

# Governor's Office of Crime Prevention and Policy

## **Juvenile Justice Division**

### **SFY 25 Title II-JJAC/JSMR GRANT PROGRAM**

#### **Applicant Technical Assistance**

March 5, 2024

11:00 am - Noon

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

# Juvenile Justice Grants Team

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# Technical Assistance Objectives

Key concepts to successfully submitting a JJAC/JSMR proposal:

- Review of the Competitive [JJAC/JSMR NOFA](#) and the [GMS Application Instructions](#) (rev. February 2024)
  - **Importance of using these two documents in tandem** when developing applications to apply for most vital juvenile justice needs
  - Overview of JJAC/JSMR requirements
  - Application Checklist/**Required** Documents (pg 22)
  - Access to Grants Management System (GMS) <https://grants.goccp.maryland.gov/>
- Specific JJAC/JSMR Questions
- Staff Contact & Customer Experience Survey

# Elements of a GMS Application

- GMS Face Sheet
- Project Summary
- **Narrative - multiple required sections**
- Applicant Disclosure of Pending Applications Statement
- Budget and Budget Justification
- Budget Prioritization
- Required documents (See Checklist)

# Eligibility Criteria

## NOFA (pg 4)

- Submit one application per entity
- Nonprofit organizations, including faith-based organizations
- Local government agencies
- Local law enforcement
- State and local courts
- State government agencies
- State law enforcement
- State's Attorney's Offices
- System of Award Management/UEI Requirements ([SAM.gov](https://sam.gov))

# Project Summary

The Project Summary should provide a concise summary of your proposal and be limited to **100 words or less.**

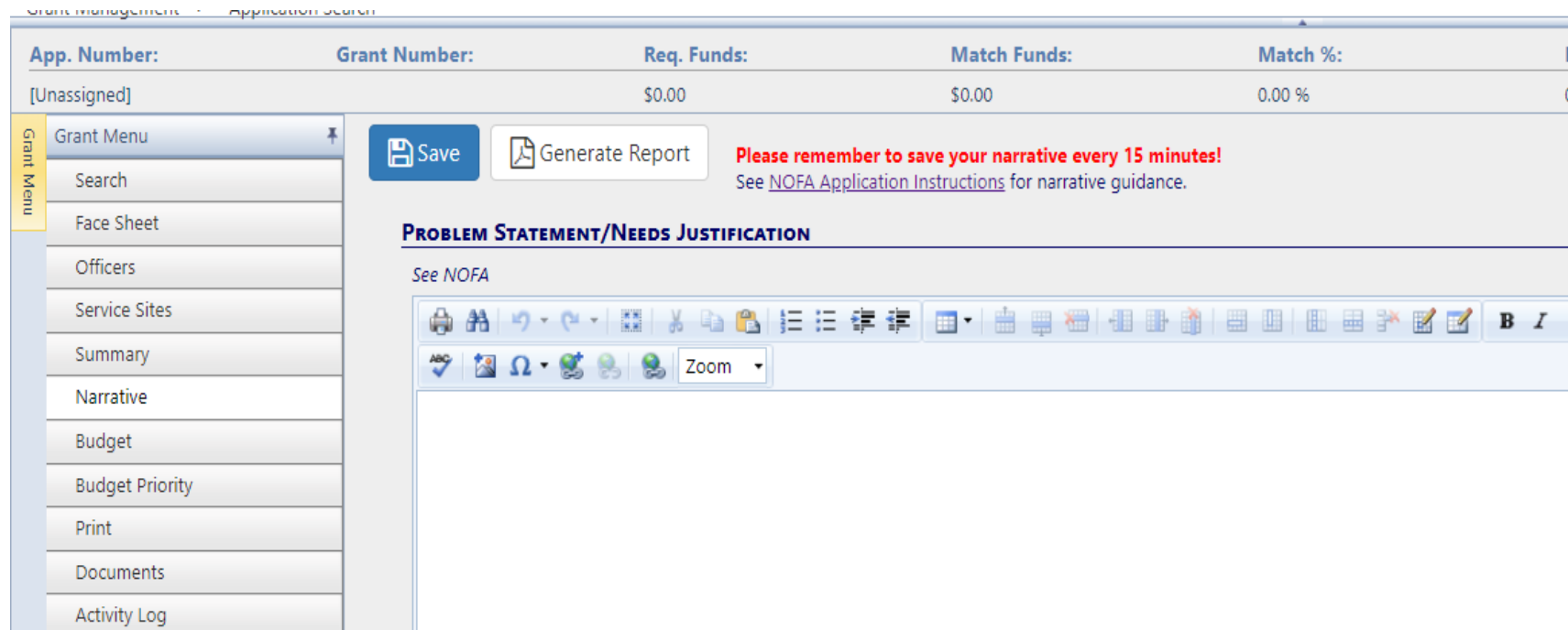
Use the template below for your project summary.

The \_\_\_\_\_(Implementing Agency's Name) <sup>1</sup>\_\_\_\_\_ (Project Title)  
<sup>1</sup> \_\_\_\_\_ program helps to \_\_\_\_\_ <sup>2</sup> in \_\_\_\_\_ <sup>3</sup>. The  
program \_\_\_\_\_.<sup>4</sup> Program funds will support \_\_\_\_\_.<sup>5</sup>

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

# Application Narrative

There are 10 required sections for the Narrative. Please refer to pages 7-11 of the [GMS Application Instructions](#) and pages 6-15 in the [JJAC/JSMR NOFA](#)



The screenshot shows a software interface for grant management. At the top, there is a table with the following columns: App. Number, Grant Number, Req. Funds, Match Funds, Match %, and P. The first row shows [Unassigned], \$0.00, \$0.00, and 0.00 %.

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

Below the table is a sidebar menu titled "Grant Menu" with the following items: Search, Face Sheet, Officers, Service Sites, Summary, Narrative, Budget, Budget Priority, Print, Documents, and Activity Log.

Next to the menu are two buttons: "Save" and "Generate Report". A red warning message reads: "Please remember to save your narrative every 15 minutes! See [NOFA Application Instructions](#) for narrative guidance."

The main content area is titled "PROBLEM STATEMENT/NEEDS JUSTIFICATION" and contains the text "See NOFA". Below this is a rich text editor toolbar with various icons for text formatting and editing, including a "Zoom" dropdown menu.



# Problem Statement/Needs Justification (15 pts)

## GMS Application Instructions

- Include:
  - A statement of the problem or evidence of need that the proposed activity/services will address.
  - This need area must be identified in the application and aligned with one of the prioritized JJAC/JSMR purpose areas
  - Provide data and analysis for a period of at least 3 years to support and highlight the need for the program/project proposed.
  - [GOCPP's Crime Plan 2024-2026 Annual Update](#)



# Program Purpose Areas

## JJAC/JSMR NOFA

- The proposed program must provide services for one or more of the following purpose areas (pg 7-13):
  - Diversion
  - Community Based Alternatives to Detention
  - Pre or Post Confinement Community Based Services

[State's Three Year Plan](#)
- Additional Required Strategies/Approaches
  - The Developmental Approach to Reform
  - Positive Youth Development
  - Addressing Racial and Ethnic Disparities

# Project Goals and Objectives (20 pts)

## **GMS Application Instructions**

- Provide a statement that conveys the goals of the project.
- Identify specific objectives you wish to accomplish.
- Continuation of a project previously funded should include a detailed description of how the goals and objectives build upon previous efforts.

- *AND* -

## **JJAC/JSR NOFA**

- Include required [Title II Performance Measures](#) identified by OJJDP.

# Project Strategy and Activities (10 pts)

## **GMS Application Instructions**

- Describe what the project proposes to do and project activities
- Explain how the project strategy and activities will address the required purpose area proposed
- Include linkages to other programs, organizations, and stakeholders that will be involved

# Program Measurement (20 pts)

## GMS Application Instructions

Identify and describe the following for project services:

- Output Measures
- Outcome Measures
- Continuation projects must include previous cycle performance measures data
- Anticipated Impacts

- *AND* -

## JJAC/JSMR NOFA

Applicants must:

- Document how they will track and measure program outputs and outcome-based performance measures that directly support the goals of the OJJDP Title II Formula Grants Program.

***Per Section 34 U.S.C. § 11133(a)(22) the Office will “...to the extent practicable give priority in funding to programs and activities that are based on rigorous, systematic, and objective research that is scientifically based.”***

# Timeline (5 pts) and Spending Plan (20 pts)

Timeline: 7/1/2024 - 6/30/2025

- Applicants must submit a detailed timeline/work plan to include:
  - Key tasks to implement the project successfully
  - Person(s) responsible for project completion within the proposed timeline
  - Target dates for task completion
  - Timeframe for achieving objectives

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.

# Management Capabilities (5 pts)

## **GMS Application Instructions**

- Brief description of the agency's experience and achievements
- List and short bio of key project personnel
- For each staff requested provide: name, title and how they are currently funded (percentages by funding source)

- *AND* -

## **JJAC/JSMR NOFA**

- Demonstrate a record of providing effective services to affected youth in Maryland.
- This includes documenting the support by the community, the history of providing direct services in a cost-effective manner, and financial support from sources other than JJAC/JSMR funding.

# Sustainability (5 pts)

## GMS Application Instructions

Applicants must explain:

- Prospects and efforts to continue the project when grant funds are concluded.

- *AND* -

## JJAC/JSMR NOFA

GOCPP will award successful applicants **either** a JJAC or a JSMR award.

- For both types of award a ten percent (10%) **non-federal cash match** is required.
- Applicants must **clearly state** in this section **whether or not the agency has the financial capacity** to provide this 10% cash match.
- Match guidance (pg 20)
- [Subrecipient Organizational Capacity Questionnaire](#) (NEW required with application)

# Budget Tips

- Please note that all costs must be reasonable, allocable, and allowable
- Review allowable /unallowable costs, budget categories (pg 17-19)
- All numbers must be whole numbers.
- **Each** budget line item must include a justification: 3-4 sentences per line item that explains the line item and the relevance to the project.
- Proper **budget prioritization** is important.
- **NEW RESOURCE:** For assistance in developing application budgets to include all required elements, the Office has developed this [GOCPP Budget Assistance Spreadsheet tool](#)
- Training videos are available at: <http://goccp.maryland.gov/grants/gms-help-videos/>.

GOCPP reserves the right to reduce budgets. Funding is reimbursable.



# Cost Allocation and Proration

- New Requirements 2 C.F.R. 200.405(d)
- 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.

See pages 12-13 of the [GMS Application Instructions](#) for more details and examples or proper proration guidelines.

# Budget Categories

- There are 6 different budget categories within the GMS. Please refer to the specific NOFA to identify the Allowable and Unallowable Costs and to ensure line items are placed in the appropriate budget categories.

App. Number:	Grant Number:	Req. Funds:	Match Funds:	Match %:	Project Date:
[Unassigned]		\$0.00	\$0.00	0.00 %	07/01/2022
<b>Grant Menu</b>	<b>Original Grant Application Budget</b>				
Search		<b>Help</b>	<b>Budget Category</b>	<b>Total Grant Funds</b>	<b>Total C</b>
Face Sheet	>	?	<b>Personnel</b>	<b>\$0.00</b>	
Officers	>	?	<b>Operating Expenses</b>	<b>\$0.00</b>	
Service Sites	>	?	<b>Travel</b>	<b>\$0.00</b>	
Summary	>	?	<b>Contractual Services</b>	<b>\$0.00</b>	
Narrative	>	?	<b>Equipment</b>	<b>\$0.00</b>	
Budget	>	?	<b>Other</b>	<b>\$0.00</b>	
Budget Priority	>	?			
Print					
Documents					

# Budget Categories

## Personnel

- Can only include the Salary, Overtime, and Fringe of individuals on **direct staff**. Do not include consultants or contractors.
- Salary and Fringe must be broken out into different line items and include a justification and breakdown of costs.
- Time and Effort reports must be maintained for all personnel.  
Resource: [Time and Efforts Guidance](#)
- Information Required (per staff person requesting):
  - Title of the position must be included in the Description of the Position
  - Four items per position:
    1. Hourly Rate,
    2. Annual Salary,
    3. Percentage of time or estimated # of hours, and
    4. detailed job description including the prorated rate and the calculations to determine this rate.

# Budget Categories

## 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.

## Travel

- All travel expenses must follow the local jurisdiction's travel regulations and cannot exceed Maryland's reimbursement rates. Refer to page 15 of the [GMS Application Instructions](#) for the specific rates.

# Budget Categories

- **Contractual Services**

- Contracted services: Services or goods to an external agency/individual.
- Current contracts must be uploaded into the GMS during the application process. Contracts finalized post award must be uploaded prior to any reimbursement.
- There is a **\$650 per day or \$81.25 per hour limitation**. Rates that exceed these limits require prior GOCPP approval.

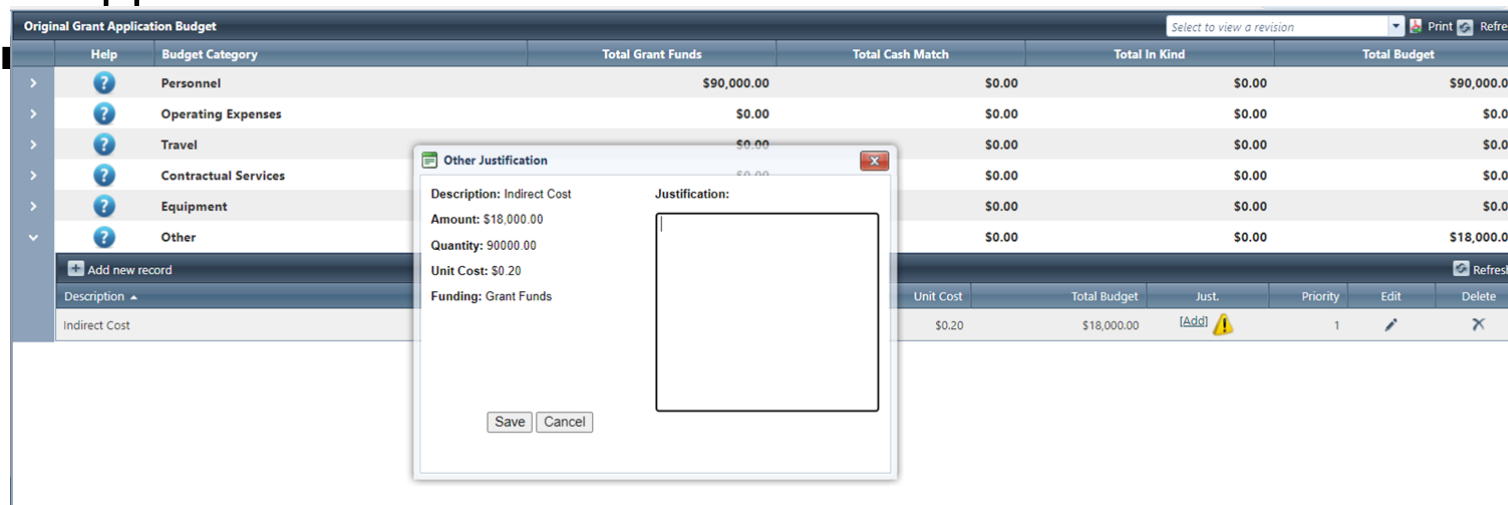
- **Equipment**

- Equipment: Has a **useful life in excess of one year and a procurement cost of \$5,000 or more per unit**. Costs may include taxes, delivery, installation and similarly related charges. Property Inventory Report Form (PIRF) will be required Post-Award for all items in this category.
- Equipment with a unit cost less than \$5,000 go in the 'Other' category.

# Budget Categories

- **Other**

- Include all other anticipated expenditures which are not included in the previous categories such as registration fees, program supplies, and equipment with a useful life less than one year and a procurement cost of less than \$5,000.
- Indirect Cost should be included under this Category. Refer to page 16 of the [GMS Application Instructions](#) for more details:
  - A copy of federally approved IDC rate must be uploaded with your application.



Budget Category	Total Grant Funds	Total Cash Match	Total In Kind	Total Budget
Personnel	\$90,000.00	\$0.00	\$0.00	\$90,000.00
Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$18,000.00	\$0.00	\$0.00	\$18,000.00

Unit Cost	Total Budget	Just.	Priority	Edit	Delete
\$0.20	\$18,000.00	[Add] ⚠	1	✎	✕

item

# Budget Priority

After completing the Budget Tab, click on the **Budget Priority Tab** in the GMS. This tab will provide a list of all budget line items added. The Budget Priority tab allows the applicant to 'drag and drop' the budget line items in order of priority for funding, beginning with the most essential line item.

App. Number:	Grant Number:	Req. Funds:	Match Funds:	Match %:	Project Dates:
[Unassigned]		\$0.00	\$0.00	0.00 %	10/01/2021 - 09/30/2022

Grant Menu

- Grant Menu
- Search
- Face Sheet
- Officers
- Service Sites
- Summary
- Narrative
- Budget
- Budget Priority**
- Print
- Documents
- Activity Log
- Special Conditions
- Performance Measures
- Progress Reports
- Federal Purpose
- Keywords

### BUDGET PRIORITY

*Below is a list of budget line items that have been entered for this project. Sort them, by dragging and dropping, so that the most essential items are at the top of the list.*

Priority	Description
No records to display.	

# Required Documents

- Unique Entity Identifier (UEI), SAM Registration screenshot upload **REQUIRED** - also requires federal application
- Signed Certified Assurances **REQUIRED**
- Signed Certification Regarding Lobbying **REQUIRED**
- Proof of 501 (c)(3) Status **REQUIRED for all NEW nonprofit applicants**
- Equal Employment Opportunity Plan **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**



# Required Application Forms

Home | Grant Management | Funding Management | Address Book | Reports | Admin

Grant Management > Application Search

App. Number: Grant Number: Req. Funds: Match Funds: Match %: Proj

**Grant Menu**

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

**Generate Report**

**PRINT REPORT**

Please select the reports to print.

Report: Grant Application Report

- Print All Forms
- Summary and Narrative
- Operating Expenses Budget
- Equipment Budget
- Service Sites
- Cover Sheet
- Project Budget Summary
- Travel Budget
- Other Budget
- Assurances
- Anti-Lobbying
- Face Sheet
- Personnel Budget
- Contractual Services Budget
- Civil Rights

# Application Submission Tips

- **GMS submission is required. Hard copy applications are not accepted.**
  - **Note:** Once your application is submitted it will display “**Awaiting Hard Copy**”
  - The last day to request a User ID is Friday, March 8, 2024
- **Do NOT open the GMS in two separate tabs in the same browser window**
  - To avoid GMS glitches, try to copy and paste information from a separate file or different web browser (ie. Microsoft Edge, Firefox, Google Chrome).
- **Review Application Checklist and Narrative Requirements.**
  - Make sure all items that are listed as “Required” on the checklist are included/uploaded in the GMS before your application submission.
  - Make sure all elements of the narrative in the [JJAC/JSMR NOFA](#) and [GMS Application Instructions](#) are included

# GMS SUCCESSFUL SUBMISSION

Home | Grant Management | Address Book | Admin | Logout

Home

### Available Funding

View	Code	Title	Deadline	Active	Docs	Apply
				Active		
	VAWA	FY 2012 STOP Violence Against Women (VAWA) Formula Grant	12/6/2012	<input checked="" type="checkbox"/>		

### Applications

Project Title	Start Date	End Date	Status
			[All]
Health Care Response to DV Survivors	11/05/2012	05/31/2013	Pending
Health Care Response to DV Survivors	11/15/2012	09/01/2013	Pending
Health Care Response to DV Survivors	10/01/2012	09/30/2013	Pending
Test Application	07/01/2012	06/30/2013	Pending Revision
Health Care Response to DV Survivors 12	11/15/2012	09/01/2013	Awaiting Hard Copy

### Grant Awards

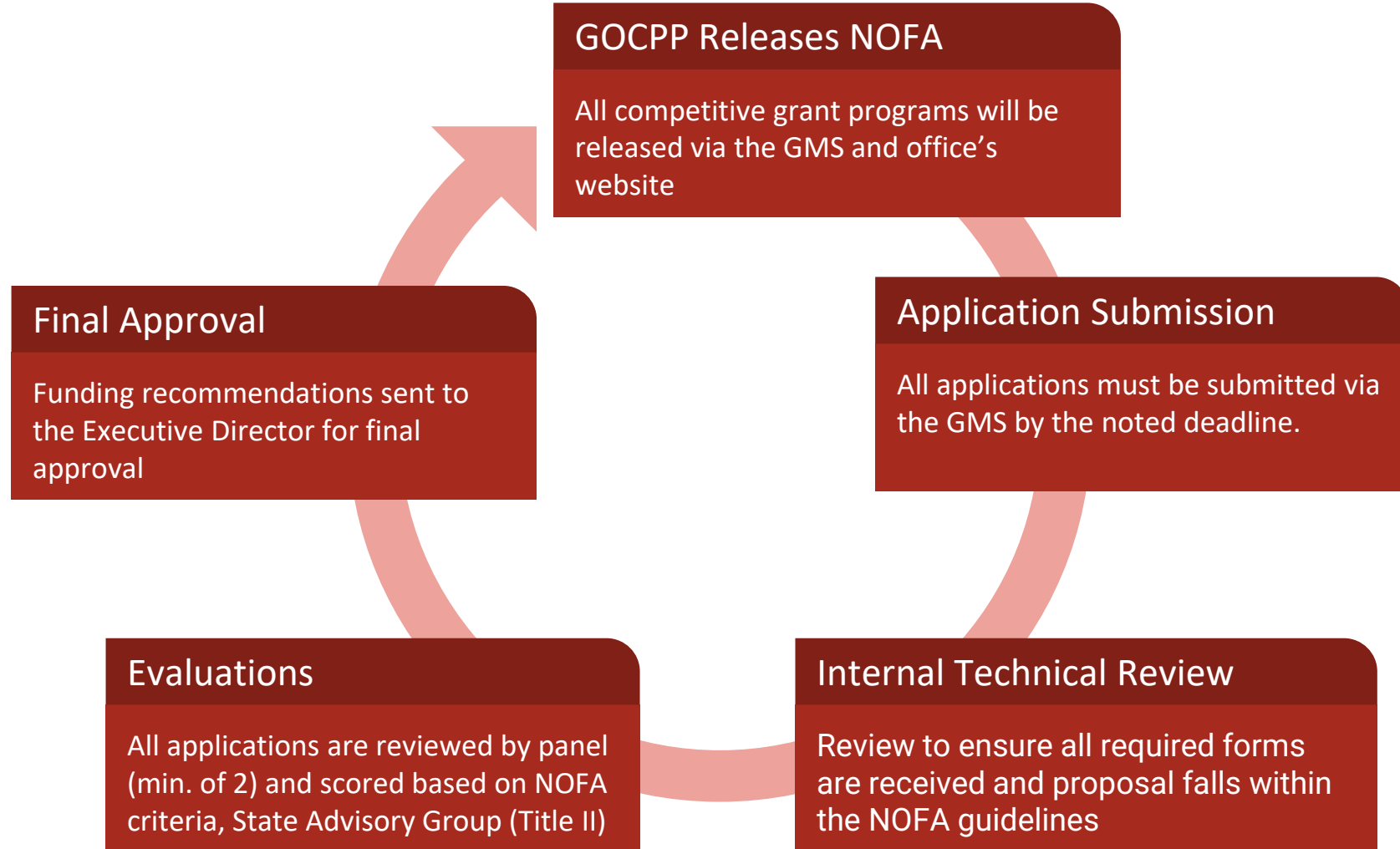
Edit	Grant #	App #	Project Title	Start Date
	<a href="#">BARM-2013-0001</a>	<a href="#">2012-BA-0029</a>	GOCCP Body Armor Project	07/01/2012
	<a href="#">BARM-2013-0002</a>	<a href="#">2012-BA-0029</a>	GOCCP Body Armor Project 2 (2 Awards from 1 App Test)	07/01/2012

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

# Important Dates

<b>Deadline to Request GMS User ID</b>	<b>Friday, March 8, 2024</b>
<b>Deadline to Submit an Application</b>	<b>Friday, April 5, 2024 by 11:59 PM</b>
<b>Funding Decision</b>	<b>June 2024</b>
<b>Project Start Date</b>	<b>July 1, 2024</b>
<b>Project End Date</b>	<b>June 30, 2025</b>

# Application Process Overview



# Application Evaluation

- Problem statement/needs justification (15 points total)
- Program goals and objectives (20 points total)
- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 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)

# Deductions

## Examples:

- Applications that include unallowable items or items without justification
- Missing required documents as noted on Application Checklist at the end of the NOFA
- Submitted documents missing signatures
- Current JJAC or JSMR awardees in poor standing on existing award(s) (examples: regular late reporting of state or federal requirements, history of de-obligation of funding, unresponsiveness to inquiries, audit findings, etc.)
- Missing Corrective Action Plan(CAP) in Single Audit Findings /Monitoring

# JJAC/JSMR FY 2025 Highlights



- One application per agency & one award per agency
- Competitive process (including continuation awards)
- Funding requests must be between \$50,000 and \$200,000
- Award period: 7/1/2024 -6/30/2025
- Application due date: April 5, 2024
- Include 10% Match Cost (add line item justification, non-federal source)
- Sustainability: Include all other leveraged costs in the narrative section



# Application Questions

## Email Contacts:

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[yvette.williams3@maryland.gov](mailto:yvette.williams3@maryland.gov)

[mary.abraham@maryland.gov](mailto:mary.abraham@maryland.gov)

[will.vanwisse@maryland.gov](mailto:will.vanwisse@maryland.gov)

[Statewide Customer Experience Survey](#)

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**Grants Management System - Technical Support:**

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