



SFY 2025 State's Attorney's Office Case Automation System Enhancement Grant Program (SACM)

Notice of Funding Availability (NOFA)

Online Submission Deadline: Friday, February 14, 2025, by 11:59 PM

**Funded by:
State of Maryland**

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

Wes Moore, Governor
Aruna Miller, Lt. Governor
Dorothy J. Lennig, Esq., Executive Director

ELIGIBILITY

Funding through this opportunity is available to local State Attorneys' Offices (SAOs) to establish or improve automated case management systems.

IMPORTANT LINKS

Grants Management System [GMS Application Instructions](#)

**All applications must be submitted online in the [Grants Management System \(GMS\)](#).
Hard copy applications are not accepted.**

* Please note that the Governor's Office of Crime Prevention, Youth, and Victim Services (GOCPYVS) was renamed to the Governor's Office of Crime Prevention and Policy by the Moore-Miller Administration, effective immediately, on 1/18/2024. This change does not invalidate previous, current, or future agreements or documents referencing the agency as GOCPYVS.

Purpose

Thank you for applying for the **SFY 2025 State's Attorney's Office Case Automation System Enhancement Grant Program (SACM)** from the **Governor's Office of Crime Prevention and Policy (Office)**. This program is designed to assist State's Attorney's Offices (SAOs) in establishing or enhancing automated case management systems. The goal of SACM funding is to improve the efficiency and effectiveness of case management processes through the adoption of advanced technology solutions. This funding opportunity reflects GOCPP's commitment to modernizing prosecutorial operations and supporting data-driven decision-making within Maryland's criminal justice system.

If you need assistance with applying or have questions about the program, please contact:

Zahra Isaacs
Grant Specialist
Zahra.Isaacs@maryland.gov

Tabitha Wilson
Grant Manager
Tabitha.Wilson@maryland.gov

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

Marty Hammond
Director, Criminal Justice Programs
Martin.Hammond@maryland.gov

The Governor's Office of Crime Prevention and Policy's 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 and Policy's Mission:

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

Refer to [Maryland's Comprehensive State Crime Control and Prevention Plan 2024-2026 Annual Update](#)

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I. Eligibility Criteria

The following entities in Maryland are eligible to submit no more than one (1) application for the SFY25 State's Attorney's Office Case Automation System Enhancement Grant Program (SACM):

- Local State's Attorney's Offices

Note: Every applicant entity must comply with all applicable System of Award Management ([SAM.gov](https://sam.gov)) and unique entity identifier (UEI) requirements throughout the grant cycle. Also refer to the [Grants Management System \(GMS\) Application Instructions](#).

II. Program Description

A. Requiring Agency

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

B. Opportunity Title

SFY25 State's Attorney's Office Case Automation System Enhancement Grant Program (SACM)

C. Submission Date

Friday, February 14, 2025 by 11:59 PM

D. Anticipated Period of Performance

March 1, 2025 to June 30, 2025 (4-month period)

E. Funding Opportunity Description

The Governor's Office of Crime Prevention and Policy (GOCPP) is pleased to announce the availability of \$500,000 in funding for the State Fiscal Year 2025 (SFY25) State's Attorney's Office Case Automation System Enhancement Grant Program (SACM). This program is designed to assist State's Attorney Offices (SAOs) in establishing or enhancing automated case management systems to improve the efficiency and effectiveness of case management through advanced technology solutions. GOCPP anticipates awarding up to eight grants, with individual awards ranging from \$25,000 to \$100,000 per SAO.

Goals:

- Modernize case management in SAOs using advanced technology.
- Improve data accuracy, efficiency, and transparency in case tracking and decision-making.
- Support fairness and equity by tracking key data on defendants and victims.

Objectives:

- Implement or upgrade automated case management systems that meet the program requirements.
- Train staff to effectively use new systems.
- Collect and analyze key data points to improve case processing and decision-making.

- Strengthen collaboration with law enforcement for better case tracking.

Case Management System Requirements¹

To qualify for funding, newly established or enhanced case management systems must be capable of collecting the following data points:

- 1) Charges at the time of arrest.
- 2) Filed charges.
- 3) Final disposition of all charges.
- 4) Whether a plea offer was made.
- 5) If the case was dismissed, the reason for dismissal.
- 6) If the case was declined, the reason(s) for declination.
- 7) Dates associated with decision points (a) through (f).
- 8) The referring law enforcement agency.
- 9) Assigned prosecutor(s).
- 10) Defendant characteristics, including:
 - a) Race/Ethnicity
 - b) Age
 - c) Gender
 - d) Zip code
- 11) Victim characteristics, including:
 - a) Race/Ethnicity
 - b) Age
 - c) Gender
 - d) Zip code

III. Application Narrative Requirements

An applicant should review the [GMS Application Instructions](#) in concert with this program-specific NOFA before submitting an application in the GMS. The narrative description provided in the GMS must incorporate the following program-specific elements in addition to the requirements in the [GMS Application Instructions](#).

A. Problem Statement/Needs Justification

Applicants should provide the following information:

- Explain why the SAO needs to enhance its case management system.
- Identify current challenges or gaps in the existing system.

¹ Report on the Fiscal 2025 State Operating Budget (SB 360) And the State Capital Budget (SB 361) And Related Recommendations (*Pages 272-273*): <https://mgaleg.maryland.gov/Pubs/BudgetFiscal/2024rs-budget-docs-jcr.pdf>; 2024 JCR (Page 352), <https://www.google.com/url?q=https://mgaleg.maryland.gov/Pubs/BudgetFiscal/2024rs-budget-docs-jcr.pdf&sa=D&source=docs&ust=1736265084710189&usg=AOvVaw0ohQ2jMLGHIG2uxCpsy0No>.

- Provide a plan for implementing or upgrading the system.

Refer to the [Grants Management System Application Instructions](#) for additional guidance.

B. Project Goals and Objectives

The goal of SACM is to improve the functionality and accuracy of case management systems within State's Attorney's Offices (SAOs) to streamline case processing, enhance data accuracy, and support informed decision-making.

Applicants should provide the following information:

- Summarize the project goals and objectives within the proposed timeline.
- Align the objectives with the program's overall goals and supported activities.
- Clearly identify specific, measurable objectives detailing the desired outcomes.

Refer to the [Grants Management System Application Instructions](#) for additional guidance.

C. Project Strategy/ Logic Model

Applicants should provide the following information:

- Describe the plan to develop or enhance the automated case management system.
- Include how the system will collect all required data points, such as charges, outcomes, and demographic information.
- Outline plans for staff training on the new or upgraded system.
- Include plans for technical support and system maintenance.

Refer to the [Grants Management System Application Instructions](#) for additional guidance.

D. Program Measurement

Applicants must describe the process for tracking and measuring program outputs and outcomes. Successful applicants are required to submit quarterly performance measures, progress reports, and financial reports to request reimbursable funds unless otherwise noted.

Grantees will be required to track and report on the following:

Outputs

- Development or enhancement of case management systems meeting specified data collection requirements.
- Conducting staff training sessions.
- Improved accuracy and completeness of case data.

Outcomes:

- Enhanced efficiency in case processing and data management.

- Improved ability to generate accurate case reports.
- Greater transparency and accountability in case management.
- Increased overall effectiveness in managing and tracking cases.
- Improved ability to share information with other jurisdictions.

Refer to the [Grants Management System Application Instructions](#) for additional guidance.

E. Timeline

Applicants must provide a detailed timeline outlining objectives, key milestones, and expected completion dates.

Refer to the [Grants Management System Application Instructions](#) for additional guidance.

F. Spending Plan

Applicants should detail the timeline for the implementation of each budget line item. The spending plan and timeline must align with the proposed start/end dates.

Refer to the [Grants Management System Application Instructions](#) for additional guidance.

G. Management Capabilities

Refer to the [Grants Management System Application Instructions](#) for additional guidance.

H. Sustainability

Refer to the [Grants Management System Application Instructions](#) for additional guidance.

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.gocpp.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 Friday, February 7, 2025. 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 Zahra Isaacs at Zahra.Isaacs@maryland.gov and/or Tabitha Wilson at Tabitha.Wilson@maryland.gov.

The Grant Management System (GMS) Help Desk operates Monday through Friday from 9 AM to 5 PM. The normal response time is 24 - 72 hours.

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 [GMS Application Instructions](#). Applicants are encouraged to review these instructions before completing the online application.

VI. Important Dates

Deadline to Request a User ID	Friday, February 7, 2025
Deadline to Submit an Online Application	Friday, February 14, 2025
Letters of Intent Emailed/Denial Letters Emailed	March 2025
Award Documents	March 2025
Sub-award Start Date	March 1, 2025
Sub-award End Date	June 30, 2025

VII. Application Evaluation

The SACM grant program is a competitive application process. The Office, along with an internal or external review team, may assess the merits of the proposed program per this Notice of Funding Availability. Applicants should review this program-specific NOFA in concert with the *GMS Application Instructions* located at <https://goccp.maryland.gov/gms-application-instructions/> when developing their application to ensure all required elements are included and addressed.

Scoring is as follows:

- Problem statement/needs justification (15 points total)
- Program goals and objectives (20 points total)

- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending plan and budget (reasonableness, cost-effectiveness, detailed justification per line item in GMS) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

VIII. Funding Specifications

A. Funding Cycle

Commencement of awards funded under SACM for FY 2025 will begin March 1, 2025, and end on June 30, 2025. **These funds cannot be extended beyond June 30, 2025.**

B. Allowable Costs

General guidance on cost allocation and prorate - Applicants must determine the appropriate methodology for allocating shared costs that are budgeted and charged to multiple grants. Reimbursable funds charged to multiple costs in the accounting and financial management system must be distributed in proportion using the principles of reasonable, allowable, and allocable expenditures per budget category and line item, as applicable.

Please visit the following page for additional guidance on suggested prorating strategies for subgrantees from our Federal partners:

- [Suggested Prorating Strategies for Victim Assistance Subgrantees](#)
- [Cost Allocation Information](#)

Sample Budget Spreadsheet Tool: For assistance in developing application budgets to include all required elements, the Office has developed this [GOCPP' Budget Assistance Spreadsheet](#) tool. Applicants are encouraged to complete this spreadsheet as a tool, then transfer all information in the online Grants Management System (GMS). Note: use of this tool is not required and **should not be uploaded** into the GMS. The Budget entered into the GMS Budget Tab is the only budget that will be reviewed and considered for each application.

BUDGET CATEGORY:

The following costs are eligible for support under the State's Attorney's Office Case Automation System Enhancement Grant Program (SACM). For each budget category, include prorated justifications and detailed line-item justifications in the online Grant Management System (GMS) application.

Contractual Services

- Costs related to system development, customization, or technical support for automated case management systems.

- Consultant fees for services directly tied to system implementation or enhancement, adhering to state and federal consultant rate guidelines.

Equipment

- Automated case management system hardware and software essential for project implementation.

Other

- Minor technology-related supplies necessary for the enhancement of the case management system (e.g., cabling, peripherals).
- Indirect costs, if applicable, with a valid Negotiated Indirect Cost Rate Agreement (NICRA) or the use of the 10% de minimis rate.

C. Unallowable Costs

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

- Alcoholic beverages
- Bad debt
- Bonuses or Commissions
- Construction/Capital Expenses/Land Acquisition
- Corporate Formation (costs associated with incorporation fees, brokers' fees, fees to promoters, organizers or management consultants, attorneys, accountants, or investment counselor in connection with establishment or reorganization of an organization)
- Fundraising
- Honorarium
- Lobbying costs (including membership fees to organizations whose primary activity is lobbying)
- Meals (exception to consider food consumed by clients must be pre-approved.)
- Personnel
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, and gift bags)

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

D. Consultant Rates

The requirements related to consultant rates apply to all Office awards whether funded by State or federal funds. The maximum allowable compensation rate for consultant services is \$81.25 per hour or \$650 per day. Rates above this threshold will be considered on a case-by-case basis and require prior approval. Additional information and the required procedures for requesting prior approval are found at <https://goccp.maryland.gov/preauth-for-consultant-fees/>. Please note that charges at a rate above the established maximum rate that are incurred prior to the issuance of an Office written approval will be disallowed.

E. 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.

IX. Distribution of Funds & Reporting Requirements

The Governor's Office of Crime Prevention and Policy will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

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

A. Electronic Funds Transfer (EFT)

The Office encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website: <https://marylandtaxes.gov/divisions/gad/eft-program.php>.

B. 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

What an Application **MUST** Include by the Deadline to be Considered for Funding:

- _____ Face Sheet
- _____ Project Summary
- _____ Narrative
 - _____ Problem Statement/Needs Justification
 - _____ Program Goals and Objectives
 - _____ Program Strategy/ Logic Model
 - _____ Program Measurement
 - _____ Timeline
 - _____ Spending Plan
 - _____ Management Capabilities
 - _____ Sustainability
 - _____ Applicant Disclosure of Pending Applications Statement
 - _____ Unique Entity Identifier (UEI) and SAM.GOV Expiration Date
- _____ Budget and Budget Justification
 - _____ Contractual Services
 - _____ Equipment
 - _____ Other
- _____ Budget Prioritization
- _____ Signed Certified Assurances **REQUIRED**
- _____ Signed Certification Regarding Lobbying **REQUIRED**
- _____ Screenshot Upload of SAM.gov/Unique Entity Identifier (UEI) Registration **REQUIRED**
- _____ **NEW:** [Certification of Applicable Financial Reporting Requirements and Required Financial Report Uploading](#) **REQUIRED**
- _____ **NEW:** [Subrecipient Organizational Capacity Questionnaire](#) with applicable attachments **REQUIRED**

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



Grants Management System (GMS) Application Instructions

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

Wes Moore, Governor
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Note: All applications must be submitted online in the [Grant Management System \(GMS\)](#).
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* Please note that the Governor's office of Crime Prevention, Youth, and Victim Services (GOCPPYVS) **was renamed to the Governor's Office of Crime Prevention and Policy** by the Moore-Miller Administration, effective immediately, on 1/18/2024. This change does not invalidate previous, current, or future agreements or documents referencing the agency as GOCPPYVS.

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INTRODUCTION

The [Governor's Office of Crime Prevention and Policy \(Office\)](#) is the designated State Administering Agency (SAA) for Maryland. The Office allocates resources statewide and acts to distribute, monitor, and report on spending under many state and federal grant assistance programs. 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. The Office places a significant emphasis on instituting strategic planning to align priorities at the State and local levels, to ensure it remains ahead of threats that impact the State, and to continue to be good stewards of the funds administered. For updates, refer to [Maryland's Comprehensive State Crime Control and Prevention Plan 2024-2026 Annual Update](#).

Grant funding is one of several tools that the Office utilizes to achieve its objectives per [Executive Order 01.01.2024.05](#), Code of MD Regulations (COMAR), and the Code of Federal Regulations (CFR) [2 CFR Part 200 - Uniform Administrative Requirements](#). Beginning in February of each calendar year, the Office issues a [Notice of Funding Availability \(NOFA\)](#)¹ for [grant programs](#) based on an annual budget appropriation. Eligible entities are encouraged to review annual updates to the programmatic and financial requirements described on the Office's website. Instructions to help applicants navigate the online application portal and submit a complete application request are available at [Grants Management System\(GMS\) Application Instructions](#). For more information, contact the Program Staff as specified in the program-specific NOFA or email support@goccp.freshdesk.com by the NOFA due date.

Note: All applications must be submitted online in the [Grant Management System \(GMS\)](#). Paper or email applications are not accepted. Post-award, grant funds are issued on a quarterly, reimbursable basis.

I. APPLICATION PROCESS

All applications for grants administered by the Governor's Office of Crime Prevention and Policy 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 Office's web-based application you must have a User ID.

For new applicants, 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 Office using the GMS, **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. The Grant Management System (GMS) Help Desk operates Monday through Friday from 9 AM to 5 PM. The normal response time is 24 - 72 hours.

If you need assistance completing the program-specific information required in the online application, please contact the **Program Staff** specified in the program-specific NOFA. Paper or email applications are not accepted.

¹ NOFAs are publicized through the following websites: <https://goccp.maryland.gov/grants/> and Governor's Grants Office , <https://grants.maryland.gov/Pages/grants.aspx>

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 and Policy's function. Failure to provide all of this information may result in the denial of your application. The Governor's Office of Crime Prevention and Policy is a government entity; upon submission, this application is considered public information. The Governor's Office of Crime Prevention and Policy 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 and Policy, 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/>.

Please refer to the **Grant Menu Screen** in the GMS. All requested information must be provided in each section of the GMS in a narrative form.

A. FACE SHEET TAB INSTRUCTIONS

1. *Project Title*

The project title should be brief, precise, and reflect the proposed strategy. 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 Staff.

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.

- **DUNS Number²:** Insert 00-000-0000 only (ie., 9 zeros)

On April 4, 2022, the DUNS number used across the federal government changed to a twelve-character identification code assigned by the federal [System of Award Management \(SAM\)](#) registration process. All entities seeking the Office's grant funds must have an active registration in the [SAM.gov](#) with a valid expiration date.

- **SAM Expiration Date³:** Enter your sam.gov expiration date only (M/D/Y format).

Every applicant entity must comply with all applicable 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.

² DUN & Bradstreet Number feature is defunct in GMS. Enter 9 zeros only.

³ .For help with first-time registration, visit the Federal Service Desk, [FSD.gov](#).

Once registered, entities must complete annual renewals to maintain an active status. It is recommended that you begin the SAM.gov registration or renewal process **30 days prior** to any NOFA deadlines to allow for the time necessary to complete the full process, including SAM.gov's entity validation process. If you intend to apply for a specific opportunity, refer to the grant program-specific NOFA, and plan your SAM.gov registration accordingly.

For additional support, visit [SAM.gov Help](#). **A screenshot of an active registration must be uploaded in the document section of the GMS. Active registration must be maintained throughout the grant life cycle.**

SAM. Gov Public Search Record: When registering, please check the box that allows the record to be a "public display record." This will enable periodic GOCPP compliance reviews of subgrantee SAM.gov status.

Access to SAM.GOV: [SAM.gov](#)

More information on the UEI can be found here: [Unique Entity Identifier Update | GSA](#).

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: <https://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 in "12. Service Site Tab Instructions").

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 Office 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 Office 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/>. For additional information, please refer to the guidance provided for this role on completing [Civil Rights Compliance](#) forms as applicable.

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 of the GMS narrative are explained below. 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? **Also, refer to the Grant Program NOFA for any program-specific requirements that should be included in this narrative section.**

2. Program Purpose Area

Include a purpose/priority area statement aligned with the requirement section of the program-specific NOFA.

Example: "Per the program-specific (Juvenile Justice Title II) NOFA, the proposed request for funding is aligned with Purpose/Priority Area 1 of the NOFA: Youth Diversion."

The Office strongly encourages the use of data and evidence in policy-making and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on best practices or evidence-based programs, see the [OJP Resource Guide](#). In this **narrative section of the GMS**, the applicant shall describe how the proposed strategy promotes best practices and Maryland's current approach to advance public safety and improve outcomes for youth and crime victims as outlined in [Maryland's Comprehensive State Crime Control and Prevention Plan 2024-2026 Annual Update](#). **Also, refer to the NOFA for any program-specific requirements that should be included in this narrative section.**

3. 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. Identify specific objectives you wish to accomplish through the 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. This section may be in an outline-style format (retaining all numbering, lettering, and headers) with a brief, narrative description.

Example:

- **Goal #1**
 - **Objective #1:** Enter program specific information
 - Supporting Activities
 - Resources
 - Program deliverables - a summary Outcomes versus Outputs is provided in the reference sheet located at the end of this document.

Also, refer to the NOFA for any program-specific requirements that should be included in this narrative section.

4. 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). **Also, refer to the NOFA for any program-specific requirements that should be included in this narrative section.**

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.).

Program Logic

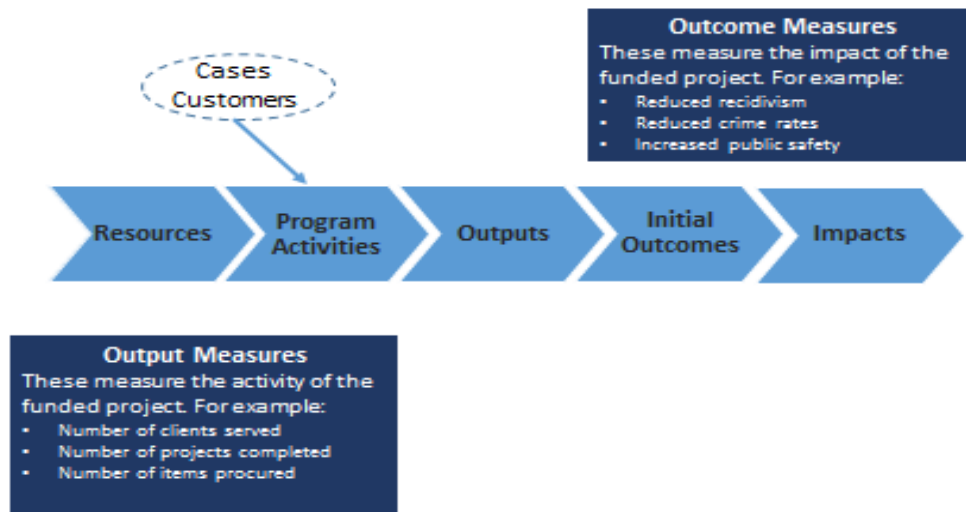


Figure 1: Program Logic

5. Program Measurement

A summary Outcomes versus Outputs is provided in the reference sheet located at the end of this document.

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. Also, refer to the NOFA for any program-specific requirements that should be included in this narrative section.

6. 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

Also, **refer to the NOFA for any program-specific requirements that should be included in this narrative section.**

7. Spending Plan

Detail the timeline for the implementation of **each** budget line item. **Spending plan and timeline must align with the proposed start/end dates.** Also, **refer to the NOFA for any program-specific requirements that should be included in this narrative section.**

8. Management Capabilities

Qualifications and Experience of Implementing Agencies: Provide a brief description of the Implementing Agency's experience and achievements that qualify the agency to conduct the project. In a narrative format, also please expand on statements provided in the Applicant Agency's [Subrecipient Organizational Capacity Questionnaire](#). (See [Section I](#) below).

Key Grant Personnel: List the names and provide a short professional biography of the project director, key consultants, and the assigned fiscal officer. Describe the role of personnel listed on the [FACE SHEET TAB INSTRUCTIONS](#) in the GMS.

In addition, applicants must provide the name and title of each staff person requested in the budget. **Please note:** All documentation submitted to the Office is subject to the Public Information Act. If the applicant prefers not to submit names of staff, they must develop a tracking system to be used across all GOCPP funding sources which clearly identifies positions using non personal identifiable information within the application. This information must be made available upon request.

Additionally, indicate how all requested personnel 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). Applicants must determine the appropriate methodology for allocating shared costs that are budgeted and charged to multiple grants. Reimbursable funds charged to multiple costs in the accounting and financial management system must be distributed in proportion using the principles of reasonable, allowable, and allocable expenditures per budget category and line item, as applicable.

Also, **refer to the NOFA for any program-specific requirements that should be included in this narrative section.**

9. 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. Include your plan to sustain your program to include a description of match funds as applicable (cash, in kind, volunteer).

Note: Post award, grant funds are reimbursed on a quarterly basis unless otherwise stated in the NOFA. Also, **refer to the NOFA for any program-specific requirements that should be included in this narrative section.**

10. 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 Office seeks this information to help avoid duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

In this section, applicants that have pending applications as described above 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.”)

11. Unique Entity Identifier (UEI) and SAM.gov Expiration Date:

Enter your entity’s 12-character alphanumeric Unique Entity Identifier (UEI) issued by [SAM.gov](https://sam.gov). List a valid expiration date.

12. Person Completing the Project Narrative:

Include person completing project narrative: Include the following: Name, Job Title, Organization Name, Telephone, Fax, and E-mail address.

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 GOCPP. **If required, support letters must be updated in the Document section of the GMS by the due date.**

Also, refer to the NOFA and NOFA Checklist for any program-specific requirements that should be included in this section.

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, unless stated otherwise in the program specific NOFA and where applicable, be adjusted to reflect the start date and holidays. The Office **reserves the right to reduce budgets**. Grant funds are reimbursed on a quarterly basis unless otherwise noted in the NOFA.

Each budget line item must include a justification entry proportional to the application request. Total project cost for each budget category tab in GMS may include Match Funds as required by the program-specific NOFA. Applicants may satisfy match requirements with either Cash or In-Kind services, including volunteer hours, as applicable per NOFA requirements. Please refer to the [Grant Match Calculator and Provisions](#) as applicable.

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 <https://goccp.maryland.gov/grants/gms-help-videos/>.

Allowable Costs⁴

General guidance on cost allocation and prorate - Applicants must determine the appropriate methodology for allocating shared costs that are budgeted and charged to multiple grants. Reimbursable funds charged to multiple costs in the accounting and financial management system must be distributed in proportion using the principles of reasonable, allowable, and allocable expenditures per budget category and line item, as applicable.

For example, organizations:

- Must explain the process used to prorate the funds between the sources which includes funding sources and the general operating budget
- Identify the different rates in the spending plan.
- The organization must have a written policy in place concerning prorating and/or the calculations used.

⁴ Effective SFY 25, reviews are conducted per 2 C.F.R. § 200.413 Direct costs.: Principles: Reasonable, Allowability and Allocability of expenditures. Budget justifications will be reviewed to include adequate statements by the applicant related to proportional allocation of costs referenced 2 CFR § 200.405.

- A copy of the prorating policy must be provided when requested.

Please visit the following page for additional guidance on suggested prorating strategies for subgrantees from one of our federal partners:

<https://ovc.ojp.gov/sites/g/files/xyckuh226/files/media/document/ovc-victim-assistance-prorating-strategies-for-subgrantees-winter-2020.pdf>

New Resource: Sample Budget Spreadsheet Tool: For assistance in developing application budgets to include all required elements, the Office has developed a [Budget Assistance Spreadsheet](#) as a resource. Applicants are encouraged to complete this spreadsheet as a tool, then transfer all information in the Online Grants Management System (GMS).

Note: *The use of this tool is not required and **should not be uploaded** in the GMS. The Budget entered into the GMS Budget Tab is the only budget that will be reviewed and considered for each application.*

Unallowable Costs

The following services, activities, and costs cannot be supported by the Office:

- Alcoholic beverages
- Bonuses or Commissions
- Construction/Capital Expenses/Land Acquisition
- Corporate Formation (costs associated with incorporation fees, brokers' fees, fees to promoters, organizers or management consultants, attorneys, accountants, or investment counselor in connection with establishment or reorganization of an organization)
- Fundraising
- Honorarium
- Lobbying costs (including membership fees to organizations whose primary activity is lobbying)
- Meals (exception to consider food consumed by clients must be pre-approved.)
- Previous Debt Obligations
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, and gift bags)

Please note that all costs must be reasonable, allocable, and allowable including indirect costs. Additionally, the Office's funding is reimbursable quarterly unless otherwise stated. To this end, applicants must consider if the entity has the financial capacity to await reimbursement following each reporting period.

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

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.

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

Original Grant Application Budget										Print	Refresh
Help	Budget Category		Total Grant Funds		Total Cash Match		Total In Kind		Total Budget		
		Personnel	\$22,000.00		\$11,000.00		\$0.00		\$33,000.00		
Add new record										Refresh	
	Description of Position		Salary Type	Funding	Wage Type	Wage Amount	Total Budget	Just.	Priority	Edit	Delete
	Community Outreach Coordinator									\$22,000.00	
	Community Outreach Coordinator		Salary	Grant Funds	Annual	\$60,000.00	\$20,000.00	View/Edit	2		
	Community Outreach Coordinator		Fringe	Grant Funds	Annual	\$20,000.00	\$2,000.00	View/Edit	3		
	Community Outreach Trainer									\$11,000.00	
	Community Outreach Trainer		Salary	Cash Match	Annual	\$40,000.00	\$10,000.00	View/Edit	4		
	Community Outreach Trainer		Fringe	Cash Match	Annual	\$10,000.00	\$1,000.00	View/Edit	5		

- 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. Include Grant Funds request and/or Cash Match contribution.
- 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).

Notes:

- 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.** The hourly rate can be calculated by full salary divided by 2,080.
- 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.

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. This position is supported with cash match funds from a private donor.

Annual salary is \$40,000. She will be devoting 25% of her time to this project. We are contributing $\$40,000 \times .25 = \$10,000$ 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

Rental Space, Printing, and Communications. Communication expenses include items such as telephone, fax, postage, and other expenditures such as photocopying. Note: Office supplies and project supplies should NOT be listed under operating, and should be listed in the 'Other' category.

Each line item entered, 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 and unallowable expenses specific to the program.

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 training must be provided in the justification and must fall within the award period.**

- **Mileage Reimbursement Allowance** cannot exceed the \$.67 cents/mile rate as of 1/1/2024.
 - Current mileage rates can be located at: [Fleet Management Services](#)
- **Per Diem/Meal Allowance** cannot exceed the State's Meal & Incidental Expenses Reimbursement Rates.
 - Current per diem rates can be located at:
<https://dbm.gov/Pages/MealTipReimbursement.aspx>.
- **Lodging Per Diem Allowance** cannot exceed the U.S. General Services Administration (GSA) rates (excluding taxes).
 - Current lodging rates can be located at: [Per Diem Rates | GSA](#).

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

Consultant Rates: The following requirements related to consultant rates apply to all GOCPP's awards whether funded by State or federal funds. The maximum allowable compensation rate for consultant services is \$81.25 per hour or \$650 per day. Rates above this threshold will be considered on a case-by-case basis and require prior approval.

Additional information and the required procedures for requesting prior approval are found in the [Request for Preauthorization of Consultant Fees Form](#). Please note that charges at a rate above the established maximum rate that are incurred prior to the issuance of GOCPP's written approval will be determined as a disallowed cost.

Important: Contracts in existence at the time of application must be uploaded into the Documents section of the GMS during the application process. Contracts finalized post award must be uploaded into the GMS once finalized and before any reimbursement for the related expenses will be awarded.

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 Office's 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 Office's website. Property Inventory Report Form (PIRFs) is required for equipment that costs \$5,000 or more per unit cost, unless the Special Conditions in your grant packet state otherwise.

Each line item entered requires a justification that ties that item to the activities described in your narrative.

OTHER

Include all other anticipated expenditures which are not included in the previous categories such as **registration fees, program and office supplies, and equipment with a useful life less than one year and a procurement cost of less than \$5,000.** Include additional match funds to support sustainability, as applicable. Refer to the [provisions for match requirements](#). If applicable, upload a federally Negotiated Indirect Cost Rate Agreement (NICRA) in the Document section of the GMS.

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 and budget justification if they are utilizing the de minimis rate or if they are utilizing a negotiated indirect cost 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](#)).

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.

General guidance on cost allocation and prorate - Applicants must determine the appropriate methodology for allocating shared costs that are budgeted and charged to multiple grants. Reimbursable funds charged to multiple costs in the accounting and financial management system must be distributed in proportion using the principles of reasonable, allowable, and allocable expenditures per budget category and line item, as applicable.

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

G. DOCUMENTS TAB INSTRUCTIONS

If there are any additional required forms (e.g. Letters of Support) or other documents that the applicants would like included with their application, use the Documents tab to attach those files. Applicants can 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. 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 %:		Project Dates:		Title:		Application Status:			
[Unassigned]				\$1,053.00		\$0.00		0.00 %		03/01/2013 - 03/31/2013		Financial Investigations Prac...		--> Submit Application			
Grant Application Menu	Grant Application Menu																
	Search		PRINT REPORT														
														Pending			
														--> Cancel Application			
														--> Submit Application			

The GMS will process and send an email confirmation to applicant's contacts. The email message will include a pdf attachment of a formatted grant application packet as shown below.

Application #: 2024-BN-0001, Submitted: 2/1/2024

goccpgrms.daemon@maryland.gov <goccpgrms.daemon@maryland.gov>
Thursday, Feb 1, 2024 at 12:52 PM

To: project_director@mail.com , application.preparer@mail.com ,
gocpp.monitor@maryland.gov

Law Enforcement Training Scholarship - 2024 (LETS)
Application #: 2024-BN-0001, Submitted: 2/1/2024
Applicant: Governor's Office of Crime Prevention and Policy
Title: Law Enforcement Training - LETS

Grant Funds: \$20,000.00



GrantApplicationReport

I. 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 Office 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](#).

J. SINGLE AUDIT REQUIREMENT/ CERTIFICATION OF APPLICABLE FINANCIAL REPORTING REQUIREMENTS and REQUIRED FINANCIAL REPORT UPLOADING

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.

To ensure subrecipient compliance with applicable fiscal audit/reporting requirements and the timely submission of copies of the subject documents to the Office, applicants must upload to the **Documents** section of the GMS application the:

- Executed [Certification of Applicable Financial Reporting Requirements Form](#); and
- Most recent editions of the financial reports that are indicated as applicable to the applicant on the submitted Certification of Applicable Financial Reporting Requirements Form.

If the applicant indicates on the Certification of Applicable Financial Reporting Requirements Form that their organization must file a single audit under [2 CFR §200.514](#), a screenshot verifying submission to the [Federal Audit Clearinghouse](#) must be uploaded to the documents section of the application.

Please note that the GOCPP 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\(c\)](#). 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.**

K. PROOF OF 501(c)(3) STATUS

New non-profit organizations applying for funding must upload to the **Documents** section of the GMS application U. S. Internal Revenue Service documentation that substantiates the organization's tax exempt status under section 501(c)(3) of the Internal Revenue Code.

L. [SUBRECIPIENT ORGANIZATIONAL CAPACITY QUESTIONNAIRE \(SOCQ\)](#) **NEW**

The GOCPP's desk review and site visit compliance areas, for issuing subaward, include administering a pre-award assessment tool to determine risk and monitoring levels. The SOCQ is a checklist used to review an applicant's organizational stability, financial management practices, and program operations. **SOCQ is part of a complete application submitted in the online GMS. Effective SFY 25, this assessment tool is required at the time of the application.** In addition, applicants must upload supporting Policy and Procedure attachments in the "Document" section of the GMS. Depending on the risks posed, the Office will categorize "Risk Status" in the GMS to track during the grant's lifecycle. This form must be reliable information collected from the applicant entity's Chief Executive or Financial Officer.

M. NOFA CHECKLIST

Please refer to the program-specific NOFA to comply with all requirements and upload of additional documents as applicable.

N. POST AWARD INSTRUCTIONS

Distribution of Funds and Reporting Requirements

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

The Office will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports (Progress Reports and Performance Measures) are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password used for the application process.

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, Comptroller of Maryland [Electronic Funds Transfer \(EFT\) Program](#).

Notes:

- Grant financial reimbursement requests are processed on a quarterly schedule unless stated otherwise in the program-specific NOFA. Please allow up to 30 days for the Office and the [Comptroller of Maryland](#) to process financial reimbursement requests and complete bank transactions. Refer to the [Financial Reporting Tips](#) for more information.
- Qualifying nonprofit entities may be eligible to apply for the Maryland Department of Commerce's Nonprofit, Interest-Free Micro Bridge Loan ([NIMBL](#)) Program. NIMBL Program will allow entities to fill a funding gap between the award dates of a government grant and the actual receipt date of those awarded funds that allow for the continued support of the entity's program.
- Refer to [General Conditions](#), [Grants Tips and Guidance](#), [Civil Rights Compliance](#), [2 CFR Subrecipient Monitoring and Management Guidance](#), and [Federal Grants Financial Guide \(DOJ sample\)](#) for additional resource information.
- To review additional resources on a grant life cycle, refer [Grants.gov Grants Learning Center](#)

OUTPUT VS. OUTCOMES EXAMPLE

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.

***Please provide a narrative in the GMS to justify [Section C. Narrative Tab Instructions](#).**

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 be required 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.goccp.maryland.gov/grants/general-conditions.php>).

10. That the Grantee will comply with the provisions of [28 CFR Part 66](#) applicable to grants and cooperative agreements awarded with DOJ funding.

11. Subrecipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eo/laws/title-vi.html>

CERTIFICATION: 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 and Policy

IV. CERTIFICATION REGARDING LOBBYING

This signed form must be generated by the Online Application Software



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-free Workplace (Grants)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals—

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local)

transaction or private agreement or transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 83.620 and 83.650:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) Abide by the terms of the statement; and
 - (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
- As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

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

For OJP and OVV 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. Upload signed copy in the Document section by program-specific NOFA due date.

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