

# Governor's Office of Crime Prevention and Policy

## Competitive Victims of Crime Act (VOCA/VOCG)

### FY 25 Notice of Funding Availability (NOFA) Applicant Technical Assistance

February 13, 2024  
February 15, 2024

3:00 pm - 4:00 pm  
10:00 am - 11:00 am

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

# Victim Services Grants Team

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# Victim Services Unit (Policy)

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# Technical Assistance Objectives

Key concepts to successfully submitting a VOCA/VOCG proposal:

- Review of the Competitive [VOCA/VOCG NOFA](#) and the [GMS Application Instructions](#)
  - **Importance of using these two documents in tandem** when developing applications to apply **for most vital victim service needs**
  - Overview of new requirements
  - Application Checklist/Required Documents
  - Access to Grants Management System (GMS)
- Specific VOCA/VOCG Questions
- Feedback & Survey

# VOCA/VOCG Funding Opportunity

## Description

GOCPP plans to award **ONE** award to successful applicants, either VOCA or VOCG, to support the most critical victims needs statewide:

- VOCA: Federal Funding financed by fines & penalties paid by persons convicted in federal cases.
- VOCG: State funding passed during the 2023 legislative session to support crime victims: Victim Services Stabilization Act

GOCPP anticipates making **up to 150 awards** with a minimum application request of \$50,000 for FY 2025.

*State funding is contingent upon the final approval of GOCPP's budget during this year's Legislative Session.*

# Elements of an Application

- Face Sheet
- Project Summary
- **Narrative - multiple required sections**
- Applicant Disclosure of Pending Applications Statement
- Budget and Budget Justification
- Budget Prioritization
- Required documents (to be discussed later in the session)

# Project Summary

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

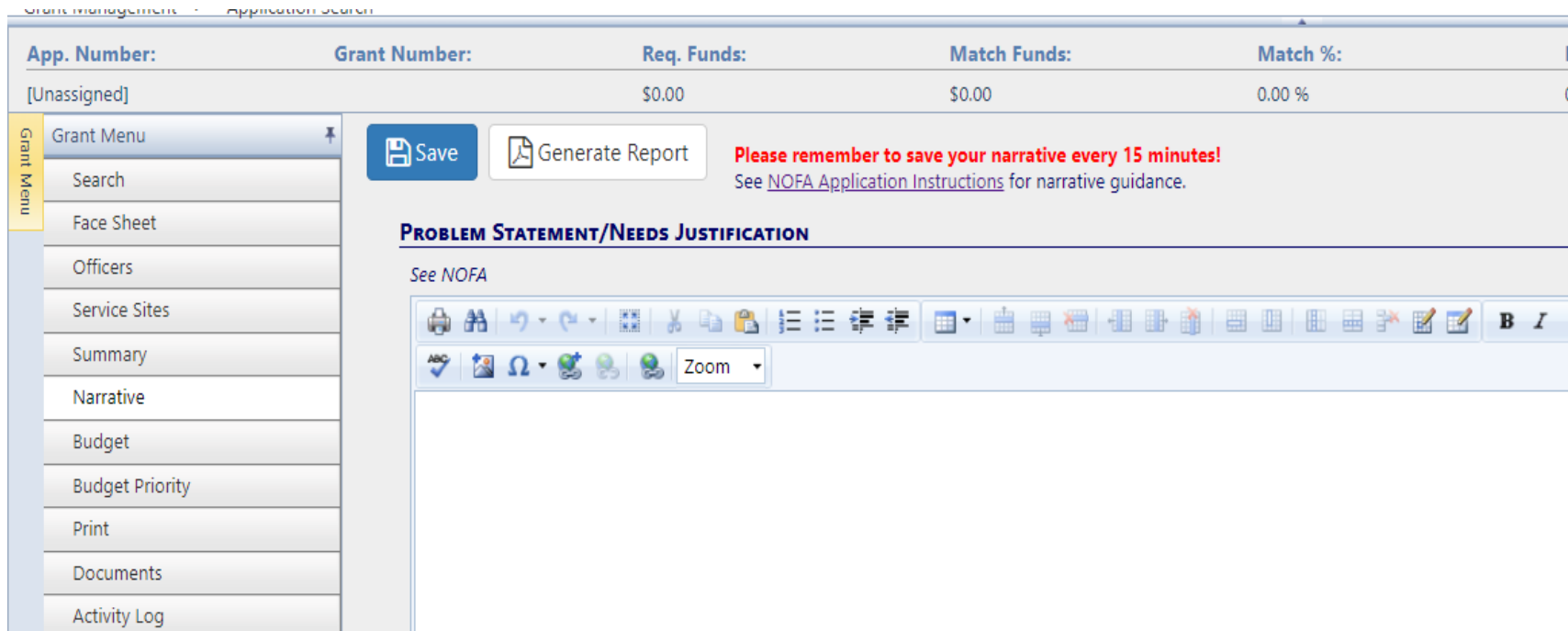
Use the template below for your project summary.

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 6-11 in the [Competitive VOCA/VOCG NOFA](#) for more details



The screenshot displays a software interface for grant management. At the top, a table lists application details:

App. Number:	Grant Number:	Req. Funds:	Match Funds:	Match %:	P
[Unassigned]		\$0.00	\$0.00	0.00 %	0

Below the table is a sidebar menu labeled "Grant Menu" with the following items: Search, Face Sheet, Officers, Service Sites, Summary, Narrative, Budget, Budget Priority, Print, Documents, and Activity Log. The main content area features a "Save" button, a "Generate Report" button, and a red warning message: "Please remember to save your narrative every 15 minutes! See [NOFA Application Instructions](#) for narrative guidance." Below this is a section titled "PROBLEM STATEMENT/NEEDS JUSTIFICATION" with the text "See NOFA" and a rich text editor toolbar.



# Problem Statement/Needs Justification (15 pts)

## **GMS Application Instructions**

- Include:
    - a detailed description of the nature and extent of the problem/need to be addressed
    - the target population
    - the geographical area served
  - Provide the latest statistical data to document the problem.
  - Document efforts that have been made to address this problem
- *AND* -

## **VOCA/VOCG NOFA**

- Ensure all statistical information and data are recent and accurate.<sup>9</sup>

# Program Purpose Area

## **VOCA/VOCG NOFA**

- The proposed program must demonstrate support of one or more of the following:
  - Victims of sexual assault
  - Victims of domestic violence
  - Victims of child abuse
  - Underserved Populations
- The Office also looks to fund new projects within these categories that support services as outlined in the NOFA

# 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* -

## **VOCA/VOCG NOFA**

- Demonstrate how your project will support those affected by violent crimes. Include the indicators to provide evidence your goals are being achieved.
- Example:
  - Goal #1
    - Objective #1: Enter program specific information
      - Supporting Activities
      - Resources
      - Program deliverables

# Project Strategy/Logic Model (10 pts)

## **GMS Application Instructions**

- Describe what the project proposes to do and project activities
- Include linkages to other programs, organizations, and stakeholders that will be involved

- *AND* -

## **VOCA/VOCG NOFA**

- Must demonstrate the agency meets the seven requirements in the NOFA within this section

# 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* -

## **VOCA/VOCG NOFA**

Applicants must:

- Document how they will maintain statutorily required civil rights victims' statistics and make available upon request.
- Describe the process to track and measure program outputs and outcomes that directly support GOCPP's victim services objectives

Programs who receive a federal VOCA award will also be required to collect and submit Performance Measurement Tool (PMT) data.

# 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
- Expand on statements provided in the SOCQ
- 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* -

## **VOCA/VOCG NOFA**

- Demonstrate a record of providing effective services to crime victims.
- 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 VOCA funding

# Sustainability (5 pts)

## GMS Application Instructions

Applicants must explain:

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

- *AND* -

## VOCA/VOCG NOFA

GOCPP will award successful applicants **either** a VOCA or a VOCG award.

- For VOCA awardees the following is required:
  - Organizational capacity of the program: Substantial financial support (min 25%) from all sources other than the Crime Victims Fund.
  - A twenty percent (20%) cash or in-kind match is required.
- Applicants must **clearly state** in this section **whether or not the agency has the financial capacity** to provide a 20% cash or in-kind match.



# Budget Tips

- Please note that all costs must be reasonable, allocable, and allowable
- 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>	\$0.00	
Officers	>	?	<b>Operating Expenses</b>	\$0.00	
Service Sites	>	?	<b>Travel</b>	\$0.00	
Summary	>	?	<b>Contractual Services</b>	\$0.00	
Narrative	>	?	<b>Equipment</b>	\$0.00	
Budget	>	?	<b>Other</b>	\$0.00	
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.

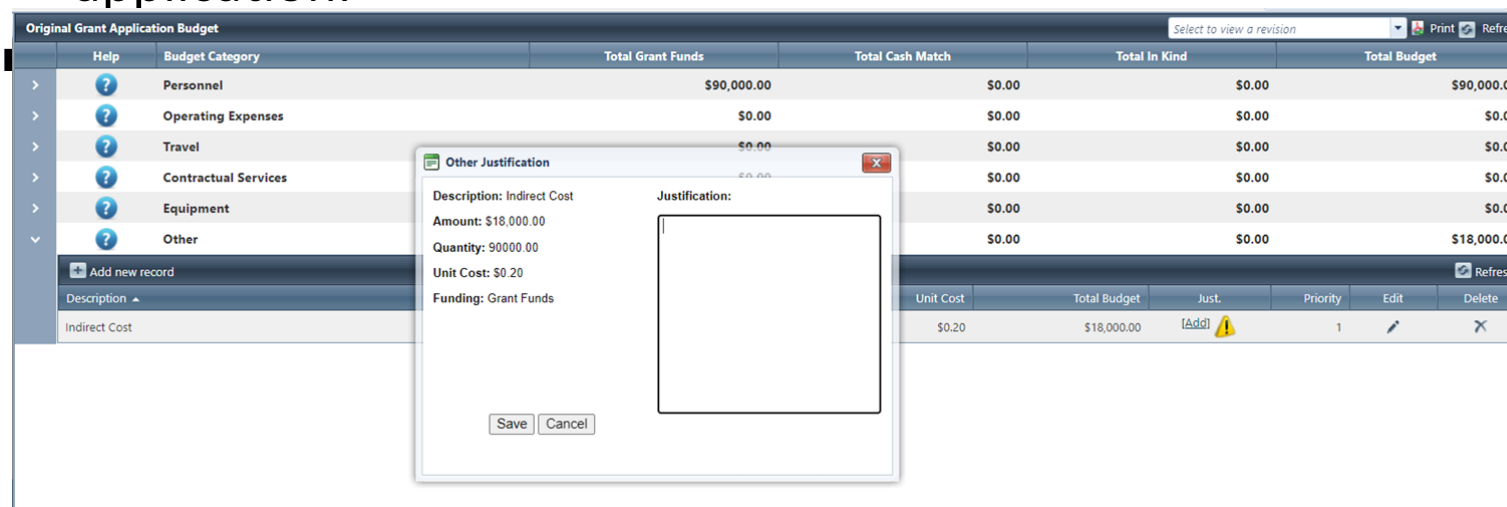
- **Equipment**

- 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	[Edit]	[Delete]

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 Monday, March 11, 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 [VOCA/VOCG NOFA](#) and [GMS Application Instructions](#) are included

# GMS SUCCESSFUL SUBMISSION

Home | Grant Management | Address Book | Admin | Logout

Home

### Available Funding Refresh

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 Refresh

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 012	11/15/2012	09/01/2013	Awaiting Hard Copy

### Grant Awards Refresh

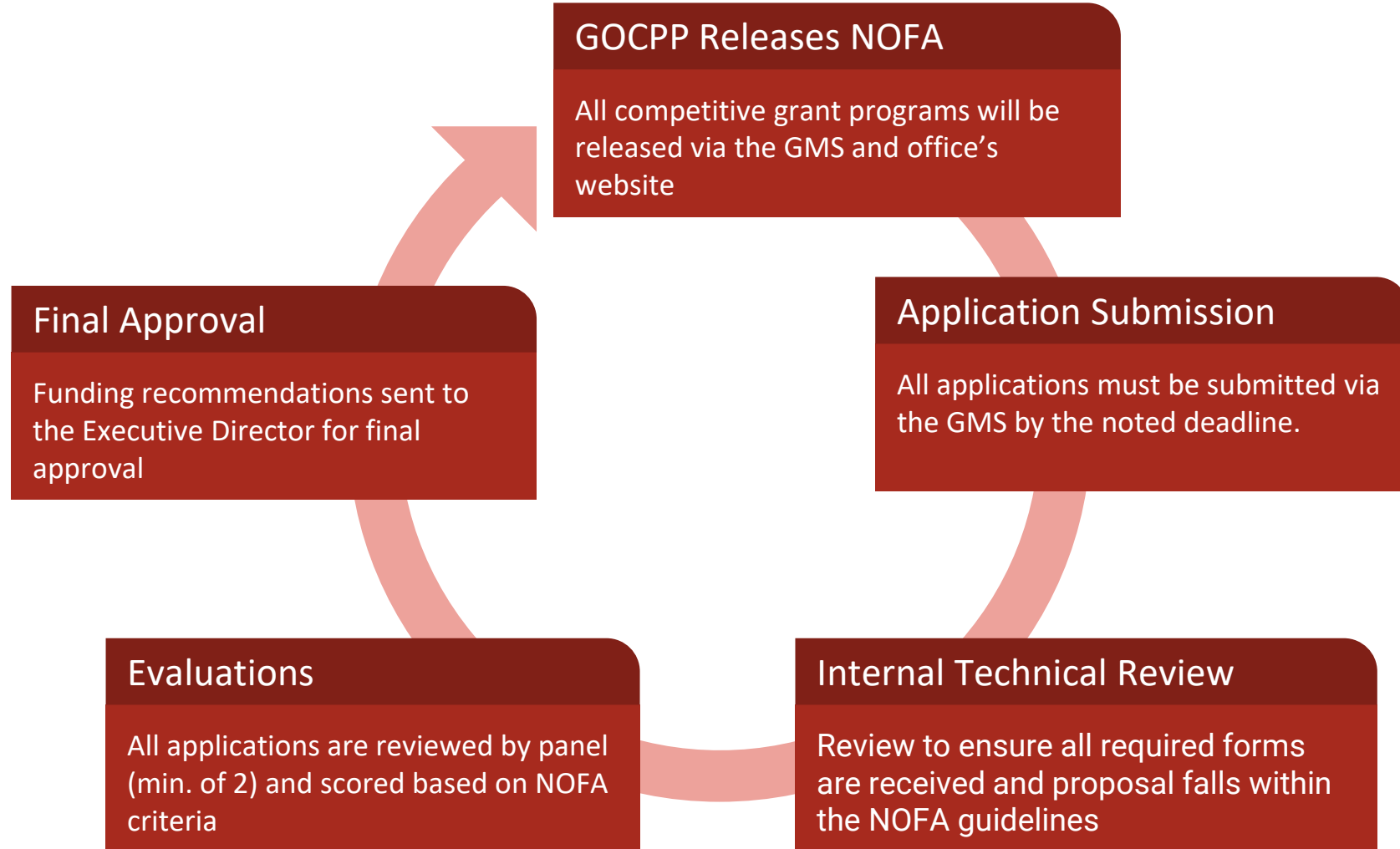
Edit	Grant #	App #	Project Title	Start Date
	<a href="#">BARM-2013-0001</a>	<a href="#">2012-BA-0029</a>	GOCCP Body Armor Project	07/01/2012
	<a href="#">BARM-2013-0002</a>	<a href="#">2012-BA-0029</a>	GOCCP Body Armor Project 2 (2 Awards from 1 App Test)	07/01/2012

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>Monday, March 11, 2024</b>
<b>Deadline to Submit an Application</b>	<b>Wednesday, March 27, 2024 by 11:59 PM</b>
<b>Funding Decision</b>	<b>May 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)

# Bonus Points



Bonus Points will be awarded for:

- Attended one or both VOCA/VOCG Technical Assistance Calls
- Programs who have a VOCA or VOCG active award (as of February 1, 2024)
- Certified Rape Crisis Centers
- Designated Comprehensive Domestic Violence programs
- Designated Child Advocacy Centers (accredited or working toward accreditation)
- Maryland Children's Alliance, Maryland Coalition Against Sexual Assault and Maryland Network Against Domestic Violence
- Programs primarily serving underrepresented victim services within the state (homicide, violent crime & non-fatal shooting, restitution recovery assistance, etc.)
- Programs with the ability to provide a 20% non federal match for their award



# Deductions

Deductions will be assessed for:

- 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 VOCA or VOCCG 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.)

# VOCA/VOCG FY 2025 Highlights



- One application per agency & one award per agency
- Fully competitive application process to meet the most critical needs
- No cap on funding requests - apply for your most vital services
- Award period: 7/1/2024 -6/30/2025
- Application due date: March 27, 2024
- Match should not be included in the budget but a statement whether or not the applicant has the financial capacity to provide a 20% match is required
- Regional Navigator and SARC VOCA will have their own NOFAS; so do not apply under this funding source for these needs

# Application Questions?

**Survey:** Please use the below link to complete our FY25 NOFA TA Survey so that we can improve our technical assistance in the future.

Link: <https://forms.gle/pgfg6F9Lw4yEPJ6C7>



# Connect with Us!



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



**@MarylandGOCCP**

on Facebook and Twitter

**#ASaferMD**

**Grants Management System - Technical Support:**

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