

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
April 17th, 2023 10:30 am -12:30 pm

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

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.

Grant Managers Introductions

Quentin Jones:

- Byrne Justice Assistance Grant (BJAG)- Today, applications due June 16th!

Sharon Leason:

- Comprehensive Opioid Use Site-Based Program (COAP)- releasing soon!

Grant Managers Introductions

Emily Archer:

- Residential Substance Abuse Treatment Grant (RSAT)

Genevra Farrare:

- Project Safe Neighborhoods (PSNM)

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
- Peer Learning / Frequently Asked Questions
- Specific NOFA Breakout Session
-meet/greet with grant managers
- Feedback & Survey

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:

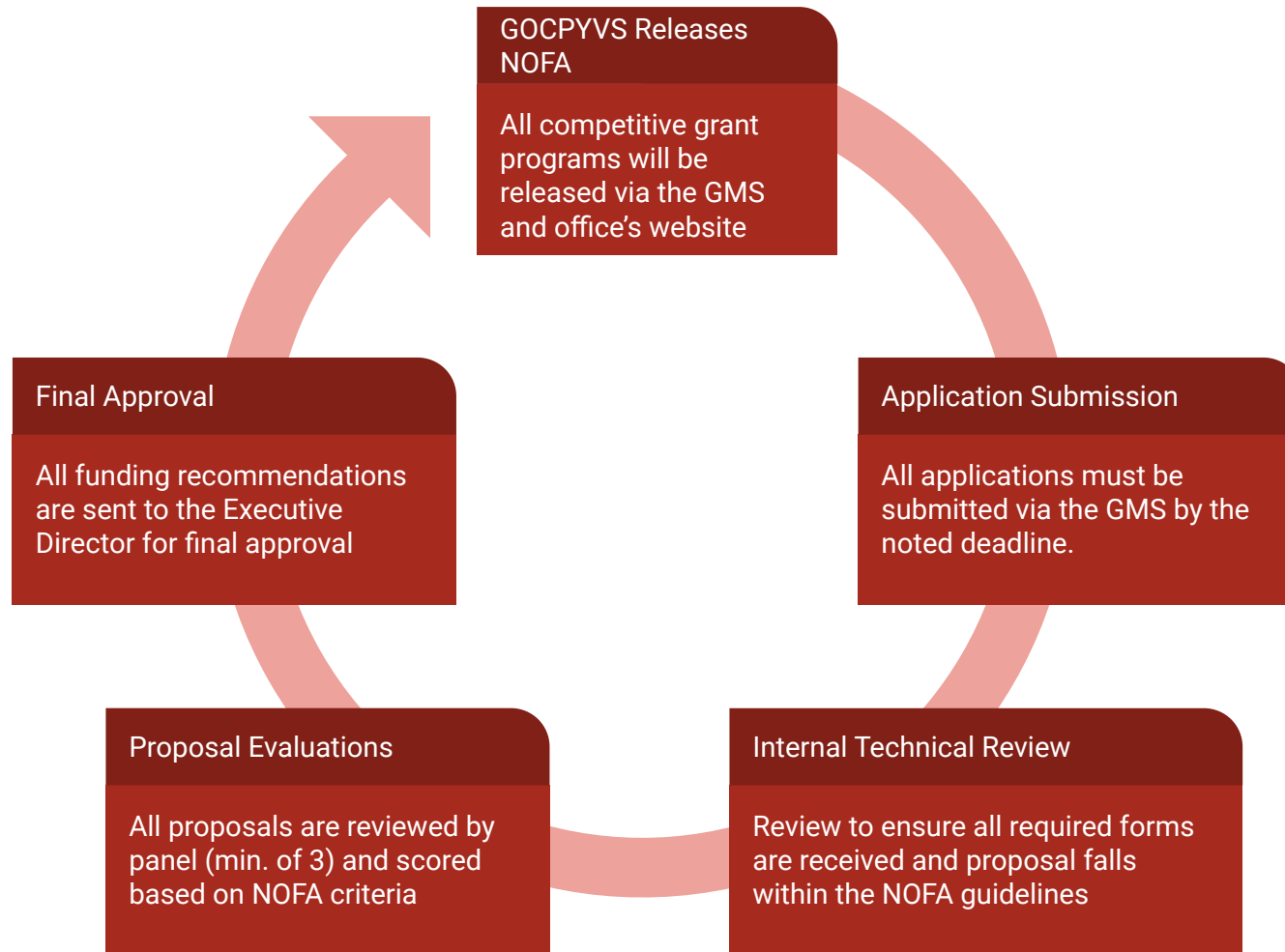
- <http://goccp.maryland.gov/grants/gms-help-videos/>

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



Application Face Sheet Highlights

Refer to Page 3 of the [NOFA 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 - **7/1/2023 - 6/30/2024**
- 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 March 1st, 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.

Grant management - Application Search

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

Grant Menu

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

Save Generate Report

Please remember to save your narrative every 15 minutes!
See [NOFA Application Instructions](#) for narrative guidance.

PROBLEM STATEMENT/NEEDS JUSTIFICATION

See NOFA

Zoom

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.

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 task
 - 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.
- 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 Date: |
|--------------|---------------|-------------|--------------|----------|---------------|
| [Unassigned] | | \$0.00 | \$0.00 | 0.00 % | 07/01/2022 |

| Grant Menu | 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

The screenshot displays a web-based budget application interface. At the top, it says 'Original Grant Application Budget' with a dropdown menu for 'Select to view a revision' and buttons for 'Print' and 'Refresh'. Below this is a table with columns: 'Budget Category', 'Total Grant Funds', 'Total Cash Match', 'Total In Kind', and 'Total Budget'. The table lists categories: Personnel (\$90,000.00), Operating Expenses (\$0.00), Travel (\$0.00), Contractual Services (\$0.00), Equipment (\$0.00), and Other (\$18,000.00). An 'Add new record' button is visible. Below the table, there are columns for 'Unit Cost', 'Total Budget', 'Just.', 'Priority', 'Edit', and 'Delete'. A row for 'Indirect Cost' is shown with a unit cost of \$0.20, a total budget of \$18,000.00, and a warning icon. An 'Other Justification' dialog box is open in the foreground, containing fields for 'Description: Indirect Cost', 'Amount: \$18,000.00', 'Quantity: 90000.00', 'Unit Cost: \$0.20', and 'Funding: Grant Funds'. It also has a 'Justification:' text area and 'Save' and 'Cancel' buttons.

| 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 |

| 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: GOCPYVS 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 |

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. | |

- 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

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
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- Budget
- Budget Priority
- Print**
- Documents
- Activity Log
- Special Conditions

Generate Report

PRINT REPORT

Please select the reports to print.

Report: Grant Application Report

| | | |
|----------------------------------------------------|-------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Print All Forms | <input type="checkbox"/> Cover Sheet | <input type="checkbox"/> Face Sheet |
| <input type="checkbox"/> Summary and Narrative | <input type="checkbox"/> Project Budget Summary | <input type="checkbox"/> Personnel Budget |
| <input type="checkbox"/> Operating Expenses Budget | <input type="checkbox"/> Travel Budget | <input type="checkbox"/> Contractual Services Budget |
| <input type="checkbox"/> Equipment Budget | <input type="checkbox"/> Other Budget | <input type="checkbox"/> Civil Rights |
| <input type="checkbox"/> Service Sites | <input checked="" type="checkbox"/> Assurances | <input checked="" type="checkbox"/> Anti-Lobbying |

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 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

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!

| | |
|------------------------------------------|-----------------------------------------|
| Deadline to Request GMS User ID | May 26, 2023 |
| Deadline to Submit an Application | Friday, June 9, 2023 by 11:59 PM |
| Funding Decision | September 2023 |
| Project Start Date | October 1, 2023 |
| Project End Date | September 30, 2024 |

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>

Residential Substance Abuse Treatment (RSAT)

Purpose: to assist in the development and implementation of substance use treatment programs in state and local correctional and detention facilities.

Eligibility Entities:

- Maryland Department of Public Safety and Correctional Services
- Local Detention Centers
- Nonprofit Organizations (aftercare services only)

Funding Amount Available: \$1,228,052

Anticipated # of Awards: Up to 10

Award Range: \$50,000 to \$300,000

Due Date: Friday, June 9, 2023 by 11:59 PM

Grant Manager email: Emily.Archer@maryland.gov

Policy Specialist email: Brandi.Cahn@maryland.gov

Residential Substance Abuse Treatment (RSAT)

25% Match Requirement (In-Kind or Cash)

The grantee's contribution must be 25% of the totality of spending on the project (Federal PLUS Grantee Match)

Mathematically, this works out to be 33% of the Federal Funds you are requesting.

Access our match calculator at

<http://goccp.maryland.gov/grants/tips-and-guidance/grant-match/>

Ex: If you are requesting \$300,000, you would be required to provide \$100,000 in Match

Residential Substance Abuse Treatment (RSAT)

Required Program Components

- Project must serve a population of pre-trial defendants, incarcerated individuals, or reentering citizens
- Participants must receive continuous treatment for at least 6 months
- Medication-Assisted Treatment (MAT) must be an option offered to participants
- Treatment must take place in a “therapeutic community” setting- this means a separate housing unit
- Random drug testing is required of all participants.

Read through the RSAT FAQs at <https://bj.a.ojp.gov/doc/rsat-faq.pdf> for more comprehensive information and explanation of program requirements.

Project Safe Neighborhoods (PSNM)

Purpose: To develop, implement, and support anti-gang prevention and violent crime enforcement strategies in Maryland through dedicated partnerships forming a Project Safe Neighborhoods Task Force.

Eligibility Entities: Local Governmental entities, Local/State Law Enforcement, Local State's Attorney's Office

Funding Amount Available: \$307,438

Anticipated # of Awards: 1 to 3

Funding Range: \$100,000 to \$307,438

Due Date: Friday, June 9th, 2023, by 11:59 PM

Grant Manager email: Genevra.Farrare@maryland.gov

Policy Specialist email: Richard.Alban@maryland.gov

Any Feedback?

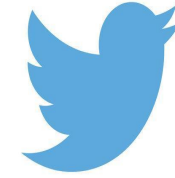
Please use the below link to complete our FY24 NOFA TA Survey so that we can improve our calls in the future.

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

Connect with Us!



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



[@MarylandGOCCP](https://www.facebook.com/MarylandGOCCP)
on Facebook and Twitter

Grants Management System - Technical Support:

support@goccp.freshdesk.com