

GOVERNOR'S OFFICE of CRIME CONTROL and PREVENTION

FY 2020 Legal Services for Crime Victims Grant (LSCV)

Notice of Funding Availability Application Guidance Kit



Online Submission Deadline: February 15, 2019, 3 pm

**Funded through:
The 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

Non-Profit Agencies and Local and State Agencies may apply for funding under the Legal Services for Crime Victims Grant.

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 <https://grants.goccp.maryland.gov>. 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 www.SAM.gov. A screenshot from SAM.GOV reflecting this information is sufficient.

Getting Started

Thank you for applying for the **Legal Services for Crime Victims (LSCV) Program** from the **Governor's Office of Crime Control and Prevention (GOCCP)**. The primary purpose of the LSCV grant is to ensure that the money obtained from unclaimed restitution is used for annual grants to provide legal counsel to victims of crime and delinquent acts, and to protect victims' rights as provided by law which supports GOCCP's objective of improving victim services for Maryland residents.

If you need application assistance, please contact:
Angela Cromwell, LSCV Program Manager
410-697-9337
angela.cromwell1@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's success. It is critical that we hear from you, our customers. To share your ideas on how the Governor's Office of Crime Control and Prevention can serve you better, please 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 applications for Legal Services for Crime Victims (LSCV) Grant funding:

- Non-Profit Agencies, including Faith Based and Community Organizations
- Local Government Agencies
- State Government Agencies

Only one application may be submitted per agency/organization.

B. Non-profit – 501(c)(3)

An organization must provide proof of this status by submitting a copy of its status letter from the IRS with the application. The requirements for obtaining 501 (c)(3) 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 time that a copy can be obtained from the IRS.

C. Faith-Based/Community 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.

II. PROGRAM DESCRIPTION

A. Requiring Agency

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

B. Opportunity Title

Legal Services for Crime Victims Grant (LSCV)

C. Submission Date

Friday, February 15, 2019 by 3 pm

D. Anticipated Period of Performance

July 1, 2019 to June 30, 2020

E. Funding Opportunity Description

The Legal Services for Crime Victims (LSCV) Fund is administered by the Maryland State Board of Victim Services (State Board) under the authority of GOCCP. GOCCP announces the availability of up to \$75,000 in grant funding for this program and anticipates making 1 or 2 subawards.

The primary purpose of the LSCV Fund is to ensure that money obtained from unclaimed restitution under §11-614 (b)(2) of the Criminal Procedure Article is used for annual grants to provide legal counsel to victims of crimes and delinquent acts and to protect victims' rights as provided by law.

The LSCV Fund was created by the Maryland General Assembly during the 2007 legislative session. The Division of Parole and Probation (DPP) and the Department of Juvenile Services (DJS) collect court-ordered restitution from adult defendants and juvenile respondents for subsequent distribution to crime victims. When a victim cannot be located, the unclaimed restitution goes into the LSCV fund. Accordingly, LSCV funding levels fluctuate. **All funding is contingent upon GOCCP receiving the specified grant funds from the State of Maryland.**

III. PROGRAM REQUIREMENTS

Programs are required to offer legal services to victims of crime and delinquent acts.

Grantees will be required to develop, measure, and track their program's outputs and outcomes. Outputs and outcomes must be submitted to GOCCP on a quarterly basis.

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

- Number of victims' cases served by staff utilizing LSCV funds.
- Number of crime victims served by your organization/agency that utilized LSCV funds.
- Number of victims offered additional services and assistance utilizing LSCV funds.
- Number of victims who reported their advocate was there to accompany the victim to their appointments related to the case.
- Number of victims that reported a better understanding of their rights as a victim.
- Number of victims that reported being notified of important information about their cases.
- Number of cases fully resolved in a manner consistent with the wishes of the victim.
- Number of victims that reported a better understanding of their role in the legal process.

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 Friday, 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 Angela Cromwell at 410-697-9337 or angela.cromwell1@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 Emailed	April 26, 2019
Award Documents/Denial Letters Emailed	June 1, 2019
Sub-award Start Date	July 1, 2019
Sub-award End Date	June 30, 2020

VII. APPLICATION EVALUATION

GOCCP, along with the Maryland State Board of Victim Services 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/wp-content/uploads/NOFA-application-instructions.pdf>): 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)

The LSCV Grant is a competitive application process. GOCCP will 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 the LSCV Grant for FY 2020 will begin July 1, 2019 and end on June 30, 2020. Funds are paid on a reimbursable basis.

B. Unallowable Costs

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

- Criminal defense representation
- Legal counsel to crime victims in civil actions
- Civil court case work for crime victims

- Training
- Lobbying or administrative advocacy
- Perpetrator rehabilitation or counseling
- Audit costs
- Printing
- Telephone/Fax
- Food/Beverages
- Trinkets
- Property insurance

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

C. Consultant Rates

The limit for consultant rates 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, see 'Special Conditions' 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 contributions 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
- Letters of Support/Commitment (if required)
- 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>.