



State Fiscal Year 2027 State Aid for Police Protection (SAPP)

Applicant Technical Assistance Call

Presented by:
Governor's Office of Crime Prevention and Policy

Friday, November 14th, 2025 from 11 AM to 12 PM

Introductions - SAPP Points of Contact

Primary Contacts:

- Tabitha Wilson - SAPP Monitor
 - Email: Tabitha.Wilson@maryland.gov
 - Office: 410-697-9344
- Quentin Jones - SAPP Fund Manager
 - Email: Quentin.Jones@maryland.gov
 - Office: 410-697-9318

Secondary Contacts:

- Dorothy Lee - SAPP Fiscal Specialist
 - Email: Dorothy.Lee@maryland.gov
- Will van Wisse - Fiscal Grant Manager
 - Email: Will.vanWisse@maryland.gov



Technical Assistance Objectives

- SAPP Fund Overview
- Eligibility Criteria
- Application Requirements and Important Deadlines
- Required SFY 2027 Application Forms
- Required SFY 2026 Award Documents
- Accessing GOCPP's Grants Management System (GMS)
- Q & A

SAPP Fund Overview

- The SAPP fund is a formula-driven funding program used to provide financial assistance to counties and qualifying municipalities to help offset the costs associated with local law enforcement services.
- 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.

SAPP Fund Eligibility

Eligible Entities: Local Government Agencies and Local Law Enforcement

To be eligible for SAPP funding, a county/municipality must:

- Be incorporated, have annual expenditures for police protection in excess of \$5,000, **and** employ at least one qualified full-time officer as determined by the Executive Director; or
- Have expenditures for police protection that exceed \$80,000, **and** employ at least two qualified part-time police officers, as determined by the Executive Director, from a county police department or sheriff's department.

***** Only one application may be submitted per agency.***

SAPP Application Requirements

Due Date: Wednesday, November 26, 2025 by 11:59 pm

Narrative Requirements (New for SFY27 Applications)

Applicants must provide responses to the following sections in a bulleted format as detailed on pages 6 and 7 of the NOFA:

- Section 1 - Eligibility and Certification
- Section 2 - Use of Funds and Impact
- Section 3 - Unique Entity Identifier (UEI) and SAM.gov Expiration Date

SAPP Application Requirements - Required Forms

Due Date: **Wednesday, November 26, 2025 by 11:59 PM**

Required Forms

Upload the following forms in the GMS under the “Documents” tab by the due date:

- **Form 2 - Estimated Expenditures for Police Protection:** Provide the estimated expenditures for police protection for **SFY 2026 (July 1, 2025 - June 30, 2026)**. Back-up documentation supporting each line item expenditure must accompany the form.
- **Form 3 - Sworn Officer Count & MPCTC Roster:** Provide the number of full-time and part-time authorized and employed positions **as of June 30, 2025**, as certified by the Police Chief, Sheriff, and/of Chief Executive Officer of the municipality. A roster from the Maryland Police and Correctional Training Commission (MPCTC) corresponding to the certified number of full-time sworn police officers listing name, rank and/or position must be submitted with Form 3.

Required Documents for SFY 2026 SAPP Award

Due Date: Thursday, January 15, 2026 by 11:59 PM

Required Documents

Upload the following documents in the GMS under the “Documents” tab of your agency’s SFY 2026 award by the due date:

- **Form 1 - Actual SFY 2025 Expenditures for Police Protection:** Provide the actual expenditures for police protection for **SFY 2025 (July 1, 2024 - June 30, 2025)**, including supporting worksheets detailing the derivation of submitted figures.
- **SFY 2025 Comprehensive Audited Financial Statements Reconciliation (CAFR) Form:** The SFY 2025 CAFR Form should be cross-referenced with amounts reported on Form 1. If reconciliation is not possible, a reconciliation worksheet linking the two documents must be submitted.

Required Documents for SFY 2026 SAPP Award

Due Date: Thursday, January 15, 2026 by 11:59 PM

- **SFY 2025 Annual Audit Report** - If your agency's SFY25 Financial Audit Report will not be available by the due date, please contact Trevor Owen at Trevor.Owen@mga.maryland.gov to request an extension. If the extension is granted, upload the corresponding letter in the GMS under the "Documents" tab of the SFY 2026 award.

NOTE: If the SFY2025 Audit Report is unavailable by the Form 1 due date of January 15, 2026, complete and submit the form stamped "UNAUDITED". When the audit report is available, resubmit the form with verified expenditures and stamped "AUDITED".

***** Failure to submit the required documents will result in a hold on the SFY 2026 Q3 and Q4 payments.***

Grants Management System (GMS) Access

- For new GMS users, please follow the instructions on the Request GMS Access webpage:

<https://gocpp.maryland.gov/grants/requesting-access/>

- For GMS technical support (system support such as GMS access/login), please contact the GMS Help Desk via the following email:

support@gocpp.freshdesk.com

- For GMS resources, please use the following link:
<https://gocpp.maryland.gov/grants/gms-help-videos/>

**** The last day to request a GMS User ID is *Wednesday, November 19, 2025.***

Required Grant Personnel

Using the Officers' Tab, the following personnel must be included:

- **Project Director** - person in charge of the project and coordinating with this office; uploading required documents; completing the quarterly Programmatic Reports.
- **Fiscal Officer** - person responsible for submitting the quarterly Financial Report; submitting invoices and/or receipts.
- **Civil Rights Contact** - person responsible for handling internal civil rights violation complaints

Please follow the instructions on the Request GMS Access Webpage:

<https://gocpp.maryland.gov/grants/requesting-access/>

Authorized Official

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

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

The letter must include:

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

Alternate Authorized Signatory

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

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

The letter must include:

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

Alternate Authorized Signatory

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

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

ANY QUESTIONS?

Any Feedback?

Please use the below link to complete our FY27 NOFA TA Survey so that we can improve our calls in the future.

Link: <https://forms.gle/1VsrUarByPyYYnSq5>

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<https://gocpp.maryland.gov/>



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Grants Management System - Technical Support:

support@goccp.freshdesk.com