State Agencies who are tasked with ensuring that these standards are met on a statewide basis may apply for up to \$ 400,000 to ensure that these programs will continue to work with law enforcement agencies in achieving this standard.

Local Law Enforcement Agencies may apply for up to \$ 50,000 (based on size of agency) to help support their agency achieve either or both the National and the State Standards. Funds must be explicitly documented to show that there are used to support efforts in an agency to achieve these standards. Funds can be used to pay for the accreditation fees, for overtime to achieve these standards which must be documented by time and activity sheets, for the initial on-site assessment provided by certifying agency, supplies needed - to support the accreditation efforts (which must be separate than supplies for general use), for assistance in reviewing and improving agency policies and procedures and for any other cost that can be documented for the accreditation efforts. Any other items that are listed in the application that do not have a direct connection and impact on achieving accreditation status may cause this application to be not considered for funding.

Local Law Enforcement Funding caps based on number of sworn officers:

10 or less can apply for up to \$ 15,000

11 to 25 can apply for up to \$ 30,000

26 to 75 can apply for up to \$ 40,000

76 and above can apply for up to \$ 50,000

All requests must show the direct correlation on helping the agency achieve and become accredited in either the State Standards or the CALEA National Standards. All expenditures requested must be clearly documented as required for the agency to achieve this goal. The intent of this priority is not to be become an overtime supplement or a travel fund for the agency. Applications that are unable to demonstrate clearly how their request will help the agency get accredited will not be considered.

3. CRISIS INTERVENTION TEAMS

Federal Funding Maximum (Regional Application) - \$ 200,000/year – Up to 2 years

Federal Funding Maximum (Local Agency) - \$ 75,000/year – Up to 2 years

The Criminal Justice Improvement Team is seeking applications from law enforcement organizations that are seeking to utilize the Crisis Intervention Team Model in their law

enforcement efforts and/or from the North Carolina Justice Academy or the NC Community College System to broaden and enhance the implementation of the Crisis Intervention Team Model. The Criminal Justice Improvement Committee is seeking applications from law enforcement agencies seeking support to ensure that their officers have the opportunity to participate in the training. The Criminal Justice Improvement Committee will also consider applications for a regional team approach to CIT Training. These applicants must demonstrate and ensure that their application will provide and support CIT Training in at least 3 counties or more for it to be considered a regional project.

Applicants may apply for registration costs, supplies, and travel to ensure that officers and other staff (e.g. dispatchers, advocates or other staff interacting with the public) are able to partake in this training. Applicants may also apply for some overtime expenditures (within reason) for officers' time to cover time missed by an officer who is obligated to take this training. Overtime coverage requests cannot exceed 40 hours per officer trained and must be made at a rate not to exceed a comparable pay scale as the officer being trained. This will allow the department to ensure that officers, will be able to participate in this training and attempt to minimize the impact to patrol staffing. The applying agency t will have to be very clear that personnel funds are to be used for this purpose, and this purpose only. All requested personnel costs will require a very clear time and activity sheet to document all hours that are being claimed for reimbursement by that department.

The NC Justice Academy NC and members of the NC Community College System may also apply for support for costs to assist local law enforcement in accessing CIT training and building partnerships to implement CIT and co-responder models in their communities at either a local or regional level.

Training

This priority will support crisis intervention training for law enforcement officers and other public safety system actors at the state and local level. The "Memphis Model" by CIT International is encouraged as a best practice. To the extent the applicant would like to use a new or emerging model, applications should include a plan for data and evaluation, along with a technical partner. Projects can also include train-the-trainer programs.

Alternative Emergency Response

This priority will also support the expansion, by local communities, of their capabilities to appropriately respond to individuals with mental health, substance use disorder, and co-occurring mental health and substance use disorder, intellectual disabilities, developmental disabilities, or physical disabilities. Applicants may seek to building co-responder teams between law enforcement and mental health professionals, non-law enforcement crisis response teams, or specially trained Crisis Intervention Teams. In all cases, projects should include Crisis Intervention Training using the evidence-based Memphis model.

4. MENTAL HEALTH/LEO MODEL PILOT PROJECT: (Local Law Enforcement Agencies Only)

Federal Funding Maximum: \$ 75,000/year for Small Category – Jurisdictions with a population of 50,000 persons or less

Federal Funding Maximum: \$ 120,000/year for Middle Category – Jurisdictions with a population of 50,000 to 200,000 persons

Federal Funding Maximum: \$ 225,000/year for Large Category – Jurisdictions with a population greater than 200,000 or more.

NOTE: The Criminal Justice Improvement Committee is seeking to fund a total of 3-5 Pilot Programs in this category. These pilot projects would be funded for up to two years. Multiple law enforcement agencies within an area/county can collaborate on a model project, (e.g. town(s)' police and county's sheriff department). The federal funding maximum would be based on the combined population.

The Criminal Justice Improvement Committee is seeking to fund no more than 3-5 Pilot Programs for Mental Health Diversion projects. The demands and strains of law enforcement have grown exponentially over the last few years and the impact of society has also been reflected in that trend. Agencies are asked to demonstrate their best practices in showing a collaborative and unified effort in their community approach to the growing problem of mental health. Models that can be used include those that are promoted by the National Alliance on Mental Illness and these pilot projects must show an association between local law enforcement agencies, mental health service providers, and local government support to ensure that these pilot projects can be self-sustaining once the grant funds have been expended. These agreements should be documented in Memorandums of Agreement and Memorandums of Cooperation to help ensure that the community is unified as one on this project in an effort to make their community better. **Therapists utilized in this project cannot be sworn law enforcement officers.**

Funds can be used to support training, salaries, travel, and some supplies to help ensure that this project is a success. Agencies are asked to carefully consider this request as they will be asked to show measurable results and be asked to consider their sustainability plan once the federal grant dollars have been expended. Agencies that are selected will also be asked to also use this opportunity to get local buy-in from their city and/or county councils to have these programs sustained at the end of the grant period.

Contingency

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

Number of Applications per Agency

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

Notification of Application & Review Process

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

Funding Request Cap

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

Program Priority	Funding Cap
Local Law Enforcement Block Grant	\$ 24,500/1 year only
Statewide Accreditation (State)	\$ 400,000/up to 2 years
Statewide Accreditation (Local)	\$ 50,000 (maximum, but agencies must review caps established within the priority/up to 2 years
Crisis Intervention Team Training (State)	\$ 200,000/Up to 2 years
Crisis Intervention Team Training (Local)	\$ 75,000/Up to 2 years
Mental Health/LEO Model Pilot Project (Small)	\$ 75,000(Max Total) – Up to 2 years
Mental Health/LEO Model Pilot Project (Middle)	\$ 120,000(Max Total) -Up to 2 years
Mental Health/LEO Model Pilot Project (Large)	\$ 225,000 (Max Total) – Up to 2 years

2022 Grant Eligibility Requirements, Restrictions, And Limitations

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

Please review them carefully before submitting the application:

EQUAL TREATMENT REGULATIONS

All organizations receiving financial assistance from the U.S. Department of Justice are bound by the Equal Treatment Regulations codified at 28 C.F.R. pt. 38. With limited exceptions, these regulations prohibit the inclusion of inherently religious activities (such as worship, religious instruction, or proselytization) in the specific programs or services that are being funded.

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

shall not discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

NON-PROFIT GRANTEES

All Non-Profits must provide:

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

SUSTAINABILITY (Not Required for Equipment-Only Grants)

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

IMPORTANT NOTICE FOR ALL GRANTEES!!

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

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

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

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

APPLICATION PROCESS

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

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

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

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

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

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

Grant Application Deadline: January 31, 2022 by 11:59 PM.

Criminal Justice Application Supporting Documents

Applicants are required to upload supporting documents to GEMS in order to receive funding consideration. These documents are required at the time of submission. Failure to comply could impact your application's ability to continue through the review process.

Note that there is a new process for the upload of supporting documentation that requires uploading documents at: (1) the organization level by the Organization Administrator, and (2) the project level by the individual submitting the application for funding.

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

Organization Documents *NEW*

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

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

Upload of Organization Documents

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

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

Note that there may be additional documents required at the Organization level once an application is approved for funding. These are listed under **Supplemental Documents** and the required forms will be provided by GCC staff to approved projects only.

Required Organization Documents

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

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

Indirect Costs *NEW*

While utilizing an indirect cost rate occurs at the organization level, the Financial Officer is responsible for the verification of an organization’s indirect cost rate (*de minimis* or *federally-negotiated* rate). If an organization is utilizing an indirect cost rate, this must be uploaded to GEMS by the Financial Officer.

Project-Specific Attachments

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

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

FUNDING EVALUATION

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

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

- Project Evaluation
- Sustainability
- Budget

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

- Documentation of need
- Current availability of existing program services
- Geographic size and location
- Ability to recognize and address the needs of underserved populations
- Demonstrated capacity and effectiveness of existing programs

FUNDING SPECIFICATIONS

A. Funding Cycle

Subrecipient awards are for one year only (dependent on the application and commission approval) for the period: 10/01/2022 – 09/30/2024 based on whether it is a one or two year project. Funds are paid on a reimbursable basis.

B. Budget

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

The prioritization of line items is required for all applications having multiple line items. Applicant requirements will be taken into consideration should budgets need to be reduced.

A budget detail narrative/budget justification attachment should be attached containing brief statements (At least 1 - 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. **Do not state "See Narrative, Goals, or Objectives".**

C. Unallowable Costs

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

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

D. Consultant Rates

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

E. Contracts

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

REPORTING REQUIREMENTS

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

MATCH

There is a no match required.

SUPPLANTING, TRANSPARENCY AND ACCOUNTABILITY

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

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

DISTRIBUTION OF FUNDS AND REIMBURSEMENT

Agencies may elect to receive reimbursement of funds for this grant program no more frequently than a monthly basis. In order to receive monthly reimbursements, financial requests (and documentation) would need to be submitted on a monthly basis. Agencies may elect to receive reimbursement based on a longer schedule, but financial reimbursement requests should be submitted on no less than a quarterly basis as utilization rate is one determination of project progress.

CHECKLIST (Appendices and Included Documentation)

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

2022 GRANT GUIDELINES, RESTRICTIONS AND REQUIREMENTS

- ***No application or proposal is guaranteed at any time during the time of grant review or the recommendation process. Funding is subject entirely to the availability of federal funds.***
- All Applications to the Criminal Justice Improvement Committee must meet all 2020 Grant Eligibility Requirements, Restrictions and Limitations. Please review them carefully before submitting the application.

ONLINE GRANT SUBMISSION

Using the Grant Enterprise Management System (GEMS)

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

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

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