



State Fiscal Year 2025 Byrne State Crisis Intervention Program (BSCI) - Regional and Local ERPO Liaison Site Program

Notice of Funding Availability (NOFA)

Online Submission Deadline: Thursday, September 19th, 2024, by 11:59 PM

Funded by:

**State of Maryland through the Office of Justice Programs,
Bureau of Justice Assistance (CFDA# 16.738)**

Governor's Office of Crime Prevention and Policy*
100 Community Place
Crownsville, MD 21032-2022
www.goccp.maryland.gov
(410) 697-9338

Wes Moore, Governor
Aruna Miller, Lt. Governor
Dorothy J. Lennig, Esq., Executive Director

ELIGIBILITY

Funding through this opportunity is available to State and local governmental agencies; non-profit organizations; non-governmental victim service providers; Faith-based and community organizations; and institutions of higher education to prevent or reduce firearm violence.

IMPORTANT LINKS

[Grants Management System \(GMS\) Application Instructions](#)

All applications must be submitted online in the [Grants Management System \(GMS\)](#).

Hard-copy applications are not accepted.

** Please note that the Governor's Office of Crime Prevention, Youth, and Victim Services (GOCOPYVS) was renamed to the Governor's Office of Crime Prevention and Policy by the Moore-Miller Administration, effective immediately, on 1/18/2024. This change does not invalidate previous, current, or future agreements or documents referencing the agency as GOCOPYVS.*

Purpose

Thank you for applying for the **SFY 2025 [Byrne State Crisis Intervention Program \(BSCI\) Regional and Local Extreme Risk Protection Orders \(ERPO\) Liaison Site Program](#)** from the **Governor's Office of Crime Prevention and Policy (Office)**. The purpose of BSCI funding is to implement firearm violence reduction strategies, including but not limited to state crisis intervention court proceedings and extreme risk protection orders (ERPO). The grant was established by the federal Bipartisan Safer Communities Act (BSCA) of 2022 ([Pub. L. No. 117-159, 136 Stat. 1313, 1339](#)) to enhance efforts that prevent and reduce firearm violence nationwide. The [Maryland Byrne Advisory Board \(Board\)](#) provided direct insight into the challenges faced throughout Maryland relating to BSCI goals to identify funding priorities and inform and guide the administration of funding for firearm violence reduction programs and initiatives.

If you need assistance with applying or have questions about the program, please contact:

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

Courtney Thomas, GOCP Fiscal Specialist
Courtney.Thomas1@maryland.gov

If you need assistance with the program requirements or project design, please contact:

Jim Rhoden, Assistant Director, Centers of Excellence
James.Rhoden1@maryland.gov

Alexandra Smith, Program Coordinator, Byrne State Crisis Intervention Program
Alexandra.Smith@maryland.gov

The Governor's Office of Crime Prevention and Policy success is measured by sub-recipient success. It is critical that we hear from you, our customers. The Moore-Miller administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three-question [customer experience survey](#).

Governor's Office of Crime Prevention and Policy's 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.

Refer to [Maryland's Comprehensive State Crime Control and Prevention Plan 2024-2026 Annual Update](#).

Table of Contents

I. Eligibility Criteria	4
II. Program Description	5
III. Program Requirements:	9
IV. Application Process	14
V. Training/Technical Assistance (TA)	15
VI. Important Dates	15
VII. Application Evaluation	16
VIII. Funding Specifications	16
A. Funding Cycle	16
B. Allowable Costs	16
C. Unallowable Costs	18
D. Consultant Rates	19
E. Match	19
IX. Distribution of Funds & Reporting Requirements	19
X. Application Checklist	21

I. Eligibility Criteria

The following Maryland entities are eligible to submit no more than **one (1)** application for the SFY 2025 Byrne State Crisis Intervention Program (BSCI) funding:

- Community-based nonprofit organizations
- Comprehensive domestic violence programs
- Nonprofit direct victim services providers
- Nonprofit faith-based organizations
- Institutions of higher learning
- Local government agencies
- Local/State law enforcement
- State and local courts
- State domestic violence coalitions
- State government agencies
- State's Attorney Offices

Please note that GOCP will select one recipient from each of the regions or localities identified below. Under this solicitation, **only one application should be submitted by the lead applicant of the local and regional ERPO Liaison Program sites** identified below. GOCP expects that lead applicants will have developed an application in consultation with local or regional partners. The application must describe these partnerships, the allocation of potential funding amongst the partnering agencies, and a coordination plan.

GOCP will release a second Notice of Funding Availability (NOFA) in the fall of 2024 to support programs providing services that complement or work directly with liaison program sites.

Organizations or agencies serving the following jurisdictions are eligible to apply for ERPO Liaison Site Program funding (the subject of this NOFA):

Eligible Regions:

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

Eligible Localities:

- Anne Arundel County

- Baltimore City
- Baltimore County
- Harford County
- Montgomery County
- Prince George’s County

Non-profit – 501(c)(3) or (4)

An organization must provide proof of this status by submitting a copy of its status letter from the Internal Revenue Service (IRS) with the application. The requirements for obtaining 501(c)(3) or 501(c)(4) status can be found on the Internal Revenue Service website (www.irs.gov); search for Publication 557 “Tax-Exempt Status for Your Organization.” If the IRS letter is not available, a letter from your organization’s authorized official listing officers, bylaws, and/or articles is permissible until such a time that a copy can be obtained from the IRS.

Faith-Based Organizations

Faith-based organizations applying for grant funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, grant funding may not be used to fund any inherently religious activity, such as prayer or worship. Organizations may continue to engage in inherently religious activities; however, such activities may not coincide with activities funded by the grant—i.e., such religious activities must be separate (in time and place) from the grant-funded activity. Further, any participation in religious activities by individuals receiving services provided under the grant must be voluntary.

Note: Every applicant entity must comply with all applicable System of Award Management (SAM.gov) and unique entity identifier (UEI) requirements throughout the grant cycle. Also refer to the [Grants Management System \(GMS\) Application Instructions](#). Grant funds are reimbursed based on actual quarterly expenditures unless noted otherwise under [Section VIII: Funding Specification](#).

II. Program Description

A. Requiring Agency

Governor’s Office of Crime Prevention and Policy (Office)

B. Opportunity Title

SFY 2025 Byrne State Crisis Intervention Program (BSCI) - Regional and Local ERPO Liaison Site Program

C. Submission Date

Thursday, September 19th 2024, by 11:59 PM

D. Anticipated Period of Performance

October 1, 2024, to September 30, 2026 (24-month period)

E. Funding Opportunity Description

The Governor's Office of Crime Prevention and Policy anticipates the availability of \$2,528,177 in grant funding under the SFY 2025 Byrne State Crisis Intervention Program (BSCI) - ERPO Liaison Site Program Grant.

The [Maryland Byrne Advisory Board \(Board\)](#) identified extreme risk protection orders (ERPOs) as the priority area for Maryland's FY25 program. An ERPO is a tool that, when implemented responsibly, ensures the immediate safety of Maryland residents. Successful applicants will describe a plan that involves regional or local partners in improving the fair and effective use of ERPOs in their jurisdiction.

Category A applicants will outline programs coordinating agencies and organizations in one of the regions listed below. Category B applicants will outline programs coordinating agencies and organizations in one of the localities listed below.

Category A: Regional ERPO Liaisons

The Office and the Board anticipate the availability of \$1,011,271 in funding to establish Regional ERPO Liaison Programs and anticipate making up to six (6) Category A awards ranging from \$100,000 to \$300,000 each for SFY 2025. **Each eligible region (identified below) should only submit one application to include all partnering agencies within their jurisdiction.** The lead applicant agency will be responsible for meeting the specific priorities of ERPO Liaisons outlined in the "[Program Requirements](#)" section of this NOFA.

Eligible Regions¹:

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

Category B: Local ERPO Liaisons

The Office and the Advisory Board anticipate the availability of \$1,516,906 in funding to establish Local ERPO Liaison Programs and anticipate making up to six (6) Category B awards ranging

¹ It is important to note that these regions reflect the Maryland Court's district breakdown. This is to ensure all jurisdictions have centralized programming tailored to their specific needs.

from \$100,000 to \$400,000 each for SFY 2025. **Each eligible locality (identified below) should only submit one application to include all partnering agencies within their jurisdiction.** The lead applicant agency will be responsible for meeting the specific priorities of ERPO Liaisons outlined in the “[Program Requirements](#)” section of this NOFA.

Eligible Localities:

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

Please note that incomplete applications and/or applications that do not meet the minimum range noted above or those that exceed the maximum award allocation noted above are subject to removal from consideration during the initial technical review.

All funding is contingent upon the Office receiving the Byrne State Crisis Intervention Program grant from the Bureau of Justice Assistance, authorized by the Bipartisan Safer Communities Act of 2022 ([Pub. L. No. 117-159, 136 Stat. 1313, 1339](#)).

Key Terms and Definitions

- **Extreme risk protection order (ERPO)**: proactive court orders used to intervene and prevent firearm violence by temporarily removing a firearm from an individual who is at immediate risk of harm to themselves or others; the respondent is not eligible to purchase or possess firearms or ammunition.
 - An **interim order** lasts up to two business days after it is ordered until a temporary hearing is held.
 - A **temporary order** lasts until the final hearing, typically seven days, with a duration no longer than six months.
 - A **final order** can remain in effect for up to one year, with the potential of obtaining a six-month extension when good cause is shown in a special hearing.
- **Petitioner**: the individual requesting the court’s help; the person eligible to file an ERPO.²
- **Respondent**: the individual who is alleged to be an immediate and present danger of causing injury to self or others by having firearms.

² For more information on who can file an ERPO, please see the District Court of Maryland’s webpage on ERPOs: <https://www.courts.state.md.us/district/ERPO#respondent>.

Regional and Local ERPO Liaison Program Overall Goals

Regional and Local ERPO Liaison Programs will support, complement, and strengthen ERPO implementation and awareness efforts across the state. A Liaison must meet at least one of the following goals through the established supporting activities:

- **Goal 1: Enhance existing ERPO implementation efforts by establishing partnerships with regional stakeholders and maintaining ongoing collaboration and awareness.**
 - Supporting Activities:
 - Facilitating jurisdictional meetings with stakeholders to identify ERPO challenges to implementation, enhance interagency communication, and improve information sharing to ensure ERPO success and efficiency.
 - Developing programming with community-based service providers related to implementing ERPOs and firearm violence prevention at the intersections of behavioral health and domestic violence.
 - Enhancing appropriate collaboration between law enforcement and behavioral health or domestic violence service providers.
 - Engaging with law enforcement, behavioral health providers, hospitals, community services, and the courts to identify challenges that may inhibit the use of ERPOs.
 - Coordinating data and information sharing across relevant disciplines to gauge regional ERPO implementation and evaluate ERPO processes and outcomes.
 - Enhancing technology that improves cross-system information sharing when a prohibited individual attempts to purchase a firearm or ammunition.
 - Researching disparities (racial, ethnic, age, religious, jurisdictional) in ERPO awareness, use, and outcomes.

- **Goal 2: Advocate, promote awareness, and facilitate comprehensive ERPO training.**
 - Supporting Activities:
 - Developing and delivering comprehensive training to behavioral health clinicians, the judiciary, victim service providers, and first responders about the range of resources available to individuals experiencing crises. Training will also include the benefits of ERPOs, the process of filing an ERPO and subsequent court appearances, the enforcement of the orders, and understanding HIPAA protections.
 - Establishing public awareness campaigns that highlight ERPOs and safe firearm and ammunition storage practices, focusing on high-risk communities.
 - Communicating the distinction between immediate risk, danger, mental illness, and risk of harm to ensure petitioners and those with inquiries understand that mental health is not synonymous with danger.

- **Goal 3: Connect ERPO respondents, petitioners, and support networks to services that address the risk factors that led to an ERPO petition.**
 - Supporting Activities:
 - Developing ERPO case management programs that provide support, services, and ongoing follow-up for individuals who experienced a crisis involving the threat or act of firearm violence to mitigate future crises and potential danger.
 - Linking individuals, families, and professionals to services within the community to address the immediate safety concern and create a long-term safety plan.
 - Encouraging cross-system partnerships and wraparound support that coordinate outreach and service delivery for victims of firearm violence, with a focus on ERPOs, in high firearm violence areas.

III. Program Requirements:

Applicants should review the [GMS Application Instructions](#) in concert with this program-specific NOFA before submitting their application in the Grants Management System (GMS). The narrative description provided in the GMS must incorporate the following program-specific elements and the requirements in the GMS Application Instructions. Also, see the [VII. Evaluation](#) section below.

1. Problem Statement/ Needs Justification

Applicants should include a statement of the problem or evidence of need that the proposed activity/services will address. This need must be aligned with one of the BSCI goals and **supported by data** spanning a period of at least 3 years to highlight the need for the program/project proposed.

Successful applications will:

- Demonstrate a clear understanding of the local population, **including a discussion of local data (including sources) for the populations to be impacted by the proposed activity.** (NOTE: Applicants should not rely solely on national- or State-level statistics)
- Demonstrate an awareness of and connection to local efforts for which the proposed strategy is complementary and not duplicative.
- Define the county(s) served by the project.

2. Project Goals and Objectives

Pursuant to the [GMS Application Instructions](#), applicants should define program goals and objectives to be achieved within the proposed project's timeline.

The stated goals must align with at least one **identified above.**

Applicants must also identify specific objectives—measurable steps they will take to achieve the program's goals. **Objectives are specific and quantifiable.**

3. Project Strategy/ Logic Model

Applicants should detail how they will develop a comprehensive plan for enhancing existing ERPO implementation, enhancing ERPO knowledge and training among potential petitioners, and/or promoting awareness through collaborative efforts and consistent information sharing among all partners and stakeholders. **This plan must demonstrate how the applicant plans to meet the requirements indicated below.**

Applicants must articulate how they will develop multi-disciplinary partnerships and collaborate across their jurisdiction to improve ERPO implementation.

Applicants must verify that the proposed program satisfies due process requirements as mandated by the Bipartisan Safer Communities Act (BSCA) of 2022 ([Pub. L. No. 117-159, 136 Stat. 1313, 1339](#)).

Applicants must agree to share relevant information with the Office and the Advisory Board to aid the development of data-driven policy.

Applicants must describe how they will use operational, organizational, and information-sharing agreements to enable successful multidisciplinary collaborations that achieve at least one of the program goals described above. Applicants should include the following information:

Operational Requirements:

- a. **Documented Partnerships:** Each ERPO Liaison Program site must identify, develop, and maintain partnerships or a coalition of partners within public and private sectors at the State, local, regional, and/or federal levels.

Entities operating within the State include but are not limited to:

- Nonprofit organizations
- Comprehensive Domestic Violence programs
- Direct victim services providers
- Faith-based organizations
- Institutions of higher learning
- Local government agencies
- Local/State law enforcement
- State and local courts
- State domestic violence coalitions
- State government agencies
- State's Attorney's Offices

REQUIREMENT: Applicants must upload all finalized copies of Letter(s) of Commitment with coalition partners into the 'Documents Section' of their application in the Grants Management System (GMS) by the application due date.

- b. **Key Personnel:** All Regional and Local ERPO Liaison Program sites must have the following position, or an equivalent, to lead the program and partnership initiatives.

ERPO Liaison(s)

ERPO Liaison(s) will have experience with firearm violence reduction strategies, behavioral health, extreme risk protective orders, and the relevant Maryland law ([House Bill 1302, Chapter 250 of 2018](#)). Ideally, ERPO Liaisons will have experience partnering across systems and disciplines, working with vulnerable or marginalized communities, coordinating and convening stakeholders, and collecting and reporting data. Liaisons will also have comprehensive knowledge of services provided in their communities.

ERPO Liaison(s), housed within applicant agencies, will guide potential petitioners, respondents, and their support networks through the ERPO process. Liaison(s) will also coordinate and support medical professionals, law enforcement, and others in frequent contact with people experiencing behavioral health crises to ensure the fair and effective use of ERPOs in the local community or region.

REQUIREMENT: The applicant agency must identify the ERPO Liaison or outline the timeline and process they will undertake to hire this position. Any personnel changes during the fiscal year(s) necessitate notification to James Rhoden, Assistant Director of the Centers of Excellence, within 10 business days. This clarity helps streamline coordination efforts and fosters cohesive teamwork among ERPO Liaison partners.

Organizational Requirements

Each ERPO Liaison site must develop an organizational structure demonstrating the duties and responsibilities of all parties involved in the ERPO Liaison Program. The following program attributes should be compiled within a single document to be shared with all coalition partners that agree to participate with the ERPO Liaison.

1. Partner agencies and leadership roles
 - a. Demonstrate the partnership commitment between all entities with either a Memorandum of Understanding (MOU) or other similar agreement.
2. Mission statement of the partnership
3. Concept of operations
4. Staffing by types of positions (i.e., representatives for each agency)
 - a. The roles, duties, and responsibilities of key personnel
5. Process of data and information sharing among partner agencies

REQUIREMENT: Applicants must upload their Organizational Strategy documentation into the 'Documents Section' of their application in the Grants Management System (GMS) by the application due date.

4. Program Measurement

The Office requires programs to focus on delivering services demonstrating success and effectiveness through outputs and outcomes (performance measures and key performance

indicators). To measure the success of the ERPO Liaison Program, the Governor's Office of Crime Prevention and Policy will track the quarterly progress of each site once funding is awarded.

Applicants must describe the process to track and measure program outputs and outcomes. Also, refer to the [GMS Applications Instructions](#) for additional requirements for this section.

List A encompasses the **mandatory** quarterly reporting measures for each ERPO Liaison Program site. By the 15th of every month following the end of the reporting quarter, each lead applicant agency is **required** to submit the mandatory performance measures (identified below) in the GMS.

a. Mandatory Reporting: Quarterly Performance Measures

Policies/Procedures:

- Have standards, policies, or protocols for ERPO implementation been developed? Yes/No.
- If yes, describe the training and intended audience associated with the above (open-ended).

ERPO Filings:

- If the Liaison or the program as a whole assisted with the filing of an ERPO:
 - Type of petitioners (family, medical professionals, law enforcement, roommate, intimate partner, guardian)
 - Circumstances that led to filing an ERPO (risk of harm to self, others, or both)
 - Number of petitions received/filed by the program during this reporting period
 - Number of petitions granted (with assistance from the program) during this reporting period
 - Number of petitions denied or dismissed during this reporting period
 - Of the petitions granted, how many guns were removed?

Training Efforts:

- Did the Liaison provide or facilitate training for stakeholders during the reporting period? Yes/No.
- If Yes, how many training sessions were completed during the reporting period?
- For each training completed during the reporting period, indicate the following:
 - Training topic
 - Date delivered
 - Target audience
 - Number of people trained
 - Training provider (if the Liaison provided the training without assistance from another entity, enter 'N/A')

- Link to media coverage, recording of training, materials, etc.
- Training format (online, conference, meeting, in-service, etc.)
- Did the Liaison provide or facilitate training for the general public during the reporting period? Yes/No.
- If Yes, how many training sessions were completed during the reporting period?
- For each training completed during the reporting period, indicate the following:
 - Training topic
 - Date delivered
 - Target audience
 - Number of people trained
 - Training provider (if the Liaison provided the training without assistance from another entity, enter 'N/A')
 - Link to media coverage, recording of training, materials, etc.
 - Training format (online, conference, meeting, in-service, etc.)
- If any outreach and training materials were developed to support the ERPO Liaison Program, provide the following information:
 - Format (webpages, social media website name, monographs, webinars, presentations, brochures, fact sheets, newsletters/email or other bulletins, television/radio engagement, other)
 - Link
 - Topic
 - Target Audience

b. Outcome and Output Measures

The following list demonstrates potential task-dependent examples of performance measures that may be included in an applicant's reporting in addition to the quarterly programmatic and fiscal reports to be completed. Please note that this list is not exhaustive of all potential outcome and output measures that may be included in the final reporting requirements.

Outputs:

- Number of trainings held by attendee type (general public, medical professionals, law enforcement)
- Number of multi-jurisdictional ERPO meetings held - to include agencies in attendance, topics of discussion, and challenges, gaps, needs, and roadblocks limiting the implementation of ERPOs that were identified in the meeting
- Number of inquiries fielded by the ERPO Liaison - to include audience type requesting assistance and type of inquiries (e.g., situational eligibility, connecting to service providers, etc.)
- Number of times the ERPO Liaison attended court in an advocate role
- Number of ERPO cases receiving follow-up support and intervention

Outcomes:

- Number of petitions filed by type of petitioner (law enforcement, relative, medical professional) in each county the Liaison covers
- Number of ERPOs granted in each county the Liaison covers (interim, temporary, and final), average length
- Aggregate demographic data about respondents and petitioners in denied, dismissed, and granted ERPOs (race, ethnicity, age, and gender)
- Aggregate data about respondent's risk profile (self, others, both)
- Number of firearms (legal and illegal) seized during the reporting period in each county the Liaison covers and average length
- Number of firearms returned to respondents in each county the Liaison covers
- Number of firearm suicides during the reporting period in each county the Liaison covers

5. Timeline

See the [GMS Application Instructions](#) for requirements for this section of the narrative.

6. Spending Plan

The applicant should detail the timeline for the implementation of each budget line item. The spending plan and timeline must align with the proposed start/end dates. For additional details, please review the [GMS Application Instructions](#).

7. Management Capabilities

Applicants should refer to the [GMS Application Instructions](#) for additional requirements for this section of the narrative.

8. Sustainability

See the [GMS Application Instructions](#) for requirements for this section of the narrative.

IV. Application Process

Applicants are required to apply for grant funding through the Office's web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **Log in to the Grant Management System (GMS)** or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

To use the Office's web-based application, you must have a User ID. If you have not previously applied online, go to the following URL for instructions and the information required to obtain a User ID and password: <http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is Wednesday, August 21, 2024. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the Office but do not have your User ID or are having technical issues with the system, email the help desk at support@goccp.freshdesk.com for assistance.

GOCPP urges applicants to locate this information or request help desk assistance well before the application deadline.

The Grant Management System (GMS) Help Desk operates Monday through Friday from 9 AM to 5 PM. The normal response time is 24 - 72 hours.

If you need assistance completing the program-specific information required in the online application, please contact Quentin Jones at Quentin.Jones@maryland.gov.

V. Training/Technical Assistance (TA)

The Office provides [training videos](#) to help applicants prepare and submit applications that reflect the Office's established guidelines and procedures.

Additionally, instructions for completing the online application can be found at [GMS Application Instructions](#).

Please review the videos and other training materials before you begin your application to familiarize yourself with system guidelines, fiscal review, tips, civil rights requirements, etc. Visit our website: <https://goccp.maryland.gov/grants/tips-and-guidance/>.

The Office will conduct a technical assistance conference call to provide further application assistance and to answer questions. The BSCI NOFA technical assistance call will be held on Thursday, August 1, 2024, from 10:00 AM to 11:30 AM. We encourage applicants to use the Google Meeting link below:

Meeting Link: meet.google.com/fgf-nzba-jhr

Call-in Number: +1 631-709-2282

PIN: 339 788 735#

VI. Important Dates

NOFA Technical Assistance Call	August 1, 2024
Deadline to Request a User ID	Wednesday, August 21, 2024
Deadline to Submit an Online Application	Thursday, September 19, 2024
Letters of Intent Emailed/Denial Letters Emailed	October 2024
Award Documents	October 2024
Sub-award Start Date	October 1, 2024
Sub-award End Date	September 30, 2026

VII. Application Evaluation

The Office, along with an internal or external review team, may assess the merits of the proposed program. Applicants should review this program-specific NOFA in concert with the *GMS Application Instructions* at <https://goccp.maryland.gov/gms-application-instructions/> when developing the application to ensure all required elements are included and addressed. Scoring is as follows:

- Problem statement/needs justification (15 points total)
- Program goals and objectives (15 points total)
- Program strategy/program logic (20 points total)
- Performance measurement (outputs, outcomes, and impacts) (15 points total)
- Timeline (5 points total)
- Spending plan and budget (reasonableness, cost-effectiveness, detailed justification per line item in GMS) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

Total of 100 points

The Byrne State Crisis Intervention Program grant is a competitive application process. The Office may conduct a three-tier review, including internal staff and external independent reviewers, of each application submitted per this Notice of Funding Availability.

As part of the internal review, the Office's staff will also review the following for each application:

- ERPOs filed/granted by jurisdiction/county and organization/agency
- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved/marginalized populations)
- Audit findings (If applicable, upload Corrective Action Plan)
- Performance history of previous awards received from the Office

VIII. Funding Specifications

A. Funding Cycle

Awards funded under BSCI- Regional and Local ERPO Liaison Site Program for SFY 2025 will begin on October 1, 2024, and end on September 30, 2026. **Funds are paid on a quarterly reimbursable basis and cannot be extended beyond September 30, 2026.**

B. Allowable Costs

General guidance on cost allocation and prorate - Applicants must determine the appropriate methodology for allocating shared costs that are budgeted and charged to multiple grants. Reimbursable funds charged to multiple costs in the accounting and financial management system must be distributed in proportion using the principles of reasonable, allowable, and allocable expenditures per budget category and line item, as applicable.

Sample Budget Spreadsheet Tool: For assistance in developing application budgets to include all required elements, the Office has developed this [GOCPP Budget Assistance Spreadsheet](#) tool. Applicants are encouraged to complete this spreadsheet as a tool, and then transfer all information to the online Grants Management System (GMS). Note: use of this tool is not required and **should not be uploaded** into the GMS. The Budget entered into the GMS Budget Tab is the only budget that will be reviewed and considered for each application.

BUDGET CATEGORY:

The following is a list of services and activity costs for each Budget Category eligible for support with BSCI funds in an application. **Please include prorated justification, as applicable, for each budget category and line item justification in the online GMS application.**

PERSONNEL/CONTRACTUAL SERVICES

- Salaries and fringe benefits for ERPO Liaisons and overtime that will be used for advocacy, outreach, and other non-business hour ERPO efforts.

OPERATING EXPENSES

- Rental space, printing, and communication costs directly related to implementing the ERPO Liaison Program only. Communication expenses include items such as telephone, fax, postage, and other expenditures such as photocopying. Items must be prorated to reflect only BSCI-related expenses.
- NOTE: Office and project supplies should not be listed under operating expenses and should only be listed in the 'Other' category.

TRAVEL

- Costs associated with the Liaison(s) attending training, multi-jurisdictional meetings, or working activities in the field. This can include mileage³, lodging, meal reimbursements⁴/per diem⁵, and ground transportation expenses.

EQUIPMENT

- Purchase of equipment to support ERPO Liaison activities and daily tasks with a per unit cost of \$5,000 or more and has a useful life of one year or more.
 - NOTE: Items with a unit cost less than \$5,000 should be recorded in the 'Other' category (see below).

³ Maryland Department of Budget and Management. (2024). *Privately Owned Vehicle Reimbursement Rates*. <https://dbm.maryland.gov/Documents/FleetManagementServices/2024-POV-ReimbRate-01012024.pdf>.

⁴ Maryland Department of Budget and Management. (2024). *Meal & Incidental Expenses (M&IE) Reimbursement Rates for FY 2024*. <https://dbm.maryland.gov/Pages/MealTipReimbursement.aspx>.

⁵ U.S. General Services Administration. (2024). *Per diem rates*. <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcontent104877>.

- See equipment threshold guidelines in the [GMS Application Instructions](#)

OTHER

- Operating expenses that directly support ERPO Liaison efforts that are not included in the previous categories such as program and office supplies, software, and technology equipment with a useful life of less than one year and a per unit procurement cost of less than \$5,000.
- Indirect costs (if applicable) - requires the applicant to upload a federally Negotiated Indirect Cost Rate Agreement (NICRA) in the 'Documents' section of the GMS.
 - An applicant without a current federally approved rate has the option of electing to use the 10% de minimis indirect cost rate. If an eligible applicant elects the de minimis rate, costs must be consistently charged as either indirect or direct costs but may not be double-charged or inconsistently charged as both.

Please visit the following page for additional guidance on suggested prorating strategies for subgrantees from our Federal partners:

- [Suggested Prorating Strategies for Victim Assistance Subgrantees](#)
- [Cost Allocation Information](#)

Refer to [Section IX](#) below for post-award requirements. A successful applicant (post-award) must submit reimbursable financial reporting requests in the GMS. Costs must be incurred during the approved budget period and based on actual quarterly expenditures unless noted otherwise. To this end, funds in excess of those the applicant has the financial capacity to await quarterly reimbursement should not be requested.

C. Unallowable Costs

The following services, activities, and costs cannot be supported with the BSCI funding:

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

Please note that all costs must be reasonable, allocable, and allowable including indirect costs. Additionally, GOCPP funding is reimbursable quarterly unless otherwise stated in [Section IX below](#). To this end, funds in excess of those the applicant has the financial capacity to await reimbursement should not be requested.

The list above is not exhaustive. The Governor's Office of Crime Prevention and Policy reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

D. Consultant Rates

The requirements related to consultant rates apply to all Office awards, whether funded by State or federal funds. The maximum allowable compensation rate for consultant services is \$81.25 per hour or \$650 per day. Rates above this threshold will be considered case-by-case and require prior approval. Additional information and the required procedures for requesting prior approval are found at <https://goccp.maryland.gov/preauth-for-consultant-fees/>. Please note that charges at a rate above the established maximum rate that are incurred prior to the issuance of an Office written approval will be disallowed.

E. Match

No match is required for this funding source. **Do NOT enter a match into your budget.** If you wish to show other financial or in-kind contributions to your program, it may be written into your narrative.

IX. Distribution of Funds & Reporting Requirements

The Governor's Office of Crime Prevention and Policy will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password used for the application process.

The Office provides an exception for monthly Financial reporting and reimbursement to non-profit entities that have applied for BSCI with awards over \$50,000. Grantees who qualify may request monthly reimbursement through their program grant manager post-award.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and the General Conditions, which can be found at <https://gocpp.maryland.gov/grants/general-conditions/>.

A. Electronic Funds Transfer (EFT) The Office encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

<https://marylandtaxes.gov/divisions/gad/eft-program.php>.

B. Supplanting, Transparency, and Accountability

Supplanting is using Office grant funds to replace State or local funds previously appropriated/budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this sub-award has been awarded. Any salaries, positions, personnel expenses, contractual expenses, equipment, travel, and other expenses paid for with Office grant funds must supplement your organization's existing budget and may not replace any funds already included in your entity's existing or projected budget.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to grant funds. Misuse of grant funds may result in a range of penalties, including suspension of current and future funds and civil/criminal penalties.

X. Application Checklist

What an Application MUST Include by the Deadline to be Considered for Funding:

- Face Sheet
- Project Summary
- Narrative
 - Problem Statement/Needs Justification
 - Program Goals and Objectives
 - Program Strategy/ Logic Model
 - Program Measurement
 - Timeline
 - Spending Plan
 - Management Capabilities
 - Sustainability
 - Applicant Disclosure of Pending Applications Statement
 - Unique Entity Identifier (UEI) and SAM.GOV Expiration Date
- Budget and Budget Justification
 - Personnel
 - Operating Expenses
 - Travel
 - Contractual Services (upload existing relevant contracts)
 - Equipment
 - Other
- Budget Prioritization
- Signed Certified Assurances **REQUIRED**
- Signed Certification Regarding Lobbying **REQUIRED**
- Letters of Support/Commitment **REQUIRED**
- ERPO Coalition Organizational Strategy **REQUIRED**
- Screenshot Upload of SAM.gov/Unique Entity Identifier (UEI) Registration **REQUIRED**
- Proof of 501 (c)(3) Status **REQUIRED for all nonprofit applicants only**
- [Equal Employment Opportunity Form](#) **REQUIRED**
- NEW:** [Certification of Applicable Financial Reporting Requirements and Required Financial Report Uploading](#) **REQUIRED**
- NEW:** [Determination of Suitability to Interact with Minors Form](#) **REQUIRED**
- NEW:** [Subrecipient Organizational Capacity Questionnaire](#) with applicable attachments **REQUIRED**

*More information on each item above can be found in the [GMS Application Instructions](#).



Grants Management System (GMS) Application Instructions

Governor's Office of Crime Prevention and Policy (GOCP)^{*}
100 Community Place
Crownsville, Maryland 21032-2022
www.goccp.maryland.gov
(410) 697-9338

Wes Moore, Governor
Aruna Miller, Lt. Governor
Dorothy J. Lennig, Esq., Executive Director

**Note: All applications must be submitted online in the [Grant Management System \(GMS\)](#).
Hard copy applications are not accepted.**

^{*} Please note that the Governor's office of Crime Prevention, Youth, and Victim Services (GOCPYVS) **was renamed to the Governor's Office of Crime Prevention and Policy** by the Moore-Miller Administration, effective immediately, on 1/18/2024. This change does not invalidate previous, current, or future agreements or documents referencing the agency as GOCPYVS.

TABLE OF CONTENTS

I. APPLICATION PROCESS	3
II. APPLICATION WEBSITE WORKSHEET	4
A. FACE SHEET TAB INSTRUCTIONS	4
B. SUMMARY TAB INSTRUCTIONS	6
C. NARRATIVE TAB INSTRUCTIONS	7
D. LETTERS OF SUPPORT/COMMITMENT	11
E. BUDGET TAB INSTRUCTIONS	11
PERSONNEL	12
OPERATING EXPENSES	14
TRAVEL	14
CONTRACTUAL SERVICES	14
EQUIPMENT	15
OTHER	15
F. BUDGET PRIORITIZATION TAB	16
G. DOCUMENTS TAB INSTRUCTIONS	17
H. APPLICATION STATUS DROP DOWN INSTRUCTIONS	17
I. SIGNATURE PAGES	18
J. SINGLE AUDIT REQUIREMENT/ CERTIFICATION OF APPLICABLE FINANCIAL REPORTING REQUIREMENTS and REQUIRED FINANCIAL REPORT UPLOADING	18
K. PROOF OF 501(c)(3) STATUS	19
L. SUBRECIPIENT ORGANIZATIONAL CAPACITY QUESTIONNAIRE (SOCQ) NEW	19
M. NOFA CHECKLIST	19
N. POST AWARD INSTRUCTIONS	19
OUTPUT VS. OUTCOMES EXAMPLE	20
III. CERTIFIED ASSURANCES	22
IV. CERTIFICATION REGARDING LOBBYING	24

INTRODUCTION

The [Governor's Office of Crime Prevention and Policy \(Office\)](#) is the designated State Administering Agency (SAA) for Maryland. The Office allocates resources statewide and acts to distribute, monitor, and report on spending under many state and federal grant assistance programs. 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. The Office places a significant emphasis on instituting strategic planning to align priorities at the State and local levels, to ensure it remains ahead of threats that impact the State, and to continue to be good stewards of the funds administered. For updates, refer to [Maryland's Comprehensive State Crime Control and Prevention Plan 2024-2026 Annual Update](#).

Grant funding is one of several tools that the Office utilizes to achieve its objectives per [Executive Order 01.01.2024.05](#), Code of MD Regulations (COMAR), and the Code of Federal Regulations (CFR) [2 CFR Part 200 - Uniform Administrative Requirements](#). Beginning in February of each calendar year, the Office issues a [Notice of Funding Availability \(NOFA\)](#)¹ for [grant programs](#) based on an annual budget appropriation. Eligible entities are encouraged to review annual updates to the programmatic and financial requirements described on the Office's website. Instructions to help applicants navigate the online application portal and submit a complete application request are available at [Grants Management System\(GMS\) Application Instructions](#). For more information, contact the Program Staff as specified in the program-specific NOFA or email support@goccp.freshdesk.com by the NOFA due date.

Note: All applications must be submitted online in the [Grant Management System \(GMS\)](#). Paper or email applications are not accepted. Post-award, grant funds are issued on a quarterly, reimbursable basis.

I. APPLICATION PROCESS

All applications for grants administered by the Governor's Office of Crime Prevention and Policy must be submitted utilizing the web-based application process, which may be accessed at www.goccp.maryland.gov and clicking on **GRANT MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

In order to use the Office's web-based application you must have a User ID.

For new applicants, go to the following web URL to obtain instructions and the information required to obtain a User ID and password: <http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is specified within each Notice of Funding Availability (NOFA). If you have previously applied through the web, use your same User ID and password.

If you have previously applied to the Office using the GMS, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at support@goccp.freshdesk.com for assistance. The Grant Management System (GMS) Help Desk operates Monday through Friday from 9 AM to 5 PM. The normal response time is 24 - 72 hours.

If you need assistance completing the program-specific information required in the online application, please contact the **Program Staff** specified in the program-specific NOFA. Paper or email applications are not accepted.

¹ NOFAs are publicized through the following websites: <https://goccp.maryland.gov/grants/> and Governor's Grants Office , <https://grants.maryland.gov/Pages/grants.aspx>

II. APPLICATION WEBSITE WORKSHEET

NOTICE TO ALL APPLICANTS

The information collected on the grant application form is collected for the purposes of the Governor's Office of Crime Prevention and Policy's function. Failure to provide all of this information may result in the denial of your application. The Governor's Office of Crime Prevention and Policy is a government entity; upon submission, this application is considered public information. The Governor's Office of Crime Prevention and Policy does not sell collected grant information. Under the Maryland Public Information Act (PIA) (MD State Government Code Ann. 10-617 (h)(5)), you may request in writing to review grant award documentation. Please send those requests to the Governor's office of Crime Prevention and Policy, 100 Community Place, Crownsville, Maryland 21032-2022. For more information on the Public Information Act, please click here: <http://goccp.maryland.gov/public-information-act/>.

Please refer to the **Grant Menu Screen** in the GMS. All requested information must be provided in each section of the GMS in a narrative form.

A. FACE SHEET TAB INSTRUCTIONS

1. *Project Title*

The project title should be brief, precise, and reflect the proposed strategy. For example: "Maryland Criminal Intelligence Network, Heroin Coordinator, Medication Assisted Treatment, Domestic Violence Shelter Services."

2. *Applicant Agency*

The unit of local government (county, city, town, or township), State agency, institution of higher learning, or state/local public, private, community based or non-profit entity that is eligible to apply for grant funds. Full details about the Applicant Agency (Federal ID, Unique Entity Identifier (UEI), etc.) may be viewed by clicking the corresponding underlined organization field. If any information needs to be revised, contact the Program Staff.

If the Government, Township, or Board of Commissioners mandates that the County Executive, Mayor, or Commissioner sign all grant award documents (for all subordinate agencies) then the Government, Township, or Board of Commissioners must be the Applicant Agency.

- **DUNS Number²**: Insert 00-000-0000 only (ie., 9 zeros)

On April 4, 2022, the DUNS number used across the federal government changed to a twelve-character identification code assigned by the federal [System of Award Management \(SAM\)](#) registration process. All entities seeking the Office's grant funds must have an active registration in the SAM.gov with a valid expiration date.

- **SAM Expiration Date³**: Enter your sam.gov expiration date only (M/D/Y format).

Every applicant entity must comply with all applicable SAM.gov unique entity identifier(UEI) requirements. SAM.gov is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. The UEI is a unique twelve-character identification code assigned to your organization by the SAM.gov upon registration.

² DUN & Bradstreet Number feature is defunct in GMS. Enter 9 zeros only.

³ .For help with first-time registration, visit the Federal Service Desk, FSD.gov.

Once registered, entities must complete annual renewals to maintain an active status. It is recommended that you begin the SAM.gov registration or renewal process **30 days prior** to any NOFA deadlines to allow for the time necessary to complete the full process, including SAM.gov's entity validation process. If you intend to apply for a specific opportunity, refer to the grant program-specific NOFA, and plan your SAM.gov registration accordingly.

For additional support, visit [SAM.gov Help](#). **A screenshot of an active registration must be uploaded in the document section of the GMS. Active registration must be maintained throughout the grant life cycle.**

SAM. Gov Public Search Record: When registering, please check the box that allows the record to be a "public display record." This will enable periodic GOCPP compliance reviews of subgrantee SAM.gov status.

Access to SAM.GOV: [SAM.gov](#)

More information on the UEI can be found here: [Unique Entity Identifier Update | GSA](#).

3. Authorized Official

The Authorized Official must possess the authority to enter into a legal agreement on behalf of the entity and bind it to the award terms and conditions. The Authorized Official on the submitted application is the County Executive, Duly Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or if agencies are permitted to apply directly, the head of the agency receiving the subaward.

An agency's Authorized Official may be viewed by clicking his/her underlined name. A popup box will appear after clicking their name. Procedures for revising an agency's authorized official can be obtained by contacting support@goccp.freshdesk.com; or by viewing the General Conditions at: <https://www.goccp.maryland.gov/grants/general-conditions.php>.

4. Implementing Agency

The name of the entity that is responsible for the operation of the project. Full details about the Implementing Agency (Federal ID, Unique Entity Identifier (UEI), etc.) may be viewed by clicking the corresponding underlined organization field. Contact the Program Manager to make any revisions.

5. 'Is service site?' Checkbox

Clicking these checkboxes automatically adds the Applicant and/or Implementing Organization to the Service Site tab, which documents the location/locations in which the project will be implemented (more details below in "12. Service Site Tab Instructions").

6. Proposed Start/End Dates

Start and end dates are determined by the parameters of the NOFA and are populated automatically. Projects may not exceed twelve (12) months, unless explicitly stated in the NOFA, or commence before the Notice of Funding Availability defined start date. Grants must start on the first day of a month and end on the last day of a month.

7. Preparer Information

Enter information about the person completing the application, including name, phone number, and email address.

8. Officers' Tab Instructions

To add a new officer or new contact to the Grant Management System, please view the instructions located here: <http://goccp.maryland.gov/grants/requesting-access/>.

9. **Project Director**

Select the person who will be responsible for oversight and administration of the project on behalf of the Applicant Agency. The Project Director is a primary contact for the grant who will receive communications from the Office and will be responsible for disseminating information to others within the Applicant Agency as needed. Selections are limited to Implementing/Applicant Agency personnel in the Grant Management System. To make changes to personnel, view the instructions located here: <http://goccp.maryland.gov/grants/requesting-access/>.

10. **Fiscal Officer**

Select the person who will be responsible for financial reporting and record keeping for the project. The Fiscal Officer is a primary contact for the grant who will receive communications from the Office and will be responsible for disseminating information to others within the Applicant Agency as needed. You may select any contact currently in the Grant Management System. Use the search windows to search by last name, organization, and/or job title. To make changes to personnel, view the instructions located here: <http://goccp.maryland.gov/grants/requesting-access/>.

11. **Civil Rights Contact**

Select the Applicant Agency's point of contact for handling internal civil rights violation complaints (usually a Human Resources or Personnel Manager). You may select any contact currently in the Grant Management System. Use the search windows to search by last name, organization, and/or job title. To make changes to personnel, view the instructions located here: <http://goccp.maryland.gov/grants/requesting-access/>. For additional information, please refer to the guidance provided for this role on completing [Civil Rights Compliance](#) forms as applicable.

12. **Service Sites Tab Instructions**

If the service site is either the Applicant Agency and/or the Implementing Agency, select the associated "Is service site?" check box/boxes on the application Face Sheet. Otherwise, provide the site name and full address, **for the location/locations in which the project will be implemented**. If there is more than one location, please enter complete information for each site. If the project has a statewide or countywide impact, please enter "statewide," or "county-wide" in the 'Site Name' field and the county served in the 'City' field. Whether an address is provided, or "state-wide" or "county-wide" is entered, the 'City' field and nine (9) digit zip-code **must** be provided.

Example:

Site Name: **Anytown Police Department**
Address: **123 Main Street**
 Some City, MD 21000-0570

OR if Location is 'County-wide' or 'Statewide', **you must still list a City and 9-digit zip for funding source reporting.**

B. SUMMARY TAB INSTRUCTIONS

The Project Summary should provide a concise summary of your proposal and be limited to **100 words or less**. Use the template provided 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 provide personnel,

equipment, and training.⁵

Make the following additions/changes to the above template:

1. The beginning of the first sentence contains the Implementing Agency's name and the Project Title. The project title should be brief, precise, and reflect what is being funded. For example: "Maryland Criminal Intelligence Network, Heroin Coordinator, Medication Assisted Treatment, Domestic Violence Shelter Services' ' and not the funding source (for example it should not be VAWA 2021 Funding).
2. Indicate what the project proposes to accomplish in general terms (examples include: reduce existing gaps in services, foster collaboration and cooperation among partner agencies and stakeholders, provide direct victim services, etc.).
3. Indicate the service area covered by the project. Local projects should list the specific county. Multijurisdictional projects should list all counties covered, and statewide projects should list Maryland.
4. Include one to two sentences describing the project's main function and who the project benefits/serves.
5. The last sentence summarizes the budget categories proposed to be funded. Depending on the request this could include: personnel, operating expenses, travel, contractual services, equipment and/or other.

C. NARRATIVE TAB INSTRUCTIONS

Provide a description of the proposed project and an expected timeline for its implementation. The contents of the GMS narrative are explained below. Incomplete narratives may be returned for revision and/or are subject to removal from consideration during the initial technical review.

1. Problem Statement/Needs Justification

Include a detailed description of the nature and extent of the problem and/or need to be addressed, the target population, and geographical area served. Provide the latest statistical data to document the problem. What efforts, if any, have been made to address this problem in the past? **Also, refer to the Grant Program NOFA for any program-specific requirements that should be included in this narrative section.**

2. Program Purpose Area

Include a purpose/priority area statement aligned with the requirement section of the program-specific NOFA.

Example: "Per the program-specific (Juvenile Justice Title II) NOFA, the proposed request for funding is aligned with Purpose/Priority Area 1 of the NOFA: Youth Diversion."

The Office strongly encourages the use of data and evidence in policy-making and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on best practices or evidence-based programs, see the [OJP Resource Guide](#). In this **narrative section of the GMS**, the applicant shall describe how the proposed strategy promotes best practices and Maryland's current approach to advance public safety and improve outcomes for youth and crime victims as outlined in [Maryland's Comprehensive State Crime Control and Prevention Plan 2024-2026 Annual Update](#). **Also, refer to the NOFA for any program-specific requirements that should be included in this narrative section.**

3. Project Goals and Objectives

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**, thereby further defining goals and providing the means to measure project performance. 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. This section may be in an outline-style format (retaining all numbering, lettering, and headers) with a brief, narrative description.

Example:

- **Goal #1**
 - **Objective #1:** Enter program specific information
 - Supporting Activities
 - Resources
 - Program deliverables - a summary Outcomes versus Outputs is provided in the reference sheet located at the end of this document.

Also, refer to the NOFA for any program-specific requirements that should be included in this narrative section.

4. Project Strategy/ Logic Model

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 (See Figure 1: Program Logic below). **Also, refer to the NOFA for any program-specific requirements that should be included in this narrative section.**

At a minimum, the strategy should address the following program elements:

Project Activities - Describe what the project proposes to do (e.g., education / training, case management, crisis intervention, group therapy, criminal investigation, etc.).

Program Logic

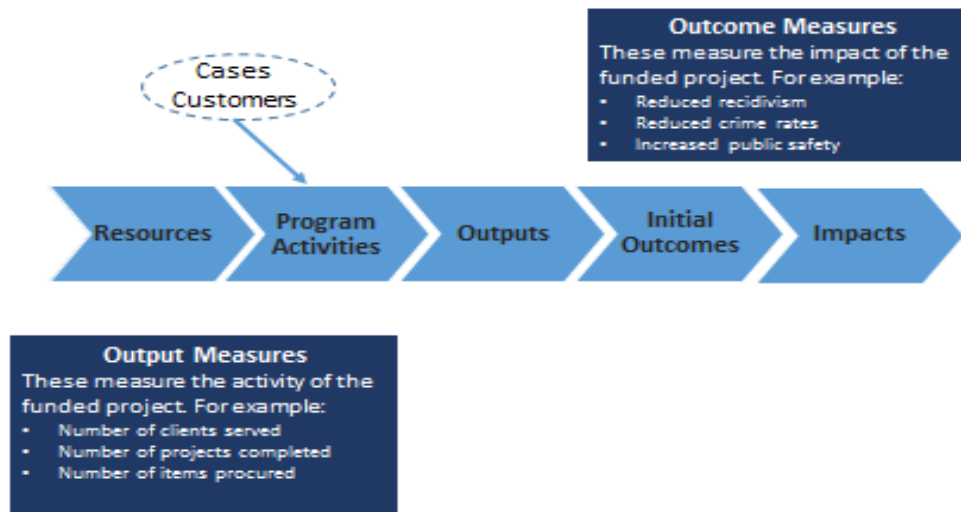


Figure 1: Program Logic

5. Program Measurement

A summary Outcomes versus Outputs is provided in the reference sheet located at the end of this document.

Output Measures - Identify and describe the immediate services provided by the project. Specify how these outputs will be measured. (e.g., number of trained or counseled clients, arrests made, crimes investigated, crimes solved, sessions held, officers trained, hours of patrol / outreach etc.).

Please note, **if you are requesting continuation** of a project previously funded by the Office, in this section you must also demonstrate the positive outputs this funding provided through the inclusion of performance measures data on the previous grant cycle.

Initial Outcome Measures - Identify and describe the substantive changes in the targeted population's knowledge, behavior, or disposition that are anticipated to result from the production of the outputs and will drive the impact. Specify how these initial outcomes will be measured and the tools that will be used to measure the change. (e.g., percent decrease in reported incidents of crime; percent decrease in recidivism rates for the population targeted; percent increase in awareness of victim services; percent increase in cases prosecuted through use of DNA tracking, etc.).

Please note, **if you are requesting continuation** of a project previously funded by the Office, in this section you must also demonstrate the positive outcomes this funding provided through the inclusion of performance measures data on the previous grant cycle.

Impacts - Identify and describe the long-term outcomes that are anticipated to result from the production of the outputs (e.g., lower crime rates, healthier population, increased public safety, reduced spending on incarceration, etc.).

Please note, **if you are requesting continuation** of a project previously funded by the Office, in

this section you must also describe the impact of the previous funding and how this funding will continue or build upon these efforts. Also, refer to the NOFA for any program-specific requirements that should be included in this narrative section.

6. Timeline

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

Also, **refer to the NOFA for any program-specific requirements that should be included in this narrative section.**

7. Spending Plan

Detail the timeline for the implementation of **each** budget line item. **Spending plan and timeline must align with the proposed start/end dates.** Also, **refer to the NOFA for any program-specific requirements that should be included in this narrative section.**

8. Management Capabilities

Qualifications and Experience of Implementing Agencies: Provide a brief description of the Implementing Agency's experience and achievements that qualify the agency to conduct the project. In a narrative format, also please expand on statements provided in the Applicant Agency's [Subrecipient Organizational Capacity Questionnaire](#). (See [Section I](#) below).

Key Grant Personnel: List the names and provide a short professional biography of the project director, key consultants, and the assigned fiscal officer. Describe the role of personnel listed on the [FACE SHEET TAB INSTRUCTIONS](#) in the GMS.

In addition, applicants must provide the name and title of each staff person requested in the budget. **Please note:** All documentation submitted to the Office is subject to the Public Information Act. If the applicant prefers not to submit names of staff, they must develop a tracking system to be used across all GOCPD funding sources which clearly identifies positions using non personal identifiable information within the application. This information must be made available upon request.

Additionally, indicate how all requested personnel 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). Applicants must determine the appropriate methodology for allocating shared costs that are budgeted and charged to multiple grants. Reimbursable funds charged to multiple costs in the accounting and financial management system must be distributed in proportion using the principles of reasonable, allowable, and allocable expenditures per budget category and line item, as applicable.

Also, **refer to the NOFA for any program-specific requirements that should be included in this narrative section.**

9. Sustainability

What prospects exist for continued financing of the project when grant funds are terminated? 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. Include your plan to sustain your program to include a description of match funds as applicable (cash, in kind, volunteer).

Note: Post award, grant funds are reimbursed on a quarterly basis unless otherwise stated in the NOFA. Also, **refer to the NOFA for any program-specific requirements that should be included in this narrative section.**

10. Applicant Disclosure of Pending Applications Statement

Although supplanting is prohibited, the leveraging of federal funding is encouraged. In instances where leveraging occurs, all federal grant funds must be tracked and reported separately and may not be used to fund the same line items. Additionally, federal funds may not be used as a match for other federal awards.

Applicants must disclose all pending applications for federally funded assistance that includes requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure must include both direct applications for federal funding (e.g. applications to federal agencies) and indirect applications for such funding (e.g. applications to State agencies that will be subawarding federal funds).

The Office seeks this information to help avoid duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

In this section, applicants that have pending applications as described above must provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency
- the solicitation name/project name
- the point of contact for information at the applicable funding agency
- the amount of the funding request as applicable

Applicants that do not have pending applications as described above must include a statement to this effect in this section (e.g. “[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

11. Unique Entity Identifier (UEI) and SAM.gov Expiration Date:

Enter your entity’s 12-character alphanumeric Unique Entity Identifier (UEI) issued by [SAM.gov](https://sam.gov). List a valid expiration date.

12. Person Completing the Project Narrative:

Include person completing project narrative: Include the following: Name, Job Title, Organization Name, Telephone, Fax, and E-mail address.

D. LETTERS OF SUPPORT/COMMITMENT

If listed as a requirement in the NOFA, submit letters of commitment by partners who will participate in the execution of the project or whose cooperation or support is necessary for its success. Letters of support/commitment will only be accepted when they are uploaded with the electronic application submission. Letters should be addressed to the Executive Director of the GOCPP. **If required, support letters must be updated in the Document section of the GMS by the due date.**

Also, refer to the NOFA and NOFA Checklist for any program-specific requirements that should be included in this section.

E. BUDGET TAB INSTRUCTIONS

Complete a detailed budget for the proposed project. All 'Total Budget' fields will be rounded by the Grant Management System to the nearest whole dollar.

Applicant designated prioritization of line items is required for all applications having multiple line items. This prioritization will be considered should budgets need to be reduced. This requirement is addressed following the Budget Tab Instructions under 'Budget Priority Tab.'

Budgets must be clear and specific. Budgets must reflect one year of spending, unless stated otherwise in the program specific NOFA and where applicable, be adjusted to reflect the start date and holidays. The Office **reserves the right to reduce budgets**. Grant funds are reimbursed on a quarterly basis unless otherwise noted in the NOFA.

Each budget line item must include a justification entry proportional to the application request. Total project cost for each budget category tab in GMS may include Match Funds as required by the program-specific NOFA. Applicants may satisfy match requirements with either Cash or In-Kind services, including volunteer hours, as applicable per NOFA requirements. Please refer to the [Grant Match Calculator and Provisions](#) as applicable.

The justification sections must contain brief statements (one to two sentences per line item) that explain **each line item** and its relevance to the project goals and objectives. **Do not state "See Narrative, Goals, or Objectives"**. Refer to the Grant Management System training videos for further instructions <https://goccp.maryland.gov/grants/gms-help-videos/>.

Allowable Costs⁴

General guidance on cost allocation and prorate - Applicants must determine the appropriate methodology for allocating shared costs that are budgeted and charged to multiple grants. Reimbursable funds charged to multiple costs in the accounting and financial management system must be distributed in proportion using the principles of reasonable, allowable, and allocable expenditures per budget category and line item, as applicable.

For example, organizations:

- Must explain the process used to prorate the funds between the sources which includes funding sources and the general operating budget
- Identify the different rates in the spending plan.
- The organization must have a written policy in place concerning prorating and/or the calculations used.

⁴ Effective SFY 25, reviews are conducted per 2 C.F.R. § 200.413 Direct costs.: Principles: Reasonable, Allowability and Allocability of expenditures. Budget justifications will be reviewed to include adequate statements by the applicant related to proportional allocation of costs referenced 2 CFR § 200.405.

- A copy of the prorating policy must be provided when requested.

Please visit the following page for additional guidance on suggested prorating strategies for subgrantees from one of our federal partners:

<https://ovc.ojp.gov/sites/g/files/xyckuh226/files/media/document/ovc-victim-assistance-prorating-strategies-for-subgrantees-winter-2020.pdf>

New Resource: Sample Budget Spreadsheet Tool: For assistance in developing application budgets to include all required elements, the Office has developed a [Budget Assistance Spreadsheet](#) as a resource. Applicants are encouraged to complete this spreadsheet as a tool, then transfer all information in the Online Grants Management System (GMS).

Note: *The use of this tool is not required and **should not be uploaded** in the GMS. The Budget entered into the GMS Budget Tab is the only budget that will be reviewed and considered for each application.*

Unallowable Costs

The following services, activities, and costs cannot be supported by the Office:

- Alcoholic beverages
- Bonuses or Commissions
- Construction/Capital Expenses/Land Acquisition
- Corporate Formation (costs associated with incorporation fees, brokers' fees, fees to promoters, organizers or management consultants, attorneys, accountants, or investment 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 (exception to consider food consumed by clients must be pre-approved.)
- Previous Debt Obligations
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, and gift bags)

Please note that all costs must be reasonable, allocable, and allowable including indirect costs. Additionally, the Office's funding is reimbursable quarterly unless otherwise stated. To this end, applicants must consider if the entity has the financial capacity to await reimbursement following each reporting period.

The list above is not exhaustive. The Governor's Office of Crime Prevention and Policy reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

PERSONNEL

The salaries and fringe benefits for staff required to implement the project are listed in the personnel category. Consultants must be listed in Contractual Services.

Note: Time and Effort reports (Timesheets) must be maintained for **all personnel** included in the grant project. Refer to the bottom of the page at <https://goccp.maryland.gov/grants/tips-and-guidance/time-and-effort-reports/> for more information.

If you are paying an employee directly, they should be entered in the Personnel category. **For each position, list salary and fringe benefits as separate line items.**

Original Grant Application Budget									
Help	Budget Category	Total Grant Funds			Total Cash Match		Total In Kind		Total Budget
?	Personnel	\$22,000.00			\$11,000.00		\$0.00		\$33,000.00
+ Add new record Refresh									
Description of Position	Salary Type	Funding	Wage Type	Wage Amount	Total Budget	Just.	Priority	Edit	Delete
Community Outreach Coordinator									\$22,000.00
Community Outreach Coordinator	Salary	Grant Funds	Annual	\$60,000.00	\$20,000.00	View/Edit	2		
Community Outreach Coordinator	Fringe	Grant Funds	Annual	\$20,000.00	\$2,000.00	View/Edit	3		
Community Outreach Trainier									\$11,000.00
Community Outreach Trainier	Salary	Cash Match	Annual	\$40,000.00	\$10,000.00	View/Edit	4		
Community Outreach Trainier	Fringe	Cash Match	Annual	\$10,000.00	\$1,000.00	View/Edit	5		

- The 'Description of Position' field must contain the title of the position.
- Position line items (salary and fringe) are grouped via the 'Description of Position' field.
- After completing the first Position's line item, use the dropdown to add additional budget items to the position. Include Grant Funds request and/or Cash Match contribution.
- The 'Description of Position' field is used to select existing positions and to add new positions.
- For multiple staff in the same position, use a suffix (i.e., Position 1, Position 2, etc.)
- Multiple positions with the same hourly rate may be grouped (i.e., Overtime Patrols – 25 Officers).

Notes:

- For each salary line item, you **must include the full annual salary amount, the percentage of time that will be spent on the project, and the hourly rate.** The hourly rate can be calculated by full salary divided by 2,080.
- Fringe benefits may not exceed 30% of reported salary costs. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Example justifications based on the Personnel category:

Justification (line 1):

The Community Outreach Coordinator helps prepare, schedule, and develop training targeted for hospitals and other medical facilities. Annual salary is \$60,000. She will be devoting 33.33% of her time to this project. We are requesting $\$60,000 * .3333 = \$19,998$, rounded to \$20,000, in grant funds to support her time on this project. Her hourly rate is \$28.85.

Justification (line 2):

Fringe benefits @ 10% of salary. $\$20,000 * .10 = \$2,000$

Justification (line 3):

The Community Outreach Trainer makes presentations at hospitals and other medical facilities. This position is supported with cash match funds from a private donor. Annual salary is \$40,000. She will be devoting 25% of her time to this project. We are contributing $\$40,000 * .25 = \$10,000$ to support her time on this project. Her hourly rate is \$19.23.

Justification (line 4):

Fringe benefits @ 10% of salary. $\$10,000 * .10 = \$1,000$

OPERATING EXPENSES

Rental Space, Printing, and Communications. Communication expenses include items such as telephone, fax, postage, and other expenditures such as photocopying. Note: Office supplies and project supplies should NOT be listed under operating, and should be listed in the 'Other' category.

Each line item entered, must include a justification that ties that item to the activities described in your narrative.

Refer to the Funding Specifications section of the NOFA for a list of allowable and unallowable expenses specific to the program.

TRAVEL

Travel expenses may include mileage and/or other transportation costs, meals, and lodging consistent with the local jurisdiction's travel regulations and may not exceed the State of Maryland reimbursement rate specified below.

For each line item entered, you must include a justification that ties that item to the activities described in your narrative. **Dates for travel and training must be provided in the justification and must fall within the award period.**

- **Mileage Reimbursement Allowance** cannot exceed the \$.67 cents/mile rate as of 1/1/2024.
 - Current mileage rates can be located at: [Fleet Management Services](#)
- **Per Diem/Meal Allowance** cannot exceed the State's Meal & Incidental Expenses Reimbursement Rates.
 - Current per diem rates can be located at: <https://dbm.gov/Pages/MealTipReimbursement.aspx>.
- **Lodging Per Diem Allowance** cannot exceed the U.S. General Services Administration (GSA) rates (excluding taxes).
 - Current lodging rates can be located at: [Per Diem Rates | GSA](#).

Description	Funding	Quantity	Unit Cost	Total Budget	Just.	Edit	Delete
Mileage	Grant Funds	600.00	0.56	\$333.00	Just.		
Meals (B \$8, L \$10, D \$24)	Grant Funds	5.00	42.00	\$210.00	Just.		
Hotel	Grant Funds	5.00	\$101.40	\$507			

CONTRACTUAL SERVICES

Consultant contracts for training or evaluation should be included here and shall be consistent with federal guidelines. Payments to an outside agency for an employee or any other services are considered Contractual Services.

For the line item description, enter the agency (consulting firm, temporary agency, etc.), a dash, and then the nature of the service to be provided (e.g., Consultants ABC – training for Seminar). Each line item entered requires a justification that ties that item to the activities described in your narrative.

Consultant Rates: The following requirements related to consultant rates apply to all GOCPP's awards whether funded by State or federal funds. The maximum allowable compensation rate for consultant services is \$81.25 per hour or \$650 per day. Rates above this threshold will be considered on a case-by-case basis and require prior approval.

Additional information and the required procedures for requesting prior approval are found in the [Request for Preauthorization of Consultant Fees Form](#). Please note that charges at a rate above the established maximum rate that are incurred prior to the issuance of GOCPP's written approval will be determined as a disallowed cost.

Important: Contracts in existence at the time of application must be uploaded into the Documents section of the GMS during the application process. Contracts finalized post award must be uploaded into the GMS once finalized and before any reimbursement for the related expenses will be awarded.

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. Equipment with a unit cost less than \$5,000 should be recorded in the 'Other' category (see below). The procurement process used must be consistent with the Applicant Agency's written procurement guidelines. If such guidelines do not exist, refer to the State of Maryland guidelines by accessing [General Condition Regarding Procurement](#) on the Office's website under the Grant's Area.

Maintaining internal inventory records for equipment procured under this funding source is mandatory. For post award inventory requirements, access [General Condition Regarding Property Inventory Report Forms](#) on the Office's website. Property Inventory Report Form (PIRFs) is required for equipment that costs \$5,000 or more per unit cost, unless the Special Conditions in your grant packet state otherwise.

Each line item entered requires a justification that ties that item to the activities described in your narrative.

OTHER

Include all other anticipated expenditures which are not included in the previous categories such as **registration fees, program and office supplies, and equipment with a useful life less than one year and a procurement cost of less than \$5,000.** Include additional match funds to support sustainability, as applicable. Refer to the [provisions for match requirements](#). If applicable, upload a federally Negotiated Indirect Cost Rate Agreement (NICRA) in the Document section of the GMS.

Each line item entered requires a justification that ties that item to the activities described in your narrative.

INDIRECT COST RATE

Indirect costs may be charged to a subaward only if:

- The subrecipient has a current (unexpired) federally approved indirect cost rate; or
- The subrecipient is eligible to use, and elects to use, the de minimis indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

Important: Applicants **must** identify in the narrative and budget justification if they are utilizing the de minimis rate or if they are utilizing a negotiated indirect cost rate, and express mathematically how they are arriving at the budgeted amount for indirect costs.

An applicant with a current (unexpired) federally approved indirect cost rate **must** attach a copy of the indirect cost rate agreement to this application. An applicant that does not have a current federally approved rate has the option of electing to use the 10% de minimis indirect cost rate. If an eligible applicant elects the de minimis rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Please note that the de minimis rate may no longer be used once an approved federally negotiated indirect cost rate is in place. The revision to [2 CFR 200.414 \(f\)](#) expands the use of the de minimis rate of 10 percent of modified total direct costs (MTDC) to all non-Federal entities (except for those described in [Appendix VII to Part 200- State and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b](#)).

Indirect Cost Distribution Bases:

*Modified Total Direct Cost, or MTDC (to be utilized if claiming **De minimis**):* This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirects costs, and with the approval of the cognizant agency.

Direct Salaries and Wages: This base includes only the costs of direct salaries and wages incurred by the organization.

Direct Salaries and Wages plus Fringe Benefits: This base includes the costs of direct salary and wages and the direct fringe benefits incurred by the organization.

General guidance on cost allocation and prorate - Applicants must determine the appropriate methodology for allocating shared costs that are budgeted and charged to multiple grants. Reimbursable funds charged to multiple costs in the accounting and financial management system must be distributed in proportion using the principles of reasonable, allowable, and allocable expenditures per budget category and line item, as applicable.

F. BUDGET PRIORITIZATION TAB

After completing the Budget tab, click on the Budget Priority tab in the Grant Management System. This tab will provide a list of all budget line items that the applicant has entered in the previous Budget tab. 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.

Priority	Description	Salary Type	Funding	Total Budget
1	Executive Director	Salary	Grant Funds	\$3,350.00
2	Program Director	Salary	Grant Funds	\$18,723.00
3	Program Director	Salary	Cash Match	\$3,775.00
4	Volunteer Supervisor - Lucretia Scott	Salary	Grant Funds	\$4,000.00
5	Volunteer Supervisor - Daniel McEachran	Salary	Cash Match	\$8,400.00
6	Volunteer Supervisor - Patti Ross	Salary	Grant Funds	\$2,908.00
7	Volunteer Supervisor - Karen Coleman	Salary	Grant Funds	\$2,234.00
8	Volunteer Supervisor - Anne Feehley	Salary	Cash Match	\$1,795.00

G. DOCUMENTS TAB INSTRUCTIONS

If there are any additional required forms (e.g. Letters of Support) or other documents that the applicants would like included with their application, use the Documents tab to attach those files. Applicants can upload documents throughout the application process. This could include: UEI/Current SAM registration, letters of support, etc. Please see the [Documents Attachment Guidance under Quick Reference Sheets](#) additional information.

H. APPLICATION STATUS DROP DOWN INSTRUCTIONS

After completing and reviewing all sections of the application, use the 'Application Status' dropdown to submit your application electronically. Selecting 'Submit Application' from the dropdown performs a final validation check. If the validation check is successful, the application's status changes to 'Awaiting Hard Copy'.

App. Number:	Grant Number:	Req. Funds:	Match Funds:	Match %:	Project Dates:	Title:	Application Status:
[Unassigned]		\$1,053.00	\$0.00	0.00 %	03/01/2013 - 03/31/2013	Financial Investigations Prac...	--> Submit Application

The GMS will process and send an email confirmation to applicant's contacts. The email message will include a pdf attachment of a formatted grant application packet as shown below.

Application #: 2024-BN-0001, Submitted: 2/1/2024

goccp@maryland.gov <goccp@maryland.gov>
Thursday, Feb 1, 2024 at 12:52 PM

To: project_director@mail.com , application_preparer@mail.com ,
gocpp_monitor@maryland.gov

Law Enforcement Training Scholarship - 2024 (LETS)
Application #: 2024-BN-0001, Submitted: 2/1/2024
Applicant: Governor's Office of Crime Prevention and Policy
Title: Law Enforcement Training - LETS

Grant Funds: \$20,000.00

 GrantApplicationReport

I. SIGNATURE PAGES

The Certified Assurances and Federal Anti-Lobbying Certification must be signed by an Authorized Representative. **Both forms may only be signed by the Applicant Agency's Authorized Official or the Alternative Authorized Official.** Both forms must be generated by the online application software. Please see the following [Quick Reference Sheets](#) for additional information on generating and uploading these documents for successful submission:

- [How to generate grant application signature pages](#)
- [How to attach documents to a grant application or grant award](#)

In order for an alternate signatory to be valid, the Office must receive a signed, written notification from the applicant agency's Authorized Official (on agency letterhead) stating that an alternate signatory has been designated. More information on changing the Authorized Official or adding an Alternative Authorized Official can be found in the [General Conditions](#) and on the Office's [Changing Authorized Official webpage](#).

J. SINGLE AUDIT REQUIREMENT/ CERTIFICATION OF APPLICABLE FINANCIAL REPORTING REQUIREMENTS and REQUIRED FINANCIAL REPORT UPLOADING

A non-Federal entity that expends \$750,000 or more in Federal awards during the non-Federal entities fiscal year must have a single audit conducted in accordance with [2 CFR §200.514](#). If this applies to your organization, provide a screenshot of the audit report submitted to the [Federal Audit Clearinghouse](#) and upload to the documents section of the application.

To ensure subrecipient compliance with applicable fiscal audit/reporting requirements and the timely submission of copies of the subject documents to the Office, applicants must upload to the **Documents** section of the GMS application the:

- Executed [Certification of Applicable Financial Reporting Requirements Form](#); and
- Most recent editions of the financial reports that are indicated as applicable to the applicant on the submitted Certification of Applicable Financial Reporting Requirements Form.

If the applicant indicates on the Certification of Applicable Financial Reporting Requirements Form that their organization must file a single audit under [2 CFR §200.514](#), a screenshot verifying submission to the [Federal Audit Clearinghouse](#) must be uploaded to the documents section of the application.

Please note that the GOCPP is responsible for issuing a management decision for audit findings that relate to grants awarded with federal funds in compliance with [2 CFR §200.521\(c\)](#). Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. **Do not send a copy of your audited financial statements; ONLY the applicable audit findings and/or corrective action plan is required.**

K. PROOF OF 501(c)(3) STATUS

New non-profit organizations applying for funding must upload to the **Documents** section of the GMS application U. S. Internal Revenue Service documentation that substantiates the organization's tax exempt status under section 501(c)(3) of the Internal Revenue Code.

L. [SUBRECIPIENT ORGANIZATIONAL CAPACITY QUESTIONNAIRE \(SOCQ\) NEW](#)

The GOCPP's 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 online GMS. Effective SFY 25, this assessment tool is required at the time of the application.** In addition, applicants must upload supporting Policy and Procedure attachments in the "Document" section of the GMS. Depending on the risks posed, the Office will categorize "Risk Status" in the GMS to track during the grant's lifecycle. This form must be reliable information collected from the applicant entity's Chief Executive or Financial Officer.

M. NOFA CHECKLIST

Please refer to the program-specific NOFA to comply with all requirements and upload of additional documents as applicable.

N. POST AWARD INSTRUCTIONS

Distribution of Funds and Reporting Requirements

For further post-award instructions, review the [General Conditions](#) and Special Conditions specific to your award in the GMS.

The Office will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports (Progress Reports and Performance Measures) are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password used for the application process.

Electronic Funds Transfer (EFT)

The Office encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website, Comptroller of Maryland [Electronic Funds Transfer \(EFT\) Program](#).

Notes:

- Grant financial reimbursement requests are processed on a quarterly schedule unless stated otherwise in the program-specific NOFA. Please allow up to 30 days for the Office and the [Comptroller of Maryland](#) to process financial reimbursement requests and complete bank transactions. Refer to the [Financial Reporting Tips](#) for more information.
- Qualifying nonprofit entities may be eligible to apply for the Maryland Department of Commerce’s Nonprofit, Interest-Free Micro Bridge Loan ([NIMBL](#)) Program. NIMBL Program will allow entities to fill a funding gap between the award dates of a government grant and the actual receipt date of those awarded funds that allow for the continued support of the entity’s program.
- Refer to [General Conditions](#), [Grants Tips and Guidance](#), [Civil Rights Compliance](#), [2 CFR Subrecipient Monitoring and Management Guidance](#), and [Federal Grants Financial Guide \(DOJ sample\)](#) for additional resource information.
- To review additional resources on a grant life cycle, refer [Grants.gov Grants Learning Center](#)

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.

SAMPLE OUTPUTS VS. OUTCOMES

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.

Objective 2: Improve victim services for Maryland residents.

Outputs:

- # 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.

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

Outputs:

- # 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

confinement during the reporting period.

Objective 4: Maximize the public safety returns on Maryland's corrections spending.

Output:

- Percentage decline in prison population.

Outcomes:

- # of dollars reinvested in treatment or evidence-based alternatives to incarceration.
- # of offenders rehabilitated and reintegrated into society.

Objective 5: Increase the availability of data to support data-driven approaches to criminal justice issues in Maryland.

Output:

- # of additional data sources provided to the Office.

Outcome:

- # of data-driven criminal justice policies enacted.

*Please provide a narrative in the GMS to justify [Section C. Narrative Tab Instructions](#).

III. CERTIFIED ASSURANCES

This signed form must be generated by the Online Application Software

THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

3. That if the subrecipient has expended \$750,000 or more in federal funds during the entities fiscal year, a single audit has been conducted in accordance with [2 CFR §200.514](#) and submitted to the [Federal Audit Clearinghouse](#)

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Prevention, Youth and Victim Services shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Prevention, Youth and Victim Services may reasonably be required to administer the program.

6. Subrecipients will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include **Title VI of the Civil Rights Act of 1964**, which prohibits discrimination on the basis of race, color, national origin, religion or sex in the delivery of services (42 U.S.C. § 2000d), and the DOJ implementing regulations at 28 C.F.R. Part 42, subpart C; **The Omnibus Crime Control and Safe Streets Act of 1968**, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (34 U.S.C. § 10228(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D; **Section 504 of the Rehabilitation Act of 1973**, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G; **Title II of the Americans with Disabilities Act of 1990**, which prohibits discrimination in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35; **Title IX of the Education Amendments of 1972**, which prohibits discrimination on the basis of sex in educational programs (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I; **The DOJ regulations on the Partnerships with Faith-based and other Neighborhood Organizations**, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding

on explicitly religious activities (28 C.F.R. Part 38); **Age Discrimination Act of 1975**, as amended, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulation at 28 C.F.R. pt. 42, subpart I; **Juvenile Justice and Delinquency Prevention Act of 1974, as amended**, which prohibits discrimination on the basis of race, color, national origin, sex, and religion in the delivery of services and employment practices (34 U.S.C. § 11182 (b)), and DOJ implementing regulations at 28 C.F.R. §§ 31.202, .403 & part 42, subpart D; **Victims of Crime Act of 1984, as amended**, which prohibits discrimination on the basis of race, color, national origin, sex, religion, and disability in the delivery of services and employment practices (34 U.S.C. § 20110(e)), and the DOJ implementing regulation at 28 C.F.R. § 94.114; and **Violence Against Women Act of 1994, as amended**, which prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, sexual orientation, and gender identity in the delivery of services and employment practices (34 U.S.C. § 12291(b)(13)). These laws prohibit agencies from retaliating against individuals for taking action to secure rights protected by these laws.

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Prevention, Youth and Victim Services.

8. Subrecipients receiving Federal (Safe Streets Act which authorizes VAWA), VOCA, or Title II JJDPA) Department of Justice Funding are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$25,000 or more are required to prepare and submit electronically their Equal Opportunity Plan and certification utilizing the Equal Employment Opportunity Reporting tool located on the Office for Civil Rights (OCR) website at <https://ojp.gov/about/ocr/eeop.htm>

Subrecipients receiving Federal (Safe Streets Act which authorizes VAWA), VOCA, or Title II JJDPA) Department of Justice Funding that are Medical or Educational Institution, Indian Tribe, or non profit, governmental or for-profit entities with largest individual grant received is less than \$25,000 and have less than 50 employees will need to submit an online certification form to the Office for Civil Rights (OCR) utilizing the Employment Opportunity tool at <https://ojp.gov/about/ocr/eeop.htm> but would be exempt from completing the Equal Opportunity Plan.

The Office for Civil Rights has training presentations available to recipients of OJP, OVW and COPS Office funding to assist them in meeting their federal civil rights obligations. These trainings can be accessed at www.ojp.usdoj.gov/about/ocr/assistance.htm

9. That the Grantee will comply with the provisions of the Governor's Office of Crime Prevention, Youth and Victim Services's General and Special Conditions for Grants. General Conditions are posted on the Governor's Office of Crime Prevention, Youth and Victim Services' website (<http://www.goccp.maryland.gov/grants/general-conditions.php>).

10. That the Grantee will comply with the provisions of [28 CFR Part 66](#) applicable to grants and cooperative agreements awarded with DOJ funding.

11. Subrecipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eo/laws/title-vi.html>

CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Prevention and Policy

IV. CERTIFICATION REGARDING LOBBYING

This signed form must be generated by the Online Application Software



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-free Workplace (Grants)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals—

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local)

transaction or private agreement or transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 83.620 and 83.650:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the Department, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of
As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For OJP and OVV award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

This signed form must be generated by the Online Application Software. Upload signed copy in the Document section by program-specific NOFA due date.

1. Grantee Name and Address:
2. Application Number and/or Project Name
3. Grantee IRS/Vendor Number
4. Typed Name and Title of Authorized Representative
5. Signature
6. Date