# State Fiscal Year (SFY) 2027 Performance Incentive Grant Fund (PIGF) Program - White Paper Solicitation

## Online Submission Deadline: Monday, December 7th, 2026, at 11:59 PM

**Funded By:**
State of Maryland

Governor's Office of Crime Prevention and Policy (GOCPP)*
100 Community Place
Crownsville, MD 21032-2022
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 State and local government agencies, state and local courts, non-profit organizations, and non-governmental victim services programs, including faith-based and community organizations.

## 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.

## Purpose

Thank you for applying for the **SFY 2027 Performance Incentive Grant Fund (PIGF) Program White Paper Solicitation** from the **Governor's Office of Crime Prevention and Policy (Office)**. The primary purpose of PIGF White Paper funding is to reduce Maryland's state and local incarcerated population through appropriate diversion, deflection, service provision, and recidivism reduction resources. The fund was established through savings generated from Maryland's Justice Reinvestment Act (JRA) to provide for county-led innovations and state expansions of programming that were prioritized by Maryland's Justice Reinvestment Coordinating Council (JRCC).

The JRA reforms are centered on safely reducing Maryland's prison population by incorporating evidence-based programming, improving reentry outcomes, reducing collateral consequences of incarceration, and establishing connections to community treatment and support for nonviolent offenders with behavioral health needs. This supports the Office's objective of reducing the prison population and reinvesting savings. For background on how potential grant applications fit the JRA Initiatives, visit goccp.maryland.gov/justice-reinvestment.

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

Jackie Adams, Funding Manager
Jacqueline.Adams1@maryland.gov

Genevra Farrare, Fiscal Specialist
Genevra.Farrare@maryland.gov

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

Brandi Cahn
Assistant Director, Justice Reinvestment
Brandi.Cahn1@maryland.gov

Lindsey McCullough
Justice Reinvestment Coordinator
Lindsey.McCullough@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's Comprehensive State Crime Control and Prevention Plan.

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# I. Eligibility Criteria

The following entities in Maryland are eligible to submit no more than one (1) application for the Performance Incentive Grant Fund White Paper Solicitation:

- State agencies, local government entities and community-based non-profit organizations are eligible to submit one (1) application per agency, but may be listed as partners on multiple applications.

*Eligible agencies include:*

- Maryland State agencies
- Local detention centers
- Local health departments
- Local courts
- County government organizations
- Community-based non-profit organizations
- A partnership between any combination of the above-mentioned entities

**Note: Current PIGF/PJRA grantees are not eligible to apply under this White Paper Solicitation.**

**Note:** Funds awarded through this NOFA may not be used to support juvenile justice programming or services for individuals under the age of 18.

Nonprofit – 501(c)(3) or 501(c)(4): An organization must provide proof of this status by submitting a copy of its status letter from the Internal Revenue Service (IRS) with the application. The requirements for obtaining 501(c)(3) or 501(c)(4) status can be found on the Internal Revenue Service website (www.irs.gov); search for Publication 557 "Tax-Exempt Status for Your Organization." If the IRS letter is not available, a letter from your organization's authorized official listing officers, bylaws, and/or articles is permissible until such a time that a copy can be obtained from the IRS. The organization is responsible for providing an updated W-9 form to ensure prompt and proper payment by the grantor.

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

**Note**: Every applicant entity must comply with all applicable System of Award Management (SAM.gov) and unique entity identifier (UEI) requirements throughout the grant cycle. Also refer to the Grants Management System (GMS) Application Instructions which is accessible at https://gocpp.maryland.gov/wp-content/uploads/gms-application-instructions.pdf. Grant funds are reimbursed based on actual quarterly expenditures unless noted otherwise under VIII: Funding Specification.

# II. Program Description

## A. Requiring Agency
Governor's Office of Crime Prevention and Policy (Office)

## B. Opportunity Title
SFY 2027 Performance Incentive Grant Fund (PIGF) - White Paper Solicitation

## C. Submission Date
Monday, December 7, 2026, by 11:59 PM

## D. Anticipated Period of Performance
January 1, 2027 to June 30, 2027

## E. Funding Opportunity Description
The Governor's Office of Crime Prevention and Policy anticipates the availability of $1,500,000 in grant funding under the SFY 2027 Performance Incentive Grant Fund (PIGF). The purpose of PIGF is to reduce Maryland's state and local incarcerated population through appropriate diversion, deflection, service provision, and recidivism reduction resources. The fund was established through reform savings generated from Maryland's Justice Reinvestment Act (JRA), to provide for county-led innovations and state expansions of programming prioritized by Maryland's Justice Reinvestment Coordinating Council (JRCC).

PIGF funding is allocated between state and local funding, which have differing priorities as established by the JRA Oversight Board and Local Government Commission. The Office may make additional awards that include multi-jurisdictional or statewide collaborative efforts to encourage evidence-based reductions in incarceration.

**Potential Awardees and Award Ranges**

State agencies may request up to $300,000, local government organizations may request up to $200,000, and community-based nonprofits may request up to $100,000.

**NON-PROFIT APPLICANTS ONLY: Non-profits seeking support under the PIGF program may not request grant funds in excess of 40% of their annual operating budget. To qualify for the maximum award of $100,000, the applicant's annual operating budget must be greater than or equal to $250,000.**

**Please note that incomplete applications and applications that exceed the maximum award allocation noted above may be disqualified from funding consideration during the initial technical review.**

## F. Funding Initiatives
If you are requesting funding for a project formerly funded under PIGF, you are required to include information in your narrative that clearly demonstrates your progress towards achieving the stated goals and objectives, as well as performance measurement statistics that further illustrate the success of your project to date.

**Note: Current PIGF/PJRA grantees are not eligible to apply under this White Paper Solicitation.**

**Initiative 1: Reentry Programming and Services**

Since the Justice Reinvestment Act was enacted in 2017, the local and sentenced jail population has experienced a fluctuation in its population. Every incarcerated individual released from a local detention center requires support, resources, and services to ensure a successful reentry into the community.

*Initiative 1: Reentry Programming and Services* seeks to provide funding to enhance and expand evidence-based programming and support services for justice-involved individuals transitioning from incarceration or community supervision back into the community. The initiative is designed to reduce recidivism, improve public safety, and promote long-term stability by addressing key barriers to successful reentry. This may include programs that focus on the enhancement and expansion of:

- Workforce development
- Reentry housing support
- Educational programming
- Reentry coordinator positions

**Initiative 2: Behavioral Health Treatment, Resources, and Services**

Individuals with behavioral health conditions, including mental illness, substance use disorders, and developmental or intellectual disabilities, are disproportionately represented in the criminal justice system and experience high rates of repeated contact with public safety, health, and social service systems.

*Initiative 2: Behavioral Health Treatment, Resources, and Services* seeks to support organizations in addressing gaps and challenges in the delivery of behavioral health treatment and supportive services for justice-involved individuals. Funding under this initiative may support, but is not limited to, the implementation or enhancement of evidence-based screening and assessment tools to better identify behavioral health and social service needs, increased access to behavioral health counseling, peer support, and recovery services, and expanded access to medications for opioid use disorder (MOUD).

Applicants are encouraged to align proposed programs with the Sequential Intercept Model (SIM): Building Blocks for Strategic Planning and Stakeholder Engagement, developed by Policy Research Associates and designed to identify key points for intercepting and linking individuals with behavioral health treatment needs to programs and services. The SIM should serve as a critical design element for any programs seeking to provide behavioral health services and support.

**Initiative 3: Support for Victims and Victims' Rights**

Victims of crime often face significant barriers to accessing restitution, timely information, and meaningful participation in the criminal justice process. In many jurisdictions, restitution and victims' rights processes remain fragmented, inconsistently applied, or reliant on outdated systems, resulting in delayed payments, incomplete documentation, and reduced accountability.

*Initiative 3: Support for Victims and Victims' Rights* seeks to improve local-level infrastructure to better meet the needs of victims, enhance restitution processes and uphold victims' rights. Funding can be used for implementation costs to make improvements to the process of

documenting, analyzing, and transmitting victim restitution orders and enhancing victims' rights.

**Initiative 4: Reinvesting in Training and Education for Criminal Justice Decision Makers (Maryland State Agencies Only)**

*Initiative 4: Reinvesting in Training and Education for Criminal Justice Decision Makers* seeks to provide funding for state agencies to train individuals within the criminal justice system who make key decisions that can impact case outcomes. This may include, but is not limited to, probation and parole agents and supervisors, members of the Parole Commission, hearing officers, judges, and court commissioners. Allowable training includes modules that teach evidence-based risk-reduction interventions and those that support and encourage compliance and behavior change. Training modules should be identified in national registers of evidence-based practices, which may include, but is not limited to, the Substance Abuse and Mental Health Services Administration's evidence-based practice resource center and effective programs listed on www.crimesolutions.gov.

**Initiative 5: Deflection and Diversion Programming**

Traditional justice system responses often fail to address the underlying behavioral health, substance use, and social needs that drive system involvement, resulting in unnecessary arrests, incarceration, and repeated justice contact. Deflection and diversion strategies offer proven, cost-effective alternatives that enhance public safety while reducing reliance on detention and court processing for individuals better served through community-based interventions.

*Initiative 5: Deflection and Diversion Programming* seeks to provide support to organizations to implement, enhance, or expand programs that provide diversionary approaches including mediation, day reporting centers, crisis intervention teams, law enforcement assisted diversion efforts, problem-solving courts, and more. Priority will be given to projects that focus on early intervention to maximize deflection opportunities for individuals with behavioral health disorders.

**Initiative 6: Pretrial Services and Programming**

Maryland's pretrial services and practices vary across Maryland, creating opportunities to improve consistency, coordination, and the use of evidence-based approaches.Variations in supervision levels, local rules, and oversight of electronic monitoring undermine the ability to ensure public safety and reduce unnecessary pretrial detention.

*Initiative 6: Pretrial Services and Programming* seeks to support local detention centers in developing, implementing, and improving pretrial services programs. This initiative aims to decrease the size and cost of county-level pretrial detention populations, reduce recidivism, and improve public safety outcomes. Funding under this initiative can be used to validate pretrial risk assessment instruments, to cover the cost of electronic monitoring, or to implement other services related to safely reducing pretrial detention in accordance with best practices.

# III. Program Requirements

All applications must adhere to word limits for each narrative response. 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 GMS will allow each response to exceed the word limit. **It is the responsibility of the applicant to ensure each response is within the limit. All words beyond the limit will not be read, considered, or reviewed.**

Applications that do not adhere to these requirements, as well as providing incomplete narratives and attachments, may be disqualified and removed from consideration during the initial technical review. The Office encourages applicants to draft their narrative in a word processing program (e.g., Microsoft Word, Google Docs, etc.) then transfer to the GMS to aid in ensuring technical requirements.

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

Also, see the Application Evaluation section below.

## A. Overall Organization Information

Provide a brief overview of the Implementing Agency, including its mission, primary services, and relevant organizational information. Describe the population and geographic area the proposed project will serve.

Include the following:

- **Population served:** Identify the target population and describe relevant local needs using available local data, including data sources. National statistics alone are insufficient.
- **Service area:** Identify the communities or geographic areas to be served and provide the applicable ZIP codes for the catchment area and proposed service site(s).
- **Coordination with local efforts:** Briefly describe existing local programs or initiatives related to the proposed project and explain how the project will complement, rather than duplicate, those efforts.

Upload an organizational chart illustrating the relationship of the proposed project, specialized unit, or division to the overall organization and the allocation of relevant resources, as applicable.

[**WORD LIMIT: 500**]

## B. Problem Statement/Needs Justification

Describe the specific problem or unmet need the proposed project will address and explain why PIGF funding is necessary.

Include the following:

- Identify the local problem, affected population, and relevant supporting data or evidence.
- Explain how the problem aligns with an eligible initiative identified above.
- Describe any anticipated barriers to implementation and how they will be addressed.
- Explain why the requested funding is needed, including whether the project represents a new initiative, an expansion of existing services, or continuation of an existing effort.

[**WORD LIMIT: 500**]

## C. Project Design

Describe the proposed activities and explain how they will address the identified problem during the six-month project period.

Include the following:

- The primary activities, services, or strategies to be implemented.
- The target population and how participants or beneficiaries will be identified, reached, or served.
- The implementation approach, including key partners and the roles of participating organizations, as applicable.
- The anticipated schedule for launching and completing activities within the six-month period.
- The expected immediate results or deliverables, such as services provided, individuals served, training completed, or resources acquired.

Ensure the proposed activities are realistic, directly related to the selected PIGF initiative, and consistent with the requested budget.

[**WORD LIMIT: 750**]

## D. Goals & Objectives

Identify the intended results of the project and explain how progress will be measured during the six-month project period.

Include:

- **Goal(s):** State the broad result the project intends to achieve.
- **Objectives:** Identify specific, measurable, and time-bound steps that will contribute to each goal.
- **Performance measures:** Identify the indicators or targets that will demonstrate progress or completion, such as the number of individuals served, services delivered, activities completed, or other project-specific outcomes.
- **Timeline:** Identify when key objectives, milestones, and deliverables are expected to be completed within the six-month period.

Goals and objectives should be realistic for the proposed project duration and directly linked to the activities and expenditures requested. Distinguish between activities completed, outputs produced, and outcomes expected, where applicable.

[**WORD LIMIT: 1,500**]

## E. Data Collection Plan

Briefly describe how the Implementing Agency will track project activities, measure progress, and document results during the six-month project period.

Identify:

- The data or performance measures that will be collected.

- The tools or methods used to collect and maintain the information, such as participant records, service logs, case management systems, surveys, or progress reports.
- The staff responsible for collecting, reviewing, and reporting the data.
- How the collected information will be used to assess progress toward project goals and objectives.

Explain how the agency will maintain accurate records and report on the results achieved during the project period.

[**WORD LIMIT: 250**]

## F. Grant Personnel

Describe the Implementing Agency's relevant experience and identify the personnel responsible for carrying out the proposed project.

Include:

- A brief description of the agency's experience implementing similar or related activities.
- The roles and responsibilities of key personnel identified in the GMS Face Sheet.
- How staff time will be allocated to the proposed project, including the basis for calculating personnel costs.
- For personnel or other costs shared across multiple programs or activities, explain the methodology used to determine the portion charged to PIGF.

Only include personnel and staffing costs directly attributable to the project proposed in this application. All requested costs must be reasonable, necessary, and adequately supported.

[**WORD LIMIT: 500**]

## G. Sustainability

Briefly explain how the project activities, resources, or benefits may be maintained beyond the six-month grant period.

Identify any anticipated plans to continue the work, such as using existing organizational resources, coordinating with other funding sources, integrating activities into ongoing operations, or maintaining partnerships. If continued funding is not anticipated, explain how the project will provide meaningful results or benefits within the six-month period.

Do not assume or imply that additional PIGF funding will be available.

[**WORD LIMIT: 200**]

## H. Budget Details and Spending Plan

See Funding Specifications section below for information on allowable and unallowable costs.

Provide a concise justification for the proposed budget and explain how requested funds will support the project during the six-month project period.

Include:

- A description of each major budget category and how the requested costs support the proposed activities.
- The basis for calculating significant costs, including quantities, unit costs, staffing allocations, or vendor estimates, as applicable.
- An explanation of how personnel, contractual services, equipment, supplies, or other requested expenses directly support the project's goals and objectives.
- A spending timeline identifying when major purchases, services, or other expenditures are expected to occur during the six-month period.
- For shared costs, the methodology used to determine the portion charged to PIGF.

Ensure that all costs are reasonable, necessary, allowable, and consistent with the activities described in the narrative and the budget entered in GMS. Funding requests must be limited to costs directly supporting the proposed project. Explain any significant or unusual expenses and provide supporting documentation when required.

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

- Suggested Prorating Strategies for Victim Assistance Subgrantees: https://ovc.ojp.gov/sites/g/files/xyckuh226/files/media/document/ovc-victim-assistance-prorating-strategies-for-subgrantees-winter-2020.pdf
- Cost Allocation Information: https://www.justice.gov/ovw/page/file/1107321/dl?inline=

[**WORD LIMIT: 750**]

## Outcome-based Performance Measures

The Office strongly encourages the use of data and evidence in policy making and program development for criminal justice, juvenile justice, and crime victim services. Applicants are encouraged to reference best practices and evidence-based approaches when applicable. Additional information and resources are available through the OJP Resource Guide.

In the **narrative section of the GMS**, the applicant must clearly describe how the project's success will be measured, including the outcomes and outputs the project intends to achieve during the grant period. Successful grantees will be required to report quarterly on the progress toward these self-identified outcomes and outputs for the duration of the grant. Post-award Progress Reports must align with and reflect the performance measures proposed in the approved application. Substantive changes to performance measures post-award require prior written approval.

**All grants awarded under this funding opportunity will be required to report on the following mandatory performance measures:**

**Reentry-related programming**

- Number of persons who enrolled in program
- Number of persons who complete program
- Number of persons who were arrested for a new crime within a year
- Number of persons connected to housing services
- Number of persons connected to a behavioral health provider
- Number of persons connected to benefits and medical insurance
- Number of persons enrolled in workforce training
- Number of persons placed in a job

**Behavioral health-related programming**

- Number of persons referred to program
- Number of persons who enrolled in program
- Number of persons who complete program
- Number of persons screened for behavioral healthcare needs
- Number of persons connected to a behavioral health provider
- Number of persons screened for benefits and medical insurance eligibility
- Number of persons connected to benefits and medical insurance
- Number of persons screened for substance use disorder
- Number of persons treated for substance use disorder
- Number of persons connected to counseling services
- Number of persons treated with MOUD
    - Number of persons treated with methadone
    - Number of persons treated with buprenorphine
    - Number of persons treated with naltrexone

**Support for victims and restitution enhancement programming**

- Number of victims served
- Number of notifications provided
- Number of victims provided information on their rights
- Number of victims connected to services
- Number of victims who applied for compensation
- Number of victims who received compensation

**Training and education (State agencies only)**

- Number of persons who enrolled in training
- Number of persons who complete training

**Diversion programming**

- Number of persons who enrolled in program
- Number of persons who complete program
- Number of persons who were arrested for a new crime within a year
- Number of persons who returned to prison for violating a condition of supervision within a year
- Number of persons who completed the program who were arrested for a new crime within a year of completion
- Number of persons screened for behavioral healthcare needs
- Number of persons connected to a behavioral health provider
- Number of persons screened for benefits and medical insurance eligibility
- Number of persons connected to benefits and medical insurance
- Number of persons screened for substance use disorder
- Number of persons treated for substance use disorder

**Pretrial programming**

- Number of persons connected to pretrial services
- Number of risk assessments conducted
- Number of persons enrolled in electronic monitoring
- Release rate
- Appearance rate

- Number of violations
- Number of revocations

**Additional Resources**

- Parenting Inside Out Model
- National Institute of Corrections - Evidence Based Practices
- SAMHSA Evidence-Based Practices Resource Center
- National Institute of Justice - Crime Solutions
- Pretrial Justice Institute
- The National Conference of State Legislatures (NCSL)
- Pretrial Criminal Justice Research Brief (Laura and John Arnold Foundation)
- The Legislative Primer Series for Front-End Justice Deflection and Diversion
- LAPPA: Medication for Addiction Treatment in Correctional Settings Update
- Deflection and Diversion Pathways

# 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/.

The last day to request a User ID is **Monday, November 30, 2026.** 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 Jackie Adams at jacqueline.adams1@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. Training/Technical Assistance

A recorded webinar on Grants Management and Program Development Training is available on the Office's grants page (https://gocpp.maryland.gov/grants/). This is a best practice reference tool to onboard grants management staff on all pre-award to post-award activities and to comply with revised federal Uniform Guidance - 2 CFR, Part 200.

To help applicants prepare and submit applications that reflect the Office's established guidelines and procedures, training is provided through training videos, which are located on the Office's website at https://gocpp.maryland.gov/grants/gms-help-videos/. Please review the training videos before you begin your application to familiarize yourself with system guidelines, fiscal review, tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at https://gocpp.maryland.gov/wp-content/uploads/gms-application-instructions.pdf. Applicants are encouraged to review these instructions before completing the online application.

# VI. Important Dates

| | |
|---|---|
| Deadline to Request a User ID | November 30, 2026 |
| Deadline to Submit an Online Application | Monday, December 7, 2026 |
| Letters of Intent Emailed/Denial Letters Emailed | December 2026 |
| Award Documents | December 2026 |
| Sub-award Start Date | January 1, 2027 |
| Sub-award End Date | June 30, 2027 |

# VII. Application Evaluation

The Office, along with an internal or external review team, may assess the merits of the proposed program. Applicants should review this program-specific NOFA in concert with the GMS Application Instructions, when developing the application to ensure all required elements are included and addressed. Scoring is as follows:

1. Overall Organization Information (Weight: 10%)
2. Problem Statement/Needs Justification (Weight: 20%)
3. Project Design (Weight: 20%)
4. Goals & Objectives and Data Collection Plan (Weight: 20%)
5. Key Grant Personnel (Weight: 5%)
6. Budget Details, Spending Plan, and Sustainability (Weight: 25%)

The PIGF grant program is a competitive application process. The Office may conduct a three-tier review, including internal staff and external independent reviewers, of each application submitted per this NOFA. As part of the internal review, the Office's staff will also review the following for each application:

- Relevant crime statistics aligned with funding priorities
- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved/marginalized populations)
- Audit findings (If applicable, upload Corrective Action Plan)
- Performance history with previous awards

# VIII. Funding Specifications

## A. Funding Cycle

Commencement of awards funded under PIGF for SFY 2027 will begin on January 1, 2027 and end on June 30, 2027. **These funds cannot be extended beyond June 30, 2027 without approval from the Governor's Office of Crime Prevention and Policy.**

## B. Allowable Costs

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

**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 PIGF funds in an application. **Please include prorated justification, as applicable, for each budget category and line item justification in the online GMS application.**

**PERSONNEL**

- Hiring staff that will support direct services such as the following positions:
    - Reentry Specialists
    - Housing Navigators
    - Behavioral Healthcare Providers
    - Peer Recovery Specialists
    - Career Counselors
    - Case Management
- Note: Full salary requests will only be considered for direct service providers. Grant funds for personnel managing direct service providers will only be considered for **up to 10% of total salary**, and Executive Director salary requests must be **no more than 5% of the total salary**. If management and Executive Director personnel also are providing direct services, full salary may be considered. By requesting full salary, this means the individual solely works on PIGF grant-funded activities.

**NOTE: Salary costs will only be covered from January 1, 2027 through June 30, 2027.**

**OPERATING EXPENSES**

- Rental Space, Printing, and Communications costs that are directly related to implementing the PIGF/PJRA project only. Communication expenses include items such as telephone, fax, postage, and other expenditures such as photocopying. Items must be prorated to reflect only PIGF/PJRA related costs. Note: Office supplies and project supplies should NOT be listed under operating, and should be listed in the 'Other' category.

**TRAVEL**

- Refer to Maryland's SFY travel/per diem rates:
    - Policies and procedures for meal reimbursement: https://dbm.maryland.gov/pages/mealtipreimbursement.aspx
    - Travel reimbursement rate (72.5¢ per mile as of January 1, 2026): https://dbm.maryland.gov/pages/fleetmanagementservices.aspx
- Review federal U.S. General Services Administration (GSA) guidelines and IRS standard mileage rates:
    - GSA per diem rate: https://www.gsa.gov/travel/plan-book/per-diem-rates
    - IRS standard mileage rate: https://www.irs.gov/tax-professionals/standard-mileage-rates

**CONTRACTUAL SERVICES**

- 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.

**EQUIPMENT**

- See equipment threshold guidelines in the GMS Application Instructions
- Request Property Inventory Record Forms (PIRF) for GMS upload

**OTHER**

- Upload Negotiated Indirect Cost Rate Agreement (NICRA) as applicable.
- Supplies
- Equipment with unit cost less than $10,000
- Note: Client support funds will be considered on a case-by-case basis, if requested, please be sure to list out the different items associated with "client support" including the estimated cost of each item and the estimated quantity.

An applicant is 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 pages for additional guidance on suggested prorating strategies for subgrantees from our federal partners:

- Cost Allocation Information: https://www.justice.gov/ovw/page/file/1107321/dl?inline=

Refer to the Distribution of Funds & Reporting Requirements 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.

## C. Unallowable Costs

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

- Alcoholic beverages
- Bad debt
- Bonuses or commissions
- Construction/Capital Expenses/Land Acquisition
- Corporate formation (costs associated with incorporation fees, brokers' fees, fees to promoters, organizers or management consultants, attorneys, accountants, or investment counselor in connection with establishment or reorganization of an organization)
- Fundraising
- Honorarium

- Lobbying costs (including membership fees to organizations whose primary activity is lobbying)
- Meals (exception to consider food consumed by clients must be pre-approved)
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, and gift bags)
- Vehicles or real estate purchases
- Fiscal sponsorship fees
- Funds awarded through this NOFA may not be used to support juvenile justice programming or services for individuals under the age of 18.

Please note that all costs must be reasonable, allocable, and allowable including indirect costs. **The list above is not exhaustive. The Office reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.**

### D. Cost Share (formerly match)

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 (see Grant Cost Share Calculator and Provisions).

## IX. 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 in the month following the end of the quarter. All reporting activity occurs through the GMS, using the same User ID and password used for the application process.

The Office provides an exception for monthly Financial reporting and reimbursement to nonprofit entities that have applied for PIGF with awards over $50,000. Grantees that qualify may request monthly reimbursement through their fiscal specialist post-award.

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
___ Overall Organizational Information (Word Limit: 500)
___ Problem Statement/Needs Justification (Word Limit: 500)
___ Project Design (Word Limit: 750)
___ Goals & Objectives (Word Limit: 1,500)
___ Data Collection Plan (Word Limit: 250)
___ Grant Personnel (Word Limit: 500)
___ Sustainability (Word Limit: 200)
___ Budget Details and Spending Plan (Word Limit: 750)
_____ Budget and Budget Justification
___ Personnel
___ Operating Expenses
___ Travel
___ Contractual Services (upload existing relevant contracts)
___ Equipment
___ Other
_____ Budget Prioritization

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**
_____ Proof of 501(c)(3) Status **REQUIRED for all NEW non-profit applicants**
_____ **Current W-9 Form REQUIRED**
_____ **NEW**: Certification of Applicable Financial Reporting Requirements **REQUIRED**
_____ **NEW:** Determination of Suitability to Interact with Minors Form **REQUIRED**
_____ **NEW:** ORGANIZATIONAL CAPACITY QUESTIONNAIRE (OCQ) **REQUIRED (Only required if not completed in CY2026)**

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

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