Governor's Office of Crime Prevention and Policy (GOCPP)

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Now That You're Awarded

State Fiscal Year 2026 Grant Programs

Internet Crimes Against Children (ICAC)
Gun Violence Reduction Grant Program (GVRG)
Maryland Criminal Intelligence Network/Overdose and Drug Awareness Coordinator (MCIN-ODAC)
Police Recruitment and Retention (PRAR)
Warrant Apprehension and Absconding (WAAG)
Monday, September 22, 2025 1:00 PM - 3:00 PM

gocpp.maryland.gov/grants/

General Housekeeping

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- Subtitles and Translation Services are available by enabling Closed Caption and/or Interpretation in the navigation panel at the bottom of the screen CC
- To ask questions, please type them in the Q&A Feature. Panelists may unmute you to ask or clarify aloud
- The presentation will be posted to its corresponding grant program page on the GOCPP website

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GOCPP- PRAR Team

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GOCPP Staff Directory

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Technical Assistance Objectives

Discuss key concepts related to successfully executing your GOCPP awards, including:

- Timeline & Due Dates
- Quarterly Reporting
- Performance Measures
- Oversight & Monitoring
- Grant Adjustment Notices (GANs)
- Project Personnel (Project Director, Fiscal Officer, Authorized Official & Alternate Authorized Signatory)
- Close Outs

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Timeline & Due Dates

FY26 Grant Awards Period of Performance: July 1, 2025 – June 30, 2026

- 9/30/2025 Quarter 1 Ends
- 10/15/2025 Performance and Program Reports Due
- 10/30/2025 Financial Reports Due
- 12/31/2025 Quarter 2 Ends
- 1/15/2026 Performance and Program Reports Due
- 1/31/2026 Financial Reports Due
- 3/31/2026 Quarter 3 Ends
- 4/15/2026 Performance and Program Reports Due
- 4/30/2026 Financial Reports Due
- **5/30/2026 Last Day to submit a GAN and request an extension if needed**
- 6/30/2026 Quarter 4 Ends
- 7/15/2026 Final Performance Measures and Program Reports are due
- 7/30/2026 Final Financial Report
- **8/30/2026 Revised Final Financial Report**

Quarterly Progress Reports

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Due: 15 calendar days following the end of each quarter

Grantee: Track project activities and demonstrate activities are implemented as intended and in compliance with the grant agreement. Document accomplishments and progress towards achieving the project's goals and objectives. Identify challenges affecting project implementation and describe solutions to address the issues. Describe adjustments to the implementation plan based on challenges and/or other factors.

GOCPP: Evaluate the effectiveness of the project. Ensure funds are used for the intended purpose and in compliance with the grant agreement.

Submitted: In the GMS by the Project Director, Fiscal Officer, Authorized Official, or an approved Alternate Authorized Official

Quarterly Progress Report Sections

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1. Project Effectiveness

- Describe the project related activities conducted during the reporting period
- Explain how the activities align with the project's goals and objectives
- Describe any factors that have contributed to progress towards the goals or have hindered progress

2. Barriers & Corrective Actions

- Describe unexpected obstacles or deviations from the original implementation plan
- Describe plans to address the challenges/barriers including a timeline
- Describe how the challenges affects the project's goals/objectives and expenditure of funds
- Identify any assistance needed from GOCPP

Quarterly Progress Report Sections

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3. Collaboration and Partnerships

- Identify partner agencies and their role in the project and activities conducted collaboratively during the quarter
- Describe how partner activities contributed to the goals of the project
- Include any challenges or gaps in coordinating with partner agencies

4. Upcoming Activities

- Describe the activities planned for the upcoming quarter including dates if known
- Identify any anticipated changes to previously scheduled activities and how the changes will impact the project

Quarterly Progress Report Sections

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5. Successes and Best Practices

- Highlight any noteworthy accomplishments and/or lessons learned and how they can be replicated by other projects or inform the design of future projects

6. Performance Measure Tracking

- Describe how the performance measures are tracked and verified for accuracy before reporting. Include the people, systems and tools used/involved in the process.

7. Grant Fund Expenditures

- Include the total percentage of grant funds spent from the beginning of the project to the end of the reporting period (e.g. for Quarter 2 – 20% was spent in Q1 and 35% in Q2, the total reported in the Q2 report should be 55%). **Note:** *At least 25% of grant funds is projected to be spent each quarter for a cumulative total of 100% by the end of the grant period.*
- Provide an explanation if less than the projected amount was spent – (i.e. if you are in Q2 and have spent less than 50% of the funds). The explanation should include any procurement and hiring delays if applicable.

Quarterly Progress Report Sections

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<u>8. Project Completion and Closeout</u>

- Complete in the final quarter (Q4 if project was not extended)
- Confirm all project activities were completed. Include an explanation if all activities were not completed.
- Summarize the project's accomplishments and overall impact
- Highlight success stories
- Describe sustainability plans for continuing the project after the grant period
- Provide an explanation if all grant funds were not spent

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Quarterly Progress Reports

The following are general reminders about quarterly progress reports:

- Please answer the questions thoroughly.
- Please note that the report must be “submitted” and not just in “new” status.
- All reports must be either A) submitted by a documented grant official for that particular grant **OR** B) signed by a documented grant official with the signed copy uploaded in the “documents” section.
- Reports should reflect the quarter’s activities and match the financial reports.

Performance Measures - PRAR

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The Performance Measures Report provides a condensed overview of the effectiveness of the project.

They indicate the importance of utilizing accurate quarterly tracking methods, as well as throughout the grant's performance period.

When responding to each question, keep in mind the information submitted on the Progress Report. Also consider how your responses will impact the Financial Report.

1. Number of sworn officers who received PRAR recruitment incentives during this quarter.
2. Number of sworn officers who received PRAR retention incentives during this quarter.
3. Number of sworn officer vacancies at the beginning of this quarter.
4. Number of sworn officer vacancies at the end of this quarter.
5. Number of sworn officers who resigned during this quarter.
6. Number of sworn officers who retired this quarter.

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Quarterly Financial Reports

The following are general reminders about quarterly financial reports:

- The reviewing of financial reports and processing will be delayed until all programmatic reports are submitted.
- Required MOU’s must be uploaded in the GMS
- Contracts must be uploaded in the GMS for all contractual expenses
- PIRF’s must be uploaded in the GMS if reimbursement is requested for equipment purchases

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Quarterly Risk Assessments

After all quarterly reports are submitted an QRA is done to review any changes and monitor for any potential risks. The following items are evaluated:

- Has the project been fully implemented
- Were the reports submitted on time
- Are they on target to meet the goals and objectives *outlined in the application?*
- Are they following their spending plan *outlined in the application?*
- Is the project as implemented in compliance with the federal and/or state statutory requirements of the funding source?
- Is the grantee in compliance with all special conditions of award? (This includes the sam.gov registration)
- Has the grantee been responsive to requests for explanations/corrective action plans?

Why is this important?

Quarterly Risk Assessment Scoring

After evaluating and scoring QRA elements, a status is applied to your award.

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Risk assessment Level per GMS	Monitoring Level
Regular (Low)	Regular
Deficient (Low/Medium)	Monitor monthly until the next assessment. Request that the grantee submit a corrective action plan and a timeline for successful implementation of the plan. Set a deadline of 60 days for the grantee to achieve compliance with the requirements of the grant.
At-risk (Medium to High)	Monitor monthly for at least two quarters. If not done, previously, request that the grantee submit a corrective action plan and a timeline for successful implementation of the plan. Set a deadline of 60 days for the grantee to achieve compliance with the requirements of the grant.
Troubled (High)	Monitor monthly for at least three quarters and schedule a site visit if there is no improvement after the first quarter. If not done, previously, request that the grantee submit a corrective action plan and a timeline for successful implementation of the plan. Set a deadline of 30 days for the grantee to achieve compliance with the requirements of the grant. Consider requesting an audit.
Dysfunctional (High)	Schedule site visit and request an audit of all funded programs.

Oversight and Monitoring

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Monitoring – Continuous process to ensure fiscal and programmatic compliance and identify areas for technical assistance and support. It includes:

•Reviewing progress reports, performance measures, and financial reports to confirm technical and performance objectives are met and expenditures align with the approved budget.

•Conducting on-site visits to review program operations.

•Conducting desk reviews of supporting documentation for reported expenditures. This is usually in conjunction with a site visit but could be required as a special condition in your award (Receipts Requirement). Supporting documentation may also be requested during the review of progress reports and performance measures.

•Performing post-award audits to verify reported expenditures are allowable, allocable, reasonable, and properly documented. The audit team selects a random sample of organizations to audit.

*****Receipts requirement is usually the result of an audit finding or lack of sufficient documentation provided during a desk review.***

Grant Adjustment Notices (GANs)

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- To request modifications to the subaward
- Should be submitted in real time as project changes occur
- Must be submitted in the GMS by authorized project personnel:
    - ➢ Project Director
    - ➢ Fiscal Officer
    - ➢ Authorized Official
    - ➢ Alternate Authorized Signatory
- The justification at minimum must include **what** is changing, **why** the change is needed, and **when** the change will occur.
- Must be submitted at least **30 calendar days** prior to the end of the award period

*****GANs submitted by unauthorized individuals will be returned without review***

Grant Adjustment Notices (GANs) Types- General & Budget

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A **General GAN** must be submitted for:

- Project scope modifications – changes to goals, activities, and/or outcomes
- Changes to the performance period – request a No Cost Extension (NCE)
- Changes to personnel or roles listed on the GMS Face Sheet – Project Director or Fiscal Officer

Grant Adjustment Notices (GANs) Types- General & Budget

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A **Budget GAN** must be submitted for any changes to the approved project budget including:

- Reallocating funds between existing line items and budget categories
- Adding new line items
- Requesting additional funding
- De-obligating funds

When A Grant Adjustment Notice (GAN) Is Not Required

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A GAN is not required:

- If the proposed changes are within the same budget category and existing line items and if the overall changes do not exceed the total budget category

- To change the name(s) of approved grant funded personnel as a result of staffing changes. You can include this information in your next quarterly progress reports.

- ****Note** – A General GAN is required if the Project Director or Fiscal Officer changes

Authorized Official & Alternate Authorized Signatory

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The **Authorized Official** must have the legal authority to enter into binding agreements on behalf of the entity and to accept the terms and conditions of the grant award.

Change in Authorized Official: If there is a change in the Authorized Official, a signed letter on official letterhead must be submitted to GOCPP via email to support@goccp.freshdesk.com

The letter must include:

1. Authorized Official's Contact Information: Full name, title, organization, mailing address, phone number, and email address.
2. Statement of Authority: A declaration that the individual is authorized to serve in this role, including their title and the effective date they assumed the position.
3. Signature: The letter must be signed and dated by the new Authorized Official.

Authorized Official & Alternate Authorized Signatory

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The **Alternate Authorized Signatory** is not the same as the Authorized Official. This individual is permitted to sign grant documents on behalf of the Authorized Official in certain situations.

Designating an Alternate Authorized Signatory: the Authorized Official must submit a signed letter (on official letterhead) to support@goccp.freshdesk.com

The letter must include:

1. Contact Information: Full contact details of the Alternate Signatory.
2. Statement of Authorization: A clear statement granting the individual authority to act on behalf of the Authorized Official, including the purpose of the designation (e.g., to sign all award documents, in case of illness, leave, or personnel changes).
3. Signature of the Authorized Official: Signed and dated, acknowledging the designation.

Authorized Official & Alternate Authorized Signatory

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If the **Alternate Authorized Signatory** is to act on a permanent basis (e.g., sign all award documents at all times), please include supporting documentation, such as a copy of an Executive Order or meeting minutes reflecting the approval of the governing body.

Updating or Removing an Alternate Signatory: To update or remove an Alternate Authorized Signatory, the Authorized Official must submit a signed letter (on official letterhead) to support@goccp.freshdesk.com stating the changes and rationale (e.g., personnel departure, role change, or updated permissions.

Grant Close Out

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- Submit the final progress report and performance measures 15 days after the award period ends.
- Include in the progress report an explanation for grant balances.
- Submit the final financial report within 30 days after the award period. Note if it is an "interim" final and a revised final will be submitted within 60 calendar days after the award period (i.e. by August 30 for awards ending June 30).

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ANY QUESTIONS?

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Grants Management System - Technical Support:

support@goccp.freshdesk.com