



Governor's Crime Commission - Grant Writing Workshop

# **Pre-Award (Application) Requirements**

# Outline

- Overview Planning and Administrative Sections
- Pre-Award Requirements
- Project Budget and Allowable Costs
- Match



# GCC Planning and Administrative Teams

Criminal Justice Improvement (CJI)	Juvenile Justice (JJ)	Crime Victim Services (CVS)		Administrative Support
Byrne JAG, JAG PREA, RSAT, CSEF, JRJ, Coverdell, SORNA, and NCHIP	Juvenile Justice (JJ), JJ PREA, and CJA	Violence Against Women Act STOP and SASP	Victims of Crime Act (VOCA)	All

**Navin Puri - Lead**

**Adonica McAllister – Lead**

**Sandy Dixon - Lead**

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Keyon Ashe

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Karen Lombri

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Natalia Beckers

Jim Lassiter

Jaysia Noels

Lindsay Bohan

Sara Smith



# Setting up credentials/using GEMS

## GCC - Module Pre-Award Requirements



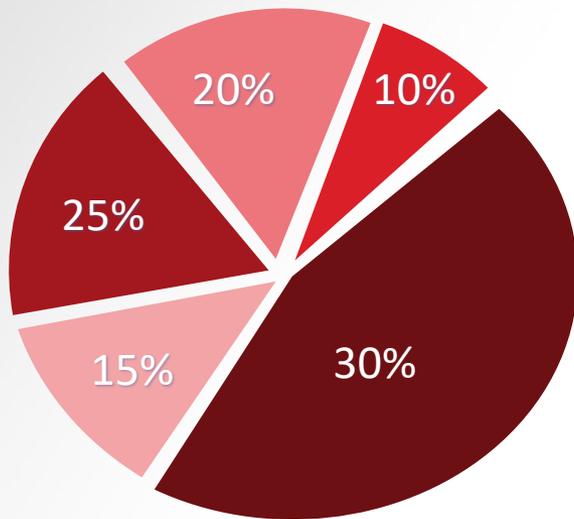
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# **GCC Project Budget**

## **Budget Categories & Allowable Expenses**

# Personnel:

Personnel costs must be “supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable and properly allocated” and “based on records that accurately reflect the work performed.” See [2 C.F.R. 200.430](#).



- Clear and consistent documentation is necessary per position
- Pre-Award:
  - Narrative: Personnel & Contractual Positions
  - Job Duties section \*Job Description attachments are no longer required at application
- Post-Award:
  - Activity Reports
  - Timesheets

# Budget Category: Personnel

- ▶ Includes salaries or wages, fringe benefits, allowances, and other services provided by the agency to employees as part of the compensation package
- ▶ Costs of fringe benefits are allowable as long as they are reasonable or required by law and paid to other non-grant funded positions
- ▶ Examples: FICA, paid leave, health/dental/vision or other insurance, retirement benefits and mandatory costs including workers compensation and unemployment insurance

# Travel:

Program costs generally include which involves mileage, food, hotels, registration fees, and other expenses associated with staff attendance at technical assistance meetings, conferences, project staff volunteer training and relevant to the program. See [28 C.F.R. 94.109](#).



- Must be directly related to the project funded
- Costs must be in accordance with the agency's written travel reimbursement policy, which cannot exceed the GSA rates (federal General Services Administration)
- If agency does not have a written travel policy, North Carolina State Travel Policy must be followed, which now includes the GSA rates.
  - Pre-Award:
    - Narrative: Travel Budget
    - Attachment: Travel Reimbursement Policy
  - Post-Award:
    - Travel Logs
    - Documentation of registrations or membership fees, receipts for reimbursements

# Budget Category: Travel

- ▶ Always include and show the number of travelers as the unit and the cost per person as the cost per unit
- ▶ Examples of Travel Expenses: Lodging, per diem (meals), mileage, airfare, ground transportation, baggage, and other **allowable** expenses
- ▶ Each type of expense should be listed on separate budget lines (tips are not an allowable expense)
- ▶ Mileage should be your agency's rate per your policy or the state policy if your agency does not have a policy.

# Equipment:

Any durable item with a useful life of more than one year and costing more than \$5K per unit. See [2 C.F.R. § 200.465\(c\)](#), [2 C.F.R. §200.452](#), [2 C.F.R. §200.436](#) , [2 C.F.R. §200.447](#) , [28 C.F.R. 94.121\(e\)](#)



- Pre-Award:
  - Narrative: Equipment Budget
  - Equipment over \$5k that is PURCHASED, not leased
  - Procurement or Purchasing Policies
- Post-Award:
  - Bids, if applicable
  - Receipts
  - Equipment tracking forms, logs, inventories with date of purchase and funding source

# Budget Category: Equipment

- ▶ Per the federal government: Equipment is defined as any durable item with a useful life of more than one year and costing more than \$5,000 per unit
- ▶ Nevertheless, agencies have to follow their written procurement or purchasing policies

Below is a sample table listing equipment to be purchased

Equipment	Unit Cost	Number of Units	Estimated Cost
Copier/Scanner/Fax Machine	\$5,500.00	2	\$11,000.00
<b>Total Estimated Cost</b>			<b>\$11,000.00</b>

# Supplies:

Supplies are property considered expendable, costing less than \$5K (or per your agency's policy for other supply purchases), and usually consumed of the course of the project. Costs incurred must be necessary and reasonable to the provision of direct services to victims. See [2 C.F.R. § 94.4120](#)



- Pre-Award:
  - Narrative: Supplies Budget
  - Detailed Supply List
  - Equipment Lease Agreements (not maintenance agreements if you have purchased the equipment)
  - Procurement or Purchasing Policy
- Post-Award:
  - Receipts
  - Lease agreements

# Budget Category: Supplies

- ▶ Below is an example of a budget for supplies to be purchased:

Supply Item	Quantity	Unit Cost	Total Cost
Office Supplies	4	\$750	\$3,000.00
Cell Phones	2	350.00	\$700.00
Laptop Computers	2	\$900.00	\$1,800.00
Victim Personal Products (shampoo, soap, toothbrushes, toothpaste, etc.)	50	\$10.00	\$500.00
Agency Brochures	1,000	\$0.10	\$100.00
<b>Total Estimated Cost</b>			<b>\$6,100.00</b>

# Conference Planning:

In general, conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the Federal Award. See [28 C.F.R. 94.109](#). All conferences supported with GCC funding must receive prior approval in writing.



- Pre-Award:
  - Abstract Narrative: Travel Budget
  - Travel Reimbursement Policy
- Post-Award:
  - Travel Logs
  - Documentation of travel, conference locations costs

# Conference Planning

- ▶ Cost thresholds and limitations are in place for the following items:

Item	Cost
Meeting room/audio-visual services	Lesser of \$25 per day per attendee or \$20,000
Logistical planners	Lesser of \$50 per attendee or \$8,750
Programmatic Planners	Lesser of \$200 per attendee or \$35,000
Food and Beverages	<b>NOT ALLOWED</b>
Refreshments	<b>NOT ALLOWED</b>



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# Governor's Crime Commission's Match Funding Requirement

\*\*\*\*\*NEW match training module coming soon to GCC's website\*\*\*\*\*

# Module 4: Match Funding

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## Terminal Objective

At the completion of this module, you will have thorough knowledge of GCC's Match Funding requirements. You will learn how to calculate the acceptable forms of Match Funds and apply them to your project application in the Grant Enterprise Management System. Finally, you will receive guidance on how to request a Match Waiver if you are not able to meet the funding requirements.

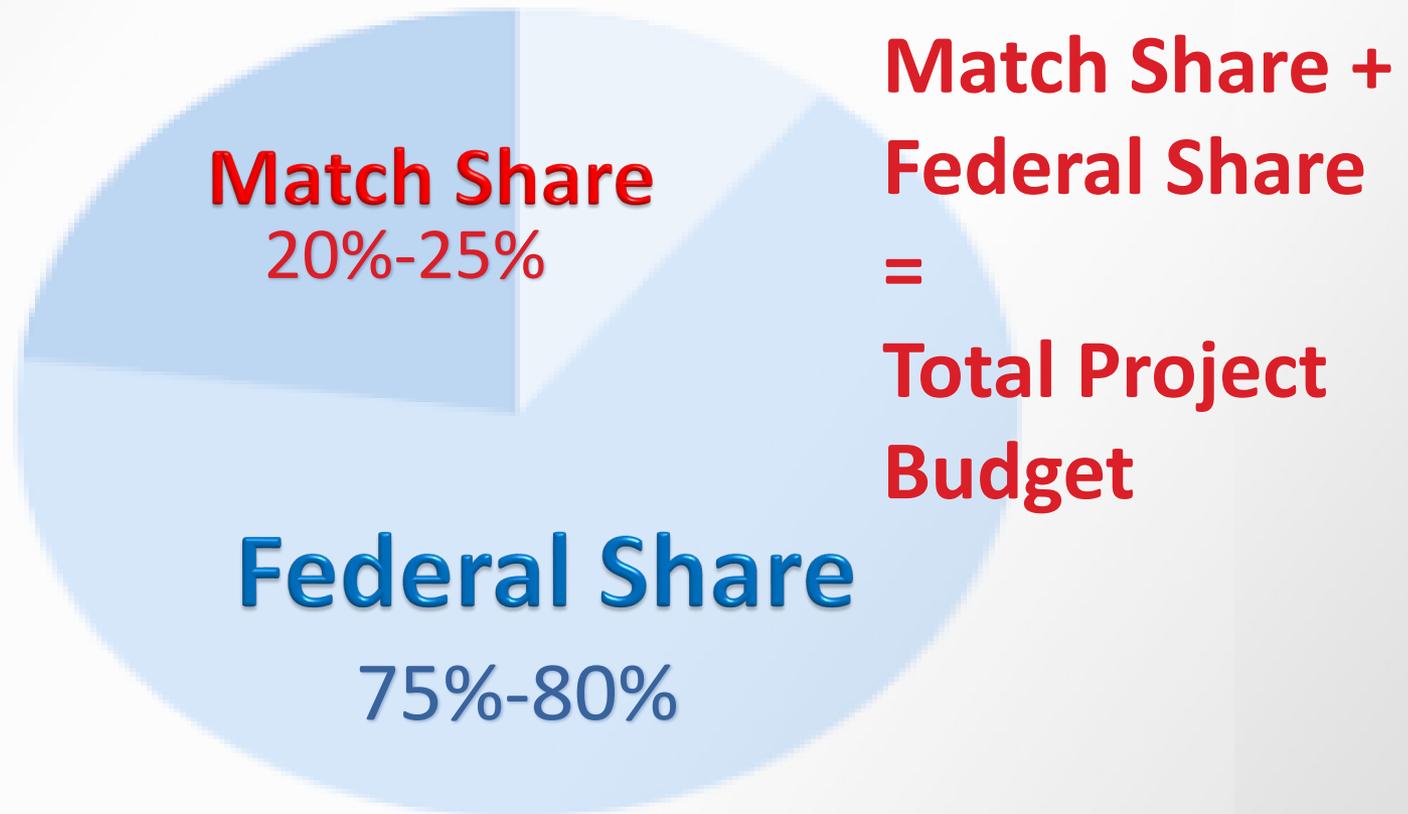
1. [Match Requirements](#)
2. [Calculating Match](#)
3. [Acceptable forms of Match](#)
4. [Applying Match to your Project](#)
5. [Match Waiver Request](#)



# Match Funding

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- Portion not supported by Federal Fund
- Demonstrates strong base of financial and partner support for a project
- Subject to the same regulations and restrictions as federal funding.



# Match Requirements

- ▶ Review the RFA
- ▶ Match Contribution %
- ▶ Applying Match:  
(ie. Volunteers/Materials/Equipment)
- ▶ Exceptions to Match requirement
- ▶ Match Waiver Policy

## Cost Sharing or Match Requirement

Sub-recipients are required to contribute 20% of the total cost of each project and identify the source of the match and how match funds will be used. Match can be cash or in-kind, through donated goods and services such as:

- Volunteered professional or personal services whose value must be consistent with compensation paid for similar work in the program or with the rate found in the labor market in which the program competes;
- Materials/equipment whose value shall not exceed its fair market value;
- Space and facilities whose value shall not exceed the fair rental value of comparable space and facilities as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality;
- Non-VOCA funded victim assistance activities including but not limited to, performing direct service, coordinating, or supervising those services, training victim assistance providers, or advocating for victims.

Volunteered services used as in-kind match should be justified by (1) the specific level of experience/expertise that the individual brings to the specific project, and (2) evidence that the individual has been paid a comparable rate for this specific service.

## Exceptions to Project Match Requirement

Sub-recipients that are federally-recognized American Indian or Alaska Native tribes, or projects that operate on tribal lands, are excluded from the match requirement.

## VOCA Match Waiver Policy

Waiver of the 20% match share may be requested by agencies unable to meet the requirement. The requests must be well justified and submitted as an attachment to the project application. At a minimum, GCC will consider:

- Practical and/or logistical obstacles to providing match (e.g., public agencies that do not engage in private fundraising and may have limitations on soliciting contributing funds);
- Local resource constraints (e.g., rural community with limited local funding availability or volunteer capacity);
- Increases to VOCA funding where local funding availability has not increased to the same degree;

# How do you determine your required Match??



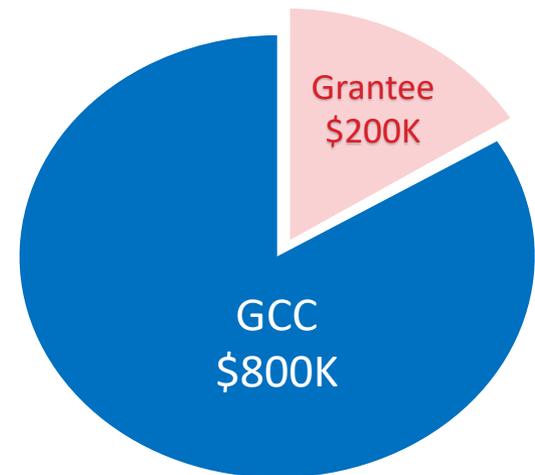
# Calculating Match

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- ▶ Determine project's total budget.
- ▶ Then, apply match rate

$\$1\text{M} \times 20\% \text{ match} = \$200\text{K}$

- ▶ Know your full project cost!



[Match Funding Calculator](#)

[Fundamental Service Element Descriptions](#)

[How to Register for an NCID and Organization Role](#)

[How to Request a VOCA Match Waiver](#)

# Match Calculator

[www.ncdps.gov/gccresources](http://www.ncdps.gov/gccresources)

## Total Budget Calculator

	Federal Share	Match Requirement	Total Budget
25% Match Requirement		\$0.00	\$0.00
20% Match Requirement	\$800,000.00	\$200,000.00	\$1,000,000.00



Calculate

## Match Requirement Calculator

	Federal Share	Match Requirement	Total Budget
25% Match Requirement	\$0.00	\$0.00	
20% Match Requirement	\$800,000.00	\$200,000.00	\$1,000,000.00



Calculate

# Acceptable forms of Match

## Cash Match



§ Supplied by grantee or third party

## In-Kind Match:



§ Non-Cash Donations



# Acceptable forms of Match

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## In-Kind Match

Provide fair market value of each contribution



Value by independent appraiser



Consistent with grantee rates or local market value



Consistent with work provided, not professional title

**Each match  
must be properly valued  
and documented in GEMS.**





## Document Match in Budget Lines

### Budget Line

Cost Category \*  
EQUIPMENT

Description \*  
Required Match

Quantity \* 100      Unit Cost \* \$ 100      Budget Total ⓘ \$10,000.00

Cash Match (0%) \$ 0      In-Kind Match \$ N/A      Federal Share ⓘ \$10,000.00

**SAVE**      CANCEL

### Budget Details

Description	Quantity	Unit Cost	Total	Cash Match	In-Kind Match	Federal Share
Salaries:Victim Assistant	12.00	\$1,937.14	\$23,245.68	\$4,649.14	\$0.00	\$18,596.54
Salaries:Shelter Case Manager	12.00	\$1,900.00	\$22,800.00	\$4,560.00	\$0.00	\$18,240.00
Auto Insurance	1.00	\$900.00	\$900.00	\$180.00	\$0.00	\$720.00
Utilities	12.00	\$150.00	\$1,800.00	\$360.00	\$0.00	\$1,440.00
In-State:Mileage:Transportation	12.00	\$120.00	\$1,440.00	\$288.00	\$0.00	\$1,152.00
Communications (Phone, Fax, DSL) Copier	12.00	\$500.00	\$6,000.00	\$1,200.00	\$0.00	\$4,800.00
Staff Cellular Phones	12.00	\$150.00	\$1,800.00	\$360.00	\$0.00	\$1,440.00
Fire Safe Cabinets	2.00	\$250.00	\$500.00	\$100.00	\$0.00	\$400.00

## Document Match in Budget Summary



### Budget Summary

Describe the amount and source of matching funds. Matching funds may include local, state or private funds, but not other federal funds.  
(Max 500 Characters) \*

0 / 500

Do you need to request for match waiver? If yes, please state the reasons below.

**i** A request for match waiver does not guarantee the waiver will be granted. You should upload the necessary documentation to provide justification for the waiver request.  
(Max 500 characters)

SAVE

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[? Help](#)

- PROJ014565 TEST!
- Project Overview
- Project Setup
- Implementing Agency
- General Information
- Abstract & Narrative
- Focus/Purpose Areas
- Goals
- Objectives
- Indirect Costs
- First Year Budget
- Second Year Budget
- Budget Summary
- Job Information
- Certification
- Attachments**

## Attachments

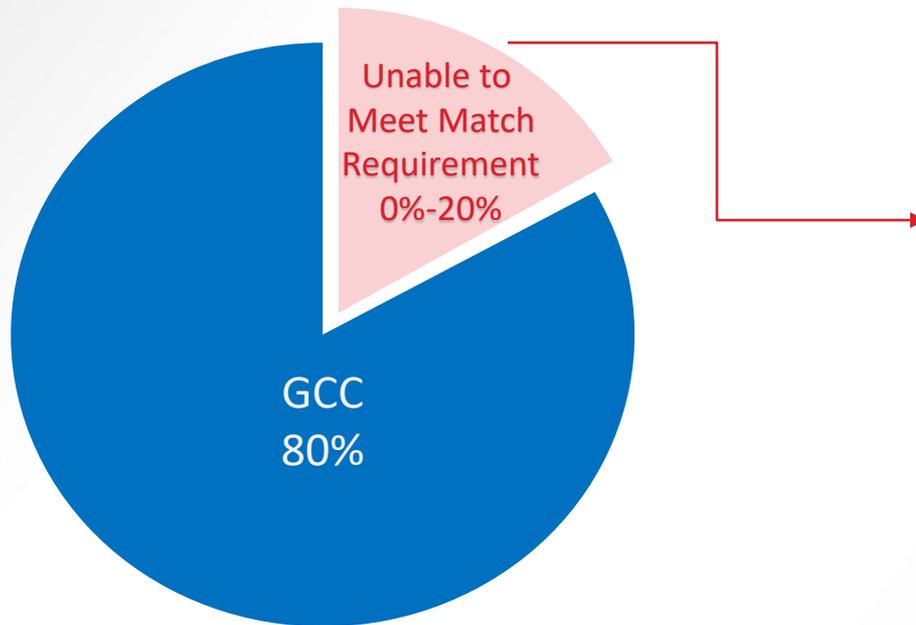
File \*

Description \*

Match Waiver Request-PROJ014565

# Match Waiver Request

[www.ncdps.gov/gccresources](http://www.ncdps.gov/gccresources)

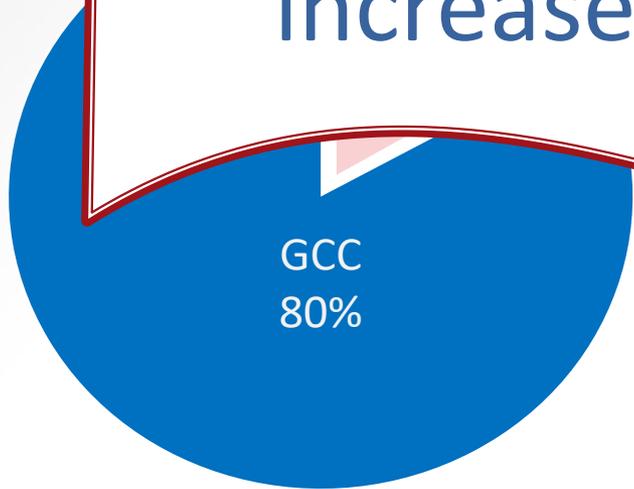


- a. What practical and/or logistical obstacles does the organization face that impacts the ability to provide match?
- b. What local resource constraints does the organization face that impact your ability to provide match?
- c. How have increases to funding where local funding availability has not increased to the same degree impacted the organization's ability to provide match?
- d. What constraints does the agency face that have impacted the current ability to provide match at the same levels as previously provided?

# Match Waiver Request

[www.ncdps.gov/gccresources](http://www.ncdps.gov/gccresources)

a match waiver does not  
increase the federal share



What practical and/or logistical

challenges  
affects

the  
ability

are local  
funds

match?

d. What challenges does the agency face that have impacted the current ability to provide match at the same levels as previously provided?

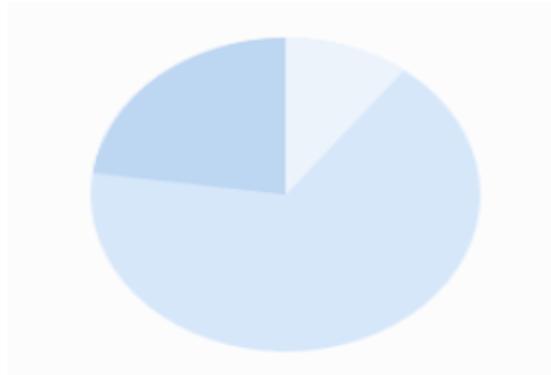
# Summarize & Review

## ➤ Module 4: Match Funding Requirement



Match Funding

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\$

Match Share Contribution

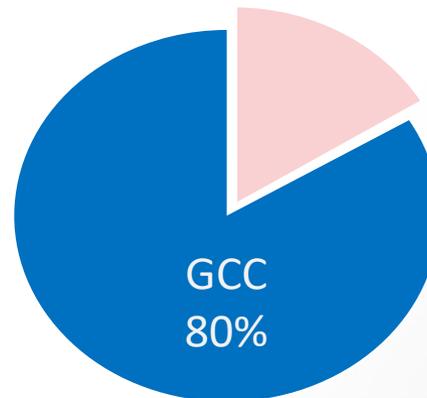


Cash vs In-Kind



Document Match in GEMS

\$



\$

Match Waiver Request



RFA



# Questions?

