

Governor's Office of Crime Prevention, Youth, and Victim Services (GOCPYVS)

VICTIM SERVICES

**FY 24 Notice of Funding Availability (NOFA)
Applicant Technical Assistance**

February 22, 2023 10:30 am -12:30 pm

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

Our Vision

A Safer Maryland

About Us: Our Mission

- To serve as a coordinating office that advises the Governor on criminal justice and victim service 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.

Grants-Victim Services

Terri Ricks: Grant Specialist II

Applications

- NOFA
- Application Submission
- Required Documentation
- Technical Review

Awards

- Grant Award Monitoring
- Performance Measure and Progress Reports Review
- Compliance
- GANs

Grants-Victim Services

Peyton Adams: Grant Monitor

State

- Domestic Violence (DOMV)
- Legal Services for Crime Victims (LSCV)
- Sexual Assault Rape Crisis (SARC)
- Survivors of Homicide Grant (SOHG)

Federal

- Family Violence Prevention and Services (FVPS)
- Sexual Assault Services Program (SASP)
- Violence Against Women Act (VAWA)

Grants-Victim Services

Chaylah Steverson: Grant Monitor

State

- Maryland Victims of Crime (MVOC)
- Victims of Crime (VOCA-State Funding)
- Child Sex Trafficking Screening and Services Act Regional Navigator Program (RNPS-State Funding)

Federal

- Victims of Crime (VOCA-Federal Funding)
- Child Sex Trafficking Screening and Services Act Regional Navigator Program (RNPG-Federal Funding)

Victim Services Unit (Policy)

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Victim Services Coordinator

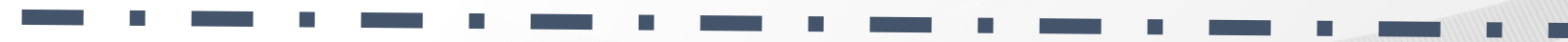
marianne.camino@maryland.gov

Technical Assistance Objectives

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

- Access to Grants Management System (GMS)
- Review: NOFA Application Instructions
- Application Checklist /Certifications
- Peer Learning / Frequently Asked Questions
- Specific NOFA Q&A Session
- Feedback & Survey

Our Award Cycle





Grants Management System (GMS): Access

For new GMS users, please follow the instruction under Request GMS Access webpage:

- <http://goccp.maryland.gov/grants/requesting-access/>

For GMS technical support (system support such as GMS access/login), please contact our GMS Help Desk via the following email:

- support@goccp.freshdesk.com

For GMS resources, please use the following link:

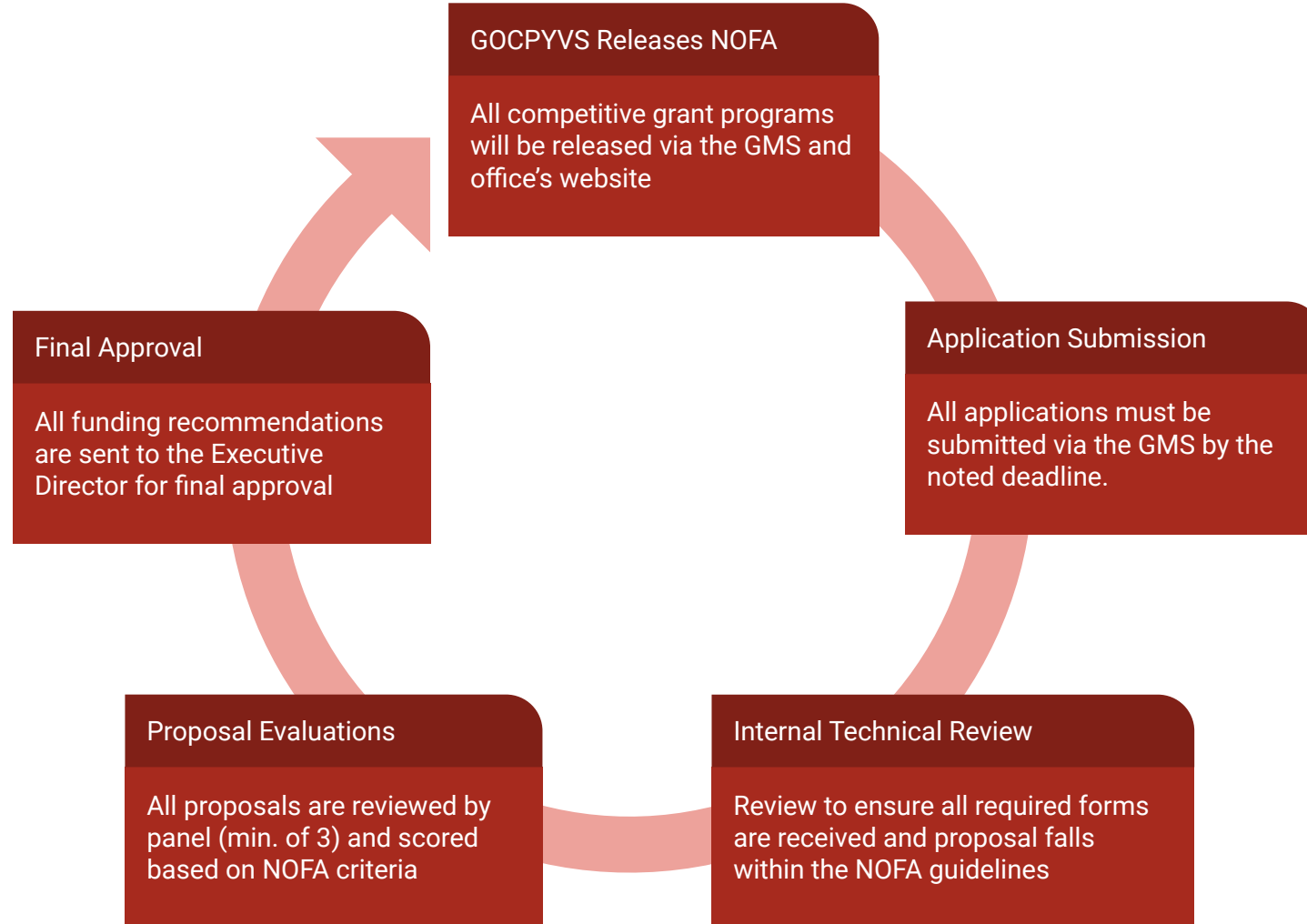
- <http://goccp.maryland.gov/grants/gms-help-vidEOS/>

GMS Help videos

Grant Application Submission

- [Introduction of Notices of Funding Availability & NOFA Instruction](#)
 - <http://goccp.maryland.gov/programs/> (review specific NOFA)
 - <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf> (accurate submission of line items/narrative in GMS)
- [Facesheet and Grant Application](#)
- [Officers, Services Sites, Summary, and Narrative](#)
- [Budget](#)
- [Electronic Submission](#)

Application Process Overview



Application Face Sheet Highlights

Refer to Page 3 of the [NOFA Application Instructions](#)

- **Project Title** - **Short** and Precise reflecting your project
- **Applicant Agency** - The agency overseeing the Implementing Agency, if required
- **Implementing Agency** - The name of the organization implementing the project
- **Authorized Official** - The person who maintains the legal authority for your agency
- **Service Sites** - Add all the sites/locations where implementation will take place
- **Proposed Start/End Dates** - Grant Period - **7/1/2023 - 6/30/2024**
- **Preparer Information** - Who prepared the application including contact information

Required Grant Personnel

Using the Officers' Tab, the following personnel must be included:

- **Project Director** - person in charge of the project and coordinating with this office; uploading required documents; completing the quarterly Programmatic Reports.
- **Fiscal Officer** - person responsible for submitting the quarterly Financial Report; submitting invoices and/or receipts.
- **Civil Rights Contact** - person responsible for handling internal civil right violation complaints

New GMS Users must request access no later than March 7, 2023. Please follow the instructions on the [Request GMS Access Webpage](#).

Project Summary Highlights

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

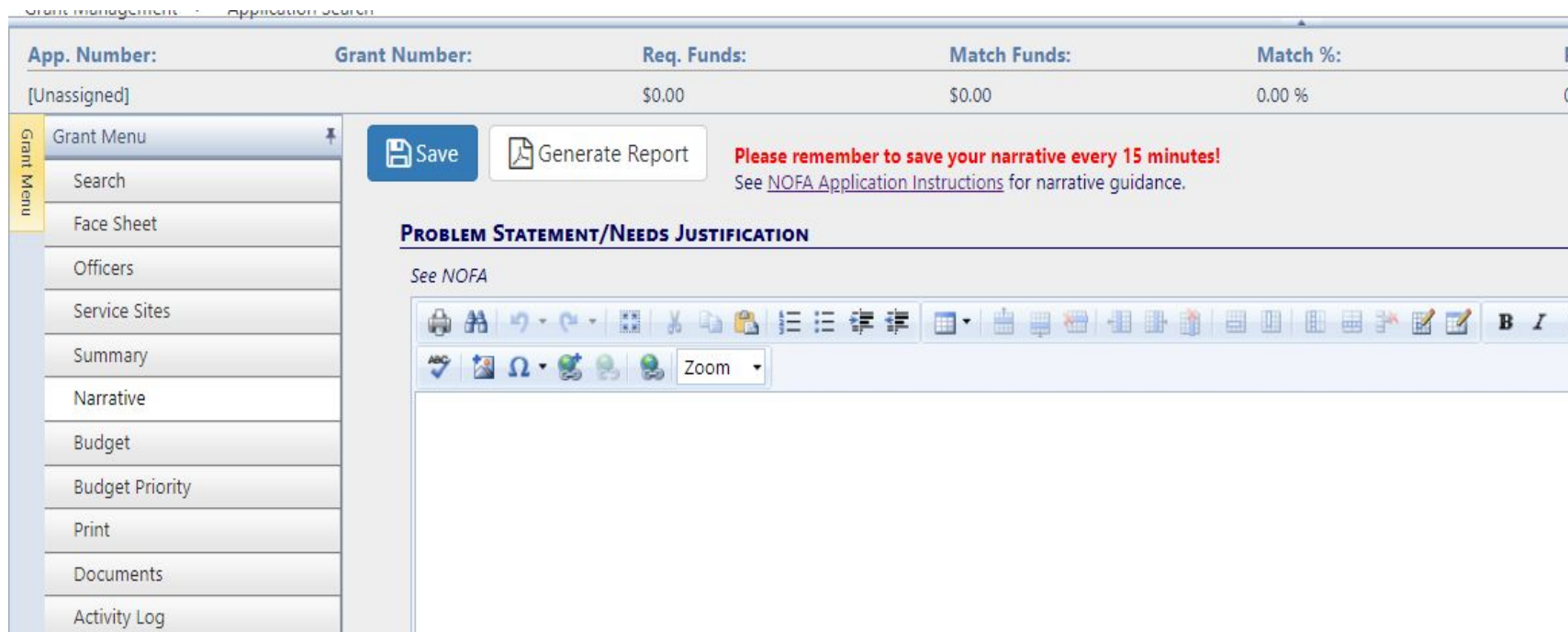
Use the template below for your project summary.

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

Reference: Page 5 of the [NOFA Application Instructions](#)

Application Narrative Highlights

There are 10 required sections for the Narrative. Please refer to pages 5-9 of the [NOFA Application Instructions](#) for more details.



The screenshot displays a web-based application 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 a partially visible column. The first row shows "[Unassigned]" for App. Number, "\$0.00" for Req. Funds, "\$0.00" for Match Funds, and "0.00 %" for Match %.

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

To the right of the sidebar, there are two buttons: "Save" and "Generate Report". Below these buttons is a red warning message: "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 text is a rich text editor toolbar with various icons for text formatting, alignment, and editing, including a "Zoom" dropdown menu.

Application Narrative Highlights- Cont.

Problem Statement/Needs

Justification

- Include a detailed description of the nature and extent of the problem and/or the need to be addressed, the target population, and geographical area served.

Goals and Objectives

- Goals identify the program's intended short and long-term results and should support the objectives
- Objectives are specific, quantifiable statements of the program's desired results, and should include the target level of achievement

Application Narrative Highlights- Cont.

Project Strategy/ Logic Model

- Explain in some detail how the project will address the problem and accomplish the program goals and objectives
- Include linkages to other programs, organizations, and stakeholders that will be involved in or impacted by the program

Program Measurements

- How does your agency plan to measure the success/impact of the proposed project?
- Pre-/Post- survey of participants, evaluations, analysis
- Identify the Output Measures, Outcome Measures, and intended Impacts for your project

Application Narrative Highlights- Cont.

Timeline

- Include a detailed timeline/work plan
- Include the following:
 - Key tasks that will be implemented
 - Person(s) responsible for each task
 - Target dates or timeframe for completing the tasks/ project objectives

Spending Plan

- Provide a detailed timeline for the implementation of each budgeted line item
- Hiring, obligation of funds, equipment delivery, anticipated payments

Application Narrative Highlights- Cont.

Management Capabilities

- Identify the individuals that will be responsible for the implementation and overseeing of the project
 - Note the individual's experience and achievements related to the project
- Indicate how all requested staff are currently funded (i.e., provide the entire budget for each position.
 - If funded by more than one source, list percentages for each funding source)

Sustainability

- 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

Application Narrative Highlights- Cont.

Disclosure of Pending Applications

- Supplanting is **prohibited**, but leveraging of federal funding is encouraged
- Applicants are required to disclose whether they have pending applications for federally funded assistance that will support the same project and cover identical budget items
- Refer to page 8 of [NOFA Application Instructions](#) for additional requirements

SAM Registration/ Unique Entity Identifier

- ALL applicants must comply with all applicable System of Award Management (SAM) unique entity identifier (UEI) requirements
- Access to SAM: <https://sam.gov/SAM/>
- Snapshot of UEI should be uploaded to the document section of your application

SYSTEM OF AWARD MANAGEMENT

- <https://www.sam.gov/SAM/>
(streamline federal login.gov)
- [SAM.gov Online Assistance](#)
- Subrecipients must keep their organization registration active for the duration of the award
- Non-active registration will cause a delay in reimbursement
- No cost to applicants to access this service to register/validate annually

Budget Highlights

- Budgets must be clear and specific. Budgets must reflect one year of spending and where applicable, be adjusted to reflect the start date and holidays. The grant cycle will reflect twelve (12) months, unless explicitly stated in the NOFA.
- **The Governor's Office of Crime Prevention, Youth, and Victim Services reserves the right to reduce budgets.**
- Each budget line item must include a justification entry. The justification sections must contain brief statements (1 to 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. **Do not state "See Narrative, Goals, or Objectives".**
- Refer to pages 9- 13 of the [NOFA Application Instructions](#) for more information on the budget requirements.

Budget Highlights- Cont.

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

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

Budget Categories Highlights

- **Personnel**

- This should only include the Salary/Overtime/Fringe of individuals directly from the Implementing Agency. Time and Effort reports must be maintained for all personnel. Resource: [Time and Efforts Guidance](#)
- Information Needed: Hourly Rate, Annual Salary, % of time or estimated # of hours, and brief job description (1-3 sentences)

- **Operating Expenses**

- Example of line items: office supplies, rental space, printing, and communications. Each budgeted items requires a justification and breakdown of cost

- **Travel**

- All travel expenses must follow the local jurisdiction's travel regulations and cannot exceed Maryland's reimbursement rates. Refer to page 11 of the [NOFA Application Instructions](#) for the specific rates

Budget Categories Highlights- Cont.

- **Contractual Services**

- All contracted services (paying for services or goods to an external agency) should be listed under this category. All contracts associated with these items should be uploaded with application.
- For Consultants, there is a **\$650 per day or \$81.25 per hour limitation**. Rates above this threshold may be considered on a case by case basis with sufficient budget justification.

- **Equipment**

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

Budget Categories Highlights- Cont.

- **Other**

- Include all other anticipated expenditures which are not included in the previous categories such as registration fees, program supplies, and equipment with a useful life less than one year and a procurement cost of less than \$5,000.
- Indirect Cost should be included under this Category. Refer to page 12 of the [NOFA Application Instructions](#) for more details:
 - A copy of federally approved IDC rate must be uploaded with your application.
 - A calculation of the indirect cost should be included in the line item justification

The screenshot displays the 'Original Grant Application Budget' interface. A table lists budget categories with their respective funding amounts. An 'Other Justification' dialog box is open, showing details for an 'Indirect Cost' entry.

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	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$90,000.00	\$0.00	\$0.00	\$90,000.00

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

Other Justification

Description: Indirect Cost Justification:

Amount: \$18,000.00

Quantity: 90000.00

Unit Cost: \$0.20

Funding: Grant Funds

Save Cancel

Budget Priority Highlights

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

NOTE: GOCPYVS will try to follow this priority list if budget cuts are necessary.

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

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 Application Forms

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

Grant Management > Application Search

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

Grant Menu

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

Generate Report

PRINT REPORT

Please select the reports to print.

Report: **Grant Application Report**

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

Application Submission Tips!

- **GMS submission is required. Hard copy applications are not accepted.**
Note: Once your application is submitted it will display “Awaiting Hard Copy”
- **Review Application Checklist.**
 - Make sure all items that are listed as “Required” are included/uploaded in the GMS before your application submission.
 - Certified Assurance
 - Anti-lobbying
 - Snapshot of SAM.Gov/UEI
- **Do NOT open the GMS in two separate tabs in the same browser window**
 - To avoid GMS glitches, try to copy and paste information from a separate file or different web browser (ie. Microsoft Edge, Firefox, Google Chrome).
- **Contact Grant Monitor or Policy contact listed in the NOFA on page 2.**

GMS SUCCESSFUL SUBMISSION

Home | Grant Management | Address Book | Admin | Logout

Home

Available Funding Refresh

View	Code ▲	Title	Deadline	Active	Docs	Apply
	<input type="text"/>	<input type="text"/>		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
<input type="text"/>			[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 2012	11/15/2012	09/01/2013	Awaiting Hard Copy

Grant Awards Refresh

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

Deadline to Request GMS User ID	Tuesday, March 7, 2023
Deadline to Submit an Application	Friday, April 7, 2023 by 11:59 PM
Funding Decision	May 2023
Project Start Date	July 1, 2023
Project End Date	June 30, 2024

Application Questions?

Domestic Violence (DOMV)

Purpose: Prevent incidents of family violence, domestic violence, and dating violence and to meet the needs of all victims and their dependents, including those in the underserved communities.

Eligibility: COMAR Comprehensive Domestic Violence Centers

Funding Available: \$2,089,779 **# of Awards:** 19

Application Due Date: April 7, 2023 11:59 PM

Grant Monitor Email: peyton.adams@maryland.gov

Policy Specialist Email: heather.amador@maryland.gov

Domestic Violence (DOMV)

Unallowable Costs: The following services, activities, and costs cannot be supported with DOMV funds at the subrecipient level:

- Lobbying and administrative advocacy
- Perpetrator rehabilitation and counseling
- Audit costs
- Property insurance
- Printing
- Telephone/fax
- Food/beverage (the only exception is the allowance of food expenses for per diem for travel)
- Trinkets such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc.)

DOMV NOFA Questions?

Legal Services For Crime Victims (LSCV)

NOFA link: <http://goccp.maryland.gov/grants/programs/lscv/>

Purpose: To ensure that the money obtained from unclaimed restitution is used for annual grants to provide statewide legal counsel to victims of crime and delinquent acts, and to protect victims' rights as provided by law.

Eligibility: Non-Profit, Local And State Agencies Who Provide Statewide Legal Services

Funding Available: \$75,000 **# of Awards:** 1

Application Due Date: April 7,2023 11:59 PM

Grant Monitor Email: peyton.adams@maryland.gov

Policy Specialist Email: heather.amador@maryland.gov

Legal Services For Crime Victims (LSCV)

Unallowable Costs: The following services, activities, and costs cannot be supported with LSCV funds at the subrecipient level:

- Criminal defense representation
- Legal counsel to crime victims in civil actions
- Civil court case work for crime victims
- Training
- Lobbying or administrative advocacy
- Perpetrator rehabilitation or counseling
- Audit costs
- Printing
- Telephone/Fax
- Food/Beverages
- Trinkets
- Property insurance

LSCV NOFA Questions?

Survivors of Homicide Grant (SOHG)

NOFA link: <http://goccp.maryland.gov/grants/programs/sohg/>

Purpose: Establish and expand programs to address the specific needs of survivors of homicide victims

Eligibility: Public Or Private Non-Profit Organizations

Funding Available: \$500,000 **# of Awards:** 4-6

Application Due Date: April 7,2023 11:59 PM

Grant Monitor Email: peyton.adams@maryland.gov

Policy Specialist Email: heather.amador@maryland.gov

Survivors of Homicide Grant (SOHG)

Unallowable Costs: The following services, activities, and costs cannot be supported with SOHG funds at the subrecipient level:

- Lobbying and administrative advocacy
- Perpetrator rehabilitation and counseling
- Audit costs
- Property insurance
- Food/beverage for meetings, conferences, training, or other events
- Fundraising

SOHG NOFA Questions?

Maryland Victims of Crime Fund (MVOC)

NOFA link: <http://goccp.maryland.gov/grants/programs/mvoc/>

Purpose: Improve victim services by ensuring compliance with victims' rights through advocacy and support services

Eligibility: State And Local Government Agencies, Local Law Enforcement, And Non-Profit, Non-Governmental Victim Services Programs Including Faith-Based And Community Organizations

Funding Available: \$944,744 **# of Awards:** 12-14

Application Due Date: April 7, 2023 11:59 PM

Grant Monitor Email: chaylah.steverson@maryland.gov

Policy Specialist Email: heather.amador@maryland.gov

Maryland Victims of Crime Fund (MVOC)

Unallowable Costs: The following services, activities, and costs cannot be supported with MVOC funds at the subrecipient level:

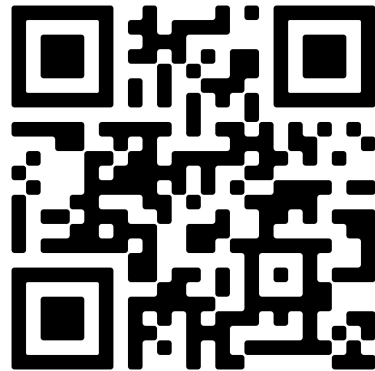
- Lobbying and administrative advocacy
- Perpetrator rehabilitation and counseling
- Audit costs
- Property insurance
- Printing
- Telephone/fax
- Food/beverage (the only exception is the allowance of food expenses for per diem for travel)
- Trinkets such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc.)

MVOC NOFA Questions?

Any Feedback?

Please use the below link to complete our FY24 NOFA TA Survey so that we can improve our calls in the future.

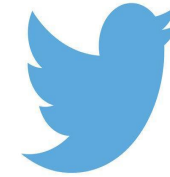
Link: <https://forms.gle/1VsrUarByPyYYnSq5>



Connect with Us!



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



@MarylandGOCCP
on Facebook and Twitter
#ASaferMD

Grants Management System - Technical Support:

support@goccp.freshdesk.com