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

FY 24 Notice of Funding Availability (NOFA)
Applicant Technical Assistance
February 9-10, 2023   10:30 am -12:30 pm

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

Our Vision

A Safer Maryland

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

Emily Archer:
- Community Grant Program Fund (CGPF)
- Performance Incentive Grant Fund (PIGF)
- Sex Offender Compliance in Maryland (SOCM)

Genevra Farrare:
- Domestic Violence Unit Program (DVUP)
- Gun Violence Reduction Grant (GVRG)
- Internet Crimes Against Children (ICAC)

Grant Managers Introductions

Quentin Jones:
- Maryland Criminal Intelligence Network/Heroin Coordinator (MCIN-Her)
- Police Accountability, Community, and Transparency (PACT)
- Local Warrant Apprehension & Absconding (WAAG)- releasing soon

Sharon Leason:
- Body Armor for Local Law Enforcement (BARM)
- Protecting Against Hate Crimes (PAHC)
- Police Recruitment and Retention (PRAR)
- Violence Intervention & Prevention (VIPP)- releasing soon

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
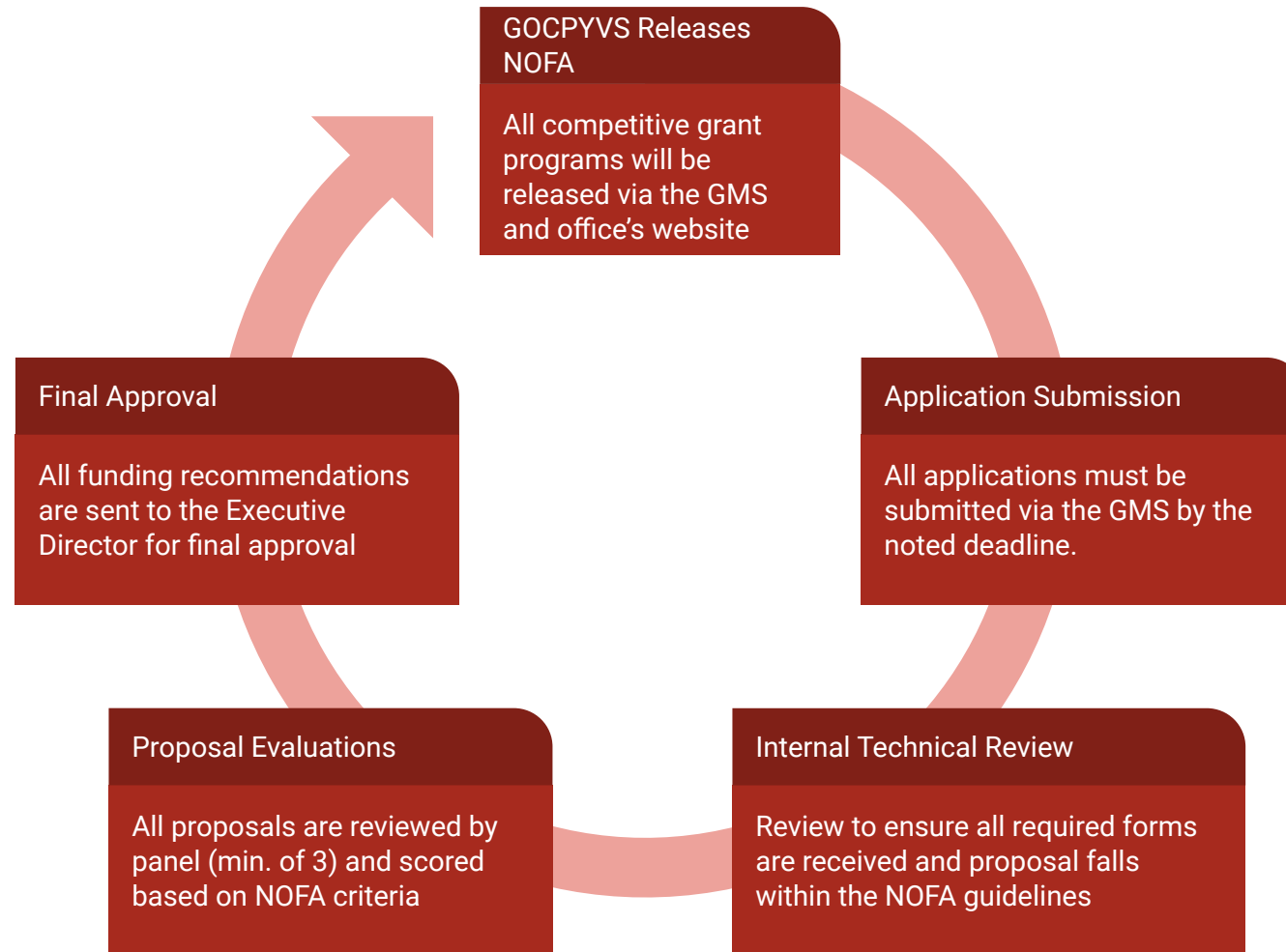
For GMS resources, please use the following link:
- http://goccp.maryland.gov/grants/gms-help-videos/

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

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 - **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 <mark>**100 words or less**</mark>.
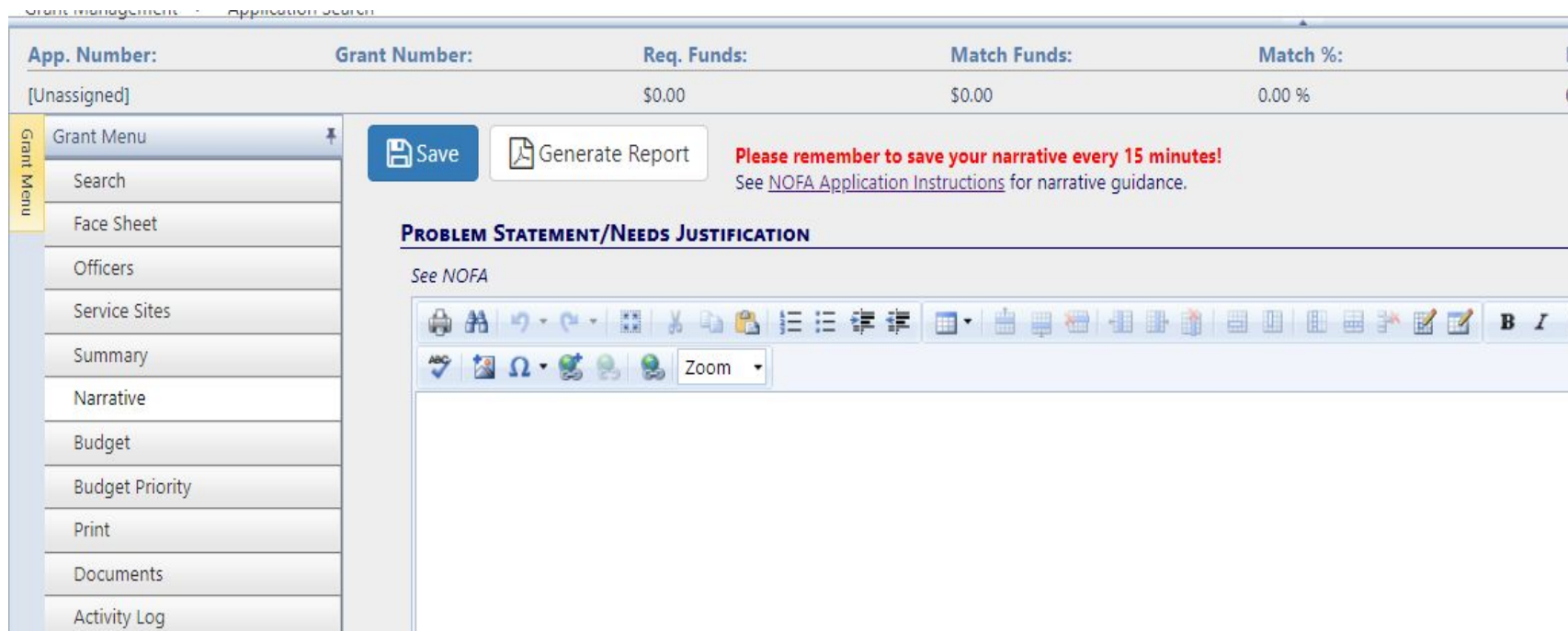
Use the template below for your project summary.

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

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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.

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.
- 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 D:
[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. <u>Property Inventory Report Form (PIRF) will be required Post-Award.</u>
  - 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 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

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

Important Dates!

Deadline to Request GMS User ID	**Wednesday, March 1, 2023**
Deadline to Submit an Application	**Friday, March 31, 2023 by 11:59 PM**
Funding Decision	**May 2023**
Project Start Date	**July 1, 2023**
Project End Date	**June 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

Break Out Session: Meeting w/ Grant Managers

If you have program-specific questions about our grant programs, please attend one of the following breakout meeting rooms to speak directly to a Program Manager.

	Quentin Jones **Stay in Main Meeting Room**	Sharon Leason http://meet.google.com/jex-iesu-qiv	Genevra Farrare http://meet.google.com/zjd-yaov-fvx	Emily Archer http://meet.google.com/qxm-qdjn-mqw
11:30-11:45	MCIN	VIPP	DVUP	PIGF
11:45-12:00	PACT	PAHC	GVRG	CGPF
12:00-12:15	WAAG	PRAR	ICAC	SOCM

Maryland Criminal Intelligence Network/ Heroin Coordinator (MCIN-Her)

Purpose: To identify, disrupt, and dismantle violent criminal organizations and to reduce the number of fatal/non-fatal overdoses throughout Maryland

Eligibility Entities: Invite Only

Funding Amount Available: $6,723,865

　　MCIN Sites: $100,000 to $700,000

　　Heroin Coordinator Only: $40,000 to $110,000

Due Date: March 31, 2023 by 11:59 PM

Grant Manager email: Quentin.Jones@maryland.gov
Policy Specialist email: Richard.Alban@maryland.gov

Police Accountability, Community, and Transparency (PACT)

Purpose: To assist law enforcement with the development of effective accountability procedures, improve community relations and transparency

Eligibility Entities: Local and State Law Enforcement Agencies, Local/State's Attorney's Offices, Maryland Higher Education Institutions, and Non-profit organizations

Funding Amount Available: $8,000,000   # of Awards: up to 75

Funding Range: $20,000 to $400,000

Due Date: March 31, 2023 by 11:59 PM

Grant Manager email: Quentin.Jones@maryland.gov

Policy Specialist email: Holly.Barrett2@maryland.gov

Body Armor for Local Law Enforcement (BARM)

NOFA link: http://goccp.maryland.gov/grants/programs/barm/

Purpose: Bulletproof Vests

Eligibility Entities: Local law enforcement agencies and Maryland Department of Public Safety and Correctional Services/ Parole & Program

Funding Amount Available: $49,088   # of Awards: 10

Allowable Costs: Bulletproof vests

Due Date: March 31, 2023   11:59 PM

Grant Manager email: Sharon.Leason@maryland.gov / Quentin.Jones@maryland.gov

Policy Specialist email: Holly.Barrett2@maryland.gov

Protecting Against Hate Crimes (PAHC)

NOFA link: http://goccp.maryland.gov/grants/programs/pahc/

Purpose: Protecting Against Hate Crimes

Eligibility Entities: Non-profit organizations and Faith-based organizations

Funding Amount Available: $5,000,000   Maximum Amount Request: $150,000

Allowable Costs: Security Hardening

Due Date: March 31, 2023   11:59 PM

Grant Manager email: Sharon.Leason@maryland.gov / Quentin.Jones@maryland.gov

Policy Specialist email: Holly.Barrett2@maryland.gov

Police Recruitment & Retention (PRAR)

NOFA link: http://goccp.maryland.gov/grants/programs/prar/

Purpose: Police Recruitment and Retention

Eligibility Entities: Local Law Enforcement Agencies

Funding Amount Available: $130,000

Unallowable Costs: Food Items and see NOFA for more information

Due Date: March 31, 2023   11:59 PM

Grant Manager email: Sharon.Leason@maryland.gov / Quentin.Jones@maryland.gov

Policy Specialist email: Holly.Barrett2@maryland.gov

Performance Incentive Grant Fund (PIGF)

NOFA link: http://goccp.maryland.gov/wp-content/uploads/FY2024-PIGF-NOFA.pdf

Purpose: Reduce Maryland's state and local incarcerated population through appropriate diversion, deflection, service provision and recidivism reduction resources.

Eligible Entities: State agencies, County government agencies, Non-profits

Funding Amount Available: $7,913,368   **# of Awards:** 24

Allowable Costs: Refer to NOFA

Due Date: March 31, 2023   11:59 PM

Grant Manager email: emily.archer@maryland.gov

Policy Specialist email: carly.Seidman@maryland.gov, brandi.cahn1@maryland.gov

Sex Offender Compliance Enforcement in Maryland (SOCM)

NOFA link:
http://goccp.maryland.gov/wp-content/uploads/FY2024-SOCM-NOFA.pdf

Purpose: Ensure compliance by persons who are required to register or re-register with the Maryland Sex Offender Registry

Eligibility Entities: Designated County Law Enforcement Agencies

Funding Amount Available: $728,916 #of Awards: 24

Unallowable Costs: Contracts beyond 12 months

Due Date: March 31, 2023   11:59 PM

Grant Manager email: emily.archer@gmail.com

Policy Specialist email: holly.barrett2@maryland.gov

Community Grant Program Fund (CGPF)

NOFA link:
http://goccp.maryland.gov/wp-content/uploads/FY2024-CGPF-NOFA.pdf

Purpose: Assist local law enforcement agencies with establishing community programs and violence intervention programs.

Eligibility Entities: Local Law Enforcement and Government Agencies

Funding Amount Available: $500,000   **#of Awards:** 25

Allowable Costs: Trinkets/giveaways, branded/promotional items

Due Date: March 31, 2023   11:59 PM

Grant Manager email: emily.archer@maryland.gov

Policy Specialist email: holly.barrett2@maryand.gov

Domestic Violence Unit Pilot Program(DVUP)

NOFA link: http://goccp.maryland.gov/wp-content/uploads/FY2024-DVUP-NOFA.pdf

Purpose: Reduce issuance and data entry time of ex parte and protective orders

Eligibility Entities: Local Law Enforcement/State Law Enforcement

Funding Amount Available: $5,000 - $50,000 #of Awards: No more than 10

Allowable/Unallowable Costs: Refer to the NOFA

Due Date: March 31, 2023   11:59 PM

Grant Manager email: genevra.farrare@maryland.gov

Policy Specialist email: holly.barrett2@maryland.gov

Gun Violence Reduction Grant (GVRG)

NOFA link: http://goccp.maryland.gov/wp-content/uploads/FY2024-GVRG-NOFA.pdf

Purpose: Help local law enforcement agencies and/or prosecutors develop and implement strategies specifically intended to reduce gun related crime in Maryland

Eligibility Entities: Local Law Enforcement/State Law Enforcement/Local state's attorney's offices

Funding Amount Available: $926,940

# of Awards: No more than 20

Funding Limitation: Up to $100,000 each

Allowable/Unallowable Costs: Refer to the NOFA

Due Date: March 31, 2023   11:59 PM

Grant Manager email: genevra.farrare@maryland.gov

Policy Specialist email: holly.barrett2@maryland.gov

Internet Crimes Against Children (ICAC)

NOFA link: http://goccp.maryland.gov/wp-content/uploads/FY2024-ICAC-NOFA.pdf

Purpose: To investigate and prosecute internet crimes against children

Eligibility Entities: Maryland State Police - Internet Crimes Against Children Task Force/Local Law Enforcement Agencies/Local Child Advocacy Centers

Funding Amount Available: See NOFA

Allowable/Unallowable Costs: Refer to the NOFA

Due Date: March 31, 2023   11:59 PM

Grant Manager email: genevra.farrare@maryland.gov

Policy Specialist email: holly.barrett2@maryland.gov or kathryn.ganley@maryland.gov
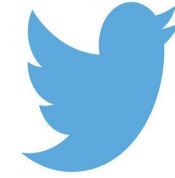
Any Feedback?

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

on Facebook and Twitter

#ASaferMD

Grants Management System - Technical Support:

support@goccp.freshdesk.com