Governor’s Crime Commission
2019 Grant Writing Workshop
The Grant Application
Pre-Award Requirements

- All grant applications for funding from the GCC require the following credentials:
  - NCID
  - DUNS Number
  - SAM Registration
    - Make sure your SAM registration is current. All agencies must now submit a notarized letter to renew their SAM registration
    - This is not an overnight process – do not wait to the last minute and expect it to be approved prior to the end of the application period
  - Federal Tax ID for nonprofit agencies
- Agencies must be a nonprofit corporation or a unit of government
Pre-Award Requirements

- Grantees must comply with federal rules, including but not limited to:
  - Equal Employment Opportunity
  - Civil Rights Requirements
  - Privacy Act
  - Protection of Personally Identifying Information
  - Freedom of Information Act
  - Other statutory regulations as required by the grant funding source
Registering for an NCID Account

- To enter information and work in the GEMS system, you must have an NCID account.
- The easiest way to get to the NCID site is to Google ‘NCID’ and click on the link:
Registering for an NCID Account

- You should see the screen to the left.
- At the bottom of the screen, click on the **Register** link.
- If you have an NCID, but have not used the account in the past 6-12 months, you can click on the **Forgot Password** or the **Need Help?** link to reset your password.
Registering for an NCID Account

› Clicking on the Register link will take you to this page:

![New User Registration](image)

› Click on the appropriate link to indicate your user type. If you are a nonprofit agency, click on Individual. Local government employees should click on that link, and so on.
Registering for an NCID Account

- Clicking on the appropriate link will take you to the page where you will enter the information needed to set up your NCID account:

- The system will ask you to enter a User ID. **Remember your User ID.** Your access to the GEMS system will be tied to the use of that NCID for the duration of **current and future projects** in the GEMS system.
Registering for an NCID Account

- At the end of the page it will require you to create a password. Passwords must contain:
  - Both uppercase and lowercase letters
  - An acceptable symbol (#, *, !, $, etc.), and
  - Numbers
- Passwords should not contain your name or part of your name
- At the bottom of the screen you will be required to select images to indicate you are not a ‘robot’
- Next, click on Continue and follow the instructions provided
Once you have your User ID and password set up, you will be able to log into GEMS. Go to the Governor’s Crime Commission home page (www.ncdps.gov/gcc) and scroll down to the GEMS link:

- NCID User IDs and passwords should not be shared. Each person working in the GEMS system should have their own individual NCID User ID and password.
GEMS Access

- Clicking on the GEMS icon will take you to the GEMS home page, where you can log in with your NCID User ID and password.
Once you are on the GEMS home page, click on the **My Profile** link to set up your profile in GEMS.
On the **My Profile** page, select your organization from the drop down box, and enter your contact information, including your position within the organization.

If your agency has not applied for funding before, you will need to click on the green box - **+ ORGANIZATION** - and enter your agency information.

That will take you to the screen that will allow you to enter your organization information.
Once you are in the **My Organization** page, you will need to enter your organization’s information, including:

- Federal Tax ID
- DUNS Number
- SAM Expiration Date
- Upload documentation that your SAM registration is current.
- Enter your organization’s legal name (not a DBA – doing business as)
Again, SAM registrations and renewals now require a **NOTARIZED** document from your agency in order to renew your registration. Plan and allow extra time to submit your documentation and receive confirmation of the renewal of your SAM registration.

Upload the confirmation when you update your SAM registration in GEMS. That is the proof documenting that your SAM has been updated.
Once you have either selected your organization and have entered it in the GEMS system and also have your profile information entered, click on the **Request Organizational Roles** link:
On the next screen, select the role you need to request and provide a brief justification for the request in the text box, then click **Submit Request**:

As chair of the board, I serve as the authorizing official for the agency.
New organizations entered into GEMS must be approved by a GCC administrator. Once the organization has been approved, you will be able to select your organization from the drop down list and proceed with your application.

Likewise, when someone requests the role of Organization Administrator, it must also be approved by a GCC administrator.
Starting the Project Application

- Click on the Green +Project button
Starting the Project Application

Project Setup will ask for:

- Project Name
- Project Summary
- Start Date
- End Date
- Committee
  - Program Priority
- Project Director
- Financial Officer
- Authorizing Official
For each project, the project name should follow the following guidelines, based on the committee and priority your apply under:

For Crime Victim Services projects:

- <<Agency>> <<County>> <<Priority>> <<Year>>
  - Jayson’s Counseling Wake OVS 2020
  - Rainbow House Washington CAC Basic 2020

For Criminal Justice Improvement projects, enter the year of the project, the agency name, and the purpose – in this case equipment – in the project title:

- <<Year>> - <<Agency>> - <<Equipment>>
  - 2020 - Franklin Sheriff’s Office - Tasers
  - 2020 - Greensboro PD - Radios
The Project Application

- Project Summary
  - The project summary should be brief and to the point, stating the purpose of the project, listing services to be provided, the targeted populations to be served, or the equipment to be purchased (Remember – 300 character limit!)

- The organizational information should automatically load from your agency’s profile in GEMS
  - If the Authorizing Official or Financial Officer have changed, the information should be updated in GEMS to indicate the new individuals in these positions prior to submitting the project application
The Project Application

- If you have not applied for funding previously, you will have to enter your agency information in the **My Profile** section. Click on the green box – **ORGANIZATION** - to enter your agency’s information. Once your organization has been approved in the GEMS system, you will be able to select it from the drop down list of organizations and proceed.
The start date should be **10/1/2020**

The end date should be:
- **9/30/2021** for 12 month projects
- **9/30/2022** for projects lasting two years.

Unless otherwise noted, Victims of Crime Act (VOCA) applications should be the only agencies requesting two years of funding.

Children’s Justice, Juvenile Justice, Byrne-JAG, and STOP/VAWA funding should only be for **one** year of funding.
Present the problem the project will address

Provide **local** information and statistics to support the request for funding

Do not use statewide information alone to support the development of a county or regional level project

Focus on the needs of your area and how the project will meet those needs
Project Abstract and Narrative

- Each of the following sections will request information to show how the project is supported:
  - Personnel
  - Equipment to be purchased
  - Fundamental Service Elements supported by the project
  - Efforts to assist Federal Victims of Crime
  - Project Narrative Summary
  - How volunteers will be used in the project
  - Who will assist with Victim Compensation applications
  - Project timeline of activities
    - New projects should indicate how the project will be implemented
    - Continuation projects should indicate how services will continue or new services will be added to the project
Service Fundamentals Compliance

All applications for VOCA formula-allocated funding must indicate the **basic services** (domestic violence, sexual assault, child abuse/child advocacy centers) each agency provides to assist victims of crime, including such items as:

- Crisis line or hotline for victims
- Intake processes
- Shelter or housing
- Sexual assault or domestic violence medical advocacy
- Referral to supportive services
- Counseling or therapy
- Disability accessibility and awareness
Each project should have one or two distinct goals
Each goal should have one or two objectives to show how the goal will be achieved

For example:
- Goal 1: We will provide services to 150 victims of sexual assault through 9/30/2022
  - Objective 1: We will implement an intake system to quickly identify key needs of each victim
  - Objective 2: We will establish an evidenced-based counseling program to meet the needs of victims in overcoming the trauma of sexual assault
Each objective must have:

- A statement of the objective
  - How you will achieve the goal
    - Example: The number of victims referred to trauma-focused counseling

- A performance measure for the objective
  - How you will measure the objective
    - Example: the number of victims referred to counseling

- An evaluation measure for the objective
  - What methods will be used to evaluate progress towards achieving the objective and the goal
    - Example: analysis of the number of victims in proportion to all victims served
The Project Budget
First: Project Sustainability

- Agencies are required to provide a sustainability plan for every project application as part of the budget planning process. This will be an increasingly important part of each application moving forward, since we are seeing a downward trend in overall funding.

- As funding tightens, all agencies will need to be able to demonstrate the ability to continue to support and provide services to the community from sources other than GCC funding.
Project Sustainability

- Remember: Availability of funding is contingent upon the amount of funding awarded to GCC by the Department of Justice.

- The amount of funding going into the Crime Victims Fund has declined in recent years, so there is less funding to award out.

- Byrne-JAG funding has decreased significantly.

- Juvenile Justice has also declined in recent years.

- This makes sustainability increasingly important to ensure that services continue to be available to agencies across North Carolina.
Budget Considerations

- All project applications submitted to GCC require a budget to be submitted providing detailed costs by budget line and other information on the estimated costs of the project’s proposed activities over the period of performance.

- Proposed costs in the application budget must be:
  - Necessary
  - Reasonable
  - Allocable
  - Allowable
The budget submitted with the application will contain the following items:

- A budget detail worksheet
- A detailed budget narrative uploaded to the Attachments file of the project application
- A budget summary, generated from the budget detail worksheet
The budget detail worksheet includes each individual budget line by subcategory.

Subcategories will include
- Individual personnel positions
- Fringe benefits
- Individual contractual positions
- Itemized equipment
- Supplies, which will include rent, utilities, phone service, as well as supply items such as paper, pens, etc.
- Travel, broken out by mileage, airfare, lodging, per diem meals, registration, etc.
Detailed Budget Narrative

- The detailed budget narrative provides a description for each individual budget line item, providing more detailed information on how each budget item supports the purpose and goals of the project.
  - Example: The Bilingual Advocate will provide advocacy and support to victims of domestic violence who do not speak or are not fluent in English by providing translation to assist and support the victim in court and other legal meetings to ensure the victim understands the processes and procedures.

- Provide clear details to support each budget line item

- The **Detailed Budget Narrative** must be uploaded as an attachment to the project application
Budget Detail Worksheet

As you enter each budget line item in the project application, you will gradually build up the budget detail worksheet in your project:

First Year Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost Category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries: Elder Abuse Advocate</td>
<td>PERSONNEL</td>
<td>$43,000.08</td>
</tr>
</tbody>
</table>

Info: In case of contractual budget lines, the max hourly rate is $81.25

Fringe

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost Category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video Cam</td>
<td>EQUIPMENT</td>
<td>$50,000.00</td>
</tr>
</tbody>
</table>

Info: The maximum federal award per year is $50,000.00. The minimum federal award per year is $10,000.00. In case of contractual budget lines, the max hourly rate is $81.25
Budget Categories: Personnel

Personnel includes all positions funded by a project and must relate directly to the project:

- Executive Director (10%)
- Bilingual Advocate (50%)
- Victim Advocate 1 (100%)
- Legal Advocate (25%)
- Victim Advocate 2 (100%)

The position of Veterinary Assistant (50%) is not included in the Advocacy Project personnel.
Budget Categories: Personnel

- Compensation for personnel services may include amounts reimbursed for approved services consistent with the project’s goals and objective, the approved budget, and must be provided during the project’s period of performance as stated in the project application, including:
  - Salaries and wages
  - Fringe Benefits
  - Other related costs listed in the approved project budget
Fringe benefits include mandatory items such as unemployment insurance and other benefits provided by the agency to employees as part of the compensation package, in additional to regular salaries or wages.

Costs of fringe benefits are allowable as long as they are reasonable or required by law.

Fringe benefits include – but are not limited to – paid leave, health/dental/vision or other insurance, retirement benefits and mandatory costs including FICA, workers compensation and unemployment insurance.
Fringe benefits included in the project budget should be consistent with those the agency offers for similar positions not funded by the project.

Fringe benefit costs should be prorated based on the percentage of time each position is funded by the project.

- For example, if a 25% of a staff member’s time if funded by a project, 25% of the cost of the staff member’s fringe benefits can be covered by the project.
Budget Categories: Personnel

- When calculating the fringe benefit rate for each staff member, the rate is calculated based on the agency’s cost of the benefit divided by the individual’s annualized salary

- **However**, for overtime expenses, only mandated benefits, including FICA, workers’ compensation, and/or unemployment insurance, can be included as fringe benefit
In the table to the right, the percentage cost of each fringe benefit for an employee is calculated, the percentages are then totaled to provide a total percentage for all fringe benefits. That percentage is then applied to the salary of each employee listed in the project budget.

<table>
<thead>
<tr>
<th>Fringe Benefit</th>
<th>Benefit Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA</td>
<td>7.65%</td>
</tr>
<tr>
<td>Retirement</td>
<td>6.15%</td>
</tr>
<tr>
<td>Workers’ Compensation</td>
<td>3.70%</td>
</tr>
<tr>
<td>Health/Life/Dental/Disability Insurance</td>
<td>11.00%</td>
</tr>
<tr>
<td><strong>Total Fringe Benefit %</strong></td>
<td><strong>28.50%</strong></td>
</tr>
</tbody>
</table>
Budget Categories: Personnel

Personnel costs should be entered by each individual position:

- **Quantity** should be either the number of times the position is paid (preferably monthly) or the number of hours worked annually
- **Unit Cost** should be the monthly salary or the hourly rate of pay for contract or hourly workers
- **Total** is the annual cost – or Quantity times Unit Cost
Budget Categories: Personnel

Personnel costs (continued):

- **Cash Match** is the amount of ‘cash’ funding provided by the agency from other grant funding sources, foundation awards, and/or cash donations received.

- **In-Kind Match** is match donated as work performed or items donated to an agency.

- **Cash Match plus In-Kind Match** equal the **total** amount of match funding required for the project.

- **Federal Share** is the amount of federal funding provided through the funding source.
This is an example of the personnel section of a project budget:

<table>
<thead>
<tr>
<th>Personnel Position</th>
<th>Unit</th>
<th>Unit Cost</th>
<th>Total Cost</th>
<th>Federal Share</th>
<th>Cash Match Share</th>
<th>In-Kind Match Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Director</td>
<td>12</td>
<td>$2,500.00</td>
<td>$30,000.00</td>
<td>$6,000.00</td>
<td>-0-</td>
<td>$24,000.00</td>
</tr>
<tr>
<td>Case Manager 1</td>
<td>12</td>
<td>$3,800.00</td>
<td>$45,600.00</td>
<td>$45,600.00</td>
<td>-0-</td>
<td>-0-</td>
</tr>
<tr>
<td>Case Manager 2</td>
<td>12</td>
<td>$3,400.00</td>
<td>$40,800.00</td>
<td>$40,800.00</td>
<td>-0-</td>
<td>-0-</td>
</tr>
<tr>
<td>Contract Therapist</td>
<td>400</td>
<td>$45.00</td>
<td>$18,000.00</td>
<td>$18,000.00</td>
<td>-0-</td>
<td>-0-</td>
</tr>
<tr>
<td>Legal Counsel</td>
<td>250</td>
<td>$65.00</td>
<td>$16,250.00</td>
<td>-0-</td>
<td>-0-</td>
<td>$16,250.00</td>
</tr>
<tr>
<td>Volunteers</td>
<td>2,080</td>
<td>$12.50</td>
<td>$45,600.00</td>
<td>-0-</td>
<td>-0-</td>
<td>$45,600.00</td>
</tr>
</tbody>
</table>

Notice that a portion of the Program Director’s salary is included as in-kind match funding.
Budget Category: Travel

- Travel expenses are an allowable cost for agency personnel who must travel on official business that is directly related to the project funded.
- Travel costs must be in accordance with the agency’s written travel reimbursement policy.
- If the agency does not have a written travel policy in place, N.C. state travel policy must be followed.
Budget Category: Travel

- Travel calculations should show the number of travelers as the unit and the cost per person as the cost per unit.
- Lodging, per diem (meals), mileage, airfare, ground transportation, baggage, and other **allowable** expenses should be listed on separate budget lines (tips are not an allowable expense).
- Mileage should be listed as the estimated number of miles traveled annually as the unit and the mileage allowance per mile as the cost per unit.
Budget Category: Conference Travel

- While the cost for travel to conferences may be included in the project budget, it does not guarantee that travel to the conference will be approved.
  - Travel must be approved by your grant manager before traveling to any out-of-state conference or meeting.

- Most in-state travel is allowable.
  - However, request approval from your grant manager prior to the conference or meeting.

- Webinars and video conferences do not require prior approval if there are no costs incurred for participation.
### Budget Category: Travel

Below is an example of the budget detail for three staff members to travel to an out-of-state conference:

<table>
<thead>
<tr>
<th>Subcategory: Travel</th>
<th>Units/Persons Traveling</th>
<th>Cost per Person</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Registration</td>
<td>3</td>
<td>$500.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Transportation – Airfare (Round Trip)</td>
<td>3</td>
<td>$625.00</td>
<td>$1,875.00</td>
</tr>
<tr>
<td>Lodging – 3 Nights</td>
<td>3</td>
<td>$524.58</td>
<td>$1,573.74</td>
</tr>
<tr>
<td>Per Diem – Full Days</td>
<td>3</td>
<td>$214.50</td>
<td>$643.50</td>
</tr>
<tr>
<td>Per Diem – Travel Days</td>
<td>2</td>
<td>$51.75</td>
<td>$155.25</td>
</tr>
<tr>
<td>Baggage Fees</td>
<td>3</td>
<td>$50.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Other: Parking, Shuttle</td>
<td>3</td>
<td>$120.00</td>
<td>$360.00</td>
</tr>
<tr>
<td><strong>Total Travel Costs</strong></td>
<td></td>
<td></td>
<td><strong>$6,257.49</strong></td>
</tr>
</tbody>
</table>
Budget Category: Equipment

- Equipment is defined as any durable item with a useful life of more than one year and costing more than $5,000 per unit
- Agencies should follow their written procurement or purchasing policies

Below is a sample table listing equipment to be purchased:

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Unit Cost</th>
<th>Number of Units</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copier/Scanner/Fax Machine</td>
<td>$5,500.00</td>
<td>2</td>
<td>$11,000.00</td>
</tr>
<tr>
<td><strong>Total Estimated Cost</strong></td>
<td></td>
<td></td>
<td><strong>$11,000.00</strong></td>
</tr>
</tbody>
</table>
Budget Category: Supplies

- Supplies are property considered expendable, costing less than $5,000 each, and usually consumed over the project’s period of performance.
- Supply items should be listed by major type, listing the cost per item and how frequently the item will be purchased.
- Items such as cell phones or individual printers should be listed as supply items if they cost less than $5,000.
**Budget Category: Supplies**

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

<table>
<thead>
<tr>
<th>Supply Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies</td>
<td>4</td>
<td>$750</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Cell Phones</td>
<td>2</td>
<td>350.00</td>
<td>$700.00</td>
</tr>
<tr>
<td>Laptop Computers</td>
<td>2</td>
<td>$900.00</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>Victim Personal Products (shampoo, soap, toothbrushes, toothpaste, etc.)</td>
<td>50</td>
<td>$10.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Agency Brochures</td>
<td>1,000</td>
<td>$0.10</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Total Estimated Cost</strong></td>
<td></td>
<td></td>
<td><strong>$6,100.00</strong></td>
</tr>
</tbody>
</table>
While the estimated cost of purchasing equipment, supplies, and contract services must be included in the project application’s budget, items to be purchased will be reviewed by the grant manager assigned to projects that have been approved for funding

- **Proposed** contracts **must** be uploaded to the project so each can be reviewed for compliance to 2 CFR 200 regulations
- Items included in the project application to purchase — such as supplies, equipment, or contractual services — will be reviewed by the grant manager after the project is approved for funding and **prior** to being reimbursed
budget: purchasing & procurement

- purchasing or procurement costs can cover goods, services, equipment, or structural repairs based on the type of procurement
  - micro purchases have a threshold of $10,000 or less
  - small purchases have a $10,000 to $250,000 simplified acquisition threshold (sat)
  - if a purchase exceeds $250,000:
    • sealed bids may be required if the cost exceeds $250,000, or
    • competitive proposals may be required if a sealed bid is not appropriate

- actual purchases will be reviewed by a grant manager once a project begins (approval is based on appropriate documentation being provided to support the request)
Conferences and Meetings

2020 GCC
Grant Writing Workshop
Conference Planning

- Conference costs must comply with limitations established under 2 CFR 200 and Department of Justice Grants Financial Guide in regard to cost thresholds for:
  - Per diem costs
  - Meeting room costs
  - Audio-visual costs
  - Logistical planners
  - Programmatic planners
Conference Planning

- A conference is not a routine operational meeting, a law enforcement operation, or a prosecutorial activity in connection with a specific case, a testing activity, or a technical site visit.

- All conferences supported with GCC funding must receive prior approval in writing from your grant manager.
  - An approved project budget is **not** considered prior approval for a conference.
Conference Planning

- For conferences estimated to cost $100,000 or less and not exceeding any cost thresholds must be submitted at least **90 days prior to the scheduled conference start date**
- Conferences estimated to cost **more than $100,000** or exceeding any one cost threshold must be submitted at least **120 days prior to the scheduled conference start date**
- Compliance with food and beverage, meeting room, audio-visual, logistical planning, or programmatic planning guidelines is **required**
Conference Planning

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting room/audio-visual services</td>
<td>Lesser of $25 per day per attendee or $20,000</td>
</tr>
<tr>
<td>Logistical planners</td>
<td>Lesser of $50 per attendee or $8,750</td>
</tr>
<tr>
<td>Programmatic Planners</td>
<td>Lesser of $200 per attendee or $35,000</td>
</tr>
<tr>
<td>Food and Beverages</td>
<td>NOT ALLOWED</td>
</tr>
<tr>
<td>Refreshments</td>
<td>NOT ALLOWED</td>
</tr>
</tbody>
</table>
Conference Planning

- Conference costs and conference expenses include all costs using GCC funds associated with planning, hosting, sponsoring, or otherwise holding any conference, including all of the following:
  - Conference meeting space, including rooms for breakout sessions
  - Audio-visual equipment and services
  - Printing and distribution of materials

- Again, meals and refreshments are not allowable
Conference Planning

- Additional costs may include:
  - Meals as portion of per diem costs for individuals staying overnight
  - Lodging for individuals staying overnight
  - Air travel to and from conference
  - Local transportation, e.g. rental car, shuttle, taxi, privately owned vehicle mileage
  - Logistical conference planner
  - Programmatic conference planner
  - Trainers, instructors, presenters, or facilitators
  - Staff time associated with planning and holding the conference
Conference Planning

- Indirect costs or overhead rates applied to direct costs associated with the conference
  - In accordance with negotiated indirect cost rate agreements, all indirect costs associated with a conference must be applied to each of the categories previously listed as appropriate and reported as conference costs

- When determining the total cost of a GCC-funded conference, all costs incurred by the agency must be included
Contracts
When using a contractor, an agency must have a signed agreement or contract stating what work is to be done, the estimated amount of time to be worked, and costs associated with the work.

Invoices from the consultant must clearly show:
- Vendor name
- Hours to be worked
- Payment amount due for the services performed
- List of the service(s) provided or performed

Note: Contractor reimbursement rates are capped at $81.25 per hour, not to exceed $650 per day without prior approval. Documentation must be submitted to support any compensation in excess of the federal rates demonstrating the value the contractor brings to the project.
Contractors

- Examples of allowable contractors
  - Counselors
  - Therapists
  - IT support and/or security technicians
  - Software/hardware computer engineers
  - Lawyers
  - Medical personnel

- Examples of unallowable contractors
  - Volunteers
  - Board members
  - Employees or relatives of employees
Contracts should contain:

- Name of the GCC subrecipient (agency)
- Contractor’s name and agency or company
- Scope of work to be performed through the contract
- Time period covered by the contract
- Compensation for services to be performed

The service period of the contract must fall within the project’s period of performance

A resume for the contractor must be included with the submitted contract

The contract must ensure that compensation falls within the approved range
Match Funding
Match Funding

Match funding is the portion of a project not supported by federal funds, meaning that a portion of the costs of a project must come from sources other than federal grant funding.

- Unless otherwise indicated, grants are funded through a:
  - Federal share: 75 – 80% of the total project budget awarded
  - Match share: 20 – 25% of the total project budget awarded

- The amount of match share required depends upon the funding source
Read the **Request for Application** (RFA) thoroughly:

- Understand the portion of funding that must be provided as match funding based on the federal funding source
  - If you are unsure about the portion of match funding your agency is required to provide, contact a GCC Planner for clarification
- Match funding is subject to the same regulations and restrictions as funds received from the federal funding source.
Match Funding

Match funding is REQUIRED for some funding sources:

- Victims of Crime Act (VOCA) funding requires a 20% match
- Violence Against Women Act (VAWA) funding requires a 25% match
- Juvenile Justice funding requires a 25% match
- Criminal Justice Improvement (CJI), Byrne/JAG, and Children’s Justice Act (CJA) funding do not require match funding
Match Funding Requirements

Match funding must be:

- **Verifiable** from the subrecipient’s records
- Not included as contributions for any other federal award
- **Necessary and reasonable** to reach the goals and objectives of the project
- **Allowable** under 2 CFR 200.400 and according to the federal guidelines for the specific funding source
- Provided for in the approved budget when required by the federal awarding agency, and
- Conform to other provisions of 2 CFR Part 200
Match Funding Description

Match Funding is stated as a percentage of the total budget for a project:

- If the project budget totals $100,000 and has a 25% match requirement:
  - $75,000 would be the federal share provided (75%)
  - $25,000 would be the match portion (25%)

- If a project budget totals $125,000 and has a 20% match requirement:
  - $100,000 would be the federal share provided (80%)
  - $25,000 would be the match portion (20%)
Match Funding Description

Match contributions can only be counted **once** toward a federally funded project.

- If your agency received a match contribution that can be used to support two of your projects, the contribution should be prorated between the two projects.

- Match may be either:
  - In-Kind: Services provided or items donated at no cost to the agency
  - Cash Match: Awards or donations of cash funds contributed or donated to an agency
For example:

- If your agency receives United Way funding, a prorated portion of the United Way funding can be used at match for each project, but the *total* United Way contribution cannot be used as match funding for both projects.

  - Your agency receives $10,000 in United Way Funding and you want to use the funding to support both a Sexual Assault Services project and a Latinx Advocate position:
    - You can use 70% of the United Way funding – or $7,000 – to support the Sexual Assault Services project and
    - You can use 30% of the United Way Funding – or $3,000 – to support the Latinx Advocate project
  - You **cannot** apply the $10,000 as match funding for both projects!
Types of Match Funding: Cash Match

**Cash Match:** Includes monies contributed or donated to your agency by organizations, foundations, or individuals that is spent for project-related costs

- Cash or monetary contributions or donations to an agency count toward satisfying the match funding requirement, provided the funds are spent for allowable project costs:
  - A local church donates the proceeds of a bake sale to your agency to purchase child care items for a shelter
  - United Way awards your agency $5,000 which is used to fund a portion of a social worker’s salary
Sources of Cash Match Funding

Cash match may come from:

- State, tribal, and local government funds
- Private donations, such as corporate foundations, private grant funding, United Way, faith-based organizations, etc.
- Agency activities, such as fundraisers

If you are unsure about a source of cash match funding, reach out to a GCC Planner or Grant Manager
Types of Match Funding: In-Kind Match

**In-Kind Match:** Includes services, supplies, equipment, or real property donated to the agency by companies, individuals, or organizations

- The value of donated services may be used to meet the match requirement as long as:
  - The services are an integral and necessary part of the project and
  - Allowable under the program’s funding source

- Note: The valuation of in-kind match provided must be in accordance with 2 CFR 200.306 Cost Principles.
Types of Match Funding: In-Kind Match

Examples:

- An office supply store donates a printer to your agency:
  - Your agency must actually need a printer to support project activities

- A psychologist provides therapy for victims at your agency at no charge:
  - Your project must include psychological counseling for victims in the project activities

- Documentation supporting the value of in-kind match must be provided to justify the value indicated for the donation
  - Timesheets for volunteers or donated services, including time and activities performed
  - Documentation of the value or cost of donated items, such as receipts or invoices
Valuation of In-Kind Match

Valuation of donated services:

- Volunteer services furnished by outside professional and technical personnel, and other skilled or unskilled labor may be counted as match funding provided that the service or activity is an integral and necessary part of an approved project.

- Costs of the services donated must be in line with costs for similar services in the same job or field in your area:
  - If you show $13.00 an hour for a child care provider, you must show that other child care providers in your area are paid—or valued—at approximately the same rate, based on training and experience.
Waiver of Match Funding Requirement

VOCA Waivers:

- The match funding requirement may be waived based on the agency’s documentation and demonstration of financial hardship.
- Federally recognized American Indian tribes providing services to victims of crime are not required to provide match funding for projects.
To apply for a waiver of the VOCA match funding requirement, an agency must:

- Submit a letter requesting the waiver of match funding as an attachment to the grant application.
  - Include in the letter proof of the “extraordinary hardship” that would result if your agency were required to provide match funding for the project, including:
    - Economic distress level of the area (Tier 1, Tier 2, or Tier 3)
    - Double digit unemployment rates
    - Significant increases in the number of victims being served, etc.

- Be sure to include any documentation that will support your request in the letter submitted!
Match Waiver Requests

- Note: Receiving a waiver of the match funding requirement for a project does not increase the federal share of the project.

- The amount awarded will only be for the federal share of the project application’s budget.

  - If your total project budget was $100,000, with a federal share of $80,000 and a required match share of $20,000, a waiver of the match share would result in the project being funded for $80,000 with NO match funding in the project budget.
STOP/VAWA and Juvenile Justice Match Waivers

VAWA Waivers:
- Match funding is not required for nonprofit agencies or federal and state-recognized American Indian tribes
- All governmental agencies applying for funding must provide 25% match funding

Juvenile Justice Match Waivers:
- Requests for a waiver of match funding for Juvenile Justice projects must be submitted to the Juvenile Justice Program Administrator
- Match waiver requests may be approved at the state level by GCC
Indirect Costs
Cost Categories

Direct Costs
- Personnel
- Fringe Benefits
- Travel
- Equipment and or items specifically related to the project
- Programmatic Supplies
- Contracts/Consultants

Indirect Costs
- Rent
- General administration
- Utilities
- General office supplies
- Salaries and expenses of executive officers, personnel administration, accounting and office staff

Direct Costs + Indirect Costs = Total Costs
Direct Costs

- Identified with a specific project or project activity
- Assigned to activities easily and accurately
- Examples include:
  - Case Manager to work with victims
  - Law enforcement officer assigned to a domestic violence unit
  - Crisis worker for at-risk youth
  - Supplies to assist victims of domestic violence
  - Recording equipment for a child advocacy center
  - Food for a domestic violence shelter or child advocacy center
  - Note: Food can be purchased for shelters and child advocacy centers, *but not for meetings or conferences*
Indirect Costs

- Costs that cannot be identified with or assigned to a single project or program activity
- Serve a common purpose for an agency as a whole
  - Administrative expenses, such as management, human resources staff, IT personnel, or accounting staff
  - Supplies purchased for the agency as a whole, such as copy paper, pens, toner cartridges, etc.
  - Rent
  - Utilities
- After direct costs have been assigned to a project or program activity, indirect costs are those remaining that cannot be associated with one specific project
Two kinds of indirect costs are accepted by GCC:

- Federally Negotiated Indirect Cost Rate Agreement
  - A copy of the agreement must be uploaded to the project application attachments
- De Minimis Rate (10%)
  - A copy of the Modified Total Direct Costs (MTDC) and the calculation used to determine the MTDC must be uploaded to the project application attachments
Indirect Cost Base

- Indirect costs are calculated on a ‘base’ specified in the agreement
- Modified Total Direct Costs (MTDC):
  - Includes all direct salaries, wages, fringe benefits, supplies, travel, and up to the first $25,000 of each contract
  - Does not include equipment, services and activities directly related to the project, and the portion of each contract over $25,000
- Salaries and wages including fringe benefits for executive officers, managers, personnel administration, or accounting staff
- Salaries and wages excluding fringe benefits
De Minimis Indirect Cost Rate

- De Minimis Indirect Cost Rate can be used by agencies that have never had a Federally Approved Indirect Cost Rate Agreement.

- It is calculated from the MTDC, which includes:
  - Direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each project.

- Once an agency starts using the de minimis cost rate, it must continue to use that rate until a Federally Negotiated Indirect Cost Rate Agreement is negotiated.
## Calculating the MDTC

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Personnel &amp; Fringe Benefits</td>
<td>$243,035.00</td>
</tr>
<tr>
<td>Accounting Personnel &amp; Fringe Benefits</td>
<td>$146,900.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$3,250.00</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>Project Supplies</td>
<td>$58,000.00</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>$25,000.00</td>
</tr>
<tr>
<td><strong>Total Modified Direct Total Costs</strong></td>
<td><strong>$329,285.00</strong></td>
</tr>
<tr>
<td>10% De Minimis</td>
<td>$32,285.50</td>
</tr>
<tr>
<td><strong>Total Project Costs</strong></td>
<td><strong>$362,213.50</strong></td>
</tr>
</tbody>
</table>

- **Direct Cost**
- **MDTC * 10%**
- **MDTC + 10% De Minimis**
The budget summary provides the total cost for each budget category. GEMS uses each line item entered in the budget and creates the total amount of funding requested by category:

- Contractual
- Equipment
- Personnel
- Supplies
- Travel
The budget also summarizes total funding requested by:

- Total budget amount for the project
- Summary of Year 1 and Year 2 funding, including
  - Federal funding share
  - Match funding share

\[
\text{Federal Share} + \text{Match Share} = \text{Total Budget}
\]

$100,000 + $20,000 = $120,000
## Budget Summary

Once the budget has been entered into GEMS, the budget summary will look something like this:

<table>
<thead>
<tr>
<th>Category</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL</td>
<td>$164,739.56</td>
<td>$168,615.36</td>
<td>$333,354.92</td>
</tr>
<tr>
<td>SURPLUS</td>
<td>$0.01</td>
<td>$0.00</td>
<td>$0.01</td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>$8,434.48</td>
<td>$4,765.20</td>
<td>$13,199.68</td>
</tr>
<tr>
<td>EQUIPMENT</td>
<td>$11,558.87</td>
<td>$0.00</td>
<td>$11,558.87</td>
</tr>
<tr>
<td><strong>Total Budget</strong></td>
<td><strong>$184,732.92</strong></td>
<td><strong>$173,380.56</strong></td>
<td><strong>$358,113.48</strong></td>
</tr>
<tr>
<td>(-)Match Funds</td>
<td>$36,946.60</td>
<td>$34,676.10</td>
<td>$71,622.70</td>
</tr>
<tr>
<td><strong>TOTAL FEDERAL REQUEST</strong></td>
<td><strong>$147,786.32</strong></td>
<td><strong>$138,704.46</strong></td>
<td><strong>$286,490.78</strong></td>
</tr>
</tbody>
</table>
Job Descriptions
Job Descriptions

- Employee/Contractor/Volunteer Name
  - Provide the employee’s name
  - If the position is one you will be recruiting for indicate ‘To be hired’ or words to that effect.

- Job Title
  - Provide the job title: Case Manager, Mental Health Therapist
  - If you have more than one position with the same job title, make sure the job titles are given different titles, such as Advocate 1, Advocate 2, Therapist I, Therapist II, etc.

- Position Type
  - Should be listed as Managerial, Programmatic, Administrative, or Staff
Job Information

- Professional Licensure
  - If the position requires certification or licensure, indicate the educational level or certification, such as LCSW, Ph.D., CPA, JD, PA, RN, etc.

- Job Type
  - Full Time, Part Time, On Call, or Volunteer

- Time Spent
  - The percentage of time that this person is funded through this project
  - Note: Executive and Managerial positions cannot be funded at 100%, unless they are also actively involved in providing services to clients
Job Information

- Job Duties
  - While you will be required to upload a detailed job description as an attachment to the application, include job details for each position in the body of the application.
  - Provide enough information so that someone reviewing your grant application can understand what that individual will be doing to support project activities.
    - One line job descriptions do not provide enough detail about the position’s duties.
    - “See attached” is **not** an acceptable job description.

- Fringe Benefits
  - List the fringe benefits associated with the position as part of the compensation package.
  - Include mandatory benefits paid by the employer such as Worker’s Compensation, Unemployment Insurance, and FICA.
Modification Conditions
After applications have been submitted and approved to go before the Commission in the application process, grant planners will review each application and send agencies notifications of any modifications that need to be made to bring the grant into compliance with GCC and Federal guidelines.
Modification Conditions

- The Modification Conditions Notification will be sent as an email from one of the planners.
- It will include a list of items that need to be corrected before any funding can be awarded.
- Review and check the list off as items are corrected.
- If there are items on the list that are not corrected, a member of the planning team will contact you to correct the condition(s) that have not been addressed.
Modification Conditions

- Once all conditions are completed to the satisfaction of the planning staff, the status of the project application will change to “Awaiting Recipient Grant Funding”

- This indicates that the application is corrected and ready to begin once the federal funding is received
  - All awards are pending based on the receipt of federal funding by GCC
  - No awards can be issued until North Carolina receives funding from the U.S. Department of Justice, Office of Justice Programs
Once funding is received, grant award packets will be created and mailed via certified mail, return receipt requested addressed to the project director.

When you receive your grant award packet, you will have to sign the certified mail receipt for the award packet.

Review the information in the grant award packet carefully:

- Check names to ensure they are correct.
- If the names are not correct, return the grant packet to GCC. A new grant award packet will have to be generated and reissued.
- Read the Special Conditions attached to the grant award, they contain information specific to the award and federal requirements that must be met and maintained over the life of each project.
The Grant Award

- The Authorizing Official and the Project Director will need to sign both the grant award page and each page of the Special Conditions.
- Once each of these documents have been signed, mail the signed documents back to GCC.
- When the signed grant award packet is returned to GCC, it will be forwarded to the Grants Management team.
  - All activity after this point is managed by the Grant Management team.
- The returned packet will be reviewed and each project will be assigned to a grant manager.
Grant Applications

The grant application period starts

November 1st, 2019

and will end on

Friday, January 31st, 2020

at 12:00 noon

Start planning now!
Any Questions?