



Governor's Office of Crime Prevention and Policy (GOCPP)

FY 25 Byrne State Crisis Intervention Program:
Regional and Local ERPO Liaison Site Program
Notice of Funding Availability (NOFA)

Applicant Technical Assistance Call
Thursday, August 1st 10:00 am - 11:30 am

<https://gocpp.maryland.gov/grants/programs/bsci/>



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About Us: Our Mission

- To serve as a coordinating office that advises the Governor on criminal justice strategies.
- The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.



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Staff Introductions

Quentin Jones,
Criminal Justice Grants Division Director
Quentin.Jones@maryland.gov

Alexandra “Lexy” Smith
Program Coordinator
Alexandra.Smith@maryland.gov

James “Jim” Rhoden
Assistant Director of Center of Excellence
James.Rhoden1@maryland.gov

[GOCPP Staff Directory](#)

Today's Technical Assistance Call: NOFAs



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- Byrne State Crisis Intervention Program (Byrne SCIP) Regional and Local ERPO Liaison Site Program

Byrne State Crisis Intervention Program (BSCI) Regional and Local ERPO Liaison Site Program



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NOFA Link: <https://gocpp.maryland.gov/wp-content/uploads/FY2025-BSCI-NOFA.pdf>

Purpose:

- To implement firearm reduction strategies, including but not limited to state crisis intervention court proceedings and extreme risk protection orders (ERPO).
- Successful applicants will describe a plan that involves regional or local partners in improving the fair and effective use of ERPOs in their jurisdiction. Regional and Local ERPO Liaison Programs will support, complement, and strengthen ERPO implementation and awareness efforts across the state. A liaison must meet at least one of the following goals through the established supporting activities:
 - Enhance existing ERPO implementation efforts by establishing partnerships with regional stakeholders and maintaining ongoing collaboration and awareness.
 - Advocate, promote awareness, and facilitate comprehensive ERPO training.
 - Connect ERPO respondents, petitioners, and support networks to services that address the risk factors that led to an ERPO petition.



Definitions

- **Extreme Risk Protection Order (ERPO):** proactive court orders used to intervene and prevent firearm violence by temporarily removing a firearm from an individual who is at immediate risk of harm to themselves or others; the respondent is not eligible to purchase or possess firearms or ammunition.
 - An **interim order** lasts up to two business days after it is ordered until a temporary hearing is held.
 - A **temporary order** lasts until the final hearing, typically seven days, with a duration no longer than six months.
 - A **final order** can remain in effect for up to one year, with the potential of obtaining a six-month extension when good cause is shown in a special hearing.
- **Petitioner:** The individual requesting the court's help; the person eligible to file an ERPO.
- **Respondent:** The individual who is alleged to be an immediate and present danger of causing injury to self or others by having firearms.



Byrne State Crisis Intervention Program (BSCI) Regional and Local ERPO Liaison Site Program

Eligible Entities: Community-based nonprofit organizations, comprehensive domestic violence programs, nonprofit direct victim services providers, nonprofit faith-based organizations, institutions of higher learning, local government agencies, local/state law enforcement, state and local courts, state domestic violence coalitions, state government agencies, and State's Attorney Offices.

Category A: Regional ERPO Liaisons

Total Amount Available: \$1,011,271

Of Awards: 6

Funding Range: \$100,000 to \$300,000

Category B: Local ERPO Liaisons

Total Amount Available: \$1,516,906

of Awards: 6

Funding Range: \$100,000 to \$400,000

Byrne State Crisis Intervention Program (BSCI) Regional and Local ERPO Liaison Site Program



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Note: GOCPP will select ONE recipient from each of the regions identified below. Under this solicitation, **only one application should be submitted by the lead applicant of the regional ERPO Liaison Program sites** identified below.

Eligible Regions (Category A):

- Western Maryland
 - Allegany and Garrett Counties
- Western Central Maryland
 - Frederick and Washington Counties
- Central Maryland
 - Carroll and Howard Counties
- Southern Maryland
 - Calvert, Charles, and St. Mary's Counties
- Northern Eastern Shore Maryland
 - Caroline, Cecil, Kent, Talbot, and Queen Anne's Counties
- Southern Eastern Shore Maryland
 - Dorchester, Somerset, Wicomico, and Worcester Counties

Byrne State Crisis Intervention Program (BSCI) Regional and Local ERPO Liaison Site Program



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Note: GOCPP will select ONE recipient from each of the localities identified below.
Under this solicitation, **only one application should be submitted by the lead applicant of the local ERPO Liaison Program sites** identified below.

Eligible Localities (Category B):

- Anne Arundel County
- Baltimore City
- Baltimore County
- Harford County
- Montgomery County
- Prince George's County

Byrne State Crisis Intervention Program **(BSCI) Regional and Local ERPO Liaison Site** **Program**



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PROGRAM REQUIREMENTS

All applications under this funding opportunity will be required to demonstrate how the applicant plans to meet the operational requirements below:

- **Documented Partnerships:** Each ERPO Liaison Program site **MUST** identify, develop, and maintain partnerships or a coalition of partners within public and private sectors at the State, local, regional, and/or federal levels.
 - Applicants **MUST** upload all finalized copies of Letter(s) of Commitment with coalition partners into the “Documents Section” of their application in the Grants Management System (GMS) by the application due date.
- **Key Personnel:** All Regional and Local ERPO Liaison Program sites must have the following position, or an equivalent, to lead the program and partnership initiatives:
 - ERPO Liaison(s) – will have experience with firearm violence reduction strategies, behavioral health, extreme risk protective orders, and the relevant Maryland law. ERPO Liaison(s), housed within applicant agencies, will guide potential petitioners, respondents, and their support networks through the ERPO process. See NOFA for more details.
 - Applicants **MUST** identify the ERPO Liaison or outline the timeline and process they will undertake to hire this position.

Byrne State Crisis Intervention Program **(BSCI) Regional and Local ERPO Liaison Site** **Program**



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PROGRAM REQUIREMENTS

All applications under this funding opportunity will be required to demonstrate how the applicant plans to meet the organizational requirements below:

- Each ERPO Liaison site **MUST** develop an organizational structure demonstrating the duties and responsibilities of all parties involved in the ERPO Liaison Program.
 - Partner Agencies and Leadership Roles
 - Demonstrate the partnership commitment between all entities with either a Memorandum of Understanding (MOU) or other similar agreement.
 - Mission Statement of the Partnership
 - Concept of Operations
 - Staffing by Types of Positions (i.e., representatives for each agency)
 - The roles, duties, and responsibilities of key personnel
 - Process of Data and Information Sharing Among Partner Agencies
- Applicants **MUST** upload their Organizational Strategy documentation into the “Documents Section” of their application in the Grants Management System (GMS) by the application due date.



Technical Assistance Objectives

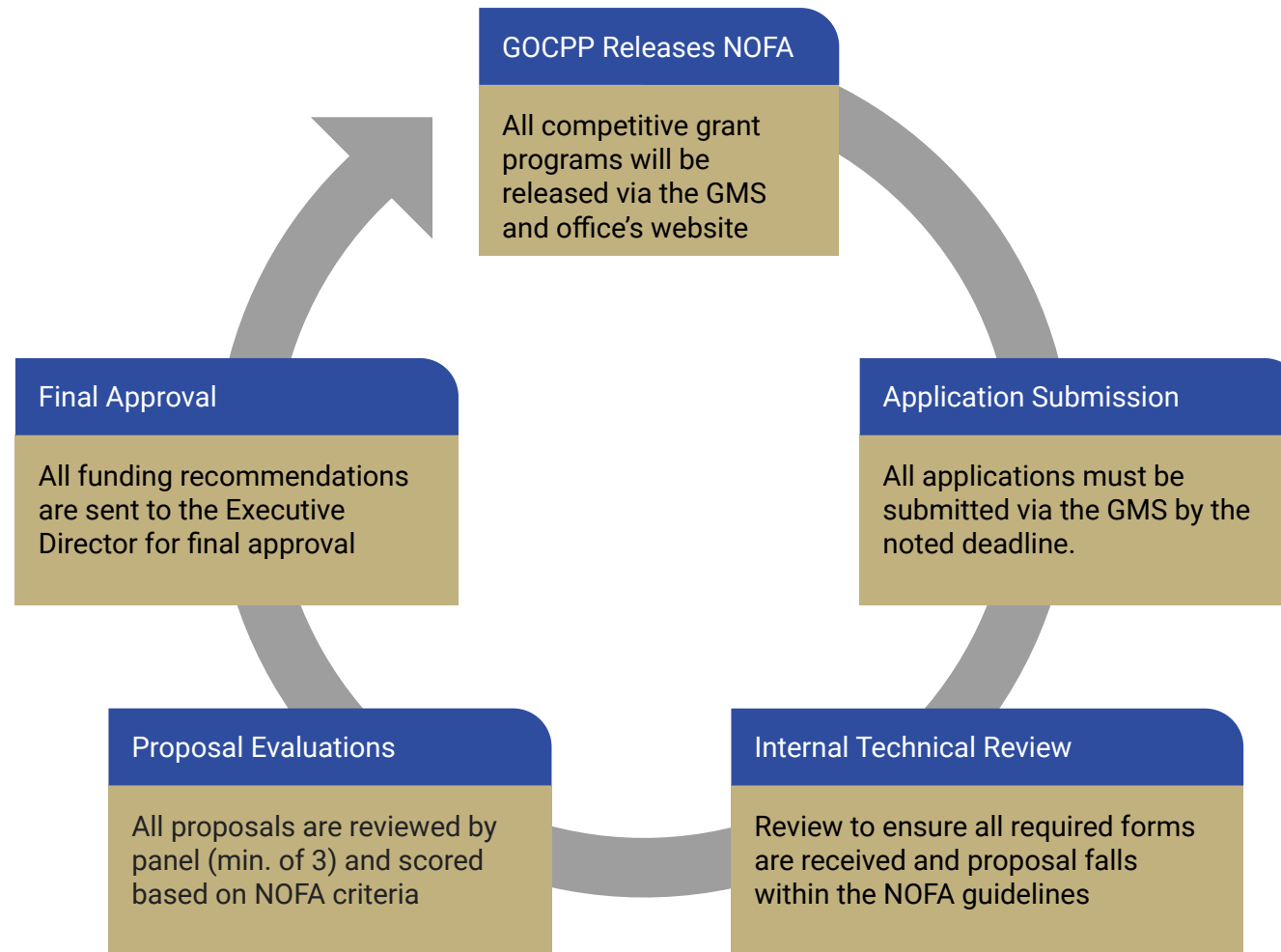
Understand key concepts of submitting a proposal to the Office, including:

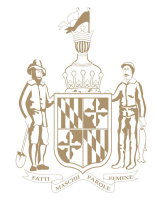
- Accessing the Grants Management System (GMS)
- Reviewing: GMS Application Instructions
- Review the NOFA Checklist and Required Forms
- Peer Learning/ Frequently Asked Questions
- Feedback & Survey

Application Process Overview



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Grants Management System (GMS): Access

For new GMS users, please follow the instructions under Request GMS Access webpage:

- <http://goccp.maryland.gov/grants/requesting-access/>

For GMS technical support (system support such as GMS access/login), please contact our GMS Help Desk via the following email:

- support@goccp.freshdesk.com

For GMS resources, please use the following link:

- <http://goccp.maryland.gov/grants/gms-help-videos/>



GMS Help videos

Grant Application Submission

- [Introduction of Notices of Funding Availability & NOFA Instruction](#)
 - <http://goccp.maryland.gov/programs/> (review specific NOFA)
 - <https://goccp.maryland.gov/gms-application-instructions/> (accurate submission of line items/narrative in GMS)
- [Facesheet and Grant Application](#)
- [Officers, Services Sites, Summary, and Narrative](#)
- [Budget](#)
- [Electronic Submission](#)



Next Up: GMS Face Sheet and Narrative Sections

Home | Grant Management | Funding Management | Address Book | Reports | Admin | Logout

Grant Management > Application Search

App. Number:	Grant Number:	Req. Funds:	Match Funds:	Match %:	Pro
[Unassigned]		\$30,000.00	\$11,000.00	26.82 %	07/

Grant Menu

- Grant Menu
- Search
- Face Sheet
- Officers
- Service Sites
- Summary
- Narrative
- Budget

Save

? PROJECT TITLE

Project Title

? APPLICANT AGENCY

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Application Face Sheet Highlights

Refer to Page 4 of the [GMS Application Instructions](#)

- Project Title - **Short** and Precise reflecting your project.
- Applicant Agency - The agency overseeing the Implementing Agency, if required
- Implementing Agency - The name of the organization implementing the project
- Authorized Official - The person who maintains the legal authority for your agency
- Service Sites - Add all the sites/locations where implementation will take place
- Proposed Start/End Dates - the grant period – **10/1/2024 – 9/30/2026**
- Preparer Information - who prepared the application include the contact information.



Required Grant Personnel

Using the Officers' Tab, the following personnel must be included:

- Project Director - person in charge of the project and coordinating with this office; uploading required documents; completing the quarterly Programmatic Reports.
- Fiscal Officer - person responsible for submitting the quarterly Financial Report; submitting invoices and/or receipts.
- Civil Rights Contact - person responsible for handling internal civil rights violation complaints

The deadline to request New GMS Users access is Wednesday, August 21, 2024

Please follow the instructions on the [Request GMS Access Webpage](#).



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Sample Grant Program Application

Title: Safe Communities Initiative ERPO Enhancement Program (SCI ERPO-EP)

Purpose: To enhance the implementation and usage of Extreme Risk Protection Orders (ERPOs)

Eligibility: Community-based non-profit organization

We will use this fictitious sample application throughout the presentation to illustrate different sections of the application narrative



Project Summary Highlights

The Project Summary should provide a concise summary of your proposal and be limited to **100 words or less.**

Use the template below for your project summary.

The _____ (Implementing Agency's Name) ¹ _____ (Project Title)
¹ _____ program helps to _____ ² in _____ ³. The
program _____.⁴ Program funds will support _____.⁵

Reference: Page 6-7 of the [GMS Application Instructions](#)



SCI ERPO-EP Project Summary Samples

Good:

The Safe Communities Initiative “ERPO Enhancement” program helps to improve the implementation and effectiveness of Extreme Risk Protection Orders in our region. The program establishes partnerships with regional stakeholders, enhances interagency communication, and promotes ongoing collaboration and awareness. Program funds will support quarterly jurisdictional meetings, stakeholder engagement, data sharing, and public awareness efforts.

Not so great:

This project will enhance ERPO use by conducting meetings.



Application Narrative Overview

There are 8 required sections for the Narrative. Please refer to pages 7-11 of the [GMS Application Instructions](#) for more details.

The screenshot displays the 'Application Search' interface. At the top, a table shows application details:

App. Number:	Grant Number:	Req. Funds:	Match Funds:	Match %:	P
[Unassigned]		\$0.00	\$0.00	0.00 %	00

Below the table is a sidebar menu titled 'Grant Menu' with the following items: Grant Menu, Search, Face Sheet, Officers, Service Sites, Summary, **Narrative** (circled in blue), Budget, Budget Priority, Print, Documents, and Activity Log. The main content area features a 'Save' button, a 'Generate Report' button, and a red warning: 'Please remember to save your narrative every 15 minutes! See [NOFA Application Instructions](#) for narrative guidance.' Below this is a section titled 'PROBLEM STATEMENT/NEEDS JUSTIFICATION' with the text 'See NOFA' and a rich text editor toolbar.

Application Narrative Overview

Section	Points*	Central Question
Problem Statement/Needs Justification	15	Why do you need this grant?
Project Goals and Objectives	20	What are you going to do with the grant?
Project Strategy/ Logic Model	10	How/Why do you think your project will work?
Program Measurement	20	How will you know if your project is successful?
Timeline	5	When will you be implementing the grant?
Spending Plan & Budget	20	What/when will grant funds be used for?
Management Capabilities	5	Who will be managing the grant?
Sustainability	5	How will this grant make a difference after the funding period?

****Note: The points may vary depending on the specific-NOFA***

Application Narrative- Problem Statement/Needs Justification



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Central Question: Why do you need this grant?

- Include a detailed description of the nature and extent of the problem and/or need to be addressed
- Discuss the target population and or geographical area served.
- Provide the latest statistical data to document the problem. Be sure to include data that is as LOCAL to your project as possible.
- What efforts, if any, have been made to address this problem in the past? Why were these efforts not sufficient in solving the problem?
- Refer to the Grant Program NOFA for any program-specific requirements that should be included in this narrative section.



SCI ERPO-EP Problem Statement Samples

Good: Despite ongoing efforts, our region continues to experience high levels of firearm violence, with 1,200 incidents reported in 2023 – a 15% increase from the previous year. Local law enforcement data indicates that 40% of these incidents involve individuals who could have been helped through timely Extreme Risk Protective Orders (ERPOs). Our target areas include urban neighborhoods with high crime rates and rural regions with limited mental health services. Previous initiatives lacked the comprehensive, multidisciplinary approach needed for effective ERPO implementation. This grant is essential to establish robust partnerships, improve coordination, and develop strategies to reduce firearm violence and enhance public safety.

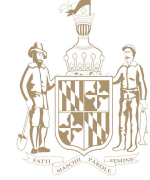
Not so great: Firearm violence is a big problem in our region, and it keeps getting worse. Local data shows a lot of incidents happening each year. Previous efforts didn't work well or use ERPOs. We need this grant to improve safety.



Application Narrative- Project Goals and Objectives

Central Question: What are you going to do with the grant?

- Provide a statement that conveys the goals of the project. Goals identify the program's intended **short and long-term results**.
- Identify specific objectives you wish to accomplish through the implementation of the project.
- Objectives are specific, quantifiable statements of the project's desired results, and should include the target level of achievement



SCI ERPO-EP Goals and Objectives Samples

Good:

Goal 1: Enhance existing ERPO implementation efforts by establishing partnerships with regional stakeholders and maintaining ongoing collaboration and awareness.

- Objective 1: Facilitate quarterly jurisdictional meetings with stakeholders to identify ERPO challenges, enhance interagency communication, and improve information sharing.
 - Action step: Schedule and conduct the first quarterly meeting by January 31, 2025.
- Objective 2: Engage with law enforcement, behavioral health providers, hospitals, community services, and courts to identify challenges inhibiting the use of ERPOs.
 - Action step: Conduct focus groups or interviews with at least 10 stakeholders by March 1, 2025.

Not so great:

Goal 1: Improve existing ERPO efforts

Objective: Share data among agencies

Objective: Law enforcement and service providers will work together

Application Narrative- Project Strategy/ Logic Model



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Central Question: How/why do you think your project will work?

- Explain in some detail how the project will address the problem and accomplish the project goals and objectives.
- Include linkages to other programs, organizations, and stakeholders that will be involved in or impacted by the project.
- The strategy should be based on an underlying logic—i.e., a set of assumptions regarding the services the project provides, the impacts these services will have on the clients it serves, and the projected results within the community or the targeted population.
- Also, refer to the NOFA for any program-specific requirements that should be included in this narrative section.



SCI ERPO-EP Program Strategy Samples

Good:

The overall goal of our program is to enhance existing ERPO implementation efforts by establishing partnerships with regional stakeholders and maintaining ongoing collaboration and awareness. To achieve this, we will partner with law enforcement agencies, behavioral health providers, hospitals, community services, and the courts. We will facilitate quarterly jurisdictional meetings to identify ERPO challenges, enhance interagency communication, and improve information sharing, with the first meeting scheduled by January 31, 2025. Additionally, we will engage with these stakeholders to identify challenges inhibiting the use of ERPOs through focus groups or interviews with at least 10 stakeholders by March 1, 2025. This approach aims to create a cohesive and effective ERPO implementation strategy to reduce firearm violence and improve public safety in our region.

Not so great:

To enhance ERPO implementation, we will talk to involved individuals and hold meetings. Our goal is to make sure everyone is on the same page and understands problems with ERPO use. This will help us understand what needs to be fixed.



Application Narrative- Program Measurement

Central Question: How will you know if your project is successful?

- How does your agency plans to measure the success/impact of the proposed project?
- Include the required program measures included in the NOFA
- Discuss what tools you will use to gather and analyze the necessary data
- Identify the initial and long-term output Measures, outcome measures, and intended impacts for your project



SCI ERPO-EP Program Measurement Samples

Good:

Short term Goal: Facilitate quarterly jurisdictional meetings

Measure: At least 80% stakeholder attendance and documented action plans developed at each meeting

Tool: Meeting attendance records and documented meeting minutes/action plans

Long term goal: Enhance ERPO implementation and effectiveness

Measure: Increased number of ERPO petitions filed and granted, with a focus on the following: type of petitioners; circumstances leading to the filing; number of petitions received/filed by the program; number of guns removed following granted petitions.

Tool: ERPO filing database and quarterly reports tracking petition details and outcomes

Not so great:

Below is a list of the required Performance Measures listed in the NOFA:



BSCI Performance Measures

The Notice of Funding Availability (NOFA) details the full list of **mandatory** quarterly reporting measures for each ERPO Liaison Program Site. By the 15th of every month following the end of the reporting quarter, each lead applicant agency is **required** to submit mandatory performance measures, some of which are outlined below:

- Have standards, policies, or protocols for ERPO implementation been developed? (Yes/No)
If yes, describe the training and intended audience associated with the above (open-ended)
- If the Liaison or the program as a whole assisted with the filing of an ERPO:
 - Number of petitions received/filed by the program during this reporting period
 - Number of petitions granted (with assistance from the program) during this reporting period
- Did the Liaison provide or facilitate training for stakeholders during the reporting period? (Yes/No)
If yes, how many training sessions were completed during the reporting period?
For each training completed during the reporting period, indicate the following:
Training topic; date delivered; target audience; number of people trained; training provider (if applicable); link to media coverage, recording of training, materials, etc.; training format (online, conference, meeting, in-service, etc.)

Byrne State Crisis Intervention Program (BSCI) Regional and Local ERPO Liaison Site Program

OUTPUT VS. OUTCOMES EXAMPLE

OUTPUT: A statistic that quantifies the number of services or products provided/produced as a result of specific activities related to the program/project.

OUTCOME: A measurable change in the quality of life, change in behavior by a client, or an impact as a result of the program. Outcomes can be numerical counts, standardized measures, level of functioning scales, or client satisfaction.



Byrne State Crisis Intervention Program (BSCI) Regional and Local ERPO Liaison Site Program

OUTPUT VS. OUTCOMES EXAMPLE

Objective 1: Enhance ERPO implementation by facilitating quarterly jurisdictional meetings and stakeholder engagement.

Output:

- # of quarterly meetings held with regional stakeholders
- # of stakeholders attending each meeting
- # of focus groups or interviews conducted with stakeholders

Outcomes:

- # of ERPO petitions filed as a result of improved stakeholder collaboration
- Percentage of stakeholders reporting improved communication and coordination in ERPO processes
- Reduction in firearm-related incidents in the region, attributed to the enhanced use of ERPOs



Application Narrative- Timeline

Central Question: When will you be implementing the grant?

Applicants must submit a detailed timeline/work plan. This timeline/work plan must include the following:

- Key tasks that must be carried out to implement the project successfully
- Person(s) responsible for seeing that each task is completed within the proposed timeline
- Target dates for task completion
- Timeframe for achieving objectives



SCI ERPO-EP Timeline Samples

Good:

Action Step: Schedule and conduct the first quarterly meeting

Responsible Staff Member: ERPO Task Force Coordinator

Target Date: January 31, 2025

Not so great:

Quarterly meetings will be done by January 31.



Application Narrative- Spending Plan

Central Question: What/when will grant funds be used for?

- Provide a detailed timeline for the implementation of each budgeted line item.
- Hiring, obligation of funds, equipment delivery, anticipated payments
- Make sure all budgeted items are fully justified in the budget section, including all required cost calculations and relation to project success.
- Refer to the NOFA for any program specific requirements that should be included in this narrative section.



SCI ERPO-EP Spending Plan Samples

Good:

Meeting Space Rental: \$1,200 per meeting. Rental of a conference room for quarterly jurisdictional meetings to accommodate all stakeholders. The cost covers the space, audio-visual equipment, and necessary amenities for effective meetings.

Reserve by deadline: One month before each meeting (ex. Space for January 31st meeting will be reserved by December 31st).

Projected invoice dates: January 2025, April 2025, July 2025, October 2025

Reimbursement request date: Quarterly, starting Q2 FY 2025

Not so great:

Meeting Space: \$5,000

Printing: \$1,200

Travel: \$4,000



Application Narrative- Management Capabilities

Central Question: Who will be managing the grant?

- Provide a brief description of the **Implementing Agency's** experience and achievements that qualify the agency to conduct the project.
- Identify the individuals that will be responsible for the implementation and overseeing of the project
 - Note the individual's experience and achievements related to the project
- Indicate how all requested staff are currently funded (i.e., provide the entire budget for each position).
 - If funded by more than one source, list percentages for each funding source.

SCI ERPO-EP Management Capabilities Samples



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Good:

Project Director Jessica Lawson will manage this project. Jessica holds a Master's degree in Public Administration from Metro State University and has over 15 years of experience in public safety program management. Her recent achievements include managing a statewide domestic violence prevention program that decreased incidents by 30% over three years. Jessica's salary is fully funded by the Safe Communities Initiative (SCI)'s general operating budget, and she will oversee the project as part of her regular duties.

Not so great:

Project Director Jessica Lawson will manage this project. She works at SCI and we are seeking 50% of her salary to be funded through this grant. We estimate she will spend 10% of her time on this project.



Application Narrative- Sustainability

Central Question: How will this grant make a difference after the funding period?

- What efforts have been or will be made to continue the methods, techniques, and operational aspects of the project when the grant funds are concluded?
- Indicate planned future sources of funding or proposed jurisdictional planning efforts.

SCI ERPO-EP Sustainability Samples



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Good:

Once this project is complete, the partnerships and communication frameworks established through the quarterly jurisdictional meetings and stakeholder engagements will provide a lasting foundation for ongoing ERPO implementation efforts. We have secured commitments from local law enforcement agencies, behavioral health providers, hospitals, and the courts to continue collaborating and sharing information beyond the grant period. To ensure continued funding, we will seek additional grants from federal and state public safety programs, as well as private foundations dedicated to violence prevention. Additionally, SCI will conduct annual fundraising campaigns to support the ongoing costs of the ERPO program. Through these efforts, we aim to sustain and enhance the impact of the ERPO implementation project long after the initial funding period has ended.

Not so great:

Once the project is complete, we should not need any further grant funds. If we encounter maintenance costs, we will find additional funding.



Application Narrative Highlights

Disclosure of Pending Applications

- Supplanting is **prohibited**, but leveraging of federal funding is encouraged.
- Applicants are required to disclose whether they have pending applications for federally funded assistance that will support the same project and cover identical budget items.
- Refer to page 8 of [NOFA Application Instructions](#) for additional requirements

SAM Registration/ Unique Entity Identifier

- ALL applicants must comply with all applicable System of Award Management (SAM) unique entity identifier (UEI) requirements.
- Access to SAM: <https://sam.gov/SAM/>
- Snapshot of UEI should be uploaded to the document section of your application



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SYSTEM OF AWARD MANAGEMENT

- Subrecipients must keep their organization registration active for the duration of the award.
- Non-active registration will cause a delay in reimbursement
- No cost to applicants to access this service to register/validate annually.
- **Link:**
<https://sam.gov/content/home>
 - Streamlined with federal login.gov access
- [SAM.gov Online Assistance](#)



Next Up: GMS Budget Sections

Home	Grant Management	Funding Management	Address Book	Reports	Admin	Logout
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Grant Management > Application Search

App. Number:	Grant Number:	Req. Funds:	Match Funds:	Match %:	Project Dates:
[Unassigned]		\$30,000.00	\$11,000.00	26.82 %	07/01/2019 - 06/30/2020

Grant Menu	Grant Menu	+ Add Budget Revision				Original Grant Application Budget			
	Search	Help	Budget Category	Total Grant Funds		Total Cash Match			
	Face Sheet	?	Personnel	\$22,000.00		\$11,000.00			
	Officers		Description of Position	Salary Type	Funding	Wage Type			
	Service Sites	?	Community Outreach Coordinator						
	Summary		Community Outreach Coordinator	Salary	Grant Funds	Annual			
	Narrative		Community Outreach Coordinator	Fringe	Grant Funds	Annual			
	Budget	?	Community Outreach Trainier						
	Budget Priority		Community Outreach Trainier	Salary	Cash Match	Annual			
	Print		Community Outreach Trainier	Fringe	Cash Match	Annual			
	Documents	?	Operating Expenses	\$0.00		\$0.00			
	Activity Log	?	Travel	\$0.00		\$0.00			
	Special Conditions	?	Contractual Services	\$0.00		\$0.00			
	Performance Measures	?	Equipment	\$8,000.00		\$0.00			
	Progress Reports	?	Other	\$0.00		\$0.00			
Federal Purpose									



Budget Highlights

- Budgets must be clear and specific. The BSCI Regional and Local ERPO Liaison Site Program grant cycle will reflect 24 months. Budgets must reflect two years of spending and where applicable, be adjusted to reflect the start date and holidays.
- **The Governor's Office of Crime Prevention and Policy reserves the right to reduce budgets.**
- Each budget line item must include a justification entry. The justification sections must contain brief statements (1 to 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"**.
- Refer to pages 12-18 of the [GMS Application Instructions](#) for more information on the budget requirements.



Budget Highlights- Cont.

- There are 6 different budget categories within the GMS. Please refer to the specific NOFA to identify the Allowable and Unallowable Costs and to ensure line items are placed in the appropriate budget categories.

App. Number:	Grant Number:	Req. Funds:	Match Funds:	Match %:	Project Date:
[Unassigned]		\$0.00	\$0.00	0.00 %	07/01/2022
Grant Menu	Original Grant Application Budget				
Search		Help	Budget Category	Total Grant Funds	Total C
Face Sheet	>	?	Personnel	\$0.00	
Officers	>	?	Operating Expenses	\$0.00	
Service Sites	>	?	Travel	\$0.00	
Summary	>	?	Contractual Services	\$0.00	
Narrative	>	?	Equipment	\$0.00	
Budget	>	?	Other	\$0.00	
Budget Priority	>	?			
Print					
Documents					

Allowable Costs - Budget Category Highlights



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- **Personnel**

- This should only include the Salary/Overtime/Fringe of ERPO Liaisons and overtime that will be used for advocacy, outreach, and other non-business hour ERPO efforts. Time and Effort reports must be maintained for all personnel. Resource: [Time and Efforts Guidance](#)
- Information Needed: Hourly Rate, Annual Salary, % of time or estimated # of hours, and brief job description (1-3 sentences)

- **Operating Expenses**

- Rental space, printing, and communication costs directly related to implementing the ERPO Liaison program only. Communication expenses include items such as telephone, fax, postage, and other expenditures such as photocopying. Items must be prorated to reflect only BSCI-related expenses. Each budgeted items requires a justification and breakdown of cost

- **Travel**

- Costs associated with the Liaison(s) attending training, multi-jurisdictional meetings, or working activities in the field. This can include mileage, lodging, meal reimbursements/per diem, and ground transportation expenses. All travel expenses must follow the local jurisdiction's travel regulations and cannot exceed Maryland's reimbursement rates. Refer to page 15 of the [GMS Application Instructions](#) for the specific rates



Allowable Costs - Budget Category

Highlights- Cont.

- **Contractual Services**
 - All contracted services (paying for services or goods to an external agency) should be listed under this category. All contracts associated with these items should be uploaded with application.
 - For Consultants, there is a **\$650 per day or \$81.25 per hour limitation**. Rates above this threshold may be considered on a case by case basis with sufficient budget justification.
- **Equipment**
 - Purchase of equipment to support ERPO Liaison activities and daily tasks with a **useful life in excess of one year and a procurement cost of \$5,000 or more per unit**. Costs may include taxes, delivery, installation and similarly related charges. Property Inventory Report Form (PIRF) will be required Post-Award.
 - Equipment with a unit cost less than \$5,000 should be recorded in the 'Other' category.



Allowable Costs -Budget Category Highlights- Cont.

- **Other**

- Operating expenses that directly support ERPO Liaison efforts which are not included in the previous categories such as program and office supplies, and technology equipment with a useful life less than one year and a procurement cost of less than \$5,000.
- Indirect Cost should be included under this Category. Refer to page 16-17 of the [GMS Application Instructions](#) for more details:
 - A copy of federally approved IDC rate must be uploaded with your application.
 - A calculation of the indirect cost should be included in the line item justification

Help	Budget Category	Total Grant Funds	Total Cash Match	Total In Kind	Total Budget
?	Personnel	\$90,000.00	\$0.00	\$0.00	\$90,000.00
?	Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
?	Travel	\$0.00	\$0.00	\$0.00	\$0.00
?	Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
?	Equipment	\$0.00	\$0.00	\$0.00	\$0.00
?	Other	\$18,000.00	\$0.00	\$0.00	\$18,000.00

Other Justification

Description: Indirect Cost
Amount: \$18,000.00
Quantity: 90000.00
Unit Cost: \$0.20
Funding: Grant Funds

Justification:

Save Cancel

Unit Cost	Total Budget	Just.	Priority	Edit	Delete
\$0.20	\$18,000.00	[Add] ⚠	1	✎	✕



Budget Priority Highlights

After completing the Budget Tab, click on the **Budget Priority Tab** in the GMS. This tab will provide a list of all budget line items added. The Budget Priority tab allows the applicant to ‘drag and drop’ the budget line items in order of priority for funding, beginning with the most essential line item.

NOTE: GOCPP will try to follow this priority list if budget cuts are necessary.

App. Number:	Grant Number:	Req. Funds:	Match Funds:	Match %:	Project Dates:
[Unassigned]		\$0.00	\$0.00	0.00 %	10/01/2021 - 09/30/2022

Grant Menu
Grant Menu
Search
Face Sheet
Officers
Service Sites
Summary
Narrative
Budget
Budget Priority
Print
Documents
Activity Log
Special Conditions
Performance Measures
Progress Reports
Federal Purpose
Keywords

BUDGET PRIORITY

Below is a list of budget line items that have been entered for this project. Sort them, by dragging and dropping, so that the most essential items are at the top of the list.

Priority	Description
No records to display.	

Byrne State Crisis Intervention Program (BSCI) Regional and Local ERPO Liaison Site Program



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Unallowable Costs

- Alcoholic beverages
- Bad debt
- Bonuses or Commissions
- Construction/Capital Expenses/Land Acquisition
- Corporate Formation (Costs associated with incorporation fees, brokers' fees, fees to promoters, organizers or management consultants, attorneys, accountants, or investment counselors in connection with the establishment or reorganization of an organization)
- Fundraising
- Honorarium
- Lobbying Costs (including membership fees to organizations whose primary activity is lobbying)
- Meals (exception to consider food consumed by clients must be pre-approved)
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, and gift bags)

Next Up: Required Application Documents



Home	Grant Management	Funding Management	Address Book	Reports	Admin	Logout
Grant Management > Application Search						
App. Number:	Grant Number:	Req. Funds:	Match Funds:	Match %:	Project Dates:	Title:
[Unassigned]		\$30,000.00	\$11,000.00	26.82 %	07/01/2019 - 06/30/2020	Sample LMB
Grant Menu	+ Add new Document					
	Search	Edit	Document	Document Name	Created ▲	Modified
	Face Sheet					
	Officers	▼ Classification: General Document; Count: 1				
	Service Sites		Download	Letter of Support - Police Department	11/25/2019	11/25/2019
	Summary	▼ Classification: Grant Application; Count: 1				
	Narrative		Download	GrantApplicationReport_201911250228	11/25/2019	11/25/2019
	Budget					
	Budget Priority					
	Print					
Documents						
Activity Log						



Required Application Forms

Home | Grant Management | Funding Management | Address Book | Reports | Admin

Grant Management > Application Search

App. Number: Grant Number: Req. Funds: Match Funds: Match %: Proj

Grant Menu

- Grant Menu
- Search
- Face Sheet
- Officers
- Service Sites
- Summary
- Narrative
- Budget
- Budget Priority
- Print**
- Documents
- Activity Log
- Special Conditions

Generate Report

PRINT REPORT

Please select the reports to print.

Report: Grant Application Report

- Print All Forms
- Summary and Narrative
- Operating Expenses Budget
- Equipment Budget
- Service Sites
- Cover Sheet
- Project Budget Summary
- Travel Budget
- Other Budget
- Assurances
- Face Sheet
- Personnel Budget
- Contractual Services Budget
- Civil Rights
- Anti-Lobbying



LISTING OF REQUIRED FORMS

For all applicants, the following documents are required:

1. Signed Certified Assurances Form
2. Signed Certification Regarding Lobbying Form
3. Screenshot of SAM.gov Registration/Unique Entity Identifier (UEI) Number
4. Letters of Support/Commitment
5. ERPO Coalition Organizational Strategy
6. Proof of 501(c)(3) Status (Required for all nonprofit applicants only)
7. **Hyperlinked in each NOFA**
 - [Certification of Applicable Financial Reporting Requirements and Required Financial Reporting Uploading Form](#)
 - [Subrecipient Organizational Capacity Questionnaire Form](#)
 - [Equal Employment Opportunity Form](#)
 - [Determination of Suitability to Interact with Minors Form](#)



LISTING OF REQUIRED FORMS

Certification of Applicable Financial Reporting Requirements and Required Financial Reporting Uploading Form



WES MOORE
Governor

ARUNA MILLER
Lieutenant Governor

DOROTHY LENNIG
Executive Director

Certification of Applicable Financial Reporting Requirements

Directions: *The designated Authorized Official of all GOCPP award applicants must utilize this form to annually certify which reporting requirements apply to the applicant entity. Complete the form, checking one box in all numbered statements. Submit this document with the indicated financial reporting documentation for the most recently ended fiscal year to the GMS with each grant application.*

Applicant Entity Name:

Fiscal Year:

MD Solicitations Act § 6-402 (b)(7): A charitable organization must file an audited financial statement prepared by an independent CPA if the gross income from charitable contributions is at least \$750,000. For organizations with gross annual contributions between \$300,000–\$750,000, financial statements must be reviewed or audited by an independent Certified Public Accountant (CPA).



LISTING OF REQUIRED FORMS

Subrecipient Organizational Capacity Questionnaire Form



Subrecipient Organizational Capacity Questionnaire (SOCQ)

Instructions: The Governor's Office of Crime Prevention and Policy's (GOCPP) desk review and site visit compliance areas, for issuing subaward, include administering a pre-award assessment tool to determine risk and monitoring levels. The SOCQ is a checklist used to review an applicant's organizational stability, financial management practices, and program operations. SOCQ is part of a complete application submitted in the Grants Management System (GMS) by the due date. In addition, applicants must upload supporting Policy and Procedure attachments in the "Document" section of the online GMS. This form must be reliable information collected from applicant entity's Chief Executive or Financial Officer.

1. Subrecipient Contact Information			
Full Legal Organization/Business Name:			
Address:			
Telephone number:			
Fax number:			
Name of person completing this form:			
E-mail address:			
Website:			
Incorporated in:		Incorporated Date:	
Number of employees:			
Unique Entity ID (UEI) Number:			
SAM.gov Expiration Date:			
FEIN (Federal Tax ID Number):			
Fiscal Year (Month/Year):			
2. Subrecipient Type of Organization (select one):			
<input type="checkbox"/> Nonprofit		<input type="checkbox"/>	

LISTING OF REQUIRED FORMS



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Equal Employment Opportunity Form

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name:		
Address:		
Is agency a: <input type="checkbox"/> Direct or <input type="checkbox"/> Sub recipient of OJP, OVW or COPS funding? Law Enforcement Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No		
DUNS Number:	Vendor Number (only if direct recipient)	
Name and Title of Contact Person:		
Telephone Number:	E-Mail Address:	
Section A—Declaration Claiming Complete Exemption from the EEOP Requirement		
<i>Please check all the following boxes that apply.</i>		
<input type="checkbox"/> Less than fifty employees.	<input type="checkbox"/> Indian Tribe	<input type="checkbox"/> Medical Institution.
<input type="checkbox"/> Nonprofit Organization	<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Receiving a single award(s) less than \$25,000.
I, _____ [responsible official], certify that _____ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.		
I further certify that _____ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.		
<i>If recipient sub-grants a single award over \$500,000, in addition, please complete Section D</i>		
Print or Type Name and Title	Signature	Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review



LISTING OF REQUIRED FORMS

Determination of Suitability to Interact with Minors Form

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Governor

ARUNA MILLER
Lieutenant Governor



DOROTHY LENNIG
Executive Director

Certification Regarding the Determination of Suitability for Individuals Who May Interact with Participating Minors

Directions: The designated Authorized Official of all GOCPP applicants for subawards that require the determination of suitability for individuals who may interact with participating minors must utilize this form to annually certify that the applicant entity complies with this provision. Upload the executed document to the GMS for each application.

Applicant Entity Name: _____

Fiscal Year: _____

Check one box:

The undersigned Authorized Official of the above named entity certifies that the entity maintains written policies and procedures for compliance with the award condition requiring the determination of suitability for individuals who may interact with participating minors. Complete details of this requirement can be found at <https://www.ojp.gov/funding/explore/interact-minors>. The undersigned further certifies that the entity implements these written policies and procedures, fully complies with this requirement, and maintains documentation that substantiates this compliance which is available upon request by the GOCPP.



Application Submission Tips!

- **GMS submission is required. Hard copy applications are not accepted.**
 - Note: Once your application is submitted it will display “Awaiting Hard Copy”
- **Review Application Checklist.**
 - Make sure all items that are listed as “Required” are included/uploaded in the GMS before your application submission.
 - Certified Assurance
 - Anti-lobbying
 - Snapshot of SAM.Gov/UEI
- **Do NOT open the GMS in two separate tabs in the same browser window**
 - To avoid GMS glitches, try to copy and paste information from a separate file or different web browser (ie. Microsoft Edge, Firefox, Google Chrome).
- **Contact Grant Manager or Policy contact listed in the NOFA on page 2.**



GMS SUCCESSFUL SUBMISSION

Home | Grant Management | Address Book | Admin | Logout

Home

Available Funding

View	Code	Title	Deadline	Active	Docs	Apply
				Active		
	VAWA	FY 2012 STOP Violence Against Women (VAWA) Formula Grant	12/6/2012	<input checked="" type="checkbox"/>		

Applications

Project Title	Start Date	End Date	Status
			[All]
Health Care Response to DV Survivors	11/05/2012	05/31/2013	Pending
Health Care Response to DV Survivors	11/15/2012	09/01/2013	Pending
Health Care Response to DV Survivors	10/01/2012	09/30/2013	Pending
Test Application	07/01/2012	06/30/2013	Pending Revision
Health Care Response to DV Survivors 2012	11/15/2012	09/01/2013	Awaiting Hard Copy

Grant Awards

Edit	Grant #	App #	Project Title	Start Date
	BARM-2013-0001	2012-BA-0029	GOCCP Body Armor Project	07/01/2012
	BARM-2013-0002	2012-BA-0029	GOCCP Body Armor Project 2 (2 Awards from 1 App Test)	07/01/2012

locating the application in the dashboard, and scrolling over to see the Status column.

Important Dates!



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Deadline to Request GMS User ID	Wednesday, August 21, 2024
Deadline to Submit an Application	Tuesday, August 27 by 11:59 PM
Funding Decision	October 2024
Project Start Date	October 1, 2024
Project End Date	September 30, 2026

Any Questions about Submitting Application in the GMS?



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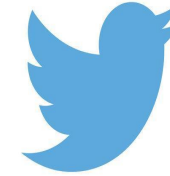
Face Sheet?
Narrative Section?
Budget Section?
Uploading Documents?

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<http://goccp.maryland.gov/>



@MarylandGOCCP
on Facebook and Twitter
#ASaferMD

Grants Management System - Technical Support:

support@goccp.freshdesk.com



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Any Feedback?

Please use the below link to complete our FY25 NOFA TA Survey so that we can improve our calls in the future.

Link: <https://forms.gle/1VsrUarByPyYYnSq5>