



Maryland

**GOVERNOR'S OFFICE OF
CRIME PREVENTION, YOUTH,
AND VICTIM SERVICES**

**FY 2021 Edward J. Byrne Memorial Justice Assistance Grant (BJAG):
National Incident-Based Reporting System (NIBRS)
Statewide Compliance Initiative
Notice of Funding Availability (NOFA)**

Online Submission Deadline: April 3, 2020 3pm

**Funded by:
The Office of Justice Programs, Bureau of Justice Assistance, CFDA# 16.738**

Governor's Office of Crime Prevention, Youth, and Victim Services
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

ELIGIBILITY

Funding through this opportunity is available to local law enforcement agencies for the purpose of ensuring statewide compliance with reporting in the National Incident-Based Reporting System (NIBRS).

IMPORTANT LINKS

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

Grants Management System (GMS): <http://goccp.maryland.gov/grants/>.

GMS submission is required; Hard copy applications are not accepted.

Purpose

Thank you for applying for the **Edward J. Byrne Memorial Justice Assistance Grant Program (BJAG) NIBRS Statewide Compliance Initiative** from the **Governor's Office of Crime Prevention, Youth, and Victim Services (Office)**. Programs funded under BJAG's NIBRS Statewide Compliance Initiative should align with one or more of the Office's objectives:

- Develop criminal justice strategies that are coordinated at the local, state, and federal level
- Increase the availability of data to support data-driven approaches to criminal justice in Maryland

The purpose of Maryland's NIBRS Statewide Compliance Initiative is for local law enforcement agencies to become compliant with the Federal Bureau of Investigation's (FBI) NIBRS reporting system by the national due date of January, 2021.

The Governor's Office of Crime Prevention, Youth, and Victim Services has undertaken a comprehensive, three-tier plan focused on expanded collaboration among the law enforcement, prevention, and victim service communities to create a safer Maryland. Priority will be given to those strategies described under the [Program Requirements](#) that are also aligned with best practices, evidence-based, and data-driven decision making processes.

If you need application assistance, please contact:

Tammy Lovill, Edward J. Byrne Memorial Justice Assistance Grant Program Manager
410-697-9321
Tammy.Lovill@maryland.gov

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

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford 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 program manager to provide your feedback or complete a three question [customer experience survey](#).

Governor's Office of Crime Prevention, Youth, and Victim Services 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

All local law enforcement agencies in Maryland are eligible to submit one application for the BJAG NIBRS Statewide Compliance Initiative.

Please note: Only one application may be submitted per agency/organization. Additionally, if your agency shares a Records Management System (RMS) with one or more agencies within your jurisdiction, you can only submit one (1) application per jurisdiction.

B. Certification

Effective October, 1, 2017, the Department of Justice will only provide JAG grants to cities and states that comply with federal law, allowing federal immigration access to detention facilities and providing 48 hours notice before they release an illegal alien wanted by federal authorities. Any subaward to a local government or a public institution of higher education must submit a signed certification of compliance with 8 U.S.C. 1373, signed by the chief legal officer of the jurisdiction or institution that would receive the subaward. *This certification is not submitted with the application, but instead it is submitted at the time of award acceptance. Applicants are encouraged to share challenges, if any, associated with signing the required certifications. In the problem statement section of the narrative, please inform the Office of any changes to any local legislation, and/or executive orders that may impact your ability to accept an award as a successful applicant.*

Non-profits do not need to submit this certification.

Additional information regarding the certification forms may be found at:
<https://ojp.gov/funding/Explore/SampleCertifications-8USC1373.htm>.

The local government certification of compliance form may be found at:
https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/17jagst_1373sub_local_rev1128.pdf

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor's Office of Crime Prevention, Youth, and Victim Services (Office)

B. Opportunity Title

Edward J. Byrne Memorial Justice Assistance Grant (BJAG) NIBRS Statewide Compliance Initiative

C. Submission Date

April 3, 2020

D. Anticipated Period of Performance

May 1, 2020 to December 31, 2020

E. Funding Opportunity Description

Through the NIBRS Statewide Compliance Initiative, the Governor's Office of Crime Prevention, Youth, and Victim Services has allocated approximately \$2.5 million in BJAG funding to support Maryland's efforts to ensure 100% NIBRS compliance for all local law enforcement agencies by the federal deadline. The Office anticipates making up to 50 awards. Priority will be given to agencies requesting technology enhancements.

On January 1, 2021 the Federal Bureau of Investigation (FBI) will retire the Uniform Crime Reporting Program Summary Reporting System (SRS) and replace it solely with the National Incident Based Reporting System (NIBRS). In Maryland, this process will involve local law enforcement agencies reporting crime data to the FBI's NIBRS program by submitting state-specific, incident-based data to the Maryland State Police, who will report the data to the FBI.

NIBRS was implemented to improve the overall quality of crime data collected by law enforcement and captures details on each single crime incident and on separate offenses within the same incident including information on victims, known offenders, relationships between victims and offenders, arrestees, and property involved in the crimes. This additional detail will help law enforcement and communities around the country use resources more strategically and effectively.

III. PROGRAM REQUIREMENTS

To qualify for funding under this grant, the proposed program must support both the Federal and State Purpose Areas listed below to work towards NIBRS implementation by the federal due date of January 1, 2021.

Federal Purpose Area

The Governor's Office of Crime Prevention, Youth, and Victim Services is funding the NIBRS Statewide Initiative through the BJAG Federal Purpose Area of Planning, Evaluation, and Technology Improvement Programs. Successful implementation of NIBRS compliance is a priority for Maryland as described in the 2019 State Plan which was submitted as part of the Office's Federal BJA Application Narrative and can be found at: <http://goccp.maryland.gov/grants/programs/bjag/>.

State Priority Area

The NIBRS Statewide Compliance Initiative supports the BJAG State Priority Area of Planning, Evaluation and Technology Improvement Programs. Priority will be given to those applicants whose strategies are aligned with best practices, evidence-based practices, and data-driven decision making processes.

There are additional steps that must be completed prior to submitting an application.

1. If your agency has not done so already, you must complete the [NIBRS Readiness Survey](#). The purpose of this survey is to assess your agency's needs and progress toward NIBRS transition. Click this link to complete the survey: <https://www.surveymonkey.com/r/MJ6Z6ZD>.
2. If your agency has not done so already, you must consult with the Maryland State Police to ensure your agency is aware of state-specific incident-based reporting (IBR) requirements. You must register to the Maryland State Police's NIBRS Vendor Group, which can be found at the following website: <https://forum.mdsp.org/>. You can use that vendor group to download a list of required data elements.

If you are applying for technology upgrades under this solicitation you must:

1. Procure technology solutions that are appropriate to address your agency's hardware and software needs for transitioning to IBR/NIBRS reporting, as identified in the funding application and in the survey responses.
2. Develop contractual agreements with technology solution providers that will enable the IBR/NIBRS transition, as needed.
3. Oversee the work of these third-party contractors and ensure contractor deliverables are received on time and on budget.
4. Develop contractual agreements with other organizations that share a Records Management System with your agency, if applicable.
5. Establish and maintain regular communication with the Maryland State Police to ensure your agency's incident-based crime data are compliant with state requirements.

Grantees will be required to track and measure program outputs and outcome based performance measures that support NIBRS compliance and, therefore the Governor's Office of Crime Prevention, Youth, and Victim Services' objectives of developing criminal justice strategies that are coordinated at the local, state, and federal level and increasing the availability of data to support data-driven approaches to criminal justice in Maryland. Outputs and outcomes must be recorded and submitted to the Office 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 final awards:

- Is your agency currently on track to be NIBRS compliant by January 2021 (1 = yes; 2 = no)
- Percentage of sworn officers trained in the NIBRS reporting processes

Additionally, the Bureau of Justice Assistance has provided a list of JAG accountability measures to assess the validity and reliability of evidence-based practices used by each sub-recipient. Each subrecipient's performance measures will be determined based on the corresponding purpose areas. Specific information on the measures used can be found at <https://bjapmt.ojp.gov/help/jagdocs.html>. Please see the report under section 03 Law Enforcement.

Post-award, subrecipients will be required to provide the relevant data by submitting quarterly performance metrics through the Bureau of Justice Assistant's online Performance Measurement Tool (PMT) located at <https://bjapmt.ojp.gov>. Applicants should visit the Office of Justice Programs' (OJP) performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities.

For information about evidence-based programs in criminal justice, juvenile justice, and crime victim services, please visit OJP's CrimeSolutions.gov website.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the Governor's Office of Crime Prevention, Youth, and Victim Service's 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 the Governor's Office of Crime Prevention, Youth, and Victim Services web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following web 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 March 23, 2020. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the Governor's Office of Crime Prevention, Youth, and Victim Services, but *do not have your User ID*, or are having *technical issues with the system*, contact the Governor's Office of Crime Prevention, Youth, and Victim Services 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 Tammy Lovill at 410-697-9321 or tammy.lovill@maryland.gov.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect the Office's established guidelines and procedures, training is provided through [training videos posted on the Office website](http://goccp.maryland.gov/grants/gms-help-videos/). 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).

New this year, a technical assistance call will be held from 9:00 am to 10:00 am on Wednesday, March 18, 2020. The call in number is: (570) 481-1223 and the PIN is: 266 852 969#.

VI. IMPORTANT DATES

- | | |
|--|------------------------|
| • Application Technical Assistance Conference Call | March 18, 2020 |
| • Deadline to Request a User ID | March 23, 2020 |
| • Deadline to Submit an Online Application | April 3, 2020, 3:00 PM |
| • Letters of Intent Emailed/Denial Letters Emailed | May 1, 2020 |
| • Award Documents/Denial Letters Emailed | May 2020 |
| • Sub-award Start Date | May 1, 2020 |
| • Sub-award End Date | December 31, 2020 |

VII. APPLICATION EVALUATION

The Governor's Office of Crime Prevention, Youth, and 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/grants/programs/>) and will 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)

This application will be reviewed based on achievable, results-focused, and time-bound deliverables provided by the applicant, in order to be compliant by January, 2021. In the application, applicants must demonstrate their ability to validate or finalize incident reporting to the FBI and provide a technical solution to submit compliant data to the Maryland State Police according to their reporting guidelines. If an RMS is shared with one or more agencies, the applicants must clearly articulate a joint sharing agreement (Letters of support would be helpful). The applicant must also articulate a plan to remedy data collection barriers or gaps.

A. Funding Cycle

Commencement of awards funded under BJAG's NIBRS Statewide Initiative for FY 2020 will begin May 1, 2020 and end on December 31, 2020. Funds are paid on a reimbursable basis.

B. Allowable Costs

The following services, activities, and costs can be supported with BJAG's NIBRS Statewide Initiative funding:

- Software and hardware that directly support or enhance an agency's technical capacity for collecting and processing data and submitting those data to the state Uniform Crime Report (UCR) Program or directly to the FBI. This includes acquiring software to enable reporting of IBR/NIBRS compliant data to the state UCR Program, costs for improving the automation of processes associated with data

collection and management, and costs for validation testing to ensure compliance with IBR/NIBRS standards.

- Contract support costs for local agencies to procure technical assistance for agency personnel in how to collect, input, and process incident-based data.
- Training costs associated directly with implementing and reporting of NIBRS crime data.

C. Unallowable Costs

The following services, activities, and costs cannot be supported with BJAG NIBRS Statewide Initiative funding:

- Personnel
- Equipment that is not used for any purposes other than NIBRS compliant crime incident data collection
- Software maintenance costs that extend beyond the length of the award
- Insurance
- Rent
- Vehicles
- Tasers
- Audit costs
- Property insurance
- Printing
- Telephone/fax
- Food/beverage
- Construction
- Trinkets

The list above is not exhaustive. The Governor's Office of Crime Prevention, Youth, and Victim Services reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

D. Consultant Rates

The limit for consultant rates is \$650 per day.

VII. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

The Governor's Office of Crime Prevention, Youth, and Victim Services 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)

The Governor's Office of Crime Prevention, Youth, and Victim Services 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/GADX10_Form20150615.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
- _____ Unique Entity Identifier (UEO, Currently DUNS number) and 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)
- _____ **[*NEW* Subrecipient Organizational Capacity Questionnaire](#)**

More information on each item above can be found in the [NOFA Application Instructions](#).

Additional Applicant Resources:

FBI NIBRS Website: <https://www.fbi.gov/services/cjis/ucr/nibrs>

FBI Crime Data Explorer: <https://crime-data-explorer.fr.cloud.gov/explorer/state/maryland/crime>