

GOVERNOR'S OFFICE of CRIME CONTROL and PREVENTION

Law Enforcement Training Scholarship Program (LETS)

Notice of Funding Availability Application Guidance Kit



Submission Deadline: Continuous

Funded through:
Edward J. Byrne Memorial Justice Assistance Grant
Office of Justice Programs, Bureau of Justice Assistance
(CFDA# 16.738)

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 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 <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 **Law Enforcement Training Scholarship Program (LETS)** from the **Governor's Office of Crime Control and Prevention (GOCCP)**. The primary purpose of LETS is to provide support for specialized law enforcement training. These efforts support GOCCP's objective of developing criminal justice strategies that are coordinated by developing a culture of collaboration, information sharing, and knowledge transfer.

If you need application assistance, please contact:

Tammy Lovill, Program Manager
410-697-9321
Tammy.Lovill@maryland.gov

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

GOCCP's success is measured by grantee 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

Local law enforcement agencies are eligible to submit applications under LETS. Scholarships may range up to \$5,000 per individual, per course. However, an agency's total fiscal year LETS request cannot exceed \$5,000. Due to costs involved with applying for and processing grant awards, GOCCP will not consider applications that total less than \$250.

II. PROGRAM DESCRIPTION

A. Requiring Agency

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

B. Opportunity Title

Law Enforcement Training Scholarship Program (LETS)

C. Submission Date

Ongoing

D. Funding Opportunity Description

The purpose of LETS is to provide support for specialized law enforcement training such as classes and seminars in investigation, crime prevention, and crime analysis including, but not limited to: crime scene investigation, laboratory procedures, certification of crime lab skills, data driven policing strategies (i.e. crime analysis, mapping), law enforcement information sharing, victim services/witness protection, and investigative techniques. Scholarships cover the costs associated with attending these specialized training courses. LETS cannot support courses where the primary result is gaining college credits toward a degree, networking seminars, or generalized management trainings.

Scholarships may allow more than one officer to attend training; however, due to the current availability of federal funds, applicants are encouraged to limit the number of attendees and disseminate learned information to related staff. In cases where it is more cost effective, agencies may apply for LETS to bring trainers to their agency. Unless trainings run back to back, each requested training requires a separate LETS application.

III. PROGRAM REQUIREMENTS

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

A. Project Summary

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

The __Your Agency's¹ __ XXX Training¹__ program enhances officer's² skills and knowledge through specialized training. The program allows __#_³ officers² to attend the "requested training's name" on Month Day, Year³. This training provides information on _____⁴. Grant funds provide registration fees, travel costs, lodging, and training materials⁵.

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

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

B. Program Narrative

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

1. Description of Training

- a. Provide detailed information about the training.
- b. Upload literature/brochures provided by the training provider.
- c. If available, include website links related to the requested training.

2. Participants

- a. Provide a brief description of the professional experience for the training participants.
- b. Describe the need for training and how it will benefit the participants/those they serve.

3. Funding Justification

- a. Explain the financial need for LETS and why the costs cannot be funded through your current or future operational budgets.
- b. Include your department's training budget (dollar figure) for the past three fiscal years.
- c. Confirm whether or not your budget currently contains funding for this training.
- d. Confirms LETS will not supplant local funding currently allocated to training.
- e. Confirm LETS requests abide by your local jurisdiction's procurement regulations.

4. Information Sharing

- a. Describe plans to share the information learned with staff within your agency.
- b. Describe plans to share the information with neighboring agencies.
- c. Include linkages to other programs, organizations, and stakeholders that will be involved in or impacted by the grant program.

5. Timeline - Provide a timeline for when training will occur and funds will be encumbered.

C. Post Training Requirements

Attendees may be called upon to share learned information with nearby agencies and staff within the attendee's agency. Additionally, applicants who receive funding must provide programmatic reporting describing the completed training's benefits. Finally, sub-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 final awards:

- Number of staff requested to attend training.
- Number of staff who attended training.
- Number of staff who completed training.

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/>.

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 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 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

Applications are accepted and processed on an ongoing basis, subject to funding availability. Applications must be received at least fourteen (14) business days before training beginnings. You will receive an email and/or written notification of funding approval denial within 15 days of submission of a complete application.

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/wp-content/uploads/NOFA-application-instructions.pdf>):

- Need for training
- Benefit to participants/those they serve
- Plan to share information
- Timeline
- Budget (reasonableness, cost effectiveness, detailed justification per line item)
- Reach
- Audit findings
- Performance history with previous awards with GOCCP

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

VIII. FUNDING SPECIFICATIONS

A. Allowable Costs

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

- Registration
- Training materials
- Travel
- Hotel

- Per diem for meals

B. Unallowable Costs

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

- Overtime
- Equipment
- Backfilling officers

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

C. 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 your Special Conditions and see GOCCP's General 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 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.