



OFFICE OF THE GOVERNOR  
**Wes Moore**

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

FY 25 Notice of Funding Availability (NOFA)  
Applicant Technical Assistance Call  
Tuesday, April 2, 2024 11:00 am - 12:30 pm

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



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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.

# Criminal Justice Grants Division: Introductions



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**Quentin Jones,**  
Criminal Justice Grants Division Director  
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Grant Manager  
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**Emily Archer,**  
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# Today's Technical Assistance Call: NOFAs



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- Adult Day Reporting Center Grant (DRCE)
- Community Grant Program Fund (CGPF)
- Domestic Violence Unit Pilot Program (DVUP)
- Gun Violence Reduction Grant Fund (GVRG)
- Internet Crimes Against Children (ICAC)
- Maryland Criminal Intelligence Network/Overdose and Drug Awareness Coordinator (MCIN-ODAC)
- Police Recruitment and Retention Grant (PRAR)
- Protecting Against Hate Crime (PAHC)
- Violence Intervention & Prevention Program (VIPP)



# Technical Assistance Objectives

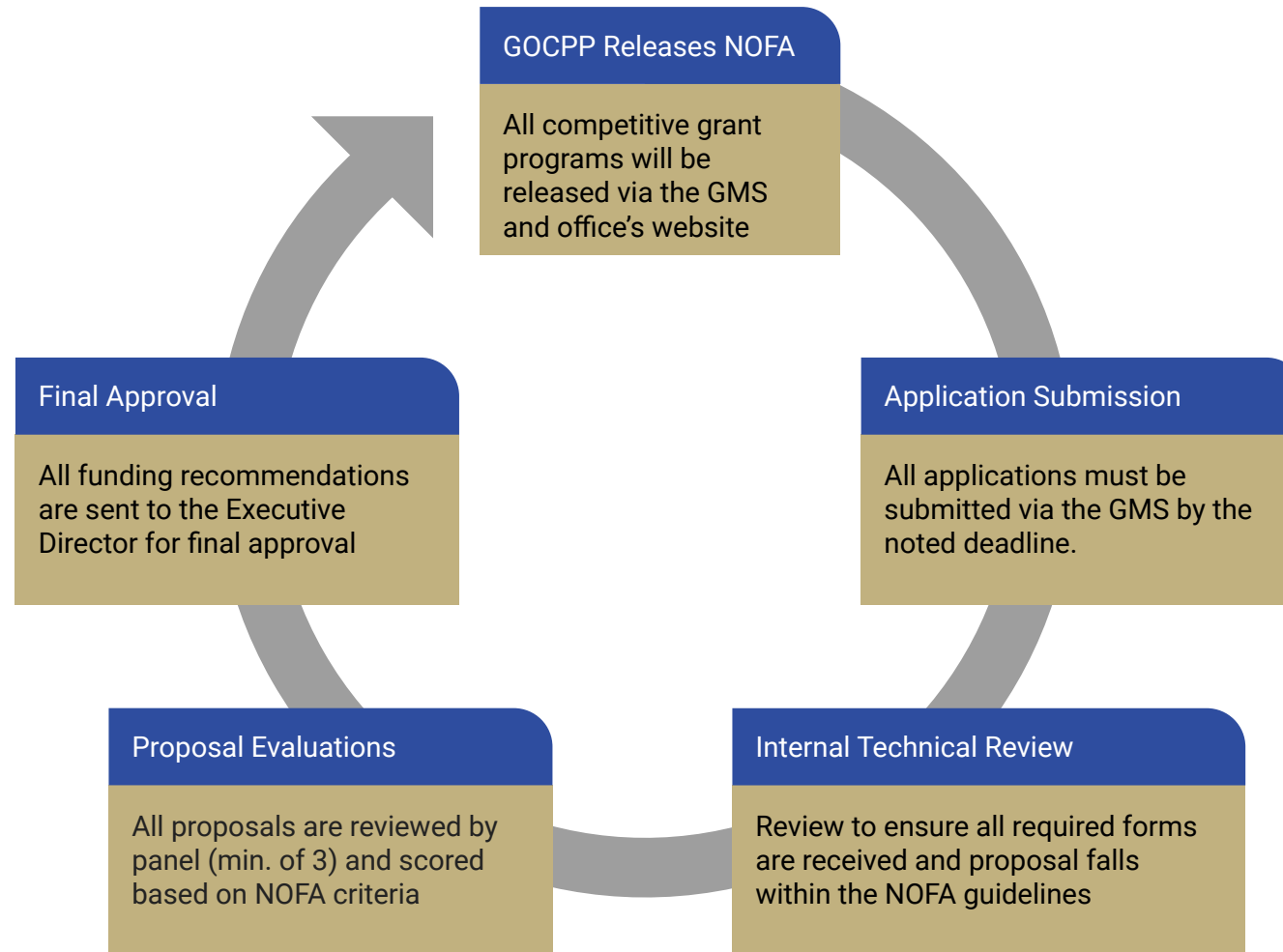
Understand key concepts of submitting a proposal to the Office, including:

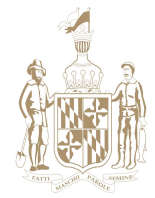
- Accessing the Grants Management System (GMS)
- Reviewing: GMS Application Instructions
- Review the NOFA Checklist and Required Forms
- Peer Learning/ Frequently Asked Questions
- Feedback & Survey

# 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](mailto: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**

Is service site?

**? DE**

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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 - **7/1/2024 - 6/30/2025**
- 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 noted in the NOFA under Important Dates section.

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



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# Sample (Fictitious) Grant Program

**Title:** Community Outdoor Space Improvement Program (COSI)

**Purpose:** To improve the physical appearance and functionality of public outdoor spaces

**Eligibility:** County Government Agencies

We will use this sample program 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) <sup>1</sup> \_\_\_\_\_ (Project Title)  
<sup>1</sup> \_\_\_\_\_ program helps to \_\_\_\_\_ <sup>2</sup> in \_\_\_\_\_ <sup>3</sup>. The  
program \_\_\_\_\_.<sup>4</sup> Program funds will support \_\_\_\_\_.<sup>5</sup>

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



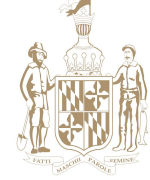
# COSI Project Summary Samples

## Good:

Lennig County's "Play Space For All" project will improve the accessibility of 5 county-owned playgrounds by adding in ADA compliant features and play structures to encourage use by all county residents. Grant funds will be used for construction and maintenance costs.

## Not so great:

This project will make playgrounds better.



# 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 'Grant Management' 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 'Grant Menu' on the left side, listing various options: 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 message: '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.



# COSI Problem Statement Samples

**Good:** This grant will serve 5 dilapidated playgrounds in Lennig county. These playgrounds all contain rusted equipment, slides and swings that no longer comply with safety requirements, and do not contain any ADA accessible features. A survey of 100 local residents noted that 85% were reluctant to use these playgrounds due to these issues. We previously revitalized these areas in 1986, but over time the equipment has eroded and requires replacement again.

**Not so great:** National research from the Hammond Group in 2003 showed that most people prefer to use playgrounds that are located in wooded areas. It's important that we plant more trees at our area playgrounds.



# 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
- Please note that if the continuation of a project previously funded by the Office is being requested, a description of how the goals and objectives continue or build upon previous efforts must be included.



# COSI Goals and Objectives Samples

## Good:

Goal 1: Improve the safety of our 5 targeted playgrounds

- Objective 1: Remove all swingsets and slide structures from each playground
  - Action step: Finalize MOU with Alban Construction by May 30th.
- Objective 2: Ensure all playgrounds meet state or surpass all state-mandated safety guidelines.
  - Action step: Schedule and complete state safety inspection by November 30th.

## Not so great:

Goal 1: Improve area playgrounds

Objective: Residents will increase their use of the playgrounds

Objective: Install better equipment

# 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.



# COSI Program Strategy Samples

## **Good:**

The overall goal of our program is to improve the safety of our 5 targeted playgrounds. In order to achieve this, we will be partnering with Alban Construction, a nationally-recognized leader in play safety engineering. With guidance from Alban, we have selected equipment made from polycarb Sulfonate composite materials, which research studies have shown can reduce common playground injuries by 60%, compared to wood and metal structures. This type of equipment was installed in playgrounds in Schisler County in 2020, and in addition to a reduction in safety incidents, that county reports a 500% increase in playground usage.

## **Not so great:**

In order to improve playground safety, we will be installing new equipment. This new equipment will also look brighter and more inviting to area residents.



# 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
- If this is a continuation project, what were the results of your prior project?



# COSI Program Measurement Samples

## Good:

**Short term Goal:** Improve the safety of our 5 identified playgrounds

Measure: All 5 playgrounds will receive a score of 85% or better

Tool: State playground safety inspection

**Long term goal:** Increase our residents' usage of the 5 identified playgrounds

Measure: The attendance at area playgrounds will increase by 500% by July 2025

Tool: Site supervisor data reports of attendees between 11am and 12pm every Saturday

## Not so great:

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





# 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



# COSI Timeline Samples

## **Good:**

Action step: Finalize MOU with Alban Construction

Responsible Staff Member: Sam Sanderson

Target Date: May 30th

## **Not so great:**

Playground demolition will be completed by May 30th. Playground Installation will be completed by September 30th.



# 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.



# COSI Spending Plan Samples

## Good:

Polycarb Sulfonate Composite Slides (Spirals): Each of the 5 playgrounds will have 1 tower spiral slide installed at a cost of \$5000 each. This cost is reasonable as these slides are 200% more durable than metal slides.

Order by deadline: May 30th

Projected delivery and invoice date: September 2023

Reimbursement request date: Quarter 2

## Not so great:

Slides: \$25,000

Murals: \$18,000

Benches: \$2,000



# 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.

# COSI Management Capabilities Samples



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## Good:

Project Director Sam Sanderson, will manage this project. Sam is a graduate of Lennig County College and holds a masters degree in construction project management. Sam's salary is currently fully funded by the county, and he will take on project oversight as part of his regular duties.

## Not so great:

Project Director Sam Sanderson will manage this project. He is a county employee and we are seeking 50% of his salary to be funded through this grant. We estimate he will spend 10% of his 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.

# COSI Sustainability Samples



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## **Good:**

Once this project is complete, it is estimated that the equipment should last for 30 years. We have secured a maintenance contract with Abraham Land Management to be paid through the county budget to inspect and repair the playground every quarter

## **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



## SYSTEM OF AWARD MANAGEMENT

- **Link:** <https://sam.gov/content/home>
  - Streamlined with federal login.gov access
- [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.



# Next Up: GMS Budget Sections

<a href="#">Home</a>	<a href="#">Grant Management</a>	<a href="#">Funding Management</a>	<a href="#">Address Book</a>	<a href="#">Reports</a>	<a href="#">Admin</a>	<a href="#">Logout</a>
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Grant Management > Application Search

<b>App. Number:</b>	<b>Grant Number:</b>	<b>Req. Funds:</b>	<b>Match Funds:</b>	<b>Match %:</b>	<b>Project Dates:</b>
[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	?	<b>Personnel</b>	\$22,000.00		\$11,000.00			
	Officers		Description of Position	Salary Type	Funding	Wage Type			
	Service Sites		<b>Community Outreach Coordinator</b>						
	Summary		Community Outreach Coordinator	Salary	Grant Funds	Annual			
	Narrative		Community Outreach Coordinator	Fringe	Grant Funds	Annual			
	Budget		<b>Community Outreach Trainier</b>						
	Budget Priority		Community Outreach Trainier	Salary	Cash Match	Annual			
	Print		Community Outreach Trainier	Fringe	Cash Match	Annual			
Documents	?	<b>Operating Expenses</b>	\$0.00		\$0.00				
Activity Log	?	<b>Travel</b>	\$0.00		\$0.00				
Special Conditions	?	<b>Contractual Services</b>	\$0.00		\$0.00				
Performance Measures	?	<b>Equipment</b>	\$8,000.00		\$0.00				
Progress Reports	?	<b>Other</b>	\$0.00		\$0.00				
Federal Purpose									



# 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 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
<b>Grant Menu</b>	<b>Original Grant Application Budget</b>				
Search		<b>Help</b>	<b>Budget Category</b>	<b>Total Grant Funds</b>	<b>Total C</b>
Face Sheet	>	?	<b>Personnel</b>	<b>\$0.00</b>	
Officers	>	?	<b>Operating Expenses</b>	<b>\$0.00</b>	
Service Sites	>	?	<b>Travel</b>	<b>\$0.00</b>	
Summary	>	?	<b>Contractual Services</b>	<b>\$0.00</b>	
Narrative	>	?	<b>Equipment</b>	<b>\$0.00</b>	
Budget	>	?	<b>Other</b>	<b>\$0.00</b>	
Budget Priority	>	?			
Print					
Documents					



# 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 15 of the [GMS 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 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

**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

# Next Up: Required Application Documents



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

- Please refer to the NOFA-specific Checklist for a complete list of required documents.
- 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. **Hyperlinked in each NOFA**
    - [Certification of Applicable Financial Reporting Requirements and Required Financial Reporting Uploading Form](#)
    - [Subrecipient Organizational Capacity Questionnaire 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:			
<a href="https://sam.gov">SAM.gov</a> 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

## Determination of Suitability to Interact with Minors Form\* - If applicable

WES MOORE  
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 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

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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 12	11/15/2012	09/01/2013	Awaiting Hard Copy

### Grant Awards

Edit	Grant #	App #	Project Title	Start Date
	<a href="#">BARM-2013-0001</a>	<a href="#">2012-BA-0029</a>	GOCCP Body Armor Project	07/01/2012
	<a href="#">BARM-2013-0002</a>	<a href="#">2012-BA-0029</a>	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!



OFFICE OF THE GOVERNOR  
**Wes Moore**

<b>Deadline to Request GMS User ID</b>	<b>Wednesday, May 1st, 2024</b>
<b>Deadline to Submit an Application</b>	<b>Friday, May 10th, 2024 by 11:59 PM</b>
<b>Funding Decision</b>	<b>June/July 2024</b>
<b>Project Start Date</b>	<b>July 1, 2024</b>
<b>Project End Date</b>	<b>June 30, 2025</b>



# Competitive NOFA Release

- The following criminal justice related NOFA has been released within the past 1-2 weeks:
  - [Police Accountability, Community, and Transparency Grant \(PACT\)](#)
    - Open to local and state law enforcement/government entities, institutions of higher education, and non-profit organizations
- Please continue to check our [website](#) for released funding opportunities.



# Maryland Criminal Intelligence Network Overdose and Drug Awareness Coordinator

## **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:**

- MCIN Sites: \$100,000 to \$700,000
- Overdose and Drug Awareness Coordinator: \$40,000 to \$110,000

**Due Date:** Friday, May 10th, 2024, by 11:59 PM

**Grant Manager email:** [Quentin.Jones@maryland.gov](mailto:Quentin.Jones@maryland.gov)

**Policy Specialist email:** [Richard.Alban@maryland.gov](mailto:Richard.Alban@maryland.gov)



# Maryland Criminal Intelligence Network Overdose and Drug Awareness Coordinator

- **New Requirement:** All MCIN-ODAC Subrecipients will be required to attend a MCIN Conference in the Fall of 2024. **Applicants should include the costs associated with attending a two (2) day conference in the Anne Arundel/Annapolis area in their application.**
  
- **Required Documents:**
  - **MCIN Sites Only–**
    - MOU or Letter of Commitment from Coalition Partners
    - MCIN SOP and Organizational Chart
  - **ODAC Only-**
    - Case Explorer and Communication Analysis Portal Agreement
    - Case Explorer Addendum- Share Data



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# Maryland Criminal Intelligence Network Overdose and Drug Awareness Coordinator

- **Key Personnel Requirements:**

- MCIN Lead must identify the MCIN Coordinator, Analyst, Prosecutor, and Overdose Drug Awareness Coordinator.
  - Any personnel changes during the fiscal year necessitate notification to the Assistant Director of Public Safety Strategies, Richard Alban, within 10 business days



# 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: May 10, 2024 11:59 PM

Grant Manager email: [Genevra.Farrare@maryland.gov](mailto:Genevra.Farrare@maryland.gov)

Funding Manager email: [Jacqueline.Adams1@maryland.gov](mailto:Jacqueline.Adams1@maryland.gov)

Policy Specialist email: [Leliya.Lindsay1@maryland.gov](mailto:Leliya.Lindsay1@maryland.gov)



# Protecting Against Hate Crimes (PAHC)

## Hyperlinks

Activated by clicking on a highlighted word or image on the screen

**NEW:** [Certification of Applicable Financial Reporting Requirements and Required Financial Report Uploading Reporting](#)

**NEW:** [Subrecipient Organizational Capacity Questionnaire with applicable attachments](#)





# Protecting Against Hate Crimes (PAHC)

## 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.



# Protecting Against Hate Crimes (PAHC)

## OUTPUT VS. OUTCOMES EXAMPLE

**Objective 1: Develop criminal justice strategies that are coordinated at the Local, State, and Federal level.**

### Output:

- # of agencies/organizations receiving and sharing information since the implementation of the technical solution

### Outcomes:

- # of programs reporting an increase in program success due to coordination.
- During current fiscal / calendar year, # of project partners actively participating and collaborating in programs.



# Protecting Against Hate Crimes (PAHC)

## OUTPUT VS. OUTCOMES EXAMPLE

### **Objective 2:** Improve victim services for Maryland residents

#### Output:

- # of victims served.
- # of victims that received medical accompaniment.

#### Outcomes:

- # of victims that received services and reported increased safety (self reported by victim).
- # of victims that received services who felt more informed of their rights.



# Protecting Against Hate Crimes (PAHC)

## OUTPUT VS. OUTCOMES EXAMPLE

**Objective 3: Reduce victimization and criminal behavior in Maryland's children.**

### Output:

- # of family engagement activities for youth in secure confinement.
- # of educational opportunities provided to youth upon re-entry from secure confinement.

### Outcomes:

- # of youth who exhibited an improvement in family relationships during the reporting period.
- # of youth who have exhibited increased educational participation upon reentry from secure



# Allowable and Unallowable Costs

## Allowable:

**Personnel:** Hiring of staff to provide security of the facility

**Travel:** Costs associated with staff attending safety/crime prevention training **Contractual:** External services for facility enhancement that directly support safety/enhancement against hate crimes. Contracting with a local/state law enforcement agency or private security firm to provide facility risk assessment or to provide training to staff on security measures. **Note: Please refer to the Consultant Rate section below for limitations**

**Equipment:** Safety equipment or facility upgrades that directly enhances building/membership safety. **Property Inventory Record Forms (PIRF) will be required post award for all equipment purchased with grant funds**

**Other:** Limited to direct security enhancements that do not fall into the previous categories which could include equipment with a useful life less than one year and a procurement cost of less than \$5,000

## Unallowable:

- **Alcoholic beverages**
- **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 counselor in connection with establishment or reorganization of an organization)**
- **Fundraising**
- **Honorarium**
- **Lobbying costs (including membership fees to organizations whose primary activity is lobbying)**
- **Meals**
- **Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, and gift bags)**



# 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: \$1,300,000

Award Ranges- \$10,000 to \$300,000

Due Date: May 10th, 2024 by 11:59 PM

Grant Manager email: [emily.archer@maryland.gov](mailto:emily.archer@maryland.gov)

Policy Specialist email: [angelo.giafes@maryland.gov](mailto:angelo.giafes@maryland.gov)



# Police Recruitment & Retention (PRAR)

**Staffing Plan REQUIRED!**

AGENCY'S STAFFING PLAN EXAMPLE					
UNITS	# of CIVILIAN PERSONNEL	CURRENT # of SWORN OFFICERS	ALLOCATED # OF SWORN OFFICERS	TOTAL # OF VACANCIES	#OF EXPECTED RETIREMENTS and/or RESIGNATIONS
PATROL OFFICERS					
INVESTIGATIONS					
TOTALS					



# PRAR- Recruitment Initiatives

- Bonus of up to \$2,000 for sworn personnel that are bilingual proficient.
- Bonus of up to \$2,000 for veteran(s) hired during the award cycle.
- Bonus of up to \$2,000 for sworn officers who recently earned a degree from an accredited college or university within the last two calendar years.
- Advertising Support (e.g., billboards, social media campaigns, recruitment videos).
- External Recruitment Services
- Other Recruitment Efforts.\*





# PRAR- Retention Initiatives

- Referral bonus of \$1,000 for existing sworn officers that resulted in a newly recruited police officer (bonus to be paid after the candidate has been assigned to an academy class).
- Bonus of up to \$1,000 for sworn officers per 3 years of service within the agency (longevity bonus not to exceed \$5,000 per officer) and who did not receive this bonus during the previous two fiscal years.
- Bonus of up to \$1,000 for sworn officers who have acquired a degree from an accredited college or university within the last two calendar years and who did not receive this bonus during the previous fiscal year.
- Health club memberships (maximum of \$50/month per sworn officer).
- Sworn officers' uniform allowance (dry cleaning, repairs, alterations, etc.), provided this is not already covered by the agency.
- Sworn officers' duty boots/shoes allowance (i.e., replacement footwear), provided this is not already covered by the agency.
- Tuition/Training fees for sworn officers to attend training programs not provided by the agency, inclusive of policing best practices and management/supervisor training.
- Tuition reimbursement up to \$2,000 per calendar year for sworn officers pursuing college/university degree programs, provided this is not already covered by the agency.
- Bonus of up to \$1,000 for exceptional performance (as determined by the agency's internal performance review practices).
- Dependent care cost reimbursement up to \$3,000 per year, provided this is not already covered by the agency.



# PRAR Budget Considerations

Costs for this program are only allowable for Contractual and Other categories.

Most of the listed allowable items are “Other” - including bonuses, gym memberships, uniform allowances, etc.

External recruitment firms and advertising costs should go under Contractual- contracts/MOUs are required prior to award

# Community Grant Program Fund (CGPF)



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**NOFA link:** <https://goccp.maryland.gov/grants/programs/cgpf/>

**Purpose:** Assist local law enforcement agencies with establishing community programs

**Eligibility Entities:** Local Law Enforcement and Government Agencies

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

**Award range:** \$5,000 to \$50,000

**Due Date:** May 10, 2024 by 11:59 PM

**Grant Manager email:** [emily.archer@maryland.gov](mailto:emily.archer@maryland.gov)

**Policy Specialist email:** [lamont.goodson@maryland.gov](mailto:lamont.goodson@maryland.gov)



# CGPF Initiatives

Police/community events such as “National Night Out”

Programs for School Resource Officers to implement within public schools

Partnerships with other community groups such as food pantries, recreational leagues, athletic events, local health departments, The Y, Police Explorers, and The Boys and Girls Club.

Established community programs provided by outside partnering organizations

Mentorship programs to encourage youth to consider public safety careers

Violence intervention programs established and supported by a local law enforcement agency or another agency of a local government.



# Allowable and Unallowable Costs

## Allowable:

**Personnel:** Full or partial salaries for direct service providers, prorated salaries for administrative support. Up to 10% salary for managerial roles, and up to 5% salary for executive directors

**Operating Costs:** Prorated facilities costs, telecom, and printing costs tied directly to grant program

**Travel:** Costs associated with attending VIPP-specific trainings and meetings

**Contractual:** 3rd party direct service providers, clinician, security personnel, and trainers.

**Equipment:** Over \$5,000 per unit directly tied to grant needs

**Other:** Indirect costs, any thing needed for programmatic success not specifically listed above, client/participant support needs (considered on case-by-case basis)

## Unallowable:

**Personnel:** Full salaries for non-direct service providers

**Operating costs:** full cost of agency rent and utilities, capital improvement costs, construction costs

**Travel:** Costs in excess of the GSA per-diem rates by locality

**Contractual:** Costs in excess of \$650 per day per contracted individual

**Equipment:** Vehicle purchases

**Other:** Indirect costs in excess of negotiated federal rate or 10% de minimis, any item that cannot be directly tied to grant needs

# Domestic Violence Unit Pilot Program(DVUP)



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**NOFA link:** <https://goccp.maryland.gov/grants/programs/dvup/>

**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:** May 10, 2024 11:59 PM

**Grant Manager email:** [genevra.farrare@maryland.gov](mailto:genevra.farrare@maryland.gov)

**Policy Specialist email:** [leliya.lindsay1@maryland.gov](mailto:leliya.lindsay1@maryland.gov)

# Domestic Violence Unit Pilot Program(DVUP)



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## NEW PROGRAM REQUIREMENTS

All grants awarded under this funding opportunity will be required to report on the following mandatory performance measures:

- Number of Interim, Temporary and Final Protective orders received.
- Number of Interim and Temporary Protective orders entered into the NCIC/METERS system.
- Number of Interim and Temporary Protective orders entered within 24 hours of receipt from the court.
- Number of Interim and Temporary protective orders entered within 24-48 hours of receipt from the court.
- Number of Interim and Temporary Protective orders entered with 48-72 hours of receipt from the court.
- Number of Interim and Temporary Protective orders entered after more than 72 hours of receipt from the court.



# Gun Violence Reduction Grant (GVRG)

**NOFA link:** <https://goccp.maryland.gov/grants/programs/gvrg/>

**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: \$25,000 up to \$100,000 each

**Allowable/Unallowable Costs:** Refer to the NOFA

**Due Date:** May 10, 2024 11:59 PM

**Grant Manager email:** [genevra.farrare@maryland.gov](mailto:genevra.farrare@maryland.gov)

**Policy Specialist email:** [richard.alban@maryland.gov](mailto:richard.alban@maryland.gov)



# Violence Intervention and Prevention Program (VIPP)



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**NOFA link:** <https://goccp.maryland.gov/grants/programs/vipp/>

**Purpose:**

**Eligible Entities:** Local government agencies, non-profit organizations

**Funding Amount Available:** \$2,768,000    **# of Awards:** 15

**Due Date:** May 10th, 2024 by 11:59 PM

**Grant Manager email:** [emily.archer@maryland.gov](mailto:emily.archer@maryland.gov)

**Policy Specialist email:** [james.rhoden1@maryland.gov](mailto:james.rhoden1@maryland.gov)



# VIPP Initiatives

## **Community-based violence intervention and prevention programs:**

- Developed and evaluated through scientific research and data collection;
- Use public health principles that demonstrate measurable positive outcomes in preventing gun violence; and
- Capable of being studied and evaluated through research and data collection;
- For the purpose of reducing gun violence;
- Directed to influence factors determined to affect gun violence; and
- Implemented by a non-profit organization or public agency.

## **Hospital-based violence intervention programs:**

- Is operated by a hospital; or an individual or entity in collaboration with a hospital; and
- Provides intensive counseling, case management, and social services to individuals who are recovering from injuries resulting from violence.

**Applicants must clearly identify in the Project Strategy/Logic Model section of the application narrative what evidence-based model/program will be utilized in their Violence Intervention and Prevention Program. Failure to do so may result in removal from consideration during the Technical Review process.**



# Allowable and Unallowable Costs

## Allowable:

**Personnel:** Full or partial salaries for direct service providers, prorated salaries for administrative support. Up to 10% salary for managerial roles, and up to 5% salary for executive directors

**Operating Costs:** Prorated facilities costs, telecom, and printing costs tied directly to grant program

**Travel:** Costs associated with attending VIPP-specific trainings and meetings

**Contractual:** 3rd party direct service providers, clinician, security personnel, and trainers.

**Equipment:** Over \$5,000 per unit directly tied to grant needs

**Other:** Indirect costs, any thing needed for programmatic success not specifically listed above, client/participant support needs (considered on case-by-case basis)

## Unallowable:

**Personnel:** Full salaries for non-direct service providers

**Operating costs:** full cost of agency rent and utilities, capital improvement costs, construction costs

**Travel:** Costs in excess of the GSA per-diem rates by locality

**Contractual:** Costs in excess of \$650 per day per contracted individual

**Equipment:** Vehicle purchases

**Other:** Indirect costs in excess of negotiated federal rate or 10% de minimis, any item that cannot be directly tied to grant needs

# Local Warrant Apprehension & Absconding Grant (WAAG)



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**NOFA link:** <https://goccp.maryland.gov/wp-content/uploads/FY2025-WAAG-NOFA.pdf>

**Purpose:** To assist local law enforcement with reducing the number of open warrants, especially warrants for violent crimes, and the apprehension of individuals who have absconded from a court-ordered drug and/or alcohol treatment facility.

**Eligibility Entities:** Local Law Enforcement Agencies

**Funding Amount Available:** \$10,000 to \$150,000; up to 35 awards

**Allowable/Unallowable Costs:** Refer to the NOFA

**Due Date:** May 10, 2024 11:59 PM

**Grant Manager email:** [genevra.farrare@maryland.gov](mailto:genevra.farrare@maryland.gov)

**Policy Specialist email:** [angelo.giafes@maryland.gov](mailto:angelo.giafes@maryland.gov)

# Adult Day Reporting Center Grant Program (DRCE)



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**NOFA link:** <https://goccp.maryland.gov/grants/programs/drce/>

**Purpose:** The primary purpose of the DRCE program is to enable a local jurisdiction to implement a Day Reporting Center to provide community-based services and treatment to individuals under pretrial or probation supervision to reduce recidivism, jail and prison populations, and corrections-related costs.

**Eligible Entities:** Local government agencies

**Funding Amount Available:** \$270,000    **# of Awards:** 3

**Due Date:** May 10th, 2024 by 11:59 PM

**Grant Manager email:** [jacqueline.adams1@maryland.gov](mailto:jacqueline.adams1@maryland.gov)

**Policy Specialist email:** [carly.seidman@maryland.gov](mailto:carly.seidman@maryland.gov)



# DRCE Goals

The overall goals of Adult Day Reporting Centers are to:

- Enhance the supervision of non-violent individuals under pretrial or probation supervision or as an alternative to incarceration.
- Provide various individual treatment services including counseling, cognitive behavioral therapy, drug treatment, and various reentry services such as educational remediation and job training.
- Reduce prison and jail overcrowding throughout the state of Maryland.
- Reduce recidivism rates throughout the state of Maryland.
- Increase public safety throughout the state of Maryland.



# DRCE Funded Activities

Grant funds can support the following Adult Day Reporting Center activities:

- Individual assessment and evaluation
- Individual case management
- Cognitive and life skills training
- Peer support groups
- Mentoring
- Substance use treatment and counseling
- Job training, job search, and job placement skills
- Transitional housing and basic needs assistance
- Cognitive behavioral therapy
- Anger management
- Family Counseling
- Referrals to specialized services
- Random drug and alcohol testing

# Internet Crimes Against Children (ICAC)



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**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:** May 24, 2024 11:59 PM

**Grant Manager email:** [genevra.farrare@maryland.gov](mailto:genevra.farrare@maryland.gov)

**Policy Specialist email:** [kathryn.ganley@maryland.gov](mailto:kathryn.ganley@maryland.gov)





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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.

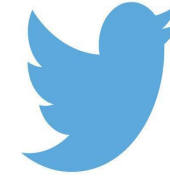
Link: <https://forms.gle/1VsrUarByPyYYnSq5>

# Connect with Us!



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



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on Facebook and Twitter  
**#ASaferMD**

**Grants Management System - Technical Support:**

[support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com)