Maryland
GOVERNOR'S OFFICE OF CRIME PREVENTION AND POLICY

State Fiscal Year (SFY) 2027 Law Enforcement Training Scholarship (LETS) Notice of Funding Availability (NOFA)

Online Submission Deadline: Continuous until May 30, 2027

Funded By:

State of Maryland through the Office of Justice Programs,
Bureau of Justice Assistance (ALN 16.738)

Governor's Office of Crime Prevention and Policy (GOCPP)*
100 Community Place
Crownsville, MD 21032-2022
Website: https://gocpp.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 government entities to support specialized investigative training, unmanned aircraft systems (UAS/drone) operations training, and law enforcement leadership development.

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.

***Note to Applicants:** In order to be considered as a successful application, an eligible entity must propose strategies consistent with guidelines provided in two documents, updated annually, by GOCPP: GMS Application Instructions (rev. January 2026) and program-specific Notice of Funding Availability (NOFA). All required documents in the NOFA checklist must be received in the GMS Portal by the submission deadline.* References to the adoption of federal addendum terms/conditions, and *2 CFR, Part 200*, are listed based on the best knowledge available to GOCPP. See specific references to https://www.ojp.gov/funding/part200uniformrequirements and https://acf.gov/grants/manage-grant/grant-award/award-terms.

Purpose

Thank you for applying for the **Law Enforcement Training Scholarship (LETS)** from the **Governor's Office of Crime Prevention and Policy (Office)**. The LETS program is designed to expand access to training for criminal justice professionals across Maryland in the areas of specialized investigations, unmanned aircraft systems (UAS/drone) operations, and law enforcement leadership. By investing in professional development, the program advances the Office's mission to strengthen coordinated criminal justice strategies through collaboration, information sharing, and continuous knowledge development.

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

Sun Jang
Grants Manager
Sun.Jang1@maryland.gov

Courtney Thomas
Fiscal Specialist
Courtney.Thomas1@maryland.gov

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

Richard Alban
Assistant Director of Public Safety Strategies
Richard.Alban@maryland.gov

The Governor's Office of Crime Prevention and Policy's success is measured by subrecipient 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 grant monitor or funding 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. For more information, please refer to Maryland Comprehensive State Crime Control and Prevention Plan .

Table of Contents

I. Eligibility Criteria **4**

II. Program Description **4**

A. Requiring Agency 4

B. Opportunity Title 4

C. Submission Date 4

D. Anticipated Period of Performance 4

E. Funding Opportunity Description 4

III. Program Requirements **5**

A. Summary 5

B. Program Narrative 5

C. NEW - Organizational Capacity Questionnaire (OCQ) 6

IV. Application Process **6**

V. Important Dates **7**

VI. Application Evaluation **7**

VII. Funding Specifications **7**

A. Allowable Costs 7

B. Unallowable Costs 8

C. Consultant Rates 9

D. Cost Share 9

VIII. Distribution of Funds & Reporting Requirements **9**

A. Electronic Funds Transfer 9

B. Supplanting, Transparency, and Accountability 9

X. Application Checklist **11**

I. Eligibility Criteria

The following entities in Maryland are eligible to submit no more than **one (1)** application for the SFY 2027 Law Enforcement Training Scholarship (LETS) Program funding:

- Local Law Enforcement
- State Law Enforcement
- Local State's Attorney's Offices
- Maryland Attorney's General Office

Note: Only one application may be submitted per agency/organization.

II. Program Description

A. Requiring Agency

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

B. Opportunity Title

SFY 2027 Law Enforcement Training Scholarship (LETS) Grant Program

C. Submission Date

Ongoing until May 30, 2027: Subject to funding availability

D. Anticipated Period of Performance

All projects must be for either three (3) month or six (6) month periods, and end on or before June 30, 2027

E. Funding Opportunity Description

The Governor's Office of Crime Prevention and Policy anticipates the availability of $100,000 for the Law Enforcement Training Scholarship (LETS) program. The Office anticipates making up to 20 awards not to exceed $7,500 for projects ending no later than June 30, 2027.

The LETS program provides funding to support specialized training opportunities for criminal justice personnel in the areas of specialized investigations, unmanned aircraft systems (UAS/drone) operations, and law enforcement leadership. LETS funds may be used to cover eligible costs associated with attending approved training programs. Funds may not be used for training that primarily provides academic credit toward a degree, general professional development courses, or conferences and seminars whose primary purpose is networking.

While funding may support multiple attendees for a single training opportunity, applicants are encouraged to limit the number of participants to maximize the availability of federal funds. Agencies are expected to share knowledge and skills acquired through LETS-funded training with other relevant personnel. When more cost-effective than sending multiple staff to an off-site training, applicants may request funding to bring a qualified instructor onsite to deliver the training, not to exceed $7,500.

III. Program Requirements

Consistent with agency needs, individuals receiving scholarships are expected to remain with the agency for **at least one (1) year** following the completion of training. All individuals awarded a scholarship must submit proof of the completed training (i.e., certification of completion).

A. Summary

LETS funds a very specific service (training), therefore the template below should be used when completing the project summary of your application.

The *Implementing Agency's Name*[1] *Project Title*[1] program enhances officer's[2] skills and knowledge through specialized training. The program allows _#_ officers[3] to attend the "*requested training's name*" on *Month Day, Year*[3]. This training provides information on _____[4]. Grant funds provide ___*travel costs and registration fees.*[5]

You will need to make the following additions/changes to the above template:

1. Insert your Agency name and the Project Title
2. Insert the proper attendee title (i.e., deputies, lab technicians, officers, etc).
3. Insert the attendee quantity, name of training, and date(s) the training takes place
4. Provide a brief explanation of what the training covers
5. Add/remove budget items as needed

B. Program Narrative

In an outline-style format (retaining numbering, lettering, and headers below) provide the following information:

1. **Description of Agency**
    a. Summarize your organization's history, primary services, and key milestones.
    b. Detail the following:
        i. Total Number of full-time equivalent (FTE) employees
        ii. Primary jurisdictions served (e.g., counties, cities, neighborhoods)
2. **Description of Training**
    a. Provide detailed information about the training.
    b. Upload literature/brochures supplied by the training provider.
    c. If available, include website links related to the requested training.
3. **Participants**
    a. Clearly state the number of staff who will be attending the training.
    b. Provide a brief overview of each participant's professional experience, including their current job title.
    c. Describe the need for the training and explain how it will benefit both the participants and the populations they serve.
4. **Funding Justification**
    a. Explain the financial need for LETS funding and why the costs cannot be funded through your current or future operational budgets.
    b. Include your department's training budget (dollar figure) for the **past three fiscal years.**
    c. Confirm whether or not your budget currently contains funding for this training.

d. Confirm LETS will not supplant local funding currently allocated for training.
e. Confirm LETS requests abide by your local jurisdiction's procurement regulations.

5. **Information Sharing**
    a. Describe plans to share the information learned with staff within your agency.
    b. Describe plans to share the information with neighboring agencies.
    c. Include linkages to other programs, organizations, and stakeholders that will be involved in or impacted by the grant program.
6. **Timeline**
    a. Provide a timeline for when training will occur and funds will be encumbered. Please be sure to include: key tasks, person(s) responsible for completing each task, and targeted dates for completion.

C. NEW - Organizational Capacity Questionnaire (OCQ)

Link: https://gocpp.qualtrics.com/jfe/form/SV_2mY8YNPFAAzOqmq

Applicants are required to complete an Organizational Capacity Questionnaire (OCQ) as part of GOCPP's grant oversight process per fiscal year. For SFY 2027, submission of the OCQ through Qualtrics is required for an application to be considered complete in the GMS, and it must be certified by the organization's Chief Executive or Chief Financial Officer. Information from the OCQ is used to assess organizational risk and determine the appropriate level of monitoring throughout the grant lifecycle.

For technical assistance with the questionnaire, please contact dlmsac.gocpyvs@maryland.gov or points of contact listed in this NOFA.

IV. Application Process

Applicants are required to apply for grant funding through the Office's web-based application process, which may be accessed on the Office's home page (https://gocpp.maryland.gov) and selecting the **Log in to the Grant Management System (GMS)** hyperlink, 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, select the following URL to receive instructions and the information required to obtain a User ID and password: https://gocpp.maryland.gov/grants/requesting-access/.

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 GMS 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 Sun Jang at Sun.Jang1@maryland.gov.

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

V. Important Dates

Applications are accepted and processed on an ongoing basis until 5/30/2027, subject to funding availability. **Applications must be received at least thirty (30) business days before the training begins.** You will receive an email and/or written notification of funding approval or denial within 21 days of submission of a complete application.

VI. Application Evaluation

The Office, together with an internal or external review team, will review requests for merit based on the required Program Narrative sections and supporting documents. Applicants should review this program-specific NOFA in concert with the *GMS Application Instructions* located at https://gocpp.maryland.gov/gms-application-instructions/ when developing their application to ensure all required elements are addressed. Applications will evaluated according to the following criteria:

- Demonstrated need for training
- Anticipated benefit to participants and the populations they serve
- Plan for sharing knowledge and information gained
- Feasibility and clarity of the proposed timeline
- Budget (reasonableness, cost-effectiveness, detailed line-item justification, and how request supplements, not supplants, existing funds)
- Project reach and potential impact
- Audit findings (if applicable, include a Corrective Action Plan)
- Performance history with previous awards

Preference will be given to agencies that have not received a LETS award within the past six months.

VII. Funding Specifications

A. 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.

Sample Budget Spreadsheet Tool: For assistance in developing application budgets to include all required elements, the Office has developed this GOCPP's Budget Assistance Spreadsheet tool. Applicants are encouraged to complete this spreadsheet as a tool, then transfer all information in the online GMS. Please note that 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 is a list of services and activity costs for each Budget Category that are eligible for support with funds in an application. **Please include prorated justification, as applicable, for**

each budget category and line item justification in the online GMS application. See the GMS Application Instructions for budget requirements.

- **Travel Category:**
  - Travel expenses (such as airfare, mileage, parking, ground transportation)
  - Mileage reimbursement rate is 72.5 per mile as of January 1, 2026
  - Lodging (U.S. General Services Administration (GSA) guidelines for lodging rates: https://www.gsa.gov/travel/plan-book/per-diem-rates)
  - Per diem for meals (Maryland's meal per diem rates: (https://dbm.maryland.gov/pages/mealtipreimbursement.aspx)
- **Contractual Services Category:**
  - Costs associated with contracting with a qualified instructor or training provider to conduct an eligible onsite training program (up to $7,500).
- **Other Category:**
  - Registration
  - Training materials

Applicants are strongly encouraged to refer to the GMS Application Instructions in tandem with this program-specific NOFA before submitting their application to our Office in the GMS. **A checklist of required items can be found at the end of this document**. Hard copy applications are not accepted.

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

- Cost Allocation Information

Refer to Section VIII below for post-award requirements. A successful applicant (post-award) must submit reimbursable financial reporting requests in the GMS. Costs must be incurred during the approved budget period and based on actual quarterly expenditures unless noted otherwise. To this end, funds in excess of those the applicant has the financial capacity to await quarterly reimbursement should not be requested.

B. Unallowable Costs

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

- Overtime
- Equipment
- Backfiling Officers

Please note that all costs must be reasonable, allocable, and allowable, including indirect costs. Additionally, GOCPP funding is reimbursable quarterly unless otherwise stated. **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.**

C. 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://gocpp.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.

D. Cost Share

There is no cost-share required for this funding source. **Do NOT enter a cost-share amount to your budget.** If you wish to show other financial or in-kind contributions to your program, it may be written into your narrative.

VIII. Distribution of Funds & Reporting Requirements

The Office will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted-through the GMS. All programmatic electronic reports are due at the end of quarter. All programmatic electronic reports are due in the month following the end of the quarter. Quarterly progress reporting also includes the federally mandated Performance Measurement Tool (PMT) using the Department of Justice's PMT tool at bjapmt.ojp.gov.

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: https://gocpp.maryland.gov/gms-application-instructions/.

A. Electronic Funds Transfer

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
_____ Budget and Budget Justification
___ Travel
___ Contractual Services (upload existing relevant contracts)
___ Other

The following documents must be uploaded into the GMS for an application to be considered complete:

_____ Signed Certified Assurances **REQUIRED**
_____ Signed Certification Regarding Lobbying **REQUIRED**
_____ Most Recent Organizational Chart **REQUIRED**
_____ Screenshot Upload of SAM.gov/Unique Entity Identifier (UEI) Registration **REQUIRED**
_____ **Current W-9 Form REQUIRED**
_____ Equal Employment Opportunity Form **REQUIRED**
_____ Certification of Applicable Financial Reporting Requirements **REQUIRED**
_____ **NEW:** ORGANIZATIONAL CAPACITY QUESTIONNAIRE (OCQ) **REQUIRED**

***More information on each item above can be found in the GMS Application Instructions.**

Note: Applications that do not adhere to these requirements, and submit incomplete applications with missing required attachments, may be disqualified during the initial technical review.

Maryland
GOVERNOR'S OFFICE OF CRIME PREVENTION AND POLICY

Grants Management System (GMS)
Application Instructions

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

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

Note: All applications must be submitted online in the Grant Management System (GMS).

Hard copy applications are not accepted.

***Note to Applicants:** In order to be considered as a successful application, an eligible entity must propose strategies consistent with guidelines provided in two documents, updated annually, by GOCPP: GMS Application Instructions (rev. May 2026) and program-specific Notice of Funding Availability (NOFA). All required documents in the NOFA checklist must be received in the GMS Portal by the submission deadline.* References to the adoption of federal addendum terms/conditions, and *2 CFR, Part 200* are listed based on the best knowledge available to GOCPP. See specific references to https://www.ojp.gov/funding/part200uniformrequirements and https://acf.gov/grants/manage-grant/grant-award/award-terms .

TABLE OF CONTENTS

I. APPLICATION PROCESS **3**

II. APPLICATION WEBSITE WORKSHEET **4**

1. FACE SHEET TAB INSTRUCTIONS 4
2. SUMMARY TAB INSTRUCTIONS 6
3. NARRATIVE TAB INSTRUCTIONS 7
4. LETTERS OF SUPPORT/COMMITMENT 13
5. BUDGET TAB INSTRUCTIONS 13
   - PERSONNEL 15
   - OPERATING EXPENSES 16
   - TRAVEL 16
   - CONTRACTUAL SERVICES 17
   - EQUIPMENT 17
   - OTHER 18
6. BUDGET PRIORITIZATION TAB 19
7. DOCUMENTS TAB INSTRUCTIONS 19
8. APPLICATION STATUS DROP DOWN INSTRUCTIONS 19
9. SIGNATURE PAGES 20
10. SINGLE AUDIT REQUIREMENT/ CERTIFICATION OF APPLICABLE FINANCIAL REPORTING REQUIREMENTS and REQUIRED FINANCIAL REPORT UPLOADING 20
11. PROOF OF 501(c)(3) STATUS 21
12. ORGANIZATIONAL CAPACITY QUESTIONNAIRE (OCQ) **NEW** 21
13. NOFA CHECKLIST 21
14. POST AWARD INSTRUCTIONS 22
    - OUTPUT VS. OUTCOMES EXAMPLE 23

III. CERTIFIED ASSURANCES **24**

IV. CERTIFICATION REGARDING LOBBYING **26**

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. Refer to Maryland's Comprehensive State Crime Control and Prevention Plan

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 - Federal Uniform Guidance (UG)[1]. Starting at the beginning of each calendar year, the Office issues a Notice of Funding Availability (NOFA)[2] for applicable program-specific grant programs based on an annual budget appropriation. Please refer to the technical assistance dates listed in each program-specific NOFA. Eligible entities are encouraged to review annual updates to the programmatic and financial requirements described in the program-specific NOFA. 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) following the guidelines outlined below. Paper or email applications are not accepted. Post-award, grant funds are issued on a quarterly, reimbursable basis with selected exceptions if noted within specific NOFAs.

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 https://gocpp.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: https://gocpp.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

[1] Updates to 2 CFR 200 (UG) are effective on or after October 1, 2024. GMS Application Instructions and **SFY 27** program-specific NOFA documents are updated to reflect relevant changes.
[2] Competitive NOFAs are available at https://gocpp.maryland.gov/grants/ .

email applications are not accepted.

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: https://gocpp.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.

1. FACE SHEET TAB INSTRUCTIONS

a. *Project Title*
The project title should be brief, precise, and reflect the proposed strategy. For example: "MCIN Howard County: Heroin Coordinator and Domestic Violence Shelter." **(Word Limit: 10)**

b. *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 Number**[3]: 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. Applicants must enter the 12 character identification in the narrative section of GMS.
- **SAM Expiration Date**[4]: Enter your SAM.gov expiration date only (MM/DD/YYYY format). If you are experiencing an issue, please enter 12/31/2099 in this data field and include a sentence or two explaining this workaround under the UEI and SAM.gov expiration narrative section in the GMS portal.

[3] DUN & Bradstreet Number feature is defunct in GMS. Enter 9 zeros only and enter the 12 character identification in the narrative section.
[4] For help with first-time registration, visit the Federal Service Desk, fsd.gov

SAM.gov Federal Registration Instruction: 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.

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. **There is no cost for this service.**

***c. 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://gocpp.maryland.gov/grants/general-conditions/

d. 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.

e. 'Is service site?' Checkbox

Clicking these checkboxes automatically adds the Applicant and/or Implementing Agency to the Service Site tab, which documents the location/locations in which the project will be implemented (more details below in "Service Site Tab Instructions").

f. Proposed Start/End Dates

Start and end dates are determined by the parameters of the program-specific NOFA and are prepopulated. Projects may not exceed twelve (12) months, unless explicitly stated in the NOFA, or commence before the NOFA defined start date. Grants must start on the first day of a month and end on the last day of a month.

g. Preparer Information

Enter information about the person completing the application, including name, phone number, and email address.

h. Officers' Tab Instructions

To add a new officer or new contact to the Grant Management System, please view the instructions located here: https://gocpp.maryland.gov/grants/requesting-access/.

i. 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: https://gocpp.maryland.gov/grants/requesting-access/.

j. 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:https://gocpp.maryland.gov/grants/requesting-access/

k. 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: https://gocpp.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.

l. 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 the location is 'County-wide' or 'Statewide', **you must still list a City and 9-digit zip for funding source reporting.**

2. SUMMARY TAB INSTRUCTIONS : Per the NOFA, applicant must adhere to word limits for each narrative response, to include headers per section.

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 support 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.
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 services to…., 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.

3. NARRATIVE TAB INSTRUCTIONS

GOCPP has made changes to the **SFY 27** application instructions. The requirements of the GMS narrative are explained below. All applications must adhere to word limits for each narrative response, **to include headers per section and subsection.** Much of the information is required to be submitted in a numerical, outline format, which should aid in a concise application to meet maximum word requirements.

Note: The applicant is responsible for ensuring each response adheres to the word limit and includes headers summarizing the content or data provided. Although the GMS allows responses to exceed the limit, the word and character counts are displayed in the bottom right-hand corner of the section. **Please note that any words exceeding the limit will not be read, reviewed, or considered.**

Applications that do not adhere to these requirements, as well as providing incomplete narratives and attachments, may be disqualified during the initial technical review. GOCPP encourages applicants to draft their narrative in a word processing program with headers for each section (Word, Google Docs, etc.), then transfer to the Grants Management System (GMS) to aid in ensuring technical requirements.

Application Tip: A double-spaced page of 12-point Times New Roman font typically contains between 250-350 words.

A. Overall Organization Information (Word Limit: 500)

Provide the **following** information **about your organization and/or unit** in the outline format below:

- **a. Mission Statement:** State your agency's mission and upload your most recent Organizational Chart into the GMS.
- **b. Brief Overview:** Include your organization's history, primary services, needs being addressed, and highlight any key milestones and achievements in the field.
- **c. Key Organizational Information (in bullet format):**
  - **i.** Total number of full-time equivalent (FTE) employees within your organization.
  - **ii.** Total current organizational budget.

iii. Percentage of your organizational budget this application is requesting.
iv. Primary jurisdictions your organization serves (e.g., counties, cities, neighborhoods).

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

B. Problem Statement/Needs Justification (Word Limit: 500)

a. Summarize the project you are requesting in this application. Include the following information in the outline format below:
   i. What services are you proposing to provide through this project?
   ii. How do the services fit into your agency's overall mission?
   iii. Explain why your organization is well-suited to carry out the project.
   iv. Explain the need for the project supported by statistics, preferably local or regional data.
   v. Summarize any barriers you anticipate or have experienced specific to this project and state how this project will address the barriers.
   vi. In SFY 27, applicants partnering with organizations in the Governor's Office for Children's Engaging Neighborhoods, Organizations, Unions, Governments and Households (ENOUGH) Grant Program initiative will receive bonus points. The 27 ENOUGH-eligible communities, which have high levels of concentrated child poverty, can be found here: map. If applicable, summarize your collaboration with the initiative and upload a letter of support from at least one project partner (ENOUGH Quarterbacks) in the designated community.

b. **Summarize if the request is for new or continuation funding.**
In an outline format, applicants must describe if this request is for New or Continuation Funding?
   i. Did your agency receive GOCPP funding in the most recent funding cycle for a similar project? (Y/N)
      1. If no, provide the efforts your organization has made to meet the needs identified in this request.
      2. If yes, respond to the following questions about the grant-funded project using the outline format below:
         a. How much was your award (match, if applicable, should not be included)?
         b. List all funding sources and amounts that supported this project in the past fiscal year.
         c. List the services provided last year with this funding.
         d. If requesting an increase in funding through this application, detail the need for additional funds and provide a brief summary on how the additional funds will be used and lead to improved results.
         e. Describe the status of spending on your current award: include the percentage of funds spent to date and whether you are on track to spend the full award by the end date.
         f. Explain any delays or adjustments in spending. If there were any delays please note the attempts your organization made to get the project back on track.

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

C. Program Purpose Area (Word Limit: 150)

In this section, detail how your requested project aligns with the priorities within this Notice of Funding Availability (NOFA). **If applicable**, also include the purpose/priority area statement(s) that align with the requirement section of the program-specific NOFA, and explain how the proposed project intends to address the purpose area(s). **Also, refer to the NOFA for any program-specific requirements that should be included in this narrative section.**

D. Project Design (Word Limit: 750)

Describe in detail how the proposed project will address the problem identified. At a minimum, the design must include the following elements and demonstrate the anticipated impacts on the target population and within the community:

a. Project Implementation: Describe how your organization will implement the project and the specific activities or services that will address the identified need. If the project is client- or victim-centered, explain how individuals will move through the services provided.
b. Outreach: Explain how your organization will make the project or its services known to the intended audience or target population.
c. Best Practices and Methodology: Describe how this project aligns with best practices, industry standards, and/or evidence-based approaches. If the project does not align with these standards, explain why and describe the rationale for your approach.
d. Collaboration and Partnerships: Identify other programs, organizations, or stakeholders involved in or impacted by the project and describe their roles and contributions.

The Office strongly encourages the use of data and evidence in 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. **Also, refer to the NOFA for any program-specific requirements that should be included in this narrative section.**

E. Goals & Objectives (Word Limit: 1,500)

Goals identify the program's intended short and long-term results. Goals are broad, overarching, often qualitative, targets of the requested project. They identify and describe the substantive changes in the targeted population's knowledge, behavior, or disposition. Typically each goal would have 3-5 related objectives.

Objectives are specific, measurable tasks and activities that help achieve each goal. They are clear, time-bound, and quantifiable, and specify the target level of achievement.

The need for each budget line item as it relates to specific project objectives must be addressed within the Goals and Objectives section of the narrative. Budget line items not described within the Goals and Objectives category may not be funded.

Please note that **if your agency is requesting the continuation** of a project previously funded, your application must include a description of how the goals and objectives continue or build upon previous efforts.

At a minimum, the implementation must include the following program elements in the outline format below:

a. Goal*:* Enter a broad, overarching goal of your project.
    i. ***Objective****:* Enter a specific, measurable objective that supports the goal.
        1. Project Activities: Describe what the project will do to achieve the objective(s).

2. Resources: List the key resources needed to complete these activities and ensure they align with your budget (e.g., staff, supplies, equipment, partnerships, technology).
3. Program Measurement: Explain how success will be measured and report your agency's results from last year, if applicable. Include expected outputs and outcomes for each objective. Note: Grantees will report on these performance measures in quarterly progress reports.
4. Past Performance (for continuation projects only): Provide data from prior progress reports or performance measures that support the expected results.
5. Timeline: Outline key tasks, responsible staff, target dates, and deliverables (e.g., reports, manuals, attendance logs).

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

F. Data Collection Plan (Word Limit: 250)

In this section, detail how your organization will gather, track, and assess the effectiveness of the program measurements described in the Goals and Objectives section. This process should include collection methods (surveys, interviews, focus groups, attendance records, etc.) and the data systems (Excel, Apricot, Google forms) and tools that your organization will use to collect and measure the outputs and changes projected (outcomes).

It is important to note that all successful subrecipients will be required to report on the program measurements (outputs and outcomes) identified in the Goals and Objectives section as part of quarterly progress reporting questions. This should be incorporated into the Data Collection Plan. **Also, refer to the NOFA for any program-specific requirements that should be included in this narrative section.**

G. Grant Personnel (Word Limit: 500)

Qualifications and Experience of Implementing Agencies: Provide a brief description of the Implementing Agency's experience and achievements that qualify the agency to conduct **this specific project.** For nonprofit applicants, please describe your organizational structure to include governance/board oversight.

Key Grant Personnel: List the names and provide a short professional biography of the project director, key consultants, and the assigned fiscal officer. If one staff member is serving in multiple key grant personnel roles, also provide information for a secondary contact. Describe the role of personnel listed on the FACE SHEET TAB INSTRUCTIONS in the GMS.

Grant Funded Personnel

You must include the following information **for each grant funded position requested within the budget** using the outline format below:

a. Position title which must be consistent with the title in the budget line item.
b. How the position is currently funded (i.e., provide the entire budget for each position. If funded by more than one source, list percentages for each funding source). If the request differs from current funding, also include the proposed funding breakdown for the current request.

Please note:

1. 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.
2. Time and Effort reports (Timesheets) must be maintained for all personnel included in the grant project. Refer to https://gocpp.maryland.gov/grants/tips-and-guidance/ for more information.
3. **Note:** All documentation submitted to the Office is subject to the Public Information Act. If your organization prefers not to submit names of staff, it 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.
4. Do not enter any sensitive personally identifiable information (PII), business identifiable information, or any other sensitive or personal information.
5. Funding request for line items must be limited to staff or project supported by this application.

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

H. Sustainability (Word Limit: 200)

Sustainability ensures this project continues to have long term impacts even after grant funding ends. In this section, provide details in the following outline format:

a. What percentage of your organization's full-time equivalent (FTE) staff is this application requesting?
b. For non-profit and other relevant applicants, describe your organization's strategy to diversify funding sources.
c. What other funding has been sought or secured to support this project?
d. What prospects exist for continued financing of the project when grant funds are terminated (planned future funding sources, proposed jurisdictional planning efforts, partnerships, match funds, etc.).

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**.

I. Applicant Disclosure of Pending Applications Statement (Word Limit: 150)

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 cost sharing match for other federal awards.

Your organization must disclose **all** pending grant applications for the same project (identical cost items) requested under this solicitation.

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 in the outline format below:

a. the federal or state funding agency
b. the solicitation name/project name
c. the point of contact for information at the applicable funding agency

d. the amount of the funding request as applicable

If your organization **does not have pending applications** as described above, 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.").

J. Budget Details and Spending Plan (Word Limit: 750)

a. **Budget Plan**: Provide the following information in the outline format below:

i. Describe how this request supplements, and does not supplant, the existing budget. **Supplanting** occurs when a state or unit of local government reduces state or local funds for an activity, specifically because federal funds are available (or expected to be available) to fund that same activity. **Supplementing** occurs when federal funds are used to enhance existing state or local funds for program activities.

ii. Detail the methodology your organization uses to prorate the requested funds.

iii. Identify the proration rate(s) your organization uses for budget categories. Reimbursable funds charged to multiple costs must be distributed in proportion using the principles of reasonable, allowable, and allocable expenditures per budget category and line item, as applicable. Note: Your organization must have a written policy in place concerning prorating and/or the calculations used, and provide the policy upon request.

iv. Provide the justification and/or formula for the proration rate(s) used. **Note:** Failure to provide the proration rate and justification/formula will result in denial of the requested line item(s) or adjustment to the request at the discretion of the Office.

v. Funding requests for line items must be limited to staff or projects supported by this application.

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

b. **Spending Plan:** Detail the implementation **timeline of each budget line item** within the grant award period.

Note: The need for each budget line item as it relates to specific project objectives must be addressed within the Goals and Objectives section of the narrative. Budget line items not described within the Goals and Objectives category may not be funded. Also, **refer to the NOFA for any program-specific requirements that should be included in this narrative section**.

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

Enter your entity's 12-character alphanumeric Unique Entity Identifier (UEI) issued by SAM.gov. List a valid expiration date. If you are experiencing an issue, please enter 12/31/2099 in this data field and include a sentence or two explaining this workaround under the UEI and SAM.gov expiration narrative section in the GMS portal.

L. Person Completing the Project Narrative:

Include person completing project narrative: Include the following: Name, Job Title, Organization Name, Telephone, Fax, and E-mail address. **Note:** Please provide Organizational Capacity

Questionnaire (OCQ) attestation in the GMS text box. Refer to Section 12, OCQ Qualtrics instructions below.

4. 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. Applications that do not adhere to these requirements, and submit incomplete applications with missing required attachments in the checklist, may be disqualified during the initial technical review. 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.

5. 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. Funding requests for line items must be limited to staff or projects proposed in this application. The Office ***reserves the right to reduce budgets***. Grant funds are reimbursed on a quarterly basis unless otherwise noted in the NOFA.

Cost Share/Match: 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 cost-share funds as required by the program-specific NOFA. Applicants may satisfy cost-share requirements with either Cash or In-Kind services, including volunteer hours, as applicable per program-specific NOFA requirements. Please refer to the **Grant Cost Share Calculator and Provisions** as applicable.

The cash cost-share may take the form of funds contributed by local governments such as agency or county budgets. The use of unrestricted funding is recommended for non-profits. Entities must maintain records which clearly show the source and amount of all cost share contributions. **Applicants must refer to each program-specific NOFA to determine other cost-share restrictions.** The cost-share fund requirement may be waived if the local government or nonprofit organization can demonstrate good cause as determined by the Office's Executive Director.

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 Costs[5]

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.
- 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. 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.

[5] Financial reviews are conducted per 2 C.F.R. § 200.413 Direct costs Principles: Reasonable, Allowability and Allocability of expenditures aligned with each program-specific NOFA purpose. Budget justifications will be reviewed to include adequate statements by the applicant related to proportional allocation of costs referenced 2 CFR § 200.405.

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.

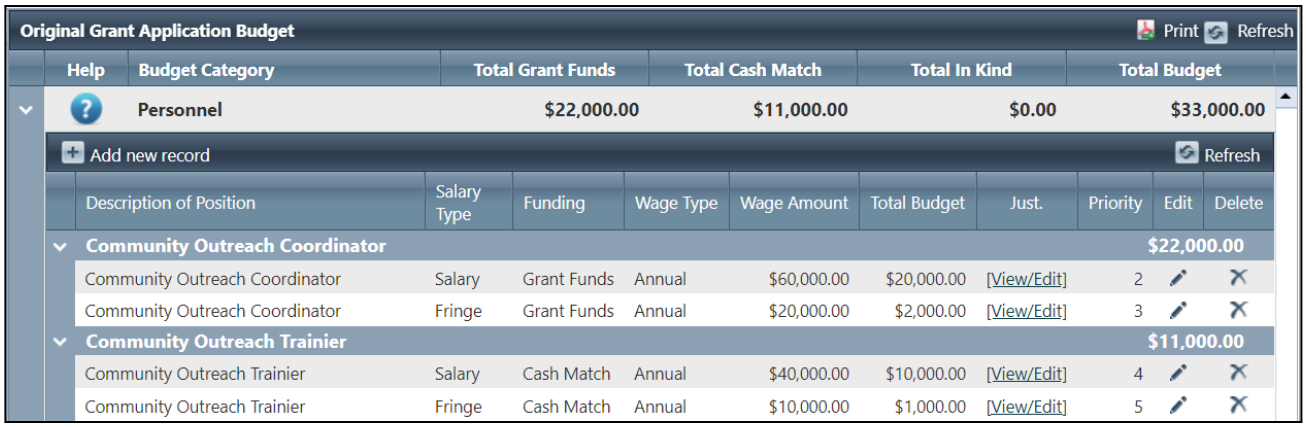
PERSONNEL

The salaries and fringe benefits for staff required to implement the project are listed in the personnel category. Note: Each requested position/title must be consistent with the title in the 'Key Grant Personnel' portion of the narrative. 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://gocpp.maryland.gov/grants/tips-and-guidance/time-and-effort-reports/ for more information.

For budget categorizing, personnel expenses cover salaries and wages for staff employed directly by your agency, including associated costs like FICA and fringe benefits. In contrast, contractual services, which should be entered into the Contractual budget category, pertain to agreements with external organizations or individuals performing services, where FICA and fringe benefits are generally not applicable since these entities are not treated as employees.

For each personnel 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 Trainier									**$11,000.00**
Community Outreach Trainier	Salary	Cash Match	Annual	$40,000.00	$10,000.00	[View/Edit]	4		
Community Outreach Trainier	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 cost-share 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 title and classification may be grouped (i.e., Overtime Patrols – 25 Officers). In addition to the requirements below, you must provide total dedicated hours for the grouped positions.
- Funding requests for line items must be limited to staff or projects supported by this application.
- For a salaried position request, you must provide a justification for the fringe benefit in a separate line as shown above. If the fringe is covered by an alternate funding source, a statement to that effect must be included in the justification line. For example, "Fringe will not be charged to this subaward as it is being covered by another funding source."

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 may be calculated by full salary divided by 2,080.

- Fringe benefits may not exceed 30% of reported salary costs unless prior approval is received. 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 *.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 * .10 = $2,000

Justification (line 3):
The Community Outreach Trainer makes presentations at hospitals and other medical facilities. This position is supported with cash cost-share 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 *.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 * .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.

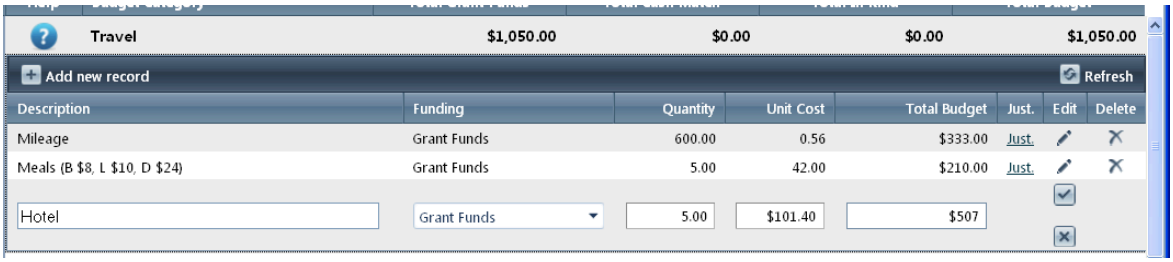
TRAVEL

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.**

- Refer to SFY travel/per diem rates State of Maryland Policies and Procedures for meal reimbursement and travel reimbursement rate (72.5 cents/mile - 1/1/26)

- Review Federal GSA guidelines Per diem rates | GSA and IRS Standard Mileage Rate. **Please be sure to check for annual updates effective January 1.**



Travel	$1,050.00	$0.00	$0.00	$1,050.00

Add new record | Refresh

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 $10,000 or more per unit.** Costs may include taxes, delivery, installation and similarly related charges. Equipment with a unit cost less than $10,000 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 $10,000 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

Funding requests for line items must be limited to staff or projects supported by this application. Include all other anticipated expenditures which are not included in the previous categories, such as **registration fees, program and office supplies, Indirect Cost Rate (include a 15% de minimis or federal negotiated agreement), and equipment with a useful life less than one year and a procurement cost of less than $10,000**. Include additional cost-share funds to support sustainability, as applicable. Refer to the provisions for cost-share 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 NICRA has the option of electing to use the **15% 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. The revision to 2 CFR 200.414 (f) expands the use of the de minimis rate of 15 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 $50,000 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 $50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect 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.

6. 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.

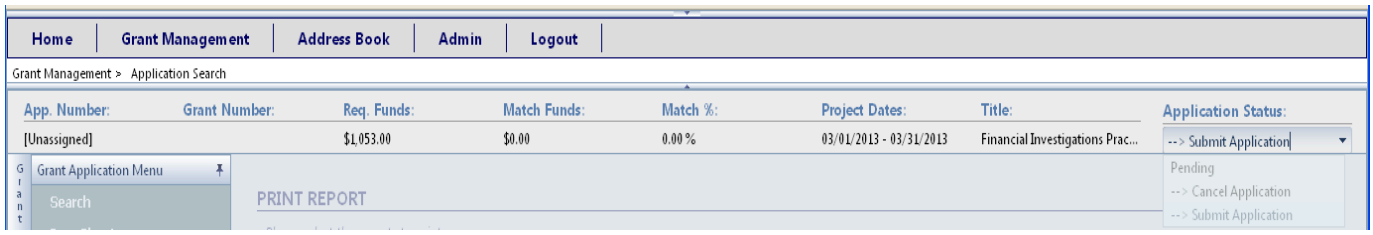


7. DOCUMENTS TAB INSTRUCTIONS

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 by the due date. This could include: UEI/Current SAM registration, letters of support, Qualtrics OCQ, and other program-specific NOFA checklist requirements. Please see the Documents Attachment Guidance under Quick Reference Sheets additional information.

8. 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'.



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

goccpgms.daemon@maryland.gov <goccpgms.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

9. 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.

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

A non-federal entity that expends $1,000,000 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.**

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

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

12. ORGANIZATIONAL CAPACITY QUESTIONNAIRE (OCQ) NEW

As part of the Office's grant oversight process, applicants are required to complete an Organizational Capacity Questionnaire (OCQ). The OCQ is a monitoring tool used by the Office to collect information on an applicant's organizational stability, financial management practices, and program operations. Information collected through the OCQ supports the Office's determination of an applicant's risk level and appropriate monitoring approach.

For State Fiscal Year (SFY) 2027, submission of the OCQ through Qualtrics is a condition of a complete application by the due date in the online Grants Management System (GMS). Applications will not be considered complete without a submitted OCQ. Organizations must submit a new OCQ annually to ensure GOCPP has current and accurate information for monitoring purposes.

The OCQ must include reliable information provided by the applicant organization's Chief Executive or Chief Financial Officer. Based on the information submitted, the Office will assign a Risk Status in the GMS to provide oversight and monitor throughout the grant lifecycle. Applicants should refer to Section L for guidance for the individuals completing the project narrative. As required, the OCQ attestation section in the GMS must include the name, title, and date of the certifying official.

For technical assistance with the questionnaire, please contact dlmsac.gocpyvs@maryland.gov or points of contact listed in the NOFA.

Organizational Capacity Questionnaire (OCQ) Link:
https://gocpp.qualtrics.com/jfe/form/SV_2mY8YNPFAAzOqmq

13. NOFA CHECKLIST

Please refer to the program-specific NOFA to comply with all requirements and upload of additional documents as applicable. **All required documents must be uploaded by the deadline to be considered as a complete application submission.**

14. 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 are due in the month following the end of the quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password used for the application process.

Note: For subawards ending on June 30, it is highly recommended that subrecipients submit the last quarter financial and programmatic reports as soon as possible, and within the subsequent 30 days following the end of June. This will help avoid delays in reimbursement, as the State will be in the process of closing out the Fiscal Year.

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. It is the applicant's responsibility to update the W-9 form to ensure prompt and proper payment. If applicable, applicant must ensure all liabilities are resolved to avoid delayed payments.
- 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. Fill out the intake form to request assistance or sign up for the Nonprofit Navigator Newsletter.
- Refer to General Conditions, Grant Adjustment Notice (GAN) Guidance, 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 to Grants.gov Grants Learning Center, grant fraud and GOCPP's Grants Management and Program Development Training modules.
- See reference video and guide on GMS Navigation: Uploading Documents and GMS Quick Reference Series: Organization Document Attachments

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 whose circumstances improved as a result of the services.
- # of victims that indicated services were helpful on client satisfaction surveys.

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 cost sharing 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 $1,000,000 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 and Policy 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 and Policy 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 and Policy

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 and Policy's General and Special Conditions for Grants. General Conditions are posted on the Governor's Office of Crime Prevention, and Policy's website (https://gocpp.maryland.gov/grants/general-conditions/).

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/eeo/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 (GOCPP)

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

For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Applicant must upload a signed copy of all Certified Assurances in the Document section of the GMS 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