



State Aid for Police Protection: User Guide to Complete Forms

This *State Aid for Police Protection: User Guide to Complete Forms* provides guidance on the completion of information for [Form 1: Actual Expenditures](#), [Form 2: Estimated Expenditures](#), [Form 3: Sworn Officer Count](#), and [CARF Form](#). All forms are accessible on the Governor's Office of Crime Prevention and Police's (Office's) website at: <https://gocpp.maryland.gov/grants/programs/sapp/>.

Complete Forms

To complete a form, please refer to the following steps below. It is important to note that for the purpose of this *State Aid for Police Protection: User Guide to Complete Forms*, the provided guidance and illustrations are based on [Form 1: Actual Expenditures](#).

Step 1: Select this [link](#) to access the [State Aid for Police Protection Fund \(SAPP\)](#) page. Scroll to the bottom of the page and select [Form 1: Actual Expenditures](#) (*as illustrated below*).

Grant Information > Grant Programs > Tips and Guidance > Peer Reviewers Grant Management System (GMS) > Request GMS Access > Changing Authorized Official > Help Documents > Help Videos Conditions & Compliance > General Conditions > Civil Rights Compliance > Financial Requirements	State Aid for Police Protection Fund (SAPP) This grant program is currently accepting applications. Please download the most recent Notice of Funding Availability (NOFA) on this page to guide you, and contact the program manager with any questions. You must be a registered user of the Grants Management System to apply. Online submission deadline: November 26, 2025 at 11:59pm Overview Description The State Aid for Police Protection Fund is a formula-driven funding program used to supplement resources for police protection in our local communities. State funds provide additional revenue to support the operational costs of local and county police agencies. Funds are distributed based on a formula derived through a subdivision's population, number of police officers in the agency, and the total jurisdictional taxable income. Annual fund distributions are calculated according to the previous year's operations costs. History The basis of the State Aid for Police Protection Fund, along with several other grants, was created as a line budget item in the 1980s. Its funds were to be treated as general revenue. Categories funded • Other Eligible to apply • Local government agencies • Local Law Enforcement Documents Notices of Funding Availability (NOFA) • SFY 2027 State Aid for Police Protection Fund NOFA • Guidelines for Completing Form No. 1 and No. 2 Additional Documents • Form 2: Estimated Expenditures • Form 3: Sworn Officer Count • Form 1: Actual Expenditures • CARF Reconciliation Form
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Step 2: Once selected, the fillable form will open.

SAPP Form 1: 2025 Actual Expenditures for Police Protection
Fiscal Year Ending June 30, 2025



Subdivision (County)

Municipality (City/Town)

Part I

The following section should capture dollar amounts. Please omit cents. If your agency is requesting funds for the Police Department and Sheriff's Department, enter a percentage in the text box below.

Part I		Police Department	Sheriff's Department
Salaries and Wages			
Capital Outlay			
Debt Service			
Other Operating Expenses	Communications		
	Travel		
	Fuel and Utilities		
	Contractual Services		
	Supplies and Materials		
	Fixed Charges		
	Motor Vehicle Operations and Maintenance		
	Contributions		
	Miscellaneous		
TOTAL	Total	0.00	0.00
	Percentage	0.00%	0.00%
	Overall Total	0.00	0.00
SUB-TOTAL Part I		Total	
		0.00	

Part II

The following section should capture dollar amounts. Please omit cents.

Part II	Total
Traffic Control	
Central Alarm System	
SUB-TOTAL Part II	0.00

Do you receive reimbursement of police costs from other jurisdictions? Please check an applicable box. If yes, deduct these expenses to eliminate duplication of costs.

☐ Yes
☐ No

Part III

The following section should capture dollar amounts. Please omit cents.

Part III	Total
SUB-TOTAL Part I	0.00
SUB-TOTAL Part II	0.00
TOTAL (I and II)	0.00

I/we certify that the information contained herein is true, correct, and complete to the best of my/our knowledge.

Chief of Police/Sheriff's Signature

Chief Executive Officer Signature

Step 3: Place your cursor in the text box above **Subdivision (County)** and enter an appropriate response (*as illustrated below*).

Subdivision (County)

Municipality (City/Town)

Step 4: Once entered, place your cursor in the text box above **Municipality (City/Town)** or simply press the **tab** key on your keypad to enter an appropriate response (*as illustrated below*). If a city or town is not applicable, enter N/A.

Subdivision (County)

Municipality (City/Town)

Step 5a: If your agency is requesting funds for the Police Department and Sheriff's Department, enter figures in the **Police Department** and **Sheriff's Department** columns of **Part I** (as illustrated below). If your agency is not requesting funds for both departments, please refer to **Step 6a** through **Step 6e**.

Part I		Police Department	Sheriff's Department
Salaries and Wages		5,000,000.00	100,000.00
Capital Outlay		50,000.00	30,000.00
Debt Service		25,000.00	25,000.00
Other Operating Expenses	Communications	10,000.00	10,000.00
	Travel	5,000.00	5,000.00
	Fuel and Utilities	30,000.00	30,000.00
	Contractual Services	50,000.00	50,000.00
	Supplies and Materials	50,000.00	50,000.00
	Fixed Charges	20,000.00	20,000.00
	Motor Vehicle Operations and Maintenance	60,000.00	30,000.00
	Contributions	10,000.00	10,000.00
	Miscellaneous	5,000.00	2,500.00
TOTAL	Total	5,315,000.00	362,500.00
	Percentage	0.00%	0.00%
	Overall Total	0.00	0.00
SUB-TOTAL Part I	Total	0.00	

Step 5b: Once all dollar figures are entered, include a percentage in the **Police Department** and **Sheriff's Department** columns to account for this. For example, if your organization requests 100% of funds for the Police Department and 50% of funds for the Sheriff's Department, the **Overall Total** will compute as directed (as illustrated below).

Part I		Police Department	Sheriff's Department
Salaries and Wages		5,000,000.00	100,000.00
Capital Outlay		50,000.00	30,000.00
Debt Service		25,000.00	25,000.00
Other Operating Expenses	Communications	10,000.00	10,000.00
	Travel	5,000.00	5,000.00
	Fuel and Utilities	30,000.00	30,000.00
	Contractual Services	50,000.00	50,000.00
	Supplies and Materials	50,000.00	50,000.00
	Fixed Charges	20,000.00	20,000.00
	Motor Vehicle Operations and Maintenance	60,000.00	30,000.00
	Contributions	10,000.00	10,000.00
	Miscellaneous	5,000.00	2,500.00
TOTAL	Total	5,315,000.00	362,500.00
	Percentage	100.00%	50.00%
	Overall Total	5,315,000.00	181,250.00
SUB-TOTAL Part I	Total	5,496,250.00	

Step 5c: Place your cursor in the text box applicable for **Traffic Control** and enter an appropriate figure (*as illustrated below*).

Part II	
The following section should capture dollar amounts. Please omit cents.	
Part II	Total
Traffic Control	50,000.00
Central Alarm System	
SUB-TOTAL Part II	50,000.00
Part III	
The following section should capture dollar amounts. Please omit cents.	
Part III	Total
SUB-TOTAL Part I	5,496,250.00
SUB-TOTAL Part II	50,000.00
TOTAL (I and II)	5,496,250.00

Step 5d: Once entered, press the **tab** key on your keypad to enter an appropriate figure for the **Central Alarm System** (*as illustrated below*).

Part II	
The following section should capture dollar amounts. Please omit cents.	
Part II	Total
Traffic Control	50,000.00
Central Alarm System	25000
SUB-TOTAL Part II	75,000.00
Part III	
The following section should capture dollar amounts. Please omit cents.	
Part III	Total
SUB-TOTAL Part I	5,496,250.00
SUB-TOTAL Part II	75,000.00
TOTAL (I and II)	5,548,750.00

Step 5e: Once all figures for **Part II** are entered, select an applicable checkbox, located on the right-hand side. Once selected, the **TOTAL (I and II)** figure will update to capture all calculations (*as illustrated below*). Please note that the checkbox selection is not only required for the purpose of the form, it also triggers the calculations within the form to populate. Please proceed to Step 7.

Part II		Do you receive reimbursement of police costs from other jurisdictions? Please check an applicable box. If yes, deduct these expenses to eliminate duplication of costs. ☒ Yes ☐ No
The following section should capture dollar amounts. Please omit cents.		
Part II	Total	
Traffic Control	50,000.00	
Central Alarm System	25,000.00	
SUB-TOTAL Part II	75,000.00	
Part III		
The following section should capture dollar amounts. Please omit cents.		
Part III	Total	I/we certify that the information contained herein is true, correct, and complete to the best of my/our knowledge.
SUB-TOTAL Part I	5,496,250.00	
SUB-TOTAL Part II	75,000.00	
TOTAL (I and II)	5,571,250.00	

Step 6a: If your agency is requesting funds for the Police Department only, enter figures in the **Police Department** column of **Part I** (*as illustrated below*).

Part I		Police Department	Sheriff's Department
Salaries and Wages		5,000,000.00	
Capital Outlay		50,000.00	
Debt Service		25,000.00	
Other Operating Expenses	Communications	10,000.00	
	Travel	5,000.00	
	Fuel and Utilities	30,000.00	
	Contractual Services	50,000.00	
	Supplies and Materials	50,000.00	
	Fixed Charges	20,000.00	
	Motor Vehicle Operations and Maintenance	60,000.00	
	Contributions	10,000.00	
	Miscellaneous	5,000.00	
TOTAL	Total	5,315,000.00	0.00
	Percentage	0.00%	0.00%
	Overall Total	0.00	0.00
SUB-TOTAL Part I	Total	0.00	

Step 6b: Although figures are not needed in the **Sheriff's Department** column, a percentage must be included in both columns to ensure Part III accurately calculates the total. For example, if your organization requests 100% of funds for the Police Department and no funds for the Sheriff's Department, a one or zero may be entered in order for the **Overall Total** to compute accordingly (*as illustrated below*).

Part I		Police Department	Sheriff's Department
Salaries and Wages		5,000,000.00	
Capital Outlay		50,000.00	
Debt Service		25,000.00	
Other Operating Expenses	Communications	10,000.00	
	Travel	5,000.00	
	Fuel and Utilities	30,000.00	
	Contractual Services	50,000.00	
	Supplies and Materials	50,000.00	
	Fixed Charges	20,000.00	
	Motor Vehicle Operations and Maintenance	60,000.00	
	Contributions	10,000.00	
	Miscellaneous	5,000.00	
TOTAL		5,315,000.00	0.00
Percentage		100.00%	100.00%
Overall Total		5,315,000.00	0.00
SUB-TOTAL Part I		5,315,000.00	

Part II
The following section should capture dollar amounts. Please omit cents.

Part II	Total
Traffic Control	
Central Alarm System	
SUB-TOTAL Part II	0.00

Do you receive reimbursement of police costs from other jurisdictions? Please check an applicable box. If yes, deduct these expenses to eliminate duplication of costs.

☐ Yes
☐ No

Part III
The following section should capture dollar amounts. Please omit cents.

Part III	Total
SUB-TOTAL Part I	5,315,000.00
SUB-TOTAL Part II	0.00
TOTAL (I and II)	5,315,000.00

I/we certify that the information contained herein is true, correct, and complete to the best of my/our knowledge.

Part I		Police Department	Sheriff's Department
Salaries and Wages		5,000,000.00	
Capital Outlay		50,000.00	
Debt Service		25,000.00	
Other Operating Expenses	Communications	10,000.00	
	Travel	5,000.00	
	Fuel and Utilities	30,000.00	
	Contractual Services	50,000.00	
	Supplies and Materials	50,000.00	
	Fixed Charges	20,000.00	
	Motor Vehicle Operations and Maintenance	60,000.00	
	Contributions	10,000.00	
	Miscellaneous	5,000.00	
TOTAL		5,315,000.00	0.00
Percentage		100.00%	0.00%
Overall Total		5,315,000.00	0.00
SUB-TOTAL Part I		5,315,000.00	

Part II
The following section should capture dollar amounts. Please omit cents.

Part II	Total
Traffic Control	
Central Alarm System	
SUB-TOTAL Part II	0.00

Do you receive reimbursement of police costs from other jurisdictions? Please check an applicable box. If yes, deduct these expenses to eliminate duplication of costs.

☐ Yes
☐ No

Part III
The following section should capture dollar amounts. Please omit cents.

Part III	Total
SUB-TOTAL Part I	5,315,000.00
SUB-TOTAL Part II	0.00
TOTAL (I and II)	5,315,000.00

I/we certify that the information contained herein is true, correct, and complete to the best of my/our knowledge.

Step 6c: Place your cursor in the text box applicable for **Traffic Control** and enter an appropriate figure (*as illustrated below*).

Part II	
The following section should capture dollar amounts. Please omit cents.	
Part II	Total
Traffic Control	50000
Central Alarm System	
SUB-TOTAL Part II	50,000.00
Part III	
The following section should capture dollar amounts. Please omit cents.	
Part III	Total
SUB-TOTAL Part I	5,315,000.00
SUB-TOTAL Part II	50,000.00
TOTAL (I and II)	5,315,000.00

Step 6d: Once entered, press the **tab** key on your keypad to enter an appropriate figure for the **Central Alarm System** (*as illustrated below*).

Part II	
The following section should capture dollar amounts. Please omit cents.	
Part II	Total
Traffic Control	50,000.00
Central Alarm System	25000
SUB-TOTAL Part II	75,000.00
Part III	
The following section should capture dollar amounts. Please omit cents.	
Part III	Total
SUB-TOTAL Part I	5,315,000.00
SUB-TOTAL Part II	75,000.00
TOTAL (I and II)	5,365,000.00

Step 6e: Once all figures for **Part II** are entered, select an applicable checkbox, located on the right-hand side. Once selected, the **TOTAL (I and II)** figure will update to capture all calculations (*as illustrated below*). Please note that the checkbox selection is not only required for the purpose of the form, it also triggers the calculations within the form to populate. Please proceed to **Step 7**.

Part II The following section should capture dollar amounts. Please omit cents.		Do you receive reimbursement of police costs from other jurisdictions? Please check an applicable box. If yes, deduct these expenses to eliminate duplication of costs. ☒ Yes ☐ No
Part II	Total	
Traffic Control	50,000.00	
Central Alarm System	25,000.00	
SUB-TOTAL Part II		75,000.00
Part III The following section should capture dollar amounts. Please omit cents.		I/we certify that the information contained herein is true, correct, and complete to the best of my/our knowledge.
Part III	Total	
SUB-TOTAL Part I	5,315,000.00	
SUB-TOTAL Part II	75,000.00	
TOTAL (I and II)		5,390,000.00

Step 7: Insert electronic signatures in the appropriate areas (*as illustrated below*).

Chief of Police/Sheriff's Signature	Chief Executive Officer Signature

Step 8: Upload the completed form to the **Documents** tab in the Grants Management System (GMS) by the specified due date.