Governor's Office of Crime Prevention, Youth & Victim Services (GOCPYVS)

FY 24 Federal Criminal Justice Programs
Notice of Funding Availability (NOFA)
Applicant Technical Assistance Call
May 15th, 2023 from 11:00 AM to 12:00 PM

http://goccp.maryland.gov/grants/

About Us: Our Mission

- 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.

- To serve as a coordinating office that advises the Governor on criminal justice strategies.

Grant Managers Introductions

Quentin Jones:
- Byrne Justice Assistance Grant (BJAG)
- Police Accountability, Community, and Transparency Grant (PACT)

Emily Archer:
- Residential Substance Abuse Treatment Grant (RSAT)
- Performance Incentive Grant Fund (PIGF)

Genevra Farrare:
- Gun Violence Reduction Grant (GVRG)
- Local Warrant Apprehension & Absconding Grant (WAAG)

Paula Fitzpatrick
- State Aid for Police Protection Fund (SAPP)

Technical Assistance Objectives

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

- Access to Grants Management System (GMS)

- Review: NOFA Application Instructions:

- Application Checklist /Certifications

- BJAG & COAP Grant Info.

- Q & A

Our Award Cycle

FINDING FUNDING

PREPARE PROPOSAL

SUBMITTING PROPOSAL

AWARD ACCEPTANCE

AWARD SET-UP

AWARD MONITORING

AWARD CLOSING

Grants Management System (GMS): Access

For new GMS users, please follow the instruction 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**

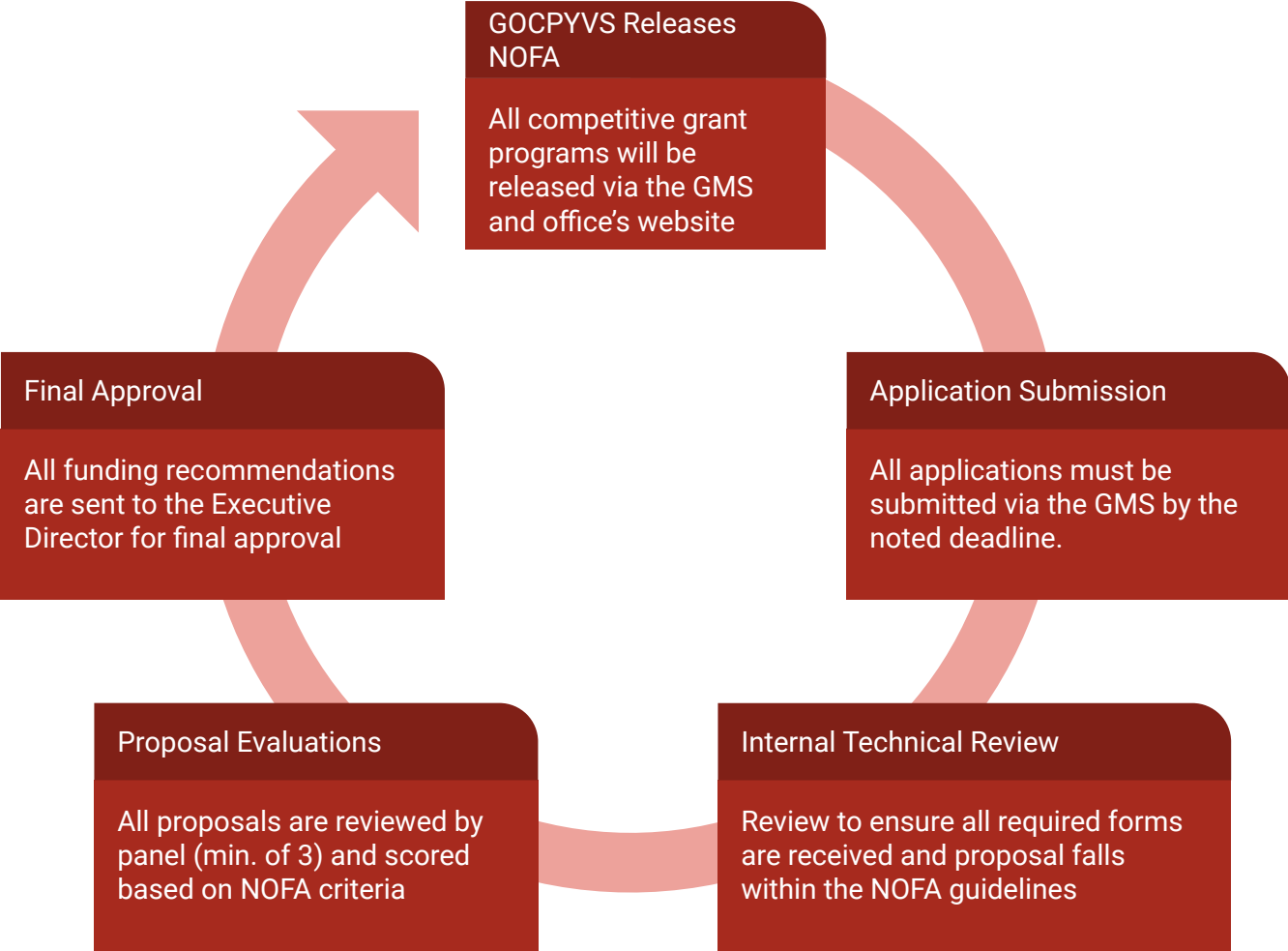For GMS resources, please use the following link:

- **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)
  - http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf (accurate submission of line items/narrative in GMS)
- [Facesheet and Grant Application](#)
- [Officers, Services Sites, Summary, and Narrative](#)
- [Budget](#)
- [Electronic Submission](#)

Application Process Overview

GOCPYVS Releases NOFA

All competitive grant programs will be released via the GMS and office's website

Application Submission

All applications must be submitted via the GMS by the noted deadline.

Internal Technical Review

Review to ensure all required forms are received and proposal falls within the NOFA guidelines

Proposal Evaluations

All proposals are reviewed by panel (min. of 3) and scored based on NOFA criteria

Final Approval

All funding recommendations are sent to the Executive Director for final approval

Application Face Sheet Highlights

Refer to Page 3 of the [NOFA Application Instructions](#)

- Project Title - **<u>Short</u>** 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 - **10/1/2023 - 9/30/2024**

- 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 right violation complaints

New GMS Users must request access no later than June 2nd, 2023. Please follow the instructions on the Request GMS Access Webpage.

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 5 of the NOFA Application Instructions

Application Narrative Highlights

There are 10 required sections for the Narrative. Please refer to pages 5-9 of the [NOFA Application Instructions](#) for more details.

Application Narrative Highlights- Cont.

Problem Statement/Needs Justification

- Include a detailed description of the nature and extent of the problem and/or the need to be addressed, the target population, and geographical area served.

- Include statistical data and prior efforts to explain the noted problem

Goals and Objectives

- Goals identify the program's intended short and long-term results and should support the objectives
- Objectives are specific, quantifiable statements of the program's desired results, and should include the target level of achievement

Application Narrative Highlights- Cont.

Project Strategy/ Logic Model

- Explain in some detail how the project will address the problem and accomplish the program goals and objectives.
- Include linkages to other programs, organizations, and stakeholders that will be involved in or impacted by the program

Program Measurements

- How does your agency plans to measure the success/impact of the proposed project?
- Pre-/Post- survey of participants, evaluations, analysis?
- Identify the Output Measures, Outcome Measures, and intended Impacts for your project

Application Narrative Highlights- Cont.

Timeline

- Include a detailed timeline/work plan
- Include the following:
  - Key tasks that will be implemented
  - Person(s) responsible for each tasks
  - Target dates or timeframe for completing the tasks/ project objectives

Spending Plan

- Provide a detailed timeline for the implementation of each budgeted line item.
- Hiring, obligation of funds, equipment delivery, anticipated payments

Application Narrative Highlights- Cont.

Management Capabilities

- 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).

Sustainability

- 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.

Application Narrative Highlights- Cont.

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

SYSTEM OF AWARD MANAGEMENT

- https://www.sam.gov/SAM/

  (streamline federal login.gov)

- SAM.gov Online Assistance

- Subrecipients must keep their organization registration active for the duration of the award.

- Please make sure your UEI is public so it can be verified by GOCPYVS staff

- Non-active registration will cause a delay in reimbursement

- No cost to applicants to access this service to register/validate annually.

Budget Highlights

- Budgets must be clear and specific. Budgets must reflect one year of spending and where applicable, be adjusted to reflect the start date and holidays. The grant cycle will reflect twelve (12) months, unless explicitly stated in the NOFA.

- **The Governor's Office of Crime Prevention, Youth, and Victim Services 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 9- 13 of the [NOFA 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 Da
[Unassigned]		$0.00	$0.00	0.00 %	07/01/2022

Grant Menu

- Search
- Face Sheet
- Officers
- Service Sites
- Summary
- Narrative
- Budget
- Budget Priority
- Print
- Documents

Original Grant Application Budget

	Help	Budget Category	Total Grant Funds	Total C
>	?	Personnel	$0.00	
>	?	Operating Expenses	$0.00	
>	?	Travel	$0.00	
>	?	Contractual Services	$0.00	
>	?	Equipment	$0.00	
>	?	Other	$0.00	

Budget Categories Highlights

- **Personnel**
  - This should only include the Salary/Overtime/Fringe of individuals directly from the Implementing Agency. 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**
  - Example of line items: office supplies, rental space, printing, and communications. Each budgeted items requires a justification and breakdown of cost
- **Travel**
  - All travel expenses must follow the local jurisdiction's travel regulations and cannot exceed Maryland's reimbursement rates. Refer to page 11 of the [NOFA Application Instructions](#) for the specific rates

Budget Categories 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**
  - Equipment is defined as having 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.

Budget Categories Highlights- Cont.

- **Other**
  - ○ Include all other anticipated expenditures which are not included in the previous categories such as registration fees, program supplies, and 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 12 of the NOFA 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

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

Required Application Forms

Application Submission Tips!

- **GMS submission is required. Hard copy applications <u>are not</u> accepted.**
  - Note: Once your application is submitted it will display "Awaiting Hard Copy"

- **Review Application Checklist.**
  - Make sure all items that are 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 within the same browser**
  - 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

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

Important Dates!

Deadline to Request GMS User ID	**June 2, 2023**
Deadline to Submit an Application	**Friday, June 16, 2023 by 11:59 PM**
Funding Decision	**September 2023**
Project Start Date	**October 1, 2023**
Project End Date	**September 30, 2024**

Any Questions?

Byrne Justice Assistance Grant (BJAG)

Purpose: To reduce existing gaps in services that aim to decrease violent crime, assist crime victims, and improve enforcement, prosecution, adjudication, detention, and rehabilitation efforts.

Eligibility Entities:
- Local and State Law Enforcement
- Local and State Governmental Agencies
- Non-profit organizations (including faith-based and community organizations)
- Institutions of higher education

Funding Amount Available: $3,190,000

Anticipated # of Awards: Up to 60

Award Range: $1,000 to $100,000

Due Date: Friday, June 16, 2023 by 11:59 PM

Grant Manager- Quentin Jones, Email: Quentin.Jones@maryland.gov

Policy Specialist- Kate Ganley, Email: Kathryn.Ganley@maryland.gov

Byrne Justice Assistance Grant (BJAG)- Cont.

All BJAG proposal must fall within one of the 8 Federal Purpose Areas:

1. Law Enforcement and task forces programs
2. Prosecution and court programs
3. Prevention and education programs
4. Corrections and community corrections programs
5. Drug treatment and drug court program
6. Planning, evaluation, and technology improvement programs
7. Crime victim and witness programs (excluding compensation)
8. Mental health programs and other programs related to behavioral health and crisis intervention

Note: Applicant must clearly identify the Federal Purpose Area in their application (refer to pages 5-6 of NOFA)

Byrne Justice Assistance Grant (BJAG)- Cont.

All BJAG proposal must support one of the State's BJAG Priority Areas (pg. 6-9 of NOFA):

- Crime/Violence Reduction
- Domestic Violence/Intimate Partner Violence Investigations and Effective Prosecutions
- Wellness, Mental Health and Crisis Intervention Training and Programs
- Public Safety Enhancements
- Drug Identification, Evaluation, and Awareness Efforts,
- Specialized Law Enforcement Training
- Corrections, Courts, and Prosecutorial Enhancements
- Addressing Bias and Racism in the Justice System

Note: Applicant must clearly note the priority area their program is addressing within their narrative.

Comprehensive Opioid Use Site-Based Program (COAP)

Purpose: To develop, implement, or expand comprehensive programs in response to the overdose crisis and impacts of illicit opioids, stimulants, or other substances.

Eligibility Entities:

- Local health department (including local behavioral health authorities)
- Local government agencies

Note: Only one application per jurisdiction/county.

Funding Amount Available: $5,263,348

- Anticipated # of Awards: Up to 8 awards
- Funding Range: Total $650,000 per awards (approx. $325,000 per year)

Award Period (2-Year Award): October 1st, 2023 to September 30th, 2025

Due Date: Friday, June 16th, 2023, by 11:59 PM

Grant Manager- Quentin Jones, Email: Quentin.Jones@maryland.gov

Policy Specialist- James Rhoden, Email: James.Rhoden1@maryland.gov

Comprehensive Opioid Use Site-Based Program (COAP)- Cont.

Applicants can submit an application to support:

- Expanding access to evidence-based substance use disorder treatment, such as medication assisted treatment
- Advancing racial equity
- Enhancing evidence-based harm reduction efforts
- Supporting evidence-based prevention efforts to reduce youth substance use
- Expanding the addiction workforce
- Expanding access to recovery support services.

Refer to pages 6-7 of the NOFA to learn more about goals/objectives, support activities, and deliverables.
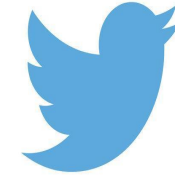
Any Questions?

Any Feedback?

Please use the below link to complete our FY24 NOFA TA Survey so that we can improve our calls in the future.

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

Connect with Us!

http://goccp.maryland.gov/

@MarylandGOCCP

on Facebook and Twitter

Grants Management System - Technical Support:

support@goccp.freshdesk.com