



SFY 2024 Performance Incentive Grant Fund (PIGF) Program

Notice of Funding Availability

Online Submission Deadline: March 31, 2023, by 11:59 PM

**Funded by:
State of Maryland**

Governor's Office of Crime Prevention, Youth, and Victim Services
100 Community Place
Crownsville, Maryland 21032-2022
(410) 697-9338
www.goccp.maryland.gov

Wes Moore, Governor
Aruna Miller, Lt. Governor
Veronica Moulis, Interim Acting Executive Director

ELIGIBILITY

State and local government agencies, state and local courts, non-profit, and non-governmental victim services programs, including faith-based and community organizations. The primary purpose of PIGF is to reduce Maryland's state and local incarcerated population through appropriate diversion, deflection, service provision and recidivism reduction resources.

IMPORTANT LINKS

Application Instructions:

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

Grant Management System (GMS):
<http://goccp.maryland.gov/grants/>

GMS Release Date: February 2, 2023

GMS submission is required. Hard copy applications are not accepted.

Purpose

Thank you for applying for the [SFY 2024 Performance Incentive Grant Fund \(PIGF\) Program](#) from the **Governor's Office of Crime Prevention, Youth, and Victim Services (Office)**. The primary purpose of the PIGF program is to reduce Maryland's state and local incarcerated population through appropriate diversion, deflection, service provision and recidivism reduction resources. The fund was established through savings generated from Maryland's Justice Reinvestment Act (JRA) to provide for county-led innovations and state expansions of programming that was prioritized by Maryland's Justice Reinvestment Coordinating Council (JRCC).

JRA reforms are centered on safely reducing Maryland's prison population by incorporating evidence-based programming, improving reentry outcomes, reducing collateral consequences of incarceration, and establishing connections to community treatment and support for nonviolent offenders with behavioral health needs. This supports the Offices' objective of reducing the prison population and reinvesting savings. For more background on how a potential grant application fits into JRA goals, visit goccp.maryland.gov/justice-reinvestment.

If you need application assistance, please contact:

Emily Archer, PIGF Program Manager
Emily.Archer@maryland.gov

Dorothy Lee, PIGF Fiscal Specialist
Dorothy.Lee@maryland.gov

Glenn Grayman, Assistant Director of Grants Administration
Glenn.Grayman1@maryland.gov

If you need assistance with program criteria or have questions on program design, please contact:

Brandi Cahn
Assistant Director, Justice Reinvestment
Brandi.cahn1@maryland.gov

Carly Seidman, Justice Reinvestment Coordinator
Carly.Seidman@maryland.gov

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient 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, Youth, and Victim Service'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.

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I. ELIGIBILITY CRITERIA

Category A: State-level Projects

State agencies are eligible to apply alone or in partnership with another state agency. State agencies are eligible to submit one (1) application per agency, but may be listed as partners on multiple applications.

Eligible state agencies include, but are not limited to:

- Department of Public Safety and Correctional Services, including:
 - Department of Parole and Probation
 - Maryland Parole Commission
 - Police and Correctional Training Commission
- Maryland Department of Health
- Maryland Department of Labor
- Maryland Courts

Category B: County-level Projects

Local government and non-profit entities in Maryland are eligible to submit one (1) application per agency, but may be listed as partners on multiple applications.

Eligible agencies include:

- Local detention centers
- Local courts
- County government agencies
- Non-profit, non-governmental agencies working specifically within one county or region
- A partnership between multiple local county agencies
- A multi-jurisdictional partnership including multiple local agencies

II. PROGRAM DESCRIPTION

A. Requiring Agency

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

B. Opportunity Title

SFY 2024 Performance Incentive Grant Fund (PIGF)

C. Submission Date

Friday, March 31, 2023 by 11:59 PM

D. Anticipated Period of Performance

July 1, 2023 through June 30, 2024

E. Funding Opportunity Description

The Governor's Office of Crime Prevention, Youth, and Victim Services anticipates the availability of \$15,826,736 in grant funding under the SFY 2024 Performance Incentive Grant Fund (PIGF). The purpose of PIGF is to reduce Maryland's state and local incarcerated population through appropriate diversion, deflection, service provision and recidivism reduction resources. The fund was established through savings generated from Maryland's Justice Reinvestment Act (JRA) to

provide for county-led innovations and state expansions of programming that was prioritized by Maryland's Justice Reinvestment Coordinating Council (JRCC).

PIGF funding is allocated between state and local projects, which have differing priorities as established by the JRA Oversight Board, Advisory Board, and Local Government Commission. The Office may make additional PIGF awards that may include multi-jurisdictional or statewide collaborative efforts to encourage evidence-based reductions in incarceration.

New and Continuation Projects

The PIGF will accept both new and continuation projects provided they meet the other criteria listed herein. Current grantees may be asked to provide supplemental information.

Category A: State-level Projects

The Office anticipates the availability of \$3,375,000 in funding for state-level criminal justice improvements, and anticipates making up to eight (8) state-level Category A awards for FY 2024. Awards will range from \$250,000 to \$500,000. Category A projects must meet the specific priorities of reinvestment outlined in the Program Requirements section of this NOFA.

Category B: County-level Projects

The Office anticipates the availability of \$3,375,000 in funding for county-level criminal justice improvements, and anticipates making up to 16 Category B awards ranging from \$100,000 to \$500,000 each for FY 2024.

In addition to the local program priorities, and in accordance with the 2016 Justice Reinvestment Act, a minimum of \$162,500 will be awarded to Category B applicants seeking to enhance victim's rights and services.

Please note that 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 final approval of the Governor's Office of Crime Prevention, Youth, and Victim Services' budget during the 2023 Maryland's Legislative Session of the General Assembly.

III. PROGRAM REQUIREMENT

A. Category A. State Funding

Goal 1: Reentry Programming and Services

Since the Justice Reinvestment Act was implemented in 2017, the state prison population has experienced a continued decline in its jailed, sentenced population. Between October 2017 and October 2022, the state prison population has reduced by more than 3,900 individuals, representing a 20% decline in the sentenced state prison population. Every incarcerated individual released from a state prison requires support, resources, and services to ensure a successful reentry into the community, which in turn lowers the likelihood of recidivism.

Goal 1: Reentry Programming and Services seeks to provide funding to state agencies to expand programming and support services for justice-involved individuals reentering the community. This may include programs that focus on enhancement and expansion of:

- Community-based employment
- Treatment services
- Housing services
- Work release programming
- Clinical interventions
- Support for transition coordinator positions

Goal 2: Behavioral Health Treatment, Resources, and Services

According to a 2015 report released by the Urban Institute, 56 percent of individuals in state prisons have a mental health disorder and 53 percent meet the criteria of having a substance use disorder.

Goal 2: Behavioral Health Treatment, Resources, and Services seeks to provide funding to state agencies that provide support to justice-involved individuals with substance use disorders and mental health diagnoses. This may include training for justice and treatment professionals or the delivery of support services among justice professionals, treatment, and related service providers. Specifically, this goal seeks to fund collaborative efforts among criminal justice professionals and behavioral health care systems to increase access to mental health and other treatment services for justice-involved individuals. Priority will be given to projects that focus on early intervention to maximize diversion opportunities for individuals with mental illnesses or substance abuse disorders.

Applicants should refer to the [Sequential Intercept Model \(SIM\): Building Blocks for Strategic Planning and Stakeholder Engagement](#), developed by the National Criminal Justice Association and designed to identify key points for intercepting and linking individuals with behavioral health treatment needs to programs and services. The SIM should serve as a critical design element for any programs seeking to provide behavioral health services and support.

Goal 3: Support for Victims and Restitution Enhancements

Support for Victims and Restitution Enhancements seeks to improve the state's infrastructure to better meet the needs of victims and enhance restitution processes. Funding can be used for implementation costs to make improvements to the process of documenting, analyzing and transmitting victim restitution orders; the enhancement of victim's rights, specifically by improving victim notification; new notification methods, and the improved documentation of victim notification responsibilities.

Preference will be given to grants that improve the technology of victim notification through centralized notification portals, automated notification solutions, and improvements to centralized court records of notification, as well as improvement projects that result in an increase of funding disbursed to victims.

Goal 4: Training and Education

The criminal justice system and needs of community members, justice-involved individuals, and

stakeholders constantly evolve. In particular, the COVID-19 pandemic as well as other social factors have altered the criminal justice system in recent years.

Goal 4: Training and Education seeks to provide funding for state agencies to train individuals within the criminal justice system who make key decisions that can impact case outcomes. This may include, but is not limited to, probation and parole agents and supervisors, members of the Parole Commission, hearing officers, judges, and court commissioners. Allowable training includes modules that teach evidence-based risk-reduction interventions, and those that support and encourage compliance and behavior change. Training modules should be identified in national registers of evidence-based practices, which may include, but is not limited to, the Substance Abuse and Mental Health Services Administration's evidence-based practice resource center and effective programs listed on www.crimesolutions.gov.

Goal 5: Alternatives to Incarceration

Justice Reinvestment represents a data-driven approach to improve public safety, reduce corrections and related criminal justice spending, and reinvest savings in strategies that can decrease crime and reduce recidivism. Several promising practices that help to advance the goals of the JRI include alternatives to incarceration.

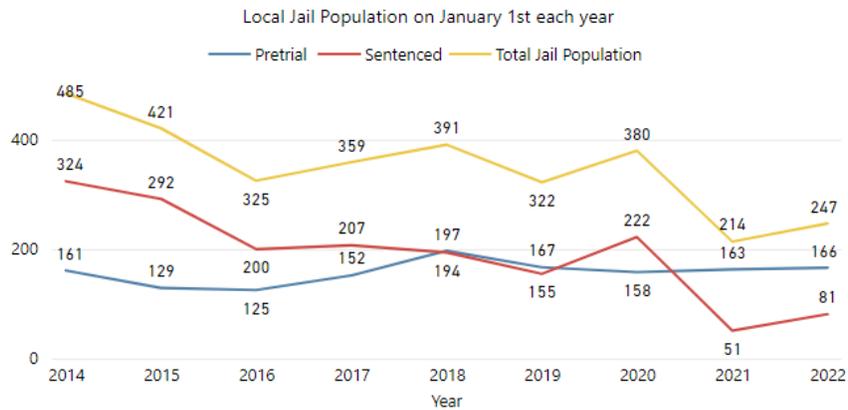
Goal 5: Alternatives to Incarceration seeks to provide funding to state agencies to implement, enhance, or expand programs that provide alternative approaches to incarceration. This may include expansion of alternatives to arrest, implementation of related minimum standards and best practices for crimes related to underlying behavioral health needs, or creation and expansion of practices such as Crisis Intervention Teams, Law Enforcement Assisted Diversion efforts, specialty courts, and more.

B. Category B: Local Funding

Goal 1: Reentry Programming and Services

Since the Justice Reinvestment Act was enacted in 2017, the local jail population has experienced significant declines. The COVID-19 pandemic also resulted in a significant number of individuals returning to their communities. Every incarcerated individual released from a local detention center requires support, resources, and services to ensure a successful reentry into the community.

Goal 1: Reentry Programming and Services seeks to provide funding to expand programming and support services for individuals reentering the community. This may include community-based employment, treatment, and housing services; work release programming, clinical interventions, support for transition coordinator positions; and more.



Goal 2: Behavioral Health Treatment, Resources, and Services

According to the Maryland Alliance for Justice Reform (2020), at least thirty-nine percent of individuals in local jails have a mental health disorder, and nine out of ten of those individuals also struggle with a co-occurring substance abuse disorder. Further, statistics show that these individuals have longer prison sentences than the average incarcerated person, and are more likely to recidivate once released. Likewise, crimes are often committed by individuals who are under the influence of substances.

Goal 2: Behavioral Health Treatment, Resources, and Services seeks to provide support to local jurisdictions to fill gaps and address challenges as it relates to behavioral health treatment for justice-involved individuals. This may include funding for screening tools to better identify the behavioral health or social service needs of individuals in custody, defendants pending charges, or clients under community supervision.

Applicants should refer to the [Sequential Intercept Model \(SIM\): Building Blocks for Strategic Planning and Stakeholder Engagement](#), developed by the National Criminal Justice Association and designed to identify key points for intercepting and linking individuals with behavioral health treatment needs to programs and services. The SIM should serve as a critical design element for any programs seeking to provide behavioral health services and support.

Goal 3: Support for Victims and Restitution Enhancements

Support for Victims and Restitution Enhancements seeks to improve local-level infrastructure to better meet the needs of victims and enhance restitution processes. Funding can be used for implementation costs to make improvements to the process of documenting, analyzing and transmitting victim restitution orders; the enhancement of victim's rights, specifically by improving victim notification; new notification methods, and the improved documentation of victim notification responsibilities. Funding may also be used to support abuser intervention programming.

Preference will be given to grants that improve the technology of victim notification through centralized notification portals, automated notification solutions, and improvements to centralized court records of notification, as well as improvement projects that result in an increase of funding disbursed to victims.

Goal 4: Alternatives to Incarceration

Justice Reinvestment represents a data-driven approach to improve public safety, reduce corrections and related criminal justice spending, and reinvest savings in strategies that can decrease crime and reduce recidivism. Several emerging practices that help to advance the goals of the JRI include alternatives to incarceration. Alternative to incarceration projects can include a range of diversionary programs and alternative strategies to detention in correctional facilities and may include Day Reporting Centers, police-led diversion programs, prosecutor-led diversion programs, and other interventions that aim to reduce incarceration by providing recidivism reduction programming in the community while ensuring public safety.

Goal 4: Alternatives to Incarceration seeks to provide funding to local jurisdictions to implement, enhance, or expand programs that provide alternative approaches to include Crisis Intervention Teams, Law Enforcement Assisted Diversion efforts, specialty courts, and more.

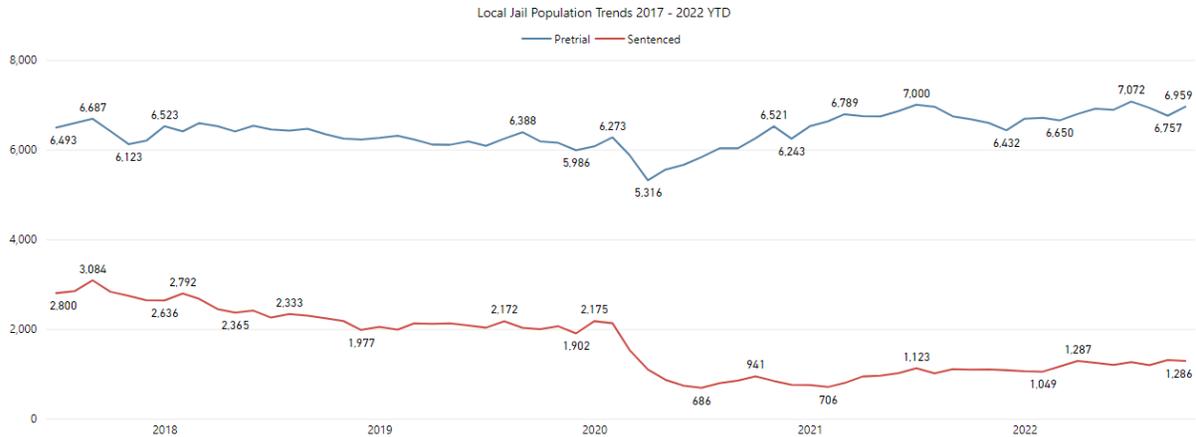
Goal 5: Pretrial Services and Programming

The current pretrial system in Maryland is largely a local function with significant variations between jurisdictions and inconsistent standards, services, and funding. According to data collected by the Office, the total pretrial population of local jails throughout the state of Maryland in October 2022 was higher than that of the pretrial population when JRA passed in October 2017. The primary purpose of this program is to support jurisdictions to develop and implement programming that will effectively reduce the local detention population while protecting public safety and ensuring court appearance.

Goal 5: Pretrial Services and Programming seeks to support counties in the development, implementation, and improvement of pretrial services programs with the goals of decreasing the size and cost of pretrial detention populations at the county level, reducing recidivism, and improving public safety outcomes. These programs are specifically intended to provide pretrial services more equitably across the state by empowering local jurisdictions to provide pretrial services and to bring all existing programs into a consistent standard of best practices. Programs have flexibility under this goal to choose best practices from neighboring jurisdictions, or documented best practices recommended by national bodies.

The following list of guides is a starting point for the development of a comprehensive pretrial services program:

- [Pretrial Justice Institute](#)
- [The National Conference of State Legislatures \(NCSL\)](#)
- [Pretrial Criminal Justice Research Brief \(Laura and John Arnold Foundation\)](#)



Priority Considerations:

Category B applicants will be given additional priority if the project design addresses the needs of one or more of the following populations:

- Incarcerated women;
- Incarcerated LGBTQ+ individuals;
- Incarcerated parents;
- Justice-involved individuals in need of behavioral health programming;
- Rural communities; or
- Victims of crime.

Because this is a multi-part funding opportunity, applications MUST state in a header line the application category and part for which funds are being requested (i.e. Category A: Pretrial Services).

Performance Measures

Applicants are expected to propose evidence based, measurable projects. Per the Justice Reinvestment Act, part-specific Category B program measures will be developed by the Local Government Justice Reinvestment Commission and provided to subgrantees before the beginning of the grant period.

Applicants are nevertheless strongly encouraged to outline their recommended performance measures and methods of tracking and evaluating program efficacy that demonstrate understanding of outcome-driven programming.

Applicant responses in the program measurement section will be evaluated based on the applicant’s demonstrated experience and capacity to track performance measures, and as an extension of their program logic. For example, if an applicant has provided similar services in the past, or has an existing case management system that collects particular data points for management, an applicant should detail this in the application to indicate their experience and capacity in tracking and reporting performance measures.

Sample Performance Measures previously identified by the Local Government Justice Reinvestment Commission include, but are not limited to:

- Number of persons referred to the program
- Number of persons who enrolled in program
- Number of persons who complete program
- Number of persons who were arrested for a new crime within a year
- Number of persons who were convicted of a new crime within a year
- Number of persons who returned to prison for violating a condition of supervision within a year
- Number of persons who completed the program who were arrested for a new crime within a year of completion
- Number of persons who completed the program who were convicted of a new crime within a year of completion
- Number of persons who completed the program who returned to prison for violating a condition of supervision within a year of completion
- Number of persons screened for housing services
- Number of persons connected to housing services
- Number of persons screened for behavioral healthcare needs
- Number of persons connected to a behavioral health provider
- Number of persons screened for benefit and medical insurance eligibility
- Number of persons connected to benefits and medical insurance
- Number of persons placed in a job
- Number of persons placed in a job currently employed one year after placement

Sustainability

In line with the goals of the Justice Reinvestment Act, reforms should generate new opportunities and be self-sustaining. For this reason, PIGF awards are one-time investments with no commitment for continuation. Applicants should track cost savings and cost aversion diligently throughout the performance period and engage with county-level agencies as part of sustainability planning.

Applicants will need to demonstrate planning to continue programs, if needed, through independent, county-level, or federal funding sources. **Requests for funding under other Governor's Office of Crime Prevention, Youth, and Victim Services' administered state funding opportunities does NOT constitute sustainability planning and will not be scored favorably.**

Additional Resources

- [Parenting Inside Out Model](#)
- [National Institute of Corrections - Evidence Based Practices](#)
- [SAMHSA Evidence-Based Practices Resource Center](#)
- [National Institute of Justice - Crime Solutions](#)
- [Pretrial Justice Institute](#)
- [The National Conference of State Legislatures \(NCSL\)](#)
- [Pretrial Criminal Justice Research Brief \(Laura and John Arnold Foundation\)](#)

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the Offices' web-based application process, which may be accessed at www.goccp.maryland.gov and by clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

In order to use the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application, you must have a User ID.

If you have *not* previously applied through the web, go to the following 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 Wednesday, March 1, 2023. If you have previously applied through the web, use your existing User ID and password. If you have previously applied to the Governor's Office of Crime Prevention, Youth, and Victim Services, **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.

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

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect the Governor's Office of Crime Prevention, Youth, and Victim Services' established guidelines and procedures, training is provided through [training videos posted on the Office website](#).

Please review the [training videos](#) prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, [instructions](#) for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these [instructions](#) prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

The Governor's Office of Crime Prevention, Youth, and Victim Services will conduct a **technical assistance conference call** to provide further application assistance and to answer questions. The PIGF technical assistance call will be held from 10:30 AM to 12:30 PM on Thursday, February 9, 2023.

Call in Number: +1 267-630-2128

PIN: 919 600 908#

Meeting Link: meet.google.com/bdr-qvcw-uub

VI. IMPORTANT DATES

NOFA Technical Assistance Call	Thursday, February 9, 2023
Deadline to Request a GMS User ID	Wednesday, March 1, 2023
Deadline to Submit an Online Application	Friday, March 31, 2023
Letters of Intent Emailed/Denial Letters Emailed	May 2023
Award Documents	May 2023
Sub-award Start Date	July 1, 2023
Sub-award End Date	June 30, 2024

VII. APPLICATION EVALUATION

The Governor's Office of Crime Prevention, Youth, and Victim Services may assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/grants/programs/>) and will score each application accordingly:

- Problem statement/needs justification 15 points total
- Program goals and objectives 20 points total
- Program strategy/program logic 10 points total
- Performance measurement 20 points total
- Timeline 5 points total
- Spending plan and budget 20 points total
- Management capabilities 5 points total
- Sustainability 5 points total

PIGF is a competitive application process. The Governor's Office of Crime Prevention, Youth, and Victim Services will conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability.

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

- Crime data from the applicant's jurisdiction
- Geographic distribution
- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- Audit findings
- Performance history with previous awards

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under PIGF for FY 2024 will begin July 1, 2023 and end on June 30, 2024. Budgets submitted should be for a 12-month award period. These funds cannot be extended beyond June 30, 2024. **Funds are paid on a quarterly reimbursable basis.**

B. Allowable Costs

The following is a listing of services, activities, and costs that are eligible for support with PIGF funds:

- Personnel
- Operating expenses
- Contractual services
- Travel that is directly related to the proposed project
- Equipment
- Other (Items that have a direct correlation to the overall success of a sub-recipient's project objectives and are necessary for the project to reach full implementation, such as client support funds, will be considered on a case-by-case basis.)

C. Unallowable Costs

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

- Lobbying or administrative advocacy.
- Audit costs.
- Rental fees.
- Printing costs.
- Telephone/fax.
- Food/beverages except for per diem for travel and client support funds for food.
 - Grant funds cannot be used to purchase food and/or beverages for any meeting, conference, training, or other event.
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, and gift bags).
- Construction projects.

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

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

The Governor's Office of Crime Prevention, Youth, and Victim Services will distribute awarded funds to grantees on a monthly reimbursement of expenditures basis following the timely submission of corresponding monthly 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 month. Financial electronic reports are due within 30 calendar days of the end of each month. All reporting activity occurs through the Grants

Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found [here](#).

A. Electronic Funds Transfer (EFT)

The Governor's Office of Crime Prevention, Youth and Victim Services 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 [this website](#).

See Form GADX-10 and the GAD 710 Form to instruct first time vendors to update vendor information with the General Accounting Division(GAD)/Comptroller of Maryland and to instruct existing vendors how to update changes in banking information.

B. Match

There is no match 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.

C. Supplanting, Transparency, and Accountability

Supplanting is the use of Office grant funds to replace state or local funds which were 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 be used to supplement your organization's existing budget and may not replace any funds that were 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 the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties

X. APPLICATION CHECKLIST

An application must include all of the following by the deadline in order 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 Registration (Required)**
- Letters of Support/Commitment
- Budget and Budget Justification
 - Personnel
 - Operating Expenses
 - Travel
 - Contractual Services
 - Equipment
 - Other
- Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- Budget Prioritization
- Certified Assurances **(REQUIRED)**
- Certification Regarding Lobbying **(REQUIRED)**
- Audit Findings/Corrective Action Plan (if applicable)
- Single Audit Requirements (if applicable)
- Proof of 501 (c)(3) Status (if applicable)

*Please note, the [Subrecipient Organizational Capacity Questionnaire](#) is no longer due at the time of application. If awarded, this completed questionnaire will be required post-award. **More information on each item above can be found in the [NOFA Application Instructions](#)**

Additional Applicant Resources:

- Code for Federal Regulation Title 2 CFR: [Electronic Code of Federal Regulations \(eCFR\)](#)
- Department of Justice (DOJ) Financial Guide: <https://www.ojp.gov/financialguidedojo/overview>
- Maryland Code: <https://mdcourts.gov/lawlib/research/gateway-to-md-law/code-rules-laws-sources>
- FBI Crime Data Explorer: <https://crime-data-explorer.fr.cloud.gov/explorer/state/maryland/crime>
- 211 Maryland - a statewide resource available by phone and internet 24/7 to connect residents to health and human resources: <https://211md.org/>
- Maryland Hate Crimes Hotline: 1-866-481-8361
- NIJ Crime Solutions: <https://crimesolutions.ojp.gov/>



Notice of Funding Availability (NOFA) Application Instructions

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100 Community Place
Crownsville, Maryland 21032-2022
www.goccp.maryland.gov
(410) 697-9338

Wes Moore, Governor
Aruna Miller, Lt. Governor

Note: Hard copy applications are no longer being accepted.

Updated 2/1/2023

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I. APPLICATION PROCESS

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In order to use the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application you must have a User ID.

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If you need assistance completing the program-specific information required in the online application, please contact the Program Manager specified in the individual NOFA.

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, Youth, and Victim Services' function under Executive Order 01.01.2005.36. Failure to provide all of this information may result in the denial of your application for funding. The Governor's Office of Crime Prevention, Youth, and Victim Services is a government entity; upon submission, this application is considered public information. The Governor's Office of Crime Prevention, Youth, and Victim Services 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, Youth, and Victim Services, 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/>.

A. FACE SHEET TAB INSTRUCTIONS

1. **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."

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 Manager.

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.

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.

You may view the contact information for either agency's Authorized Official 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: <http://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 the project is taking place/serving (more details below).

6. *Proposed Start/End Dates*

Start and end date are determined by the parameters of the Notice of Funding Availability and are filled in 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 the month.

7. *Preparer Information*

Enter the name of the person completing the application, their phone number and their 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. 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 subrecipient 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 subrecipient 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 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/>

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 the project is taking place/serving**. 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 Agency's Name and the Program 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 program proposes to do 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 program. Local programs should list the specific county. Multijurisdictional programs should list all counties covered, and statewide programs should list Maryland.
4. 1-2 sentences describing the program's main function and who the program 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 program and an expected timeline. The contents for the narrative are explained below. The Narrative must be in an outline-style format (**retaining all numbering, lettering, and headers**). 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?

2. Program Goals and Objectives

Provide a statement that conveys the goals of the program. Goals identify the program's intended short and long-term results and should support the objectives outlined in the Outcomes versus Outputs page located at the end of this document. A summary of these objectives is provided in the reference sheet located at the end of this document.

Identify specific objectives you wish to accomplish through implementation of the program.

Objectives are **specific, quantifiable statements** of the program's desired results, and **should include the target level of achievement**, thereby further defining goals and providing the means to measure program performance. Please note, **if you are requesting continuation** of a project previously funded by the Office, in this section you **must** also describe how the goals and objectives continue or build upon previous efforts.

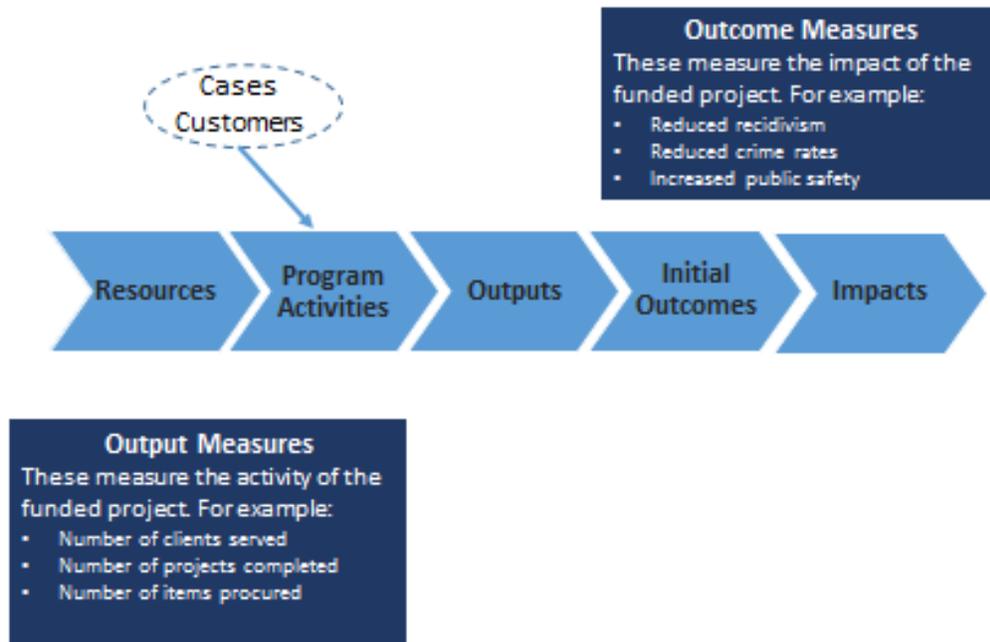
3. Program Strategy/ Logic Model

Explain in some detail how the program 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. The strategy should be based on an underlying logic—i.e., a set of assumptions regarding the services the program 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). At a minimum, the strategy should address the following program elements:

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

Figure 1: Program Logic

Program Logic



4. Program Measurement

Output Measures - Identify and describe the immediate services provided by the program. 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. **Please include a brief statement on the impact of COVID-19, if applicable, with achieving your program goals and objectives.**

5. 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 program successfully
- Person(s) responsible for seeing that each task is completed within the proposed timeline
- Target dates for task completion
- Timeframe for achieving objectives

6. Spending Plan

Detail the timeline for the implementation of each budget line item.

7. Management Capabilities

Qualifications and Experience of Implementing Agencies: Provide a brief description of the agency's experience and achievements that qualify the agency to conduct the project.

Present and Proposed Staff: List the names and provide a short professional biography of the project director, key consultants, financial officer, and other professional staff members. Clearly identify, by name and title, requested personnel.

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).

8. 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.

9. 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 cannot be used as a match for other federal awards.

Applicants are to disclose whether they have 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 should 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 are to 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 are to 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.")

10. SAM Registration/Unique Entity Identifier:

Every applicant entity must comply with all applicable System of Award Management (SAM) unique entity identifier (UEI) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. The UEI is a unique twelve-digit identification number assigned to your organization by the System of Award Management System upon registration. When registering, please check the box that allows the record to be a "public display record", doing so will allow our office to periodically check the status of your organization.

As an appendix, Please provide your UEI number and sam.gov expiration date at the end of your narrative and upload a pdf of your organization's SAM registration to the **Documents** section of your GMS application. This form can be obtained by registering or renewing your organization annually at <https://sam.gov/content/home>.

Access to SAM.GOV: <https://sam.gov/SAM/>

Important Note: By April 2022, every organization doing business with federal agencies will have a new, 12-character identifier, known as the Unique Entity Identifier (UEI) as the government moves away from the proprietary DUNS number. More information on UEI can be found here:

<https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-information-kit/unique-entity-identifier-update>.

D. LETTERS OF SUPPORT/COMMITMENT

If required 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 to its success. Letters of commitment/support will only be accepted when they are uploaded with the electronic application submission. Letter of support should be addressed to the Executive Director of the Governor's Office of Crime Prevention, Youth, and Victim Services.

E. BUDGET TAB INSTRUCTIONS

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

The prioritization of line items is required for all applications having multiple line items. Applicant requirements will be taken into consideration should budgets need to be reduced.

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"**.

The Governor's Office of Crime Prevention, Youth, and Victim Services is requiring prioritization of budget requests. This requirement is addressed following the Budget Tab Instructions under 'Budget Priority Tab.'

Refer to the Grant Management System training videos for further instructions
<http://goccp.maryland.gov/grants/gms-help-videos/>.

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. **Time and Effort reports (Timesheets) must be maintained for all personnel included in the grant project. Refer to the bottom of the page at <http://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.**

Add Budget Revision Original Grant Application Budget							Original Budget	Previous Budget	Print	Refr
Help	Budget Category	Total Grant Funds	Total Cash Match	Total In Kind	Total Budget					
	Personnel	\$33,000.00	\$0.00	\$0.00	\$33,000.00					
Description of Position	Salary Type	Funding	Wage Type	Wage Amount	Total Budget	Just.				
Community Outreach Coordinator						\$22,000.00				
Community Outreach Coordinator	Salary	Grant Funds	Annual	\$60,000.00	\$20,000.00	View/Edit				
Community Outreach Coordinator	Fringe	Grant Funds	Annual	\$20,000.00	\$2,000.00	View/Edit				
Community Outreach Trainer						\$11,000.00				
Community Outreach Trainer	Salary	Grant Funds	Annual	\$40,000.00	\$10,000.00	View/Edit				
Community Outreach Trainer	Fringe	Grant Funds	Annual	\$10,000.00	\$1,000.00	View/Edit				

- 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.
- 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).

Note: Fringe benefits cannot 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.

Note: 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. Hourly rate can be calculated by full salary divided by 2,080.

Example justifications based on the Personnel category:

Justification (line 1):

The Community Outreach Coordinator helps prepare, schedule, and develop trainings 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.

Annual salary is \$40,000. She will be devoting 25% of her time to this project. We are requesting $\$40,000 * .25 = \$10,000$ in grant funds 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

Office supplies (program supplies should be listed in the 'Other' category), Rental Space, Printing, and Communications. Communication expenses include items such as telephone, fax, postage, and other expenditures such as photocopying. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Refer to the Funding Specifications Section of the Notice of Funding Availability for a list of allowable expenses.

TRAVEL

Travel expenses may include mileage and/or other transportation costs, meals, and lodging consistent with the local jurisdiction's travel regulations and cannot 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 trainings must be provided in the justification and must fall within the award period.**

- Mileage maximum: \$.585 cents/mile as of 1/1/2022. Current mileage rates are referenced at: <https://www.irs.gov/tax-professionals/standard-mileage-rates>
- Meal allowance/meal per diem must follow the State rate: <https://dbm.maryland.gov/Pages/MealTipReimbursement.aspx>.
- Lodging per diem must follow the GSA rate: <https://www.gsa.gov/portal/content/104877>.

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

CONTRACTUAL SERVICES

Consultant contracts for training or evaluation should be included here and shall be consistent with federal guidelines. If you are paying an outside agency for an employee, they are contractual. 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). For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Important: A copy of all contracts associated with items listed in the Contractual Services category **must** be included with your application. The threshold for consultant rates is \$650 per day or \$81.25 per hour. Rates above this threshold will 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. 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 your written procurement guidelines. If such guidelines do not exist, refer to the State of Maryland guidelines by accessing [General Condition Regarding Procurement](#) on the Governor's Office of Crime Prevention, Youth, and Victim Services' 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 Governor's Office of Crime Prevention, Youth, and Victim Services website. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Property Inventory Report Forms (PIRFs) will only be required for equipment that costs \$5,000 or more per unit cost, unless the Special Conditions in your grant packet state otherwise.

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. For each line item entered, you must include 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 if they are utilizing the de minimis rate or if they are utilizing a negotiated 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). Previously, the de minimis rate could only be used for non-Federal entities that had never received a negotiated indirect cost rate.

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.

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 you would like included with your application, use the Documents tab to attach those files. You may 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. AUDIT FINDINGS/CORRECTIVE ACTION PLAN

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. Please see the [Documents Attachment Guidance under Quick Reference Sheets](#) for additional information.

Please note that the Governor’s Office of Crime Prevention, Youth, and Victim Services 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\(c\)](#).

I. 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

J. 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 Governor's Office of Crime Prevention, Youth, and Victim Services 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](#).

K. SINGLE AUDIT REQUIREMENTS

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.

POST AWARD INSTRUCTIONS:

L. [SUBRECIPIENT ORGANIZATIONAL CAPACITY QUESTIONNAIRE](#)

This questionnaire is used as an assessment tool post award for the purpose of determining the appropriate subrecipient monitoring and technical assistance level. Please note, this document assessment is not part of the criteria used in making award decisions and as such is **no longer due at the time of application**.

If awarded, this completed questionnaire will be required post-award. Please note, this questionnaire must be completed by the Applicant Agency. For government agencies, it may be necessary to coordinate with the State or County directly and the agency, unit or division implementing the project.

Electronic Funds Transfer (EFT)

The Governor's Office of Crime Prevention, Youth, and Victim Services 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. <https://marylandtaxes.gov/divisions/gad/eft-program.php>.

See Form GADX-10 and the GAD 710 Form to instruct first time vendors to update vendor information with the General Accounting Division(GAD)/Comptroller of Maryland and to instruct existing vendors how to update changes in banking information.

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

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 require 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

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, Youth and Victim Services.

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 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

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

This signed form must be generated by the Online Application Software

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

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

For OJP and OVW 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.

OUTPUT VS. OUTCOMES

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.