

GOVERNOR'S OFFICE of CRIME CONTROL and PREVENTION

FY 2020 Community Grant Program Fund (CGPF)

Notice of Funding Availability Application Guidance Kit



Online Submission Deadline: February 15, 2019 3 pm

**Funded through:
State of Maryland**

Governor's Office of Crime Control and Prevention
100 Community Place
Crownsville, Maryland 21032-2022
www.goccp.maryland.gov
(410) 697-9338

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

Note: Hard copy applications are no longer being accepted.

ELIGIBILITY

Funding through this application is available to local law enforcement and local government agencies.

IMPORTANT NOTES

Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention online application process located at <http://goccp.maryland.gov/grants/>. Instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with the [System for Award Registration \(SAM\)](#). A screenshot reflecting this information is sufficient.

Getting Started

Thank you for applying for the **Community Grant Program Fund (CGPF)** from the **Governor's Office of Crime Control and Prevention (GOCCP)**. The purpose of CGPF is to assist local law enforcement agencies with establishing community programs and local government agencies with establishing violence intervention programs. This supports GOCCP's objective of developing criminal justice strategies that are coordinated at the local, state, and federal level. If you need application assistance, please contact:

Jackie Adams, Program Manager
410-697-9312
Jacqueline.Adams1@maryland.gov

Justice Schisler, Chief of Programs
410-697-9334
Justice.Schisler@maryland.gov

The Governor's Office of Crime Control and Prevention's success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas of how the Governor's Office of Crime Control and Prevention can serve you better, email your program manager.

Governor's Office of Crime Control and Prevention 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.

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I. ELIGIBILITY CRITERIA

A. General

The following entities in Maryland are eligible to submit one application for CGPF funding:

- Local law enforcement
- Local government agencies

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor's Office of Crime Control and Prevention (GOCCP)

B. Opportunity Title

Community Grant Program Fund (CGPF)

C. Submission Date

February 15, 2019 by 3 pm

D. Anticipated Period of Performance

July 1, 2019 to June 30, 2020

E. Funding Opportunity Description

GOCCP announces the availability of \$500,000 in grant funding under CGPF. The purpose of CGPF is to assist local law enforcement agencies with establishing community programs and local government agencies with establishing violence intervention programs. GOCCP anticipates making 10 – 20 awards, with awards ranging from \$5,000 to a maximum of \$85,000.

Programs funded under this initiative should be established and sponsored by a local law enforcement agency to:

- Provide recreational or athletic opportunities for members of the community;
- Improve relations between citizens and law enforcement; or
- Otherwise benefit or improve the community.

Programs can include but are not limited to police/community events such as National Night Out.

Community Grant Program funds may also support violence intervention programs established and supported by a local law enforcement agency or another agency of a local government.

All funding is contingent upon GOCCP receiving the specified grant funds from the State of Maryland.

III. PROGRAM REQUIREMENTS

Grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to GOCCP on a quarterly basis.

The following is a sample list, and is not inclusive of all potential outputs and outcomes that may be included in the final awards:

Outputs

- Number of community/athletic events held.
- Number of community members participating in events.

Outcomes

- Number of participants who reported a positive attitude toward law enforcement.
- Number of community members who reported satisfaction with police services.
- Number of participants who reported better relations with police officers as a result of participating in the event.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the GOCCP web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

In order to use GOCCP's web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password: <http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is February 1, 2019. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the GOCCP, **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.

If you need assistance completing the program-specific information required in the online application, please contact Jackie Adams at 410-697-9343 or Jacqueline.Adams1@maryland.gov.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

VI. IMPORTANT DATES

| | |
|--|-------------------|
| Deadline to Request a User ID | February 1, 2019 |
| Deadline to Submit an Online Application | February 15, 2019 |
| Letters of Intent to Fund/Denial Letters Emailed | May 1, 2018 |
| Award Documents Emailed | June 1, 2019 |
| Sub-award Start Date | July 1, 2019 |
| Sub-award End Date | June 30, 2020 |

VII. APPLICATION EVALUATION

GOCCP will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/grants/programs/>) and score each application accordingly:

- Problem statement/needs justification (15 points total)
- Program goals and objectives (20 points total)
- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending plan and budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

CGPF is a competitive application process. GOCCP may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, GOCCP staff will also review the following for each application:

- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- GOCCP audit findings
- Performance history with previous awards with GOCCP

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under CGPF for FY 2020 will begin July 1, 2019 and end on June 30, 2020. Funds are paid on a reimbursable basis.

B. Allowable Costs

The following is a listing of services, activities, and costs that are eligible for support with CGPF funds within a sub-recipient's organization:

- Personnel
- Operating expenses
- Program Supplies
- Training
- Equipment
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc.)

C. Unallowable Costs

- Lobbying and administrative advocacy
- Perpetrator Rehabilitation and Counseling
- Audit costs
- Property insurance
- Printing
- Telephone/Fax (possible funding source exceptions)
- Food/beverage
- Construction projects

The list above is not exhaustive. GOCCP reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

D. Consultant Rates

Compensation for consultant services is \$650 per day.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP 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 within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

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:
<http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

GOCCP 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:

http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.

B. Match

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

C. Supplanting, Transparency, and Accountability

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

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 the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

X. APPLICATION CHECKLIST

What an Application Should Include:

- Face Sheet
- Project Summary
- Narrative
 - Problem Statement/Needs Justification
 - Program Goals
 - Program Strategy
 - Program Measurement
 - Timeline
 - Spending Plan
 - Management Capabilities
 - Sustainability
- DUNS/SAM Registration
- Budget and Budget Justification
 - Personnel
 - Operating Expenses
 - Travel
 - Contractual Services
 - Equipment
 - Other
- Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- Budget Prioritization
- Certified Assurances
- Certification Regarding Lobbying
- Audit Findings/Corrective Action Plan (if applicable)
- Single Audit Requirements (if applicable)
- Proof of 501 (c)(3) Status (if applicable)

More information on each item above can be found in the NOFA Application Instructions found here:

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.