



Performance Incentive Grant Fund Technical Assistance Overview

Agenda

1. General Overview
2. State-Funded Projects
3. County-Funded Projects
4. Notice of Funding Availability (NOFA)
5. Application Checklist
6. Newer Requirements for Application
7. Performance Measures
8. Helpful Tips
9. Timeline and Important Dates

Performance Incentive Grant (PIGF) Overview

- The primary purpose of the 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).



Category A: State-Funded 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 entities include, but are not limited to:
 - Department of Public Safety and Correctional Services
 - Maryland Department of Health
 - Maryland Department of Labor
 - Maryland Courts
- **State-level projects must address one of the following goals:**
 - **Goal 1: Reentry Programming and Services**
 - **Goal 2: Behavioral Health Treatment, Resources, and Services**
 - **Goal 3: Support for Victims and Restitution Enhancements**
 - **Goal 4: Training and Education**
 - **Goal 5: Alternatives to Incarceration**

Category B: County-Funded 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
- **County-level projects must address one of the following goals:**
 - **Goal 1: Reentry Programming and Services**
 - **Goal 2: Behavioral Health Treatment, Resources, and Services**
 - **Goal 3: Support for Victims and Restitution Enhancements**
 - **Goal 4: Alternatives to Incarceration**
 - **Goal 5: Pretrial Services and Programming**

Notice of Funding Availability

- Review both the Notice of Funding Availability (NOFA) **and** the Application Instructions prior to beginning your application.
- **The NOFA outlines topics such as:**
 - Eligibility
 - Program Requirements
 - Application Process
 - Training and Technical Assistance
 - Important Dates
 - Application Evaluation
 - Funding Specifications
 - Reporting Requirements
- **Application Instructions outlines topics such as:**
 - GMS Access
 - Application Process
 - Instructions for Application Components
 - Budget Instructions
 - Outputs versus Outcomes
 - And more

NOFA Application Format

- The Project Summary should provide a **concise summary** of your proposal and be limited to 100 words or less.
- Use the template provided for your project summary.
- The (Implementing Agency's Name) (Project Title) program helps to [redacted] in [redacted]. The program [redacted]. Program funds provide personnel, equipment, and training.

- Example:
The Baltimore City Public Defender's Office Pretrial Services Program helps to assess defendants and provide options of release to the courts while ensuring public safety. The Program funds provide personnel, equipment, and training.

NOFA Application Format

Make the following additions/changes to the template:

- 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 not the funding source.
- Indicate what the program proposes to do in general terms.
- 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.
- Provide one to two sentences describing the program's main function and who the program benefits/serves.
- 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.

Application Checklist

- Ensure you have met all requirements on the Application Checklist prior to submitting.
- Applications that do not submit the Lobbying and Certification forms may be removed from consideration during the technical review.
- Submit signed Lobbying and Assurances



Additional Requirements

- As part of the Narrative, applicants must complete the following statement:
 - *Applicant Disclosure of Pending Applications Statement*
- Once you have submitted your application, you will have access to the following forms which are required to be completed by the Authorizing Official:
 - *Certified Assurances Form and Certification Regarding Lobbying Form*
- Upon receipt of award, grantees are required to submit the following form and required attachments:
 - *Subrecipient Organizational Capabilities Questionnaire*

Performance Measures

- Grantees will be required to track and measure program outputs and outcomes and submit to the Office on a **quarterly** basis.
- The NOFA includes a sample list of performance measures, and is not all inclusive of all potential outputs and outcomes that may be included in the final awards.
- Applicants are strongly encouraged to outline performance measures & methods of tracking.
- Applicant responses will be evaluated based on the applicant's demonstrated experience and capacity to track performance measures.

Sample Performance Measures

- 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

Helpful Tips

- **Narrative**
 - Draft your narrative in another document that can be saved, then cut and paste it into the GMS.
- **Submission**
 - Submit early to avoid technical issues and possibly missing the deadline.
- **Resources**
 - Take advantage of resources highlighted throughout the NOFA.
 - Use statistics to demonstrate the need for your project and/or the goals, objectives, activities or strategy.



Questions?

Juliana Palmer

Director of Justice Reinvestment

Juliana.Palmer@maryland.gov

410-697-9316

Sharon Leason

Program Manager

Sharon.Leason@maryland.gov

(410) 697-9386