



SFY 27 Post-Award General Conditions

1. General and Special Conditions (Post-Award Instructions)

The General and Special Conditions included in a subaward packet serve as the Maryland Governor's Office of Crime Prevention and Policy's (GOCPP or Office) post-award instructions and procedures for managing and monitoring grants, regardless of the government funding source. Please review the program-specific award package for the subaward number, state or federal funding source, and approved budget allowance references.

This subaward is subject to the General Conditions on the Office's website <https://gocpp.maryland.gov/wp-content/uploads/general-conditions.pdf> and any Special Conditions accepted by the Subrecipient's Authorized Official, Project Director, and Fiscal Officer. Please refer to [General Condition 21](#) for more information. Additional guidance on each [program-specific](#) Notice of Funding Availability (NOFA) and the SFY 2027 [Grant Management System \(GMS\) Application Instructions](#) is available on the Office's website: <https://gocpp.maryland.gov/programs/>.

Note: The Office has revised the SFY 2027 [GMS Application Instructions](#), program-specific NOFA, grant conditions, and attachment requirements. All required documents and certifications must be received by the Office to be designated "Award in Compliance" status in GMS. References to the adoption of federal addendum terms/conditions per [2 CFR, Part 200](#) are also available in the NOFA to the best knowledge available to GOCPP. See specific references to U.S. DOJ and U.S. HHS guidance available at <https://www.ojp.gov/funding/part200uniformrequirements> and <https://acf.gov/grants/manage-grant/grant-award/award-terms>.

2. Statutes and Requirements of State and Federal Funds

This subaward is subject to all applicable provisions of [Title 1 Subtitle 4 of the Code of Maryland Regulations \(COMAR\)](#), relevant [Code of Federal Regulations \(C.F.R.\)](#), and requirements of the funding source. For current information on C.F.R., please visit <https://www.ecfr.gov/>.

Note: The Office reserves the right to impose additional [Special Conditions](#), as necessary, during the subaward period of performance. Please refer to the grant award letter available in the electronic [GMS](#).

3. Federal Financial Guide

In addition to post-award conditions, the subrecipient agrees to comply with the financial and administrative requirements outlined in the current edition of the U.S. Department of Justice, Office of Justice Programs (OJP) Financial Guide, as applicable. The subrecipient must also adhere to any additional terms and conditions instructed by the Office. The DOJ Financial Guide is available at: <https://www.ojp.gov/funding/financialguidedojo/overview>. See specific references to U.S. DOJ and U.S. HHS guidance available at <https://www.ojp.gov/funding/part200uniformrequirements> and <https://acf.gov/grants/manage-grant/grant-award/award-terms>.

4. Subaward Period of Performance

Upon approval by the Office, the submitted application **will** result in a subaward for the period specified in the subaward packet. The subaward does not constitute a commitment for funding prior to or beyond the stated period. The subaward may be terminated by either party with written notice to the terminated party **within 30 CALENDAR DAYS**. If the subaward is terminated before the end of the funding period, a financial accounting of both current quarterly and year-to-date expenses must be submitted within 60 calendar days. Please refer to [General Condition 32](#) for more information.

5. Subaward Acceptance Document

To fully execute the grant with the Office, the subrecipient must upload all required signed documents to the electronic [GMS](#). The **Grant Award and Acceptance Form**, which includes the original signature of the Executive Director of GOCPP, must be signed by the Authorized Official listed in the submitted application (electronic signature is acceptable). This document must be uploaded **within 30 CALENDAR DAYS** of receipt of the award packet.

The Authorized Official may be the County Executive, Duly Authorized Official of the local unit of government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or, in cases where agencies are permitted to apply directly, the head of the agency receiving the subaward.

Failure to submit the signed acceptance documents within the specified timeframe may result in the subaward being canceled. Late submission will be accepted on a case-by-case basis and may lead to increased risk designation, additional monitoring requirements, delayed project implementation and reimbursement, de-obligation of funds, and/or termination of the

subaward.

If the subrecipient chooses not to accept the subaward, a written notification must be provided to the Office **within 30 CALENDAR DAYS** of receiving the award packet. The subrecipient may also request to cancel the subaward after acceptance by submitting a formal written request to the Office. In either case, no expenditures incurred prior to or after the effective cancellation date will be eligible for reimbursement, and all unspent funds must be de-obligated.

Acceptance of this subaward constitutes a binding commitment to carry out the project as outlined in the approved grant documents, and to comply with all applicable terms and conditions. If there is any conflict or inconsistency between the Grant Agreement, the Approved Budget, the application or proposal materials, or any other incorporated documents, the Approved Budget will control all matters related to funding and expenditures. All spending must comply with the Approved Budget unless a written budget amendment is approved post award. No costs that exceed or differ from the Approved Budget will be allowable unless approved via a Grant Adjustment Notice (GAN). All information submitted to the Office is subject to the Maryland Public Information Act (PIA).

6. Special Conditions

It is important that the subrecipient carefully review all Special Conditions of the subaward. The Authorized Official must initial each Special Condition page in the bottom right-hand corner to acknowledge receipt and agreement. All **initialed Special Condition** pages must be uploaded to the GMS **within 30 CALENDAR DAYS** of receipt of the award packet.

For questions or clarification, please contact the GMS-assigned Fund Manager, whose name is specified in the award packet.

7. Notification of Project Commencement Form

The **Notice of Project Commencement Form** must be initialed in the Award Information Verification section and signed at the bottom, preferably by the Project Director. If the Project Director is unavailable, the Fiscal Officer or Authorized Official may sign the form.

The signed and initialed form must be uploaded to the GMS **within 30 CALENDAR DAYS** of receiving the award packet. Please note that the award will not be in compliance, and the subrecipient's progress report modules will remain inaccessible until the following documents are submitted in the GMS:

- Countersigned Grant Award and Acceptance Form
- Initialed Special Conditions (each page)

- Initialed and Signed Notification of Project Commencement Form

Note: If the project will not commence within 45 calendar days of the start of the period of performance, the subrecipient must submit a [General Grant Adjustment Notice \(GAN\)](#) in the GMS for review and approval. Please note that a delay in the project start date does not impact the end date.

8. Risk and Monitoring Level

The Organizational Capacity Questionnaire (OCQ), submitted annually in Qualtrics, is used to assess risk and determine the monitoring level at the time of award. The monitoring level may be adjusted during the grant period based on quarterly risk assessments and/or other performance factors. All supporting documents, including policies attested in the OCQ during the application phase, must be available for review by Office staff upon request during desk review, monitoring site visits, and audits. For additional guidance, please refer to the Organizational Capacity Questionnaire (OCQ) Link: https://gocpp.qualtrics.com/jfe/form/SV_2mY8YNPFAAzOqmq.

Also refer to [General Conditions 28-31 and 35](#).

9. Online Reporting and Post-Award Technical Assistance

All subrecipients are strongly encouraged to view the Office's GMS Training Videos, which are available at: <https://gocpp.maryland.gov/grants/gms-help-videos/>. These videos provide step-by-step guidance on key grant functions, including application submission, Grant Adjustment Notices (GANs), and progress reporting during the period of performance.

For technical assistance with the GMS during business hours, subrecipients may contact the Office's GMS Help Desk support team at: support@gocpp.freshdesk.com. Additionally, a recorded webinar on [Grants Management and Program Development Training](#) is available on the Office's grants page (<https://gocpp.maryland.gov/grants/>). This resource is a best practice reference tool designed to assist in onboarding grants management staff and cover activities from pre-award through post-award, including recent revisions to the 2 C.F.R. Part 200, effective October 1, 2024.

10. Post-Award Documentation

Following award acceptance, all finalized contracts must be uploaded to the GMS and approved by the Office prior to requesting reimbursement for any related expenses.

For conference and training, logistical details must be submitted to the Office for review and approval as soon as the information becomes available. This includes dates, times, and locations of each event, which must be provided at least 30 days in advance.

To submit this information, subrecipients must initiate a Budget GAN in the GMS. The GAN should include all event logistics, as well as any adjustments to costs, fees, and rates with appropriate justification. See the [Frequently Asked Questions \(FAQ\) on GAN](#).

For additional post-award requirements and guidance, please refer to the [GMS Application Instructions](#).

11. Subaward Budget Notice and New Personnel

The approved Budget Notice is included in the subaward packet and outlines the expenses authorized for the project. Please note that this budget may differ from the version submitted in the original application and reflects the Office's final approval of allowable project costs.

Any delays in hiring project personnel must be reported in writing to the assigned Grant Staff for the applicable funding source within 30 calendar days of receiving the subaward packet. If project personnel are not hired within 45 calendar days, the associated personnel allocations may be de-obligated at the discretion of the Office.

Subrecipients are strongly encouraged to evaluate and, if appropriate, reallocate or de-obligate any cost savings resulting from delayed hiring to support other approved project activities. Any proposed changes must be submitted through a Budget GAN in the GMS for review and approval.

Please refer to [General Condition 12](#) for additional guidance.

12. Personnel Costs

Salary related expenses, wages, and fringe benefits must be supported by records that accurately reflect the work performed and must comply with the organization's established policies and procedures, as outlined in [2 C.F.R. §200.430 \(Compensation – Personnel Services\)](#) and [2 C.F.R. §200.431 \(Compensation – Fringe Benefits\)](#). Also, see [General Condition 13](#).

The use of percentages to claim personnel costs is not allowable. Supporting documentation must include timesheets or time and effort reports that reflect the actual time worked on allowable grant-funded activities. Records must be signed by a supervisor.

Payroll records may be used and shall include a certified after-the-fact distribution of the employee's actual work activities during the applicable financial reporting period.

The certification statement must:

- Reflect the dates and number of hours charged to the grant;
- Describe the specific grant-funded activities performed;

- Be signed and dated by the supervisor; and
- Include the grant number.

For additional guidance on time and effort reporting requirements, please visit:
<https://gocpp.maryland.gov/grants/tips-and-guidance/time-and-effort-reports/>.

13. Suitability to Interact w/ Minors

As a condition of receiving grant funds, the subrecipient certifies that it has appropriate criminal background procedures in place to ensure that individuals who interact with minors in the course of any award activity are suitable to do so. Also, see the Determination of Suitability to Interact with Minors Form available in the Notice of Funding Availability (NOFA) (<https://gocpp.maryland.gov/wp-content/uploads/determination-of-suitability-form.pdf>)

14. Consultant Rates

The requirements related to consultant compensation apply to all awards issued by the Office, regardless of the government funding source, State or Federal.

The maximum allowable rate for consultant services is \$81.25 per hour or \$650 per day. Requests for rates exceeding this threshold will be considered on a case-by-case basis and require prior written approval from the Office.

For additional guidance on requesting prior approval, please visit:
<https://gocpp.maryland.gov/wp-content/uploads/preauth-for-consultant-fees.pdf>.

Note: Any consultant charges above the established maximum rate that are incurred prior to receiving written approval from the Office will be disallowed and not eligible for reimbursement.

15. Procurement

Subrecipients are required to follow their own written procurement policies in expending grant funds. Subrecipients that do not have an established written Procurement Policy must follow the State of Maryland Procurement Policy and Procedures, which include the consideration of Minority Business Enterprises (MBE). To view the Maryland Procurement Manual and/or the directory of certified MBEs, please visit:
<https://procurement.maryland.gov/maryland-procurement-manual-1-introduction-and-general-overview/> and/or <https://marylandmdbe.mdbecert.com/>.

In accordance with [2 C.F.R. §200.318](#), all procurement transactions must be conducted in a manner that promotes full and open competition. Additionally, under [2 C.F.R. §200.321](#), subrecipients must ensure that minority businesses, women's business enterprises, small businesses, and labor surplus area firms are considered in the procurement process.

Issuance of Request for Proposals, Bids, Procurement Process

When issuing requests for proposals (RFPs), bid solicitations, or other procurement requests, all subrecipients must clearly disclose that the potential purchase is being funded in whole or in part with government grant funds. Subrecipients must also notify potential contractors that funds for the project originated from a GOCPP grant and that the conditions that accompany that grant award are part of the contract.

The following language may be used as an example: *“This project is funded by the Governor’s Office of Crime Prevention and Policy under subaward number BARM-2025-9000.”*

This disclosure ensures transparency and compliance with both State and federal grant requirements.

Grantees may not use grant funds to contract with any individual or entity that has been prohibited from doing business with the State of Maryland and is consequently listed on the [State’s Debarment List](#).

16. Property Inventory Report Form

Submission of the Property Inventory Report Form (PIRF) is required with each financial reimbursement request that includes the purchase of equipment with an acquisition cost of \$10,000 or more per unit or listed under the Equipment Budget Category, as approved under this subaward. The PIRF is included in the Project Director’s award packet.

For Body Armor subawards (BARM and BPVP), subrecipients must also refer to the Special Conditions specific to those awards regarding PIRF submission requirements. All other PIRF-related conditions remain unchanged.

For additional guidance on completing the PIRF, please visit:

<https://gocpp.maryland.gov/grants/tips-and-guidance/property-inventory-report-form/>.

Subrecipient shall give the Office written notice at least 30 calendar days before any proposed transfer or disposition.

17. Supplanting

Supplanting is strictly prohibited under this subaward. Supplanting occurs when grant funds are used to replace State, local, or agency funds that were previously appropriated, budgeted, or otherwise intended for the same purpose for which this grant is awarded.

All expenditures paid with funds from the Office must supplement, not supplant, the subrecipient’s existing budget. Any line item supported with grant funds must represent an enhancement to current services or resources and may not replace costs that were already included in the organization’s approved or anticipated budget.

For additional guidance, please refer to the supplanting section of the DOJ Financial Guide, which is accessible at: <https://www.ojp.gov/funding/financialguidedoj/overview>.

18. Budgeted Cost-Share (Match) Above Standard Requirements

By accepting this subaward, the subrecipient affirms its commitment to meet the budgeted cost-share/match requirement (if applicable) as stated in the Grant Award and Acceptance Form. This amount may exceed standard requirements and must be maintained throughout the award period.

The subrecipient agrees to allocate and report cost-share expenditures during each applicable reporting period. The full budgeted cost-share amount, including any voluntary overmatch submitted, must be reported regardless of adjustments to the grant-funded portion or other financial modifications.

Any proposed changes to the cost-share requirements must be submitted as a Budget GAN through the GMS and are subject to prior written approval by the Office.

19. Expended Grant Funds During Award Period

All grant funds associated with this subaward, as well as any required cost-share or match funds (if applicable), must be encumbered, obligated, or expended by the end of the subaward period, including any pre-approved extensions. For reference, obligations may include requisitions, purchase orders, or executed contracts, while expenditures refer to the actual payments of invoices. Subscriptions and monthly services must be prorated for the grant period as they can not precede or extend beyond the period of performance. Upfront payment requirements do not override governing allocability rules.

The Period of Liquidation is the 30 calendar days following the subaward end date, during which subrecipients may liquidate (i.e., pay) any properly obligated funds. No new obligations may be incurred during this period.

Failure to expend or liquidate encumbered funds within this timeframe may result in denied reimbursement and/or the de-obligation of unspent funds. In such cases, any remaining obligations will become the sole responsibility of the subrecipient.

20. Modifications to Subaward and Grant Adjustment Notice (GAN)

GANs are used to request approval for modifications such as budget revisions, project period extensions, scope adjustments, or other administrative changes to the grant. For Frequently

Asked Questions (FAQ) on a GAN submission, please review the [quick reference sheet](#) available on GOCPP's website.

Authorized GAN Submitters: GANs must be submitted in the GMS by one of the following individuals:

- Project Director
- Fiscal Officer
- Authorized Official
- Pre-approved Alternate Authorized Signatory

GANs submitted by unauthorized individuals will be returned without review.

Types of GANs: There are two types of GANs:

- **[General GAN](#):** is used for changes that do not affect the approved budget, such as:
 - Changes to the project scope, goals, or objectives
 - Request project extensions
 - Changes in project service sites
 - Updates to key personnel, including:
 - Project Director
 - Fiscal Officer
 - Civil Rights Contact
 - GOCPP may also submit an internal General GAN to update reporting questions or award conditions (including Special Conditions). Subrecipients will be notified by email when these updates occur.
- **[Budget GAN](#):** is required to request any modifications to the approved budget, including:
 - Moving funds between budget line items and categories
 - Adding new line items
 - Adjusting salary or fringe benefit amounts
 - Modifying match or cost-share amounts

Timing of Submission: Subrecipients must act as soon as possible to submit a GAN to avoid after-the-fact modification requests, which will be reviewed on a case-by-case basis for extenuating circumstances only, as determined by Grant staff.

GOCPP requires all final GANs to be submitted at least 30 days before the end of the award period. For example, if the project end date is June 30, the GAN must be submitted by May 30. Requests submitted after this deadline may be reviewed case-by-case but require prior approval from GOCPP.

Note: All GAN documentation submitted to the Office is subject to the Maryland Public

Information Act (PIA).

21. Authorized Official/Alternate 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 subaward. For purposes of grant administration, the Authorized Official listed on the submitted application should be one of the following:

- County Executive
- Duly Authorized Official of the local unit of government
- Mayor
- Commissioner
- Town Administrator (if confirmed)
- President (if confirmed)
- Head of the agency receiving the subaward (if agencies are permitted to apply directly)

Change in Authorized Official: If there is a change in the Authorized Official, the entity must submit a signed letter on official letterhead to the Office via email at 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. Eligible individuals may include:

- Authorized Point of Contact (head of a sub-unit, agency, department, or bureau)
- Project Director
- Fiscal Officer

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

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.

Note: 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, follow the same procedure outlined above. Submit a formal letter stating the changes and rationale (e.g., personnel departure, role change, or updated permissions).

22. Issuance of Statements, Press Releases, or Other Documents

The Subrecipient shall acknowledge the funding support of the GOCPP and if applicable the Federal Agency Name in all public-facing materials, including but not limited to press releases, websites, social media, reports, and presentations. All such materials must include the disclaimer: "This project is supported by the Governor's Office of Crime Prevention and Policy under [Grant/Award Number]. The opinions, findings, and conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the State or Federal agency."

The Subrecipient shall notify the GOCPP Communications Office by emailing dlinfo_goccp@maryland.gov and including a clear subject line formatted as "Media Approval: [Subrecipient Name] – [Grant Program] #[Award Number]" (e.g., "Media Approval: Helping Hands Inc – VOCA #12345"), and copy the assigned grant staff, at least [10] business days prior to the release of any formal press release or high-profile media engagement. GOCPP reserves the right to review such materials for factual accuracy regarding the grant program and may require the removal of any inaccurate references or unauthorized branding. Failure to adhere to these requirements may be considered a material breach of this agreement.

23. Reproduction and Sharing of Subaward and Project Materials

The Office reserves the right to reproduce, distribute, and share, with appropriate attribution, any and all materials, documents, or deliverables developed as a result of this subaward and its associated project activities.

24. Privacy and Confidentiality of Client Records

The subrecipient must comply with all applicable federal regulations, including [2 C.F.R. 200.303\(e\)](#), and State laws concerning the privacy and confidentiality of client records, including any statistical information collected for research or programmatic purposes.

In accordance with [2 C.F.R. 200.303\(e\)](#), the subrecipient is required to take reasonable

measures, including cybersecurity controls and internal safeguards, to protect and secure all sensitive data, including personally identifiable information (PII), and any other information deemed confidential under applicable laws and policies.

Failure to implement adequate safeguards may result in corrective action, loss of funding, or other enforcement measures.

25. Use of Required Forms

All post-award required forms must be generated and submitted electronically through the GMS. Reports and related documents submitted via the GMS will be accepted, reviewed, and considered by the Office. Paper or emailed submissions will not be processed.

26. Online Submission of Quarterly Report Forms In Line With Project Scope

The Subrecipient shall implement the project in accordance with the approved program narrative and budget set forth in the Subaward.

Quarterly Reporting Requirements

All quarterly reports must be submitted electronically through the Grant Management System (GMS) by authorized users only. Authorized users include the Project Director, Fiscal Officer, Authorized Official, and any approved Alternate Authorized Signatory. The Subrecipient must remain current with all programmatic and financial reporting requirements. The Office reserves the right to withhold or delay reimbursement if required reports are not submitted and approved.

Programmatic Reporting

The Subrecipient shall submit Performance Measure Reports and Progress Reports through the GMS on a quarterly basis. If applicable, federal reporting requirements, including the Performance Measurement Tool (PMT), must also be completed. Programmatic reports are due no later than twenty (20) calendar days following the end of each reporting quarter and must be submitted concurrently with the corresponding quarterly financial report.

Financial Reporting

The Subrecipient shall submit a Quarterly Financial Report electronically through the GMS no later than twenty (20) calendar days following the end of each reporting quarter, concurrent with the required programmatic reports.

The following documents must be submitted and approved prior to the processing of reimbursement requests:

- GMS Performance Measure Report
- GMS Progress Report

Financial reports that are incomplete, missing required documentation, or submitted after the reporting deadline may be returned and may result in delayed reimbursement.

Quarterly Reporting Periods and Due Dates

The following reporting periods and deadlines apply regardless of the Subaward start date:

- July 1 – September 30: Reports due October 20
- October 1 – December 31: Reports due January 20
- January 1 – March 31: Reports due April 20
- April 1 – June 30: Reports due July 20

Both programmatic and financial reports must be submitted by the deadlines listed above.

Exceptions: There are two exceptions to the standard financial reporting timeline:

1. A non-standard award end date (a date other than June 30 or September 30) that does not align with calendar quarters must submit final financial reports no later than twenty (20) calendar days following the subaward end date.
2. Nonprofit organizations approved for monthly reimbursement must submit financial reports later than twenty (20) calendar days after the month ends.

Final Financial Reporting Tip: For subawards ending June 30, the Office respectfully requests that all final programmatic and financial reports be submitted as early as possible after June 30. Timely submission will help ensure that all payments are processed before the close of the State's fiscal year.

27. Submission of Revised Financial Report

As stated above, Financial Reports must be submitted electronically in the GMS no later than 20 calendar days after the end of each reporting period. If the report submitted within the 20-day deadline is "Not Final," the subrecipient must email the assigned Fiscal Specialist and copy the grant staff at the time of submission to notify the Office that the report is preliminary.

A "Final/Revised" Financial Report must then be submitted within 60 calendar days after the end of the reporting period. This report must be:

- Clearly marked "Final/Revised" across the top,
- Based on a corrected copy of the originally submitted financial report,
- Reflective of actual expenditures (not variances),
- Signed and dated by an authorized agency representative, and
- Uploaded into the GMS and emailed to the same Fiscal Specialist and grant staff.

For additional information on submitting revised financial reports, please visit:
<https://gocpp.maryland.gov/grants/tips-and-guidance/financial-reporting-tips/>.

Note: Revisions are a manual process and will not be accepted without all the required elements listed above. At the conclusion of the subaward period, the Office reserves the right to initiate an administrative closeout and de-obligate the remaining funds for any subaward that fails to meet these reporting requirements.

28. Failure to Submit Reports Within Allotted Time Frames

Failure to submit any required report within the specified timeframes outlined above, or within an approved extension, may result in delayed or denied reimbursement, de-obligation of grant funds, and/or termination of the award. If a report is submitted late, any associated expenditures or obligations may become the sole responsibility of the subrecipient and may not be reimbursed by the Office.

29. Holding Funds

The release of funds will be withheld until the subrecipient is current with all required report submissions, has provided all necessary documentation, and has resolved any outstanding issues.

30. Monitoring Expenditures

To verify the appropriateness of all grant-related expenditures, the Office will monitor the use of grant funds as reported by subrecipients. Supporting documentation must be maintained on-site, be readily accessible upon request, and correspond with required monthly and/or quarterly reporting. Subrecipients are responsible for maintaining records in a manner that demonstrates compliance with the terms of this subaward, including the spending plan, and all applicable regulations.

The Office, the funding source agencies, the Office of Legislative Audits, or any other authorized State or federal representatives must be granted access to all documents, records, and other materials relevant to the award for the purpose of conducting audits, reviews, examinations, or producing transcripts.

31. Records Retention

Subrecipients must retain all financial records, supporting documentation, statistical data, and any other records relevant to this award for a minimum of **four (4)** years from the date of submission of the final programmatic and financial reports. This retention period ensures availability for examination, audit, and verification purposes by the Office, funding agencies,

auditors, or other authorized entities, in accordance with [2 C.F.R. §200.334 through §200.338](#) and Maryland's State Archives standards.

Records may be retained in electronic format, provided they remain accessible, legible, and secure for the full retention period.

32. Termination of Subaward

GOCPP may terminate this subaward, in whole or in part, if it determines that termination is in the best interest of the State or if the subrecipient fails to comply with the terms and conditions of the subaward. GOCPP will generally provide the subrecipient with thirty (30) days written notice prior to termination unless circumstances require immediate action.

If termination occurs, GOCPP will provide written notice specifying the reason for termination and the effective date. The subrecipient must cease all grant-funded activities upon the effective date of termination unless otherwise directed.

GOCPP will reimburse the subrecipient for reasonable and allowable costs incurred through the effective date of termination, in accordance with the subaward and applicable federal and state requirements.

Upon termination, the subrecipient remains responsible for complying with all applicable federal and state closeout requirements including submission of final financial and programmatic reports and completion of required closeout activities.

33. Civil Rights Discrimination

The subrecipient affirms that it will not discriminate against any employee, applicant for employment, client, or service recipient on the basis of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation, pregnancy, physical or cognitive disability, or limited English proficiency. This prohibition applies to all employment practices and service delivery to ensure equal opportunity and access.

The subrecipient agrees to include a comparable non-discrimination provision in all subcontracts, except those solely for standard commercial supplies or raw materials.

The subrecipient must prominently display a non-discrimination poster in a public area that affirms the organization's commitment to equal opportunity and provides information on how to file a complaint. Complaints may be submitted to any of the following agencies:

- Maryland Commission on Civil Rights: <https://mccr.maryland.gov/Pages/default.aspx>
- U.S. Department of Justice, Office for Civil Rights (OJP): <https://www.ojp.gov/program/civil-rights-office/filing-civil-rights-complaint>
- U.S. Equal Employment Opportunity Commission (EEOC): <https://www.eeoc.gov/>

- Governor's Office of Crime Prevention and Policy (GOCPP):
<https://gocpp.maryland.gov/grants/civil-rights-compliance/>

The subrecipient and any contractors or subrecipients must comply with all applicable federal and State civil rights laws and regulations, including but not limited to:

- Title VI of the Civil Rights Act of 1964, [42 U.S.C. § 2000d](#)
- Omnibus Crime Control and Safe Streets Act of 1968, 34 U.S.C. §§ [10228\(c\)](#), [10221\(a\)](#)
- Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. § 794](#)
- Title IX of the Education Amendments of 1972, [20 U.S.C. § 1681](#)
- Title II of the Americans with Disabilities Act of 1990, [42 U.S.C. § 12132](#)
- Age Discrimination Act of 1975, [42 U.S.C. § 6102](#)
- Juvenile Justice and Delinquency Prevention Act of 1974, [34 U.S.C. § 11182\(b\)](#)
- Victims of Crime Act of 1984, [34 U.S.C. § 20110\(e\)](#)
- Violence Against Women Act of 1994, [34 U.S.C. § 12291\(b\)\(13\)](#)
- Partnerships with Faith-Based and Other Neighborhood Organizations, [28 C.F.R. Part 38](#)

Faith-Based Organizations

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

<https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/standardassurances.pdf>.

34. Proof of Applicable Audit Regulations - On Site

All subrecipients must maintain appropriate documentation to demonstrate compliance with applicable audit regulations and must provide such documentation to the Office upon request.

- **Local and State Government Entities** must maintain proof of completion of an annual audit and confirmation that the audit was submitted to the Maryland State Legislature in September of the year in which the subaward was issued.
- **Nonprofit Organizations** must comply with audit requirements as outlined by the Maryland Secretary of State's Charitable Organizations Division. Detailed guidance is available at: <https://sos.maryland.gov/Charity/Pages/Instructions.aspx>.

Failure to provide the required documentation upon request may result in the forfeiture of grant funds.

35. Single Audit Requirement

If the subrecipient expends \$1,000,000 or more in federal funds during a fiscal year, a Single Audit is required in accordance with [2 C.F.R. § 200.514](#). **The subrecipient must provide a copy of the Single Audit Report along with audited financial statements.** This enables the Office to issue a management decision letter addressing any audit findings related to the federal award provided through the pass-through entity, as required by [2 C.F.R. § 200.521](#). Additionally, subrecipients must submit the required Certification of Applicable Financial Reporting Requirements, which is accessible at: <https://gocpp.maryland.gov/wp-content/uploads/certification-of-applicable-financial-reporting-requirements-form.pdf>.

36. Fraud, Waste and Abuse/ Whistleblower Protections

The subrecipient's misrepresentation or provision of false information may result in restitution and/or prosecution to the full extent of the law. The subrecipient must disclose in writing to GOCPP all real or perceived conflicts of interest relating to grant award transactions at the time the subrecipient submits the grant application. If a conflict of interest arises during the award period or the liquidation period—whichever occurs first—the subrecipient must disclose it in writing to GOCPP immediately. The Office will report any suspected illegal transactions to the appropriate authorities.

The subrecipient must promptly report any credible evidence of fraud, waste, abuse, or other misconduct related to the use of grant funds to the grant staff of the applicable funding source or by emailing: gocppgrants.admin@maryland.gov. For additional reporting options, please refer to the Maryland Office of Legislative Audits Fraud Hotline at: FRAUD-11(877-372-8311) <https://ola.maryland.gov/fraud/ola-fraud-hotline>

Whistleblower Protections: Employees of the applicant must not be discharged, demoted, or otherwise retaliated against for disclosing information they reasonably believe evidences gross mismanagement of a federal contract or grant, gross waste of federal funds, abuse of authority relating to a federal contract or grant, substantial and specific danger to public health or safety, or violations of laws, rules, or regulations related to a federal contract or grant (including contract competition or negotiation). The applicant is required to inform its employees in writing of their whistleblower rights and protections under [2 C.F.R. 200.217](#).

37. Food and Conference Costs

The Office will not approve any food and/or beverage costs associated with meetings, training,

conferences, or other events using federal funds. All conference-related expenses will be carefully reviewed for compliance with federal requirements, including [2 C.F.R. § 200.432 \(Conferences\)](#). This restriction does not affect the direct payment of per diem amounts to individuals in travel status, as authorized under the organization's travel policy.

38. Debarment and Suspension Requirements

Throughout the entire duration of this grant, the subrecipient and any grant-funded vendors must maintain an active registration in the federal System for Award Management (SAM) at SAM.gov, including a valid Unique Entity Identifier (UEI) associated with that registration. If the SAM.gov registration or UEI expires at any point during the grant period, the subrecipient will be unable to draw down grant funds until the registration and UEI are renewed and reactivated. The subaward will remain in an "Award Not In Compliance" status until the UEI expiration is resolved and revalidated annually.

The UEI serves as a universal identifier for entities receiving federal funds, enabling verification of the entity's good standing and facilitating the tracking of federal funds awarded. More information about SAM.gov registration and procedures is available at www.SAM.gov.

GOCPP verifies organizational eligibility before awarding and periodically throughout the grant term using the federal System for Award Management (SAM.gov) and applicable State of Maryland suspension and debarment records, in accordance with [2 CFR 200.214](#) and [COMAR 21.08.04.04](#). In addition, subrecipients must ensure that any contractors, vendors, or subcontractors paid with grant funds are not suspended or debarred under federal or State of Maryland programs before fully executing a contract.

39. Computer Equipment/Program/Network Procurement

No award funds may be used to establish or maintain a computer network unless the network restricts access to, viewing, downloading, and exchanging of pornography. However, this restriction does not apply to any federal, State, tribal, local law enforcement agency, or any other entity engaged in criminal investigations, prosecution, or adjudication activities, for which such use of funds is permitted.

40. No Distracted Driving While Performing Program Duties

Subrecipients must adopt and enforce policies prohibiting employees from text messaging while driving any vehicle during the course of work funded by this grant. Additionally, subrecipients are required to establish workplace safety policies and conduct education, awareness, and outreach initiatives aimed at reducing crashes caused by distracted driving.

41. Services to those with Limited English Proficiency

Subrecipients are required to provide meaningful access to services for individuals with Limited English Proficiency (LEP) in compliance with federal and State regulations. For federal guidance, please refer to the U.S. Department of Justice's LEP Guidance Document, which is available at: <https://www.ecfr.gov/current/title-29/subtitle-A/part-38/subpart-A/section-38.9>.

Additionally, subrecipients must comply with Maryland's State Government Article, [Subtitle 11 — Equal Access to Public Services for Individuals with Limited English Proficiency. §§10-1101 through 10-1105](#).

42. Drug-Free Workplace Requirements

Subrecipients must comply with all applicable State and federal requirements regarding drug-free workplaces. To view Maryland's Substance Abuse Policy, please visit: <https://dbm.maryland.gov/employees/Documents/Policies/Substance%20Abuse%20Policy%202023.pdf>

Federal drug-free workplace requirements for grants are codified at [28 C.F.R. Part 83](#).

43. Office Name Change (Effective 1.18.2024)

Any reference to the Governor's Office of Crime Prevention, Youth, and Victim Services (GOCPYVS or GOCCP) should be understood to refer to the Governor's Office of Crime Prevention and Policy (GOCPP or the Office), per [Executive Order 01.01.2024.05](#). References to the agency under its previous names (GOCPYVS or GOCCP) remain valid and do not affect the validity of any past, current, or future agreements, documents, or communications issued under those names. For questions regarding this notice, please contact the Governor's Office of Crime Prevention and Policy at GOCCPgrants.Admin@maryland.gov.