



**FY 2024 Child Sex Trafficking Screening and Services Act
Regional Navigator Program Grant (RNPG-State)
Notice of Funding Availability (NOFA)**

Online Submission Deadline: June 16, 2023

Funded by:
State of Maryland
CFDA (Assistance Listing Number-ALN): 21.027

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

The purpose of this NOFA is to require victim service agencies, law enforcement, and local Departments of Social Services, who have reason to believe a certain child is a victim of sex trafficking, to notify a Regional Navigator in their jurisdiction to obtain needed services for the child. RNPG-State is available to child advocacy centers, sexual assault crisis programs, or a qualified community-based victim service provider to develop and expand a Regional Navigator program.

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 submission is required. Hard copy applications are not accepted.

Purpose

Thank you for applying for the **Child Sex Trafficking Screening and Services Act Regional Navigator Program Grant (RNPG-State)** from the **Governor's Office of Crime Prevention, Youth and Victim Services (the Office)**. The purpose of RNPG-State is to expand and support programming in up to eight (8) jurisdictions requiring victim service agencies, law enforcement, and local Departments of Social Services, who have reason to believe a certain child is a victim of sex trafficking, to notify a Regional Navigator in their jurisdiction to obtain needed services for the child. The RNPG-State was developed after Governor Hogan signed into law the [Child Sex Trafficking Screening and Services Act of 2019](#). If you need application assistance, please contact:

Chaylah Steverson, Grants Specialist I
chaylah.steverson@maryland.gov

Terri Ricks, Grants Specialist II
terri.ricks1@maryland.gov

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

Heather Amador, Deputy Director of Victim Services Policy and Programs
heather.amador@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 serve you and provide support, please email the above program manager to provide your feedback or complete a three-question [customer experience survey](#).

Mission of the Governor's Office of Crime Prevention, Youth and Victim Services:

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.

TABLE OF CONTENTS

I. ELIGIBILITY CRITERIA	4
II. PROGRAM DESCRIPTION	5
III. PROGRAM REQUIREMENTS	5
IV. APPLICATION PROCESS	9
V. TRAINING/TECHNICAL ASSISTANCE (TA)	9
VI. IMPORTANT DATES	10
VII. APPLICATION EVALUATION	10
VIII. FUNDING SPECIFICATIONS	10
IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS	12
X. APPLICATION CHECKLIST	13

I. ELIGIBILITY CRITERIA

A. General

The following entities in Maryland are eligible to submit no more than (1) application for RNP- State funding:

1. For All Seasons, Inc.,
2. Rape Crisis Intervention Service of Carroll County,
3. Center for Children, Inc.,
4. Life Crisis Center, Inc.
5. Remaining four jurisdictions without Regional Navigator (Allegany County, Calvert County, Garrett County, and St. Mary's County)¹
 - Child advocacy centers;
 - Sexual assault crisis programs; or
 - A qualified community-based victim services provider.

A qualified community-based victim services provider is defined as a non-profit organization with demonstrated expertise in providing direct services to victims of sex trafficking or sexually exploited youth; the capacity to provide victim-centered, trauma-informed case management for youth victims of sex trafficking; a demonstrated history of working in the community where services will be provided; and the ability to collaborate with other agencies, including law enforcement, sexual assault crisis programs, child advocacy centers, and other direct services providers.

A grantee must **coordinate and/or provide the following services** for suspected child sex trafficking victims who are age **24 and under**:

- Safety planning;
- Emergency response;
- Basic living needs, not including housing;
- Trauma counseling and mental health services;
- Drug and alcohol abuse treatment;
- Legal services;
- Victim advocacy; and
- Case management.

Providing services includes referrals to and ensuring child victims receive the services required under the Child Sex Trafficking Screening and Services Act of 2019.

Background: In FY2020, the Office conducted a pilot program in three jurisdictions to evaluate program development, effectiveness, and identify ways to improve the program for future funding opportunities. In FY2021, the program expanded to seven additional jurisdictions, bringing the total navigator programs to 10 statewide. In FY2023, the Office received ARPA funds and expanded to 10 additional jurisdictions with four jurisdictions remaining without a regional navigator to comply with [Child Sex Trafficking Screening and Services Act of 2019](#).

This supports the Office's objective of improving victim services for Maryland residents by identifying and establishing resources throughout the state to assist victims in achieving self-sufficiency, improving victim safety, and ensuring victims are aware of their rights and resources.

Priority will be given to requests that support the objectives outlined above, as well as the general goals of the Child Sex Trafficking Screening and Services Act of 2019. In addition to the specific program components required by this funding opportunity, the Office advocates the utilization of evidence-based practices and consistent data collection in all of its grant programs.

¹ 14 sites are currently operating in Anne Arundel, Baltimore City, Baltimore, Carroll, Cecil, Charles, Frederick, Harford, Howard, Montgomery, Prince George's, Talbot, Washington and Wicomico Counties.

All application budgets must fall within the range as noted below under “Funding Opportunity Description,” and those that do not are subject to removal from consideration.

II. PROGRAM DESCRIPTION

A. Requiring Agency

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

B. Opportunity Title

Regional Navigator Program Grant (RNPG-State)

C. Submission Date

Friday, June 16, 2023 by 11:59 PM

D. Anticipated Period of Performance

July 1, 2023 to June 30, 2024

E. Funding Opportunity Description

The RNPG was developed after Governor Hogan signed into law the Child Sex Trafficking Screening and Services Act of 2019, [Chapter 559](#) of the 2019 Maryland legislative session. Chapter 559 establishes the Regional Navigator Program. The primary purpose of the Regional Navigators is to ensure that emergency and long-term services are available for youth victims of sex trafficking in every jurisdiction in the state by January 1, 2022. Due to budget restrictions, the Office was unable to utilize VOCA funding to meet this deadline. The Governor recognizes the critical need to expand this program and has provided funding to expand the program statewide and the goal is to have statewide implementation by December 2023.

The Office announces the availability of up to **\$1,750,000** in RNPG-State grant funding through a competitive grant process, allocated over the course of one year to supplement the Victims of Crime Fund-VOCA Assistance RNPG for expansion. The Office anticipates making up to eight (8) awards ranging from \$50,000 to \$200,000 (single jurisdiction) or up to \$500,000 (multiple jurisdictions) for FY2024. Eligible applicants include the 4 programs currently funded under this funding source for FY23 and any new applicants applying to expand to the 4 remaining jurisdictions without a navigator. Those four jurisdictions are Allegany County, Garrett County, St. Mary's County, and Calvert County. **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 Governor's Office of Crime Prevention, Youth, and Victim Services' receiving General Funds and based on performance.

III. PROGRAM REQUIREMENTS

A. Program Strategy

Programs will:

- Effectively identify children of trafficking using a comprehensive screening tool;
- Disseminate that screening tool to local law enforcement and local Departments of Social Services;
- Coordinate and/or provide identified or confirmed child sex trafficking victims with services outlined in statute, specifically:
 - Safety planning

- Emergency response
- Basic living needs, not including housing
- Trauma counseling and mental health services
- Drug and alcohol abuse treatment
- Legal services
- Victim advocacy, and
- Case management.
- Develop and implement a methodology to evaluate and report gaps in services in the Regional Navigator's jurisdiction;
- Evaluate the effectiveness of the program, based on the number of children previously served in that jurisdiction, and the number of children served after the implementation of the pilot project.

The law requires law enforcement agents and local Departments of Social Services who have reason to believe a child is a victim of sex trafficking to notify a Regional Navigator in their jurisdiction or region to obtain needed services for the child as enumerated by [Chapter 559](#). A grantee must **coordinate and/or provide services** for suspected child sex trafficking victims **until the child reaches the age 24**.

In accordance with [Maryland Code, Family Law § 5-706](#), after the child is identified, **within 24 hours** of receiving a report of suspected physical or sexual abuse, the local DSS office or appropriate law enforcement agency shall see the child; attempt to have an on-site interview with the child's caretaker; decide on the safety of the child, wherever the child is, and other children in the household; and decide on the safety of other children in the care and custody of the alleged abuser. An investigation must be conducted jointly by the local DSS office, the appropriate law enforcement agencies, and the local State's Attorney's Office. Appropriate law enforcement agencies may include federal partners, such as the Federal Bureau of Investigation or Homeland Security Investigations. All partnerships in the investigation of the case require written agreements that specify the standard operating procedures for the investigation and prosecution of reported cases of child sex trafficking. Child Advocacy Centers' multidisciplinary teams may also be used as a resource for investigations.

Once the investigation has begun, **it shall be completed within 10 days**, including a determination of whether the child is a victim of sex trafficking. Applicants are encouraged to become familiar with [Chapter 559](#) to review all necessary investigation requirements and provide a logic model. See an example of a logic model below. Additional resources can be found at <https://www.ovcttac.gov/views/resources/dspStrategicPlan.cfm?nm=tsd> and <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf> (page 6-7) <https://www.ovcttac.gov/taskforceguide/equide/2-forming-a-task-force/25-task-force-models/>.

Identified Needs and Assets	Results	Indicators	Activities	Resources
	SHORT TERM 1.	SHORT TERM 1.		
	2.	2.		
	3.	3.		
	LONG TERM 1.	LONG TERM 1.		
	2.	2.		
	3.	3.		

B. Grant Requirements

These funds are to be awarded to sub-recipients only for providing services to victims of crime through their staff. Each sub-recipient organization shall meet the following requirements:

- Public or Non-profit Organization: To be eligible to receive RNPG-State Funds, organizations must be operated by public or nonprofit organizations, or a combination of such organizations, and provide services to crime victims.
 - Grantee, if a non-profit entity, agrees to certify its non-profit status. Grantees may certify their non-profit status by submitting a statement to the awarding agency affirmatively asserting that the Grantee is a non-profit organization, and indicating that it has on file, and available upon audit, either – 1) a copy of the Grantee's 501(c)(3) designation letter; 2) a letter from the Grantee's state/territory taxing body or state/territory attorney general stating that the Grantee is a non-profit organization operating within the state/territory; or 3) a copy of the Grantee's state/territory certificate of incorporation that substantiates its non-profit status. Grantees that are local non-profit affiliates of state/territory or national nonprofits should have available proof of (1), (2) or (3), and a statement by the state/territory or national parent organization that the Grantee is a local non-profit affiliate.
- Record of Effective Services: Demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community.
- Volunteers: The Office recommends utilization of volunteers similar to stipulations in VOCA programs as much as possible.
- Promote Community Efforts to Aid Crime Victims: Promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims.
- Help Victims Apply for Compensation Benefits: Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking claim status.
- Maintain Civil Rights Information: Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable

established by the state grantee; and permit reasonable access to its books, documents, papers and records to determine whether the sub-recipient is complying with the applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.

- Comply with State Criteria: Subrecipients must abide by any additional eligibility or service criteria as established by the State grantor, including submitting statistical and programmatic information on the use and impact of RNPG-State funds, as requested by the grantor.
- Services to Victims of Federal Crimes: Subrecipients must provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- Client Counselor and Research Information Confidentiality: Maintain confidentiality of client-counselor information, as required by state and federal law.
- Confidentiality of Research Information: Except as otherwise provided by federal law, no recipient shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with RNPG-State.

C. Grant Requirements

Grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to the Office on a quarterly basis. All grantees will be required to submit **a fiscal year-end report** that reflects the overall successes that were accomplished through the use of these grant funds. The report must describe in detail a comparison of trends prior to this funding, and after as a result of this funding for specific locations. This fiscal year end report will be due fifteen days after the end of the performance period, and must also be uploaded into the online grants management system.

In addition to the above requirements, grantees will be required to track and measure program outputs and outcomes that directly support the Office's Victim Services' objective of improving victim services for Maryland residents by identifying and establishing resources to assist victims in achieving self-sufficiency, improving victim safety, and ensuring victims and the community are aware of their rights and resources. Data for this could be collected by the following means:

- Number of victims given brochures, program attempts to conduct outreach or prevention services, etc. (Awareness of Services and Resources, Self-Sufficiency)
- Number of sessions conducted with victim/family/other providers or stakeholders i.e. counseling, intake, impromptu, court accompanying etc. (Safety/Self-Sufficiency and Awareness of Services and Resources)

The following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in the final awards:

- Number of victims served.
- Number of victims who felt safer as a result of this program.
- Number of victims who felt more self-sufficient as a result of this program.
- Number of victims who felt more informed of the services available as a result of this program.
- Number of victims who felt more informed of their rights as a result of this program.
- Number of new human trafficking victims served.
- Number of human trafficking victims served.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **GRANT MANAGEMENT SYSTEM (GMS)**, 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 **May 12, 2023**. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the Office, **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 Heather Amador at heather.amador@maryland.gov.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect the Office's established guidelines and procedures, training is provided through [training videos posted on the Office website](http://goccp.maryland.gov/grants/gms-help-videos/). These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

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](http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf) 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 Office will conduct a **technical assistance conference call** to provide further application assistance to answer questions.

The RNPG-State Funds NOFA technical assistance call will be held on Friday, May 5, 2023 from 10:30AM-12:30PM.

Meeting Link: meet.google.com/ing-vkay-ora
Call In number: (US)+1 316-789-6635
PIN: 493 415 121#

VI. IMPORTANT DATES

Application Technical Assistance Call	May 5, 2023
Deadline to request a User ID	May 12, 2023
Deadline to Submit an Online Application	June 16, 2023, 11:59 PM
Letters of Intent Emailed/Denial Letters Emailed	June 2023
Award Documents Emailed	June 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 will 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 (outputs, outcomes, and impacts) (20 points total)
 - Timeline (5 points total)
 - Spending plan and budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
 - Management capabilities (5 points total)
 - Sustainability (5 points total)
- Total of **100 points**

RNPG-State is a competitive application process. The Governor's Office of Crime Prevention, Youth, and Victim Services may 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 Governor's Office of Crime Prevention, Youth, and Victim Services staff will also review the following for each application:

- 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 RNPG-State for FY 2024 will begin July 1, 2023, and end on June 30, 2024. Funds are paid on a quarterly reimbursable basis.

B. Allowable Costs for Direct Services

The following is a listing of services, activities, and costs that are eligible for support with RNPG-State within a sub-recipient's organization:

- Personnel
- Operating expenses
- Contractual services

- Equipment
- Supplies
- Training
- 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 will be considered on a case-by-case basis.)

The following is a listing of services, activities, and costs that are eligible for support with RNPG-State within a sub-recipient's organization:

- Immediate health and safety
- Mental health assistance
- Assistance with participation in criminal justice proceedings
- Legal assistance
- Forensic interviews
- Public awareness
- Costs necessary and essential to providing direct services
- Coordination of activities
- Personnel costs
- Restorative justice

Other Allowable Costs and Services

The services, activities, and costs listed below are not generally considered a direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with RNPG-State, the Office and the sub-recipient must agree that direct services to crime victims cannot be offered without the support for these expenses; that the sub-recipient has no other source of support for them; and that only limited amounts of RNPG-State will be used for these purposes. The following list provides examples of such items:

- Skills training for staff
- Purchasing training materials
- Training related travel
- Equipment and furniture
- Advanced technologies
- Contracts for professional services
- Operating costs
- Supervision of direct service providers

C. Unallowable Costs

The following services, activities, and costs cannot be supported with RNPG-State at the sub-recipient level:

- Lobbying or administrative advocacy
- Housing (Specific to RNPG Only)
- Construction projects
- Prosecution activities - Funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim-witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with RNPA-State.
- Research and studies
- Active investigation and prosecution of criminal activities
- Fundraising

- Capital expenses
- Compensation for victims of crime
- Medical care
- Salaries and expenses of management - executive directors, board members, and other administrators (with exceptions)
- Perpetrator Rehabilitation and Counseling
- Property Insurance
- Food/Beverage - Grant funds cannot be used to purchase food and/or beverages for any meeting, conference, training, or other event. Allowable food expenses include per diem for travel only and direct food for victims (i.e., food for shelters).
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc., regardless of whether they include the conference name or logo) must not be purchased with funds as giveaways for conferences. Basic supplies that are necessary for use during the conference (e.g., folders, name tags) are allowable.

The list above is not exhaustive. "Office" reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

The Office will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly 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 quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant 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 at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

The Office 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: <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.

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

What an Application Should Include:

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
 - ☐ Problem Statement/Needs Justification
 - ☐ Program Goals
 - ☐ Program Strategy
 - ☐ Program Measurement
 - ☐ Timeline
 - ☐ Spending Plan
 - ☐ Management Capabilities
 - ☐ Sustainability
- ☐ Unique Entity Identifier (UEI, Currently DUNS number) and SAM Registration **(REQUIRED)**
- ☐ 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 the 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](#).
<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

Additional Applicant Resources:

Code for Federal Regulation Title 2 CFR: https://ecfr.io/Title-02/cfr200_main
Department of Justice (DOJ) Financial Guide: <https://www.ojp.gov/financialguidedojo/overview>
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/>
Reliable Research: <https://crimesolutions.ojp.gov/>
<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance.)
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>



Notice of Funding Availability (NOFA) Application Instructions

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Crownsville, Maryland 21032-2022
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(410) 697-9338

Wes Moore, Governor
Aruna Miller, Lt. Governor

Note: Hard copy applications are no longer being accepted.

TABLE OF CONTENTS

APPLICATION PROCESS	3
APPLICATION WEBSITE WORKSHEET	3
FACE SHEET TAB INSTRUCTIONS	3
SUMMARY TAB INSTRUCTIONS	5
NARRATIVE TAB INSTRUCTIONS	5
LETTERS OF SUPPORT/COMMITMENT	9
BUDGET TAB INSTRUCTIONS	9
INDIRECT COST RATE	12
BUDGET PRIORITIZATION TAB	12
DOCUMENTS TAB INSTRUCTIONS	13
AUDIT FINDINGS/CORRECTIVE ACTION PLAN	13
APPLICATION STATUS DROP DOWN INSTRUCTIONS	13
SIGNATURE PAGES	13
SINGLE AUDIT REQUIREMENTS	14
SUBRECIPIENT ORGANIZATIONAL CAPACITY QUESTIONNAIRE	14
CERTIFIED ASSURANCES	15
OUTPUT VS. OUTCOMES	19

I. APPLICATION PROCESS

All applications for grants administered by the Governor's Office of Crime Prevention, Youth, and Victim Services (GOCPYVS) must be submitted utilizing the web-based application process, which may be accessed at www.goccp.maryland.gov and clicking on **GRANT MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

In order to use the GOCPYVS' web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following web 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 specified within each Notice of Funding Availability (NOFA). If you have previously applied through the web, use your same User ID and password.

If you have previously applied to the GOCPYVS, **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 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.

An agency's Authorized Official may be viewed 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 in which the project will be implemented (more details below).

6. *Proposed Start/End Dates*

Start and end dates are determined by the parameters of the NOFA and are populated 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 a month.

7. *Preparer Information*

Enter information about the person completing the application, including name, phone number, and 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 Agency. The Project Director is a primary contact for the grant who will receive communications from the GOCPYVS and will be responsible for disseminating information to others within the Applicant 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 GOCPYVS and will be responsible for disseminating information to others within the Applicant 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 Applicant 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 in which the project will be implemented**. 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 Implementing Agency's name and the 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 project proposes to accomplish 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 project. Local projects should list the specific county. Multijurisdictional projects should list all counties covered, and statewide projects should list Maryland.
4. Include one to two sentences describing the project's main function and who the project 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 project and an expected timeline for its implementation. 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. Project Goals and Objectives

Provide a statement that conveys the goals of the project. 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 project. **Objectives** are **specific, quantifiable statements** of the project's desired results, and **should include the target level of achievement**, thereby further defining goals and providing the means to measure project performance. Please note that **if the continuation** of a project previously funded by the Office is being requested, a description of how the goals and objectives continue or build upon previous efforts **must** be included .

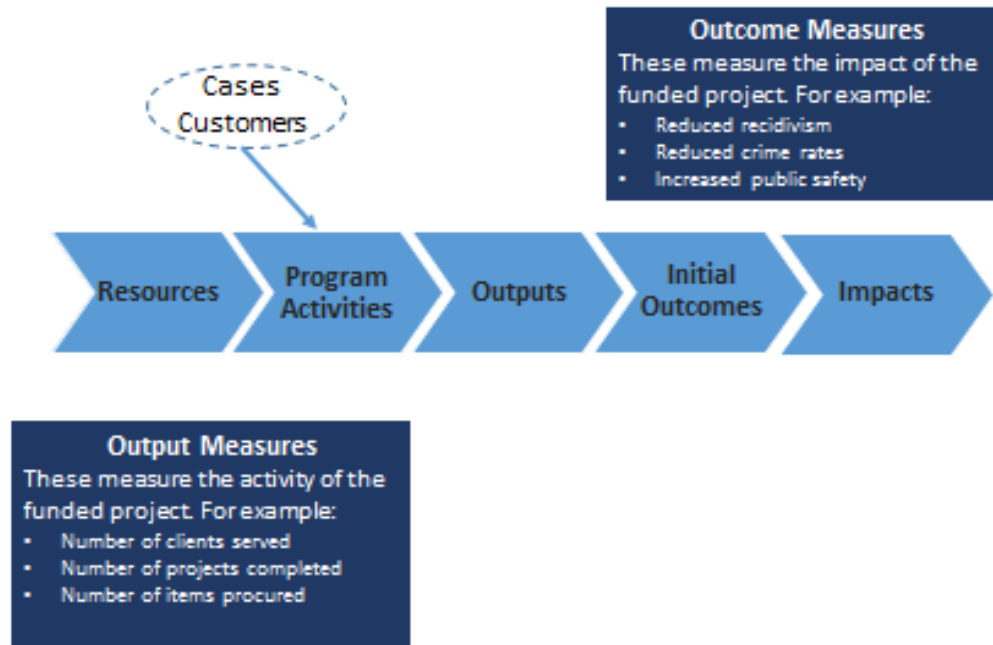
3. Project Strategy/ Logic Model

Explain in some detail how the project will address the problem and accomplish the project goals and objectives. Include linkages to other programs, organizations, and stakeholders that will be involved in or impacted by the project. The strategy should be based on an underlying logic—i.e., a set of assumptions regarding the services the project 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:

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

Figure 1: Program Logic

Program Logic



4. Project Measurement

Output Measures - Identify and describe the immediate services provided by the project. 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 project 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 Applicant 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 may not be used as a match for other federal awards.

Applicants must disclose all 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 must 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 GOCOPYVS 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 must 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 must 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.gov) unique entity identifier(UEI) requirements. SAM.gov is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. The UEI is a unique twelve-character identification code assigned to your organization by the SAM.gov upon registration. When registering, please check the box that allows the record to be a “public display record.” This will enable periodic GOCOPYVS compliance reviews of subgrantee SAM.gov status.

As an appendix, Please provide your UEI number and sam.gov expiration date at the end of your narrative and upload a pdf screenshot of your organization’s SAM.gov registration to the **Documents** section of the 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/>

More information on the UEI can be found here:

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

D. LETTERS OF SUPPORT/COMMITMENT

If listed as a requirement 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 for its success. Letters of support/commitment will only be accepted when they are uploaded with the electronic application submission. Letters should be addressed to the Executive Director of the GOCOPYVS.

E. BUDGET TAB INSTRUCTIONS

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

Applicant designated prioritization of line items is required for all applications having multiple line items. This prioritization will be considered should budgets need to be reduced. This requirement is addressed following the Budget Tab Instructions under ‘Budget Priority Tab.’

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 otherwise in the NOFA. The GOCOPYVS **reserves the right to reduce budgets**.

Each budget line item must include a justification entry. The justification sections must contain brief statements (one to two sentences per line item) that explain each line item and its relevance to the project goals and objectives. **Do not state "See Narrative, Goals, or Objectives"**.

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 may not 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 training 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 (project 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 NOFA 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 may not 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: \$.655 cents/mile as of 1/1/2023. Current mileage rates are referenced at: <https://dbm.maryland.gov/Documents/FleetManagementServices/2023-POV-ReimbRate-01052023.pdf>
- 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.	Edit	Delete
Meals (B \$8, L \$10, D \$24)	Grant Funds	5.00	42.00	\$210.00	Just.	Edit	Delete
Hotel	Grant Funds	5.00	\$101.40	\$507			

CONTRACTUAL SERVICES

Consultant contracts for training or evaluation should be included here and shall be consistent with federal guidelines. Payments to an outside agency for an employee are considered Contractual Services. 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). Each line item entered requires a justification that ties that item to the activities described in your narrative.

Important: Copies 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 the Applicant Agency's written procurement guidelines. If such guidelines do not exist, refer to the State of Maryland guidelines by accessing [General Condition Regarding Procurement](#) on the GOCPYVS' 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 GOCPYVS website. Each line item entered requires 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. Each line item entered requires 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.

Grant Menu
Search
Face Sheet
Officers
Service Sites
Summary
Narrative
Budget
Budget Priority
Print
Documents
Activity Log
Special Conditions
Performance Measures
Progress Reports
Federal Purpose
Keywords

BUDGET PRIORITY

Below is a list of budget line items that have been entered for this project. Sort them, by dragging and dropping, so that the most essential items are at the top of the list.

Priority	Description	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 GOCOPYVS 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'.

Home	Grant Management	Address Book	Admin	Logout
Grant Management > Application Search				
App. Number:	Grant Number:	Req. Funds:	Match Funds:	Match %:
[Unassigned]		\$1,053.00	\$0.00	0.00 %
		Project Dates:	Title:	Application Status:
		03/01/2013 - 03/31/2013	Financial Investigations Prac...	--> Submit Application
Grant Application Menu	PRINT REPORT			Pending
Search				--> Cancel Application
				--> 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 GOCOPYVS 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 a post-award assessment tool to determine 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 the application is approved, this completed questionnaire will be required post-award. Please note, this questionnaire must be completed by the Applicant Agency. For government agencies, completion of this questionnaire may require coordination between the State or County and the agency, unit, or division implementing the project.

Electronic Funds Transfer (EFT)

The GOCOPYVS 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

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.qoccp.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: 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.

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 Ojpcompliance@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

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

(1) Abide by the terms of the statement; and

(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.

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

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

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.