Maryland
GOVERNOR'S OFFICE OF CRIME PREVENTION AND POLICY

Governor's Office of Crime Prevention and Policy

Juvenile Justice Division

Child Advocacy Center Services (CACS)

Student Peer Mediation Grant Program (SPMP)

Markell Hendricks Youth Crime Prevention and Diversion Parole Grant Program (YCPD)

Applicant Technical Assistance

April 15, 2024 2:00 pm - 3:00 pm

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

Juvenile Justice Grants Team

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Technical Assistance Objectives

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Key concepts to successfully submitting a JJD proposal:

- Review of the Competitive SPMP, and YCPD NOFA, the Abbreviated CACs 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 individual grant requirements
  - Application Checklist/**Required** Documents
  - Access to Grants Management System (GMS)https://grants.goccp.maryland.gov/
- Specific CACs, SPMP and YCPD Questions
- Staff Contact & Customer Experience Survey

Elements of a GMS Application

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- 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)/Certified Assurances

Eligibility Criteria

CACs

- Only designated Child Advocacy Centers in each Maryland Jurisdiction and the Maryland Children's Alliance . See list and eligible amounts in the NOFA. $300,000

SPMP

- Baltimore City Schools, or $50,000
- Baltimore City Community Based Nonprofit organizations, including faith-based organizations

YCPD $50,000

- Local law enforcement Agencies

- Submit one application per entity
- System of Award Management (SAM.gov) and unique entity identifier (UEI) requirements

Project Summary

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

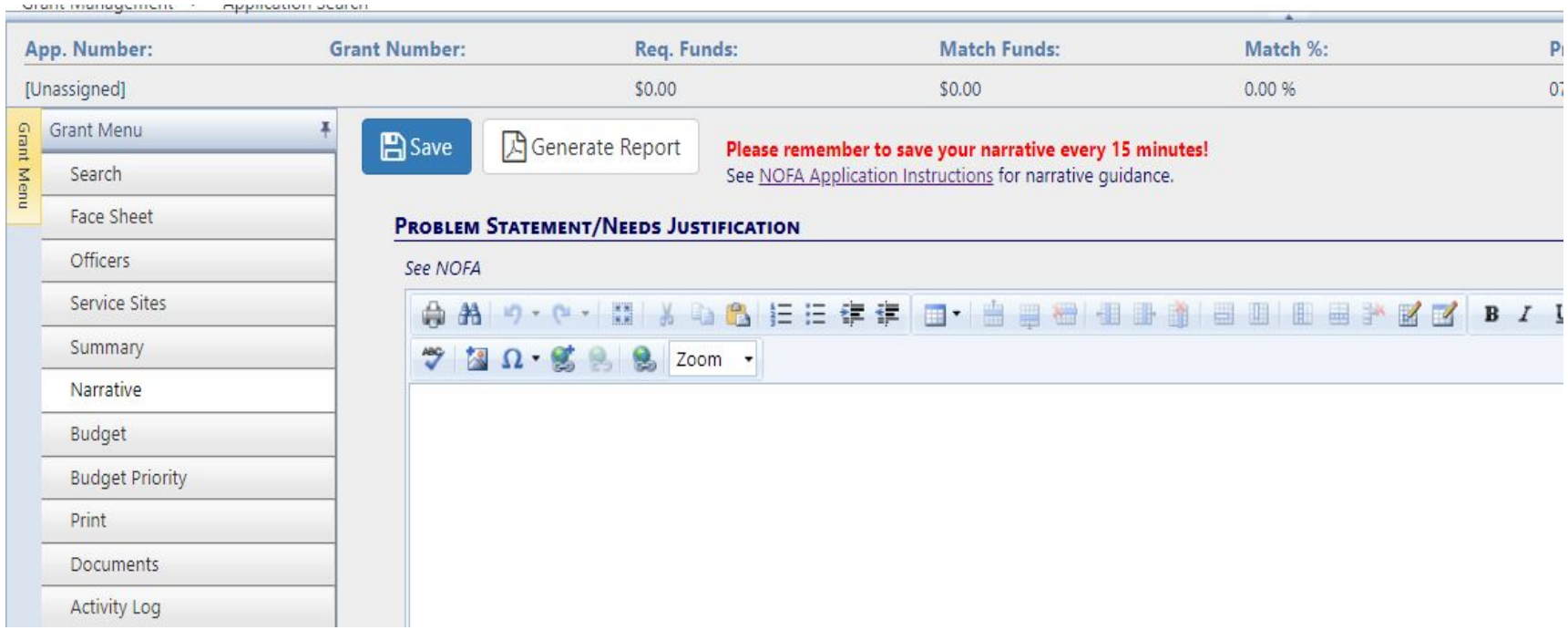
Use the template below for your project summary.

The ____(Implementing Agency's Name) [1] _____(Project Title) [1] _____ program helps to _____ [2] in _____[3]. The program _____.[4] Program funds will support _____.[5]

Reference: **Page 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 applicable pages in each individual JJD NOFA.



Problem Statement/Needs Justification (15 pts)

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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 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

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CACs

- Coordinate the investigation of child abuse and neglect and to provide services to children and their non-offending family members without causing further trauma to the child victim

SPMP

- Reduce juvenile crime in Baltimore City through student peer mediation projects and programs that utilize best practices and recommended standards for conflict resolution

YCPD

- Outreach and programming designed to divert youth who have committed threshold offenses from formal processing.

Project Goals and Objectives (20 pts)

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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.

Project Strategy and Activities (10 pts)

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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)

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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

For example:

- How does your agency plans to measure the success/impact of the proposed project?
- Pre-/Post- survey of participants, evaluations, analysis, etc.

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

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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)

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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 -

SPMP NOFA

- Demonstrate a record of providing effective services to affected youth in Maryland from sources other than GOCPP funds.
- This includes documenting the support by the community, the history of providing direct services in a cost-effective manner.

Sustainability (5 pts)

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GMS Application Instructions

Applicants must explain:

- 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
- Subrecipient Organizational Capacity Questionnaire (NEW required with application)

Budget Tips

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- 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

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- 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

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- 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.

Budget Categories

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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

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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

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- **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

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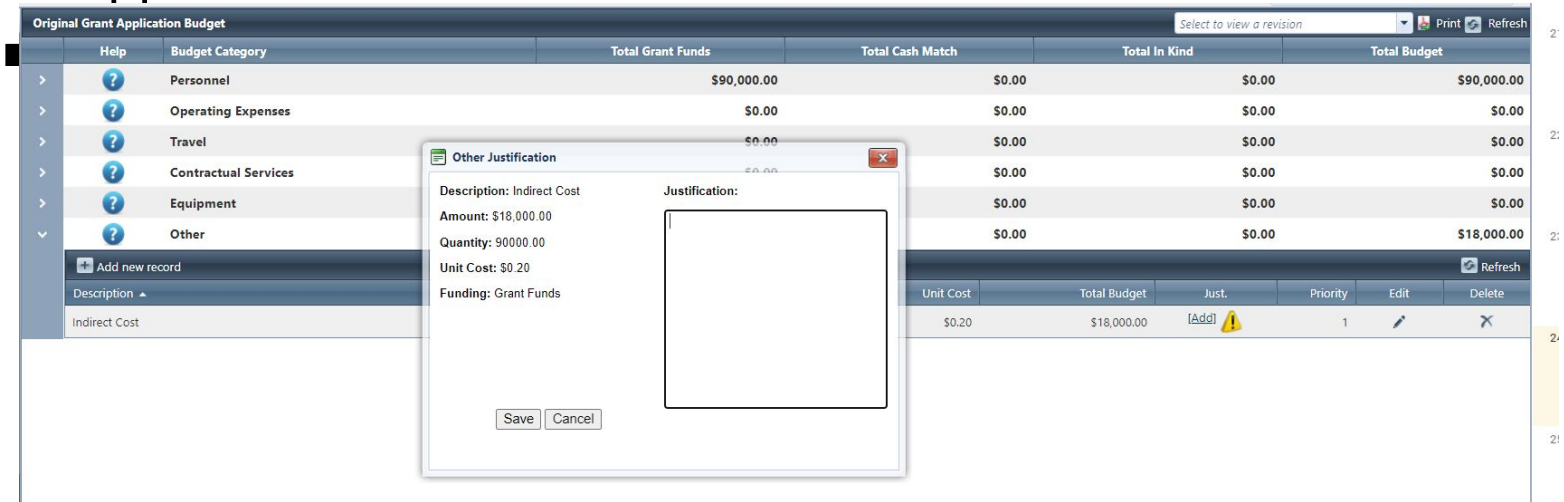
- **Other**
  - Include all other anticipated expenditures which are not included in the previous categories such as registration fees, program supplies, and equipment with a useful life less than one year and a procurement cost of less than $5,000.
  - Indirect Cost should be included under this Category. 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.
    - item



Budget Priority

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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.

Required Documents

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- 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

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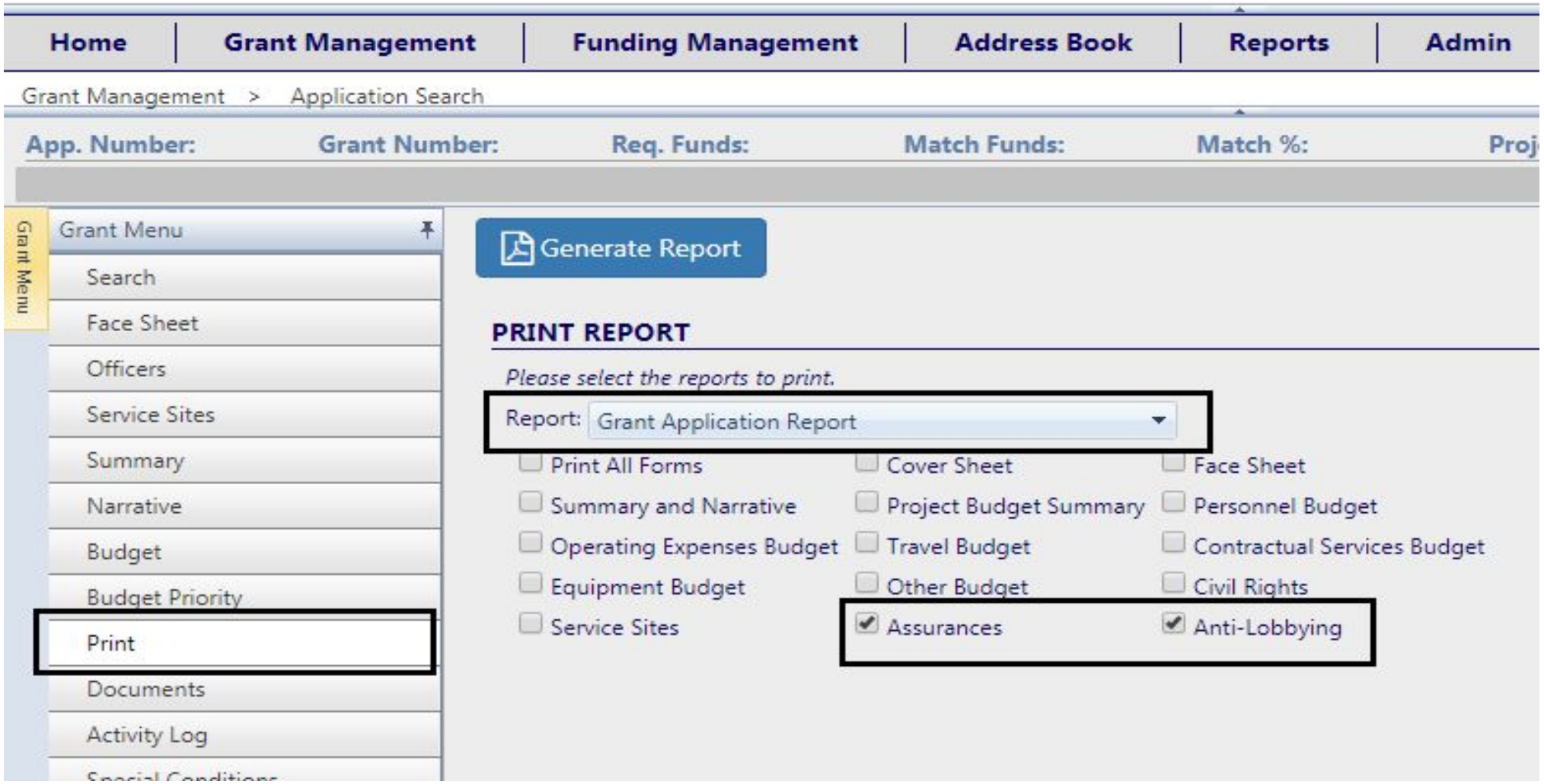

Application Submission Tips

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- **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, April 26, 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 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 individual NOFA and GMS Application Instructions are included

GMS SUCCESSFUL SUBMISSION

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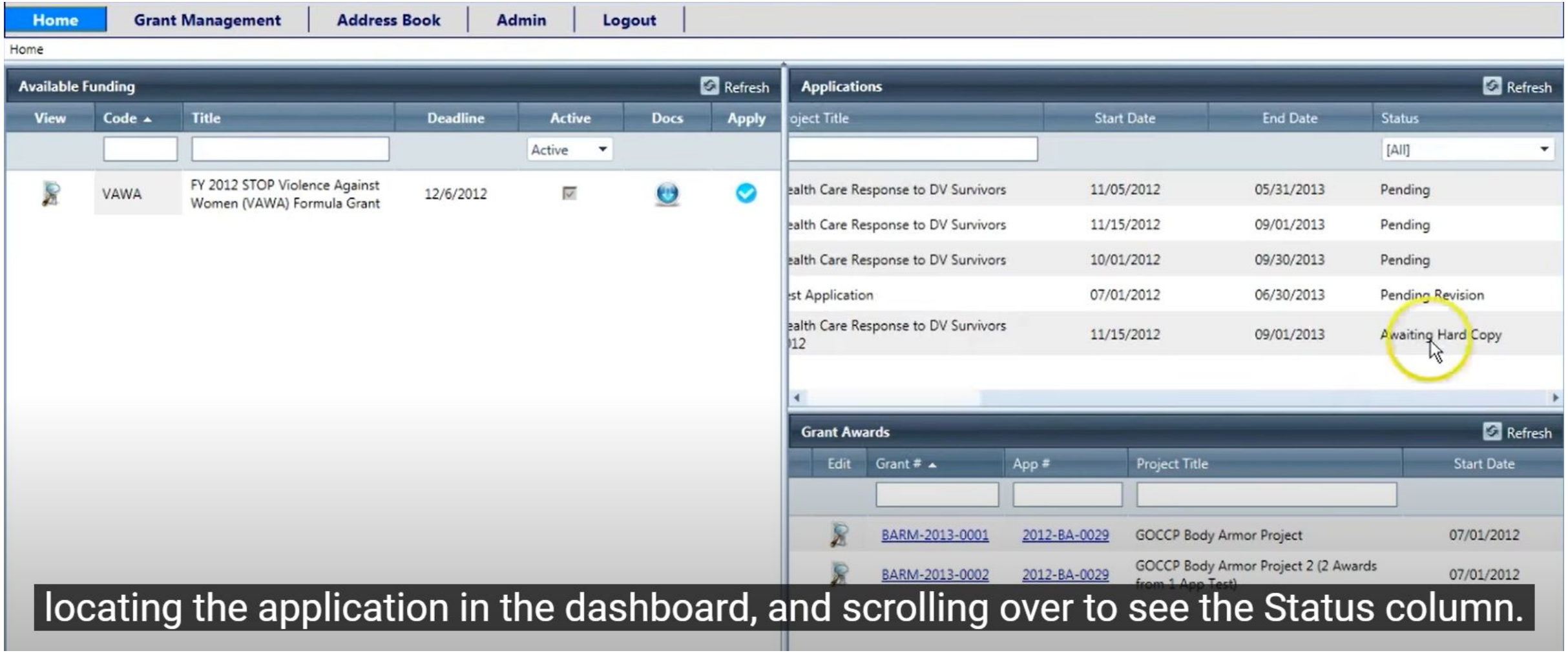

locating the application in the dashboard, and scrolling over to see the Status column.

Important Dates

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Deadline to Request GMS User ID	**Friday, April 26, 2024**
Deadline to Submit an Application	**Friday, May 10, 2024 by 11:59 PM**
Funding Decision	**June 2024**
Project Start Date	**July 1, 2024**
Project End Date	**June 30, 2025**

Application Process Overview

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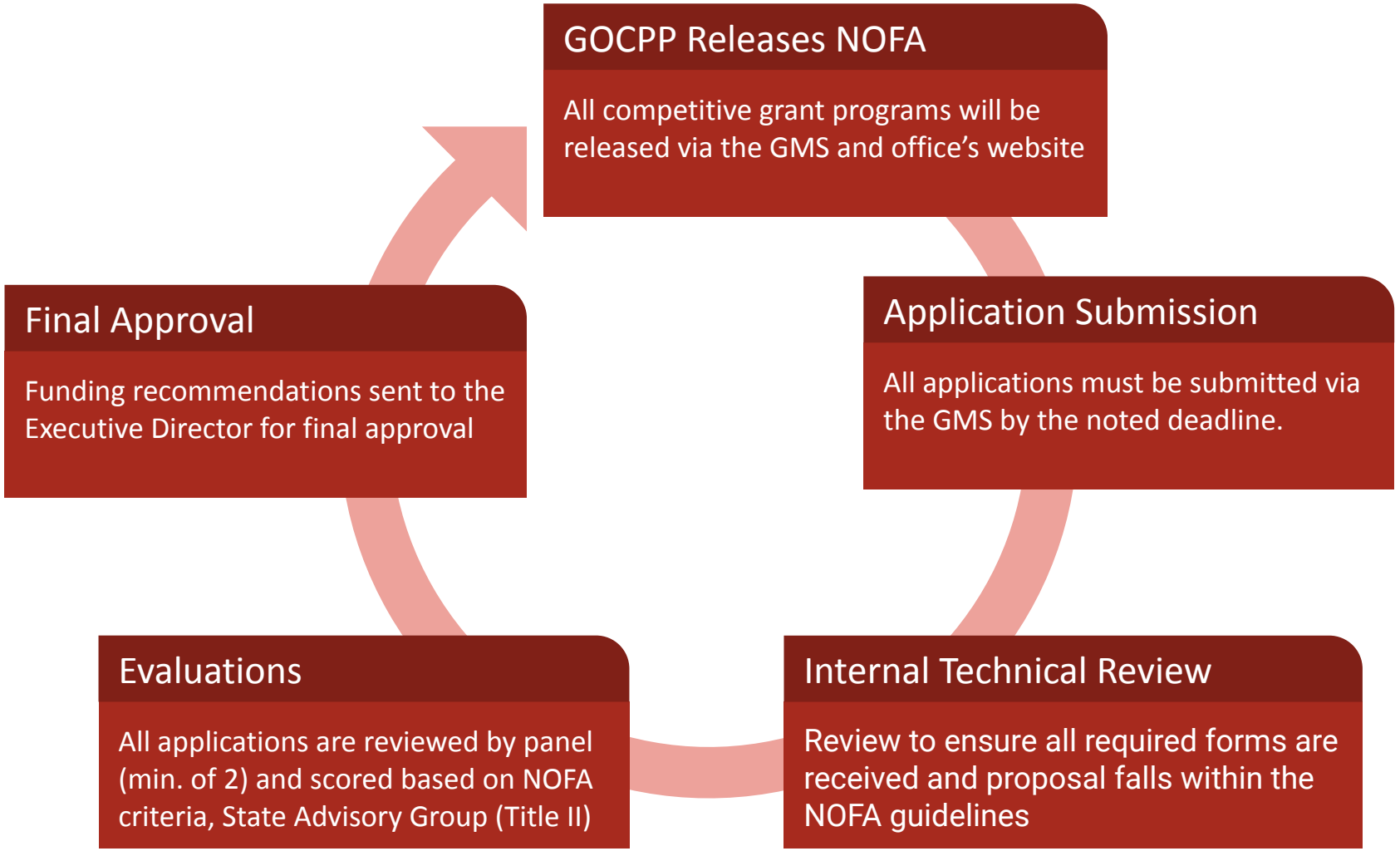

Application Evaluation

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- 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

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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 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

Application Questions

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Statewide Customer Experience Survey

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http://goccp.maryland.gov/

@MarylandGOCCP
on Facebook and Twitter
#ASaferMD

Grants Management System - Technical Support:

support@goccp.freshdesk.com