



**FY 2024 Sexual Assault / Rape Crisis (SARC)
Notice of Funding Availability (NOFA)**

Online Submission Deadline: Monday, July 10, 2023 by 11:59 PM

**Funded by:
State of Maryland**

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

Wes Moore, Governor
Aruna Miller, Lt. Governor
Sam Abed, Interim Acting Executive Director

ELIGIBILITY

Funding is available to full service sexual assault crisis programs as identified by the Maryland Coalition Against Sexual Assault (MCASA) to provide services to victims of rape and sexual offenses in the State of Maryland.

IMPORTANT LINKS

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

Grants 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 **Sexual Assault/Rape Crisis Grant Program (SARC)** from the **Governor's Office of Crime Prevention, Youth, and Victim Services (Office)**. The primary purpose of the SARC program is to meet the needs of victims of rape and sexual offenses. These efforts support the Office's 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.

If you need application or technical assistance, please contact:

Peyton Adams
Program Monitor
410.697.9243
Peyton.Adams@maryland.gov

Glenn Grayman
Asst. Director of Grants Admin.
Glenn.grayman1@maryland.gov

Will vanWise
Fiscal Grant Manager
Will.vanwisse@maryland.gov

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

Heather Amador
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 sub-recipient success. It is critical that we hear from you, our customers. The Moore-Miller administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three-question [customer experience survey](#).

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

To serve as a coordinating office that advises the Governor on criminal justice strategies. The Office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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I. ELIGIBILITY CRITERIA

A. General

The seventeen local, full service Sexual Assault Crisis Programs as identified by the Maryland Coalition Against Sexual Assault (MCASA) are eligible to apply for SARC funding as outlined below in the Funding Opportunity Description section. Additionally, MCASA is eligible to apply for SARC funding. A list of eligible Sexual Assault Crisis Programs can be found at <https://mcasa.org/survivors/find-a-rape-crisis-center>.

More information on the requirements to submit the SARC application can be found at the end of this NOFA under Section X: Application Checklist.

B. Non-profit – 501(c)(3)

An organization must provide proof of this status by submitting a copy of its status letter from the IRS with the application. The requirements for obtaining 501(c)(3) status can be found on the Internal Revenue Service website (www.irs.gov); search for Publication 557, “Tax-Exempt Status for Your Organization”. If the IRS letter is not available, a letter from your organization’s authorized official listing officers, bylaws, and/or articles is permissible until such time that a copy can be obtained from the IRS.

C. Faith-Based Organizations

Faith-based organizations applying for grant funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, grant funding may not be used to fund any inherently religious activity, such as prayer or worship. Organizations may continue to engage in inherently religious activities; however, such activities may not coincide with activities funded by the grant—i.e., such religious activities must be separate (in time and place) from the grant funded activity. Further, any participation in religious activities by individuals receiving services provided under the grant must be voluntary.

II. PROGRAM DESCRIPTION

A. Requiring Agency

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

B. Opportunity Title

FY 2024 Sexual Assault/Rape Crisis (SARC)

C. Submission Date

Monday, July 10, 2023, by 11:59 PM (extensions will be granted as necessary)

D. Anticipated Period of Performance

July 1, 2023 to June 30, 2024

E. Funding Opportunity Description

The chart below indicates the amounts the Sexual Assault Crisis Programs are eligible to apply for in SFY 2024. Please note that there is only one application and one funding source per entity

this year. Organizations with “**” denoted beside their county will receive their full funding through VOCA state general funds.

County	Organization	FY 24 SARC Funds
Allegany	Family Crisis Resource Center, Inc.	\$150,900
Anne Arundel	YWCA of Annapolis and Anne Arundel County	\$281,089
Baltimore County/City	TurnAround, Inc.	\$531,107
Calvert	Crisis Intervention Center (Calvert County Health Dept)	\$154,742
Caroline, Dorchester, Kent, Queen Anne's, Talbot	For All Seasons, Inc.	\$178,024
Carroll	Rape Crisis Intervention Service of Carroll County	\$176,807
Cecil	DVRCC (Cecil County Dept of Community Services)	\$158,224
Charles	Center for Abused Persons	\$171,014
Frederick	Heartly House, Inc.	\$195,453
Garrett **	Dove Center	\$138,240
Harford	Sexual Assault/Spouse Abuse Resource Center (SARC, Inc.)	\$198,672
Howard **	HopeWorks of Howard County	\$210,567
Montgomery **	VASAP (Montgomery County, Maryland)	\$403,270
Prince George's	Domestic Violence and Sexual Assault Center at UM Prince George's Hospital Center (Prince George's General Hospital)	\$372,773
Somerset, Wicomico, Worcester **	Life Crisis Center, Inc.	\$179,486
St. Mary's	Southern Maryland Center for Family Advocacy	\$159,361
Washington	CASA, Inc.	\$171,259

Statewide	Maryland Coalition Against Sexual Assault	\$100,000
Totals		\$3,830,987

SARC is a statewide program that makes counseling and support services available through a network of local, community-based rape crisis service programs that are available in every jurisdiction in Maryland. These programs provide comprehensive services to meet the specific needs of adult and child victims of rape and other sexual offenses and family members affected by the abuse. Having these services available on a local level increases the likelihood that victims will avail themselves of the services and that there shall be appropriate linkages to other community-based services as needed. Services to victims include a 24-hour hotline, counseling, medical accompaniment, and assistance in accessing and using other support services such as legal assistance. Additionally, provision of services and community education fosters a coordinated community approach to serving victims of rape and sexual assault that includes partnerships with law enforcement, courts, hospitals, local departments of social services and other related support agencies.

Applications may include outreach activities designed to reach underserved victims of rape and sexual assault/abuse in the geographic area to be served. These victim populations include, but are not limited to: minorities, vulnerable and elderly populations, individuals with disabilities, individuals with limited English proficiency, lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons, persons living in poverty, or persons applying for public assistance.

Additionally, during the 2017 legislative session, [Senate Bill 734](#) passed creating the Sexual Assault Victims Resources Act of 2017 appropriating not less than \$3,000,000 towards the expansion of services provided to designated sexual assault crisis programs.

Allocations for this new funding are outlined in the table above and are as follows:

- At least \$100,000 to the federally recognized sexual assault coalition, MCASA (base funding).
- At least \$100,000 to each of the sexual assault crisis programs certified by MCASA (base funding).
- The balance of the available funding will be distributed to each sexual assault crisis program based on the formula based relative to the number of individuals who reside in the geographical area regularly served by the sexual assault crisis program as future budget bill language allows.

Applicants should submit **one (1)** application under this NOFA. **Please ensure that “SARC” is included in your project title.**

All funding is contingent upon the final approval of the Governor’s Office of Crime Prevention, Youth, and Victim Services’ budget during [Maryland’s 2023 Legislative Session of the General Assembly.](#)

III. Program Requirements

A. Resources and Best Practices

Applicants are encouraged to refer to the National Sexual Violence Resource Center's list of online resource topics and best practices at <https://www.nsvrc.org/resource-topics> or the Rape, Abuse, and Incest National Network at <https://www.rainn.org/>.

B. Grant Requirements - SARC

Sexual Assault Crisis Programs funded under SARC shall provide specialized support services to adult and minor alleged victims of sexual assault crimes and include a hotline and counseling service. The following list of requirements is derived from Maryland's Sexual Assault Victim Resources Act of 2017:

- Provide information to alleged victims of sexual assault crimes regarding:
 - Criminal prosecutions of sexual assault crimes;
 - Civil law remedies available to victims of sexual assault;
 - Sexual assault evidence collection to the extent that other funding sources such as State appropriations are insufficient; and
 - Victim rights; and
- Participate in the sexual assault response team in each county in which the program regularly provides services.

Additionally rape crisis programs shall offer the following services to adult and child victims of rape and sexual offenses:

- Receipt and response to crisis calls on a 24-hour basis;
- Counseling with the alleged victim and his or her friends and relatives to alleviate the immediate crisis;
- Accompaniment for medical services;
- Assistance and support for the victim using mental health, social, medical, police, and legal services;
- Information/Referrals;
- Information and education for the general public regarding the prevention and treatment of rape and sexual offenses;
- Other specialized services designed to help adult and child victims and their families.

The following services may also be offered:

- Ongoing counseling;
- Specialized services designed to help adult victims of incest;
- Assistance and support to the victim in legal and judicial proceedings;
- Training of professionals in the community who are involved in the investigation or prosecution of sexual offenses or the provision of services to victims.

C. Outcome-based Performance Measures

In addition to the above requirements, grantees will be required to track and measure program outputs and outcomes that directly support the Governor's Office of Crime Prevention, Youth, and 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:

- Short surveys asking about the victim's experience relating to these measures (Awareness of Services and Resources)
- 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)

All grants awarded under this funding opportunity will be required to report on the following mandatory performance measures:

- Number of victims served.
- Number of victim responses to your Performance Measure assessment tool.
- 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 Office's web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **Log in to the 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 Office's 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 **Thursday, June 22, 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 help desk 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.

The online application must be submitted no later than 11:59 PM on July 10, 2023.

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](#), which are located on the Office's website, and may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the [training videos](#) before you begin your application to familiarize yourself with system guidelines, fiscal review, tips, civil rights requirements, etc.

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

The Office will conduct a technical assistance conference call to provide further application assistance and to answer questions specific to the application process. **A NOFA technical assistance call will be held on Thursday, June 15, 2023, from 11:30 am to 12:30 pm.** We encourage applicants to use the Google Meeting link below:

Meeting Link: <https://meet.google.com/ytf-phdp-umg?hs=122&authuser=0>
Call-in Number: +1 402-759-9299
PIN: 906 032 245#

VI. Important Dates

Application Technical Assistance Call	Thursday, June 15, 2023
Deadline to Request a User ID	Thursday, June 22, 2023
Deadline to Submit an Online Application	Monday, July 10, 2023
Letters of Intent Emailed/Denial Letters Emailed	July, 2023
Award Documents	July/August, 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 conducts an internal review of all formula grant applications to ensure applicants adhere to the Notice of Funding Availability eligibility criteria and program requirements. The Governor's Office of Crime Prevention, Youth, and Victim Services will also assess the merits of the proposed program in each of the required areas outlined in the [Notice of Funding Availability Application Instructions](#).

Particular emphasis will be placed on the following sections of the application:

- Program goals and objectives
- Program strategy/program logic
- Spending plan and Budget (reasonableness, cost effectiveness, detailed justification per line item)

VIII. Funding Specifications

A. Funding Cycle

Commencement of awards funded under SARC 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 SARC funds within a sub-recipient's organization:

- Personnel
- Counseling
- Medical accompaniment
- Assistance with supportive services such as mental health, social, medical, law enforcement, and legal services
- Information/referrals
- Hotlines
- Other specialized services designed to help adults and child victims and their families

Other Allowable Costs

The services, activities, and costs listed below are not generally considered 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 SARC program funds, the Governor's Office of Crime Prevention, Youth, and Victim Services 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 SARC funds will be used for these purposes.

- Skills training for staff
- Training material
- Training related travel
- Equipment and furniture

C. Unallowable Costs

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

- Lobbying and administrative advocacy

- Property Insurance
- Food/beverage for meetings, conferences, training, or other events
- Fundraising

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

D. Consultant Rates

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.

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 GMS.

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 on 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 that 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 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 grant funds. Misuse of grant funds may result in a range of penalties including suspension of current and future funds and civil/criminal penalties.

X. Application Checklist

To assist Sexual Assault Crisis Programs access this formula funding, the Governor's Office of Crime Prevention, Youth, and Victim Services has provided the following application guidance for the FY 2024 Sexual Assault/Rape Crisis (SARC) Grant Funding Program. Please follow the information below to successfully submit a streamlined application for this funding opportunity.

GMS Section	Is a Streamlined Response Permitted?	Instructions for Completion
Face Sheet	No	Enter all required fields as instructed in the NOFA Application Instructions
Project Summary	Yes	Revise this sample summary to fit your project: The <Agency Name's> SARC program helps improve victim services in the state of Maryland. The primary purpose of the SARC program is to meet the immediate and future needs of victims of rape and sexual offenses. Grant funds provide: Personnel, Operating Expenses, Travel, Contractual Services, Equipment, and Other.
Application Narrative		
Problem Statement/Needs Justification	Yes	Cut and Paste the following into this section: "Funding to improve victim services for those impacted by rape and sexual offenses."
Program Goals and Objectives	No	Provide a statement that conveys the goals of the program. Goals identify the program's intended short and long-term results. Identify specific objectives you wish to accomplish through implementation of the program. Objectives are specific, quantifiable statements of the program's desired results, and should include the target level of achievement, thereby further defining goals and providing the means to measure program performance.
Program Strategy	No	Explain in detail how the program will address the problem and accomplish the program goals and objectives. Include linkages to other programs, organizations, and stakeholders that will be involved in or impacted by the program. The strategy should be based on an underlying logic—i.e., a set of assumptions regarding the services the program provides, the impacts these services will have on the clients it serves, and the projected results within the community or the targeted population. The strategy should describe what the program proposes to do (e.g., education/training, case management, crisis intervention, group therapy, criminal investigation, etc.)
Program Measurement	Yes	Cut and Paste the following into this section: "Provided by the Governor's Office of Crime Prevention, Youth, and Victim Services."
Timeline	Yes	Cut and Paste the following into this section for SARC General Funds: July 1, 2023 - June 30, 2024

Spending Plan	No	Detail the timeline for the implementation of each budget line item requested within the grant timeline of July 1, 2023 - June 30, 2024.
Management Capabilities	No	Enter all required fields and information as instructed in the NOFA Application Instructions for each budget category.
Sustainability	No	Enter all required fields and information as instructed in the NOFA Application Instructions for each budget category.
Person Completing the Application	No	Provide the name, phone and email of the person completing the application.
Budget Requirements		
Budget	No	Enter all required fields and information as instructed in the NOFA Application Instructions for each budget category.
Budget Justification	No	Enter all required fields and information as instructed in the NOFA Application Instructions for each budget line item.
Budget Prioritization	No	Enter all required fields and information as instructed in the NOFA Application Instructions for each budget line item.
Other Application Requirements		
Follow the instructions in the NOFA Application Instructions to complete the following: _____ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate _____ Unique Entity Identifier (UEI) and SAM.gov Registration (REQUIRED) _____ Certified Assurances (REQUIRED) _____ Certification Regarding Lobbying (REQUIRED) _____ MOU's or detailed letters of support between all agencies involved in proposed projects _____ Audit Findings/Corrective Action Plan (if applicable) _____ Single Audit Requirements (if applicable) _____ Proof of 501 (c)(3) Status (if applicable) VOCA Specific Requirements _____ Confirmation of the Equal Employment Opportunity Program Certification (EEOP/Civil Rights) - due upon awarding, informational during the application process _____ Volunteer Waiver Form (if applicable) *Please note, the Subrecipient Organizational Capacity Questionnaire is no longer due at the time of application. If awarded, this completed questionnaire and all supporting documents will be required post-award.		

***More information on each item above can be found in the [NOFA Application Instructions](#).**

211 Maryland - a statewide resource available by phone and internet 24/7 to connect residents to health and human resources: <https://211md.org/>

Code for Federal Regulation Title 2 and 28 CFR: https://ecfr.io/Title-02/cfr200_main
 Department of Justice (DOJ) Financial Guide: <https://www.ojp.gov/financialguidedojo/overview>
 Maryland Code: <https://mdcourts.gov/lawlib/research/gateway-to-md-law/code-rules-laws-sources>

Revised May 2023

FBI Crime Data Explorer: <https://crime-data-explorer.fr.cloud.gov/explorer/state/maryland/crime>
211 Maryland - a statewide resource available by phone and internet 24/7 to connect residents to health and human resources: <https://211md.org/>
Maryland Hate Crimes Hotline: 1-866-481-8361



Notice of Funding Availability (NOFA) Application Instructions

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

Wes Moore, Governor
Aruna Miller, Lt. Governor

Note: Hard copy applications are no longer being accepted.

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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 .

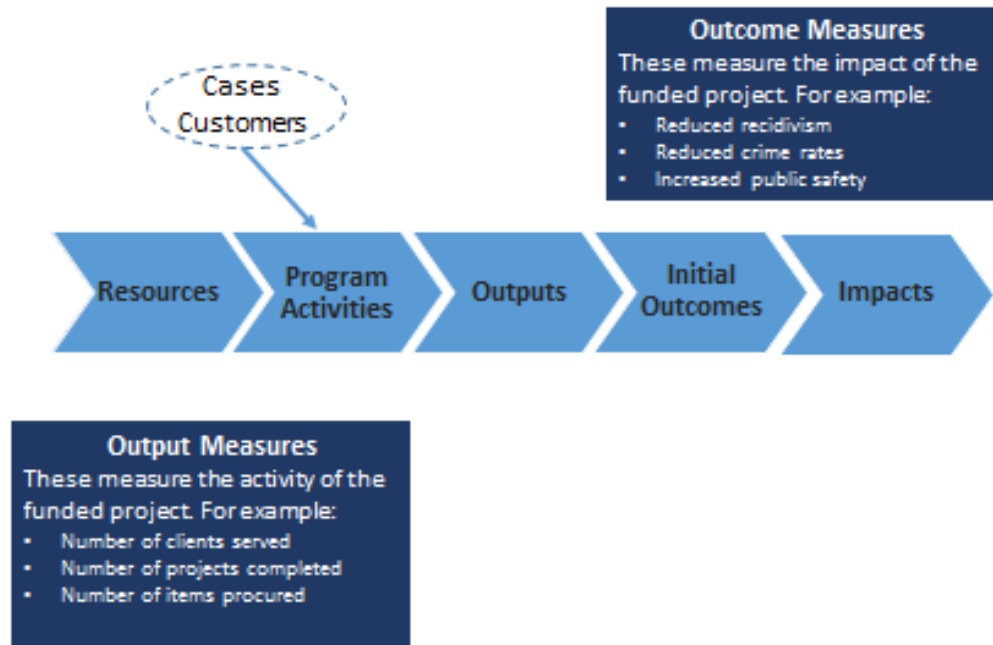
3. Project Strategy/ Logic Model

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 $\$60,000 \times .3333 = \$19,998$, 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. $\$20,000 \times .10 = \$2,000$

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 $\$40,000 \times .25 = \$10,000$ in grant funds to support her time on this project. Her hourly rate is \$19.23.

Justification (line 4):

Fringe benefits @ 10% of salary. $\$10,000 \times .10 = \$1,000$

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
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Narrative
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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.