

**GOVERNOR'S OFFICE of CRIME CONTROL & PREVENTION**  
**Law Enforcement Training Scholarship Program (LETS)**

**Notice of Funding Available (NOFA)**  
**Application Guidance Kit**



**Submission Deadline: Continuous**  
Applications must be received at least fourteen (14)  
business days before training start date.

**Subject to Funding Availability**

Governor's Office of Crime Control & Prevention  
300 East Joppa Road, Suite 1105  
Baltimore, MD 21286-3016  
(410) 821-2828

[LETS@goccp.state.md.us](mailto:LETS@goccp.state.md.us)

Lawrence J. Hogan, Jr., Governor  
Boyd K. Rutherford, Lt. Governor  
Christopher B. Shank, GOCCP Executive Director

**ELIGIBILITY**

GOCCP is making funding available to local law enforcement personnel, including crime lab staff, for training. **An agency's Total Fiscal Year LETS requests cannot exceed \$5,000.** Preference will be given to agencies that have not received LETS funding within the last six months. Future applications will continue to be accepted and processed on an on-going basis, subject to funding availability.

**IMPORTANT NOTE**

Applicants are required to apply for grant funding through the GOCCP online application process located on the GOCCP website [www.goccp.maryland.gov](http://www.goccp.maryland.gov). From the GOCCP homepage, look for the section entitled "Notices of Funding Availability" and click on the Law Enforcement Training Scholarship program heading. From there, you will be able to access instructions regarding the GOCCP grant application process (see Section VI).

## GETTING STARTED

Thank you for applying for the **Law Enforcement Training Scholarship (LETS) program** from the **Governor's Office of Crime Control & Prevention (GOCCP)**. Maryland has made enhanced training for law enforcement one of his priorities. The LETS program provides up to \$5,000 per scholarship recipient to attend specialized law enforcement trainings. Grant funds may be used to attend non-degree related courses and cover costs related to travel, lodging, course fees, and training materials. In some cases, funds may be used to bring trainers to your site.

If you need application assistance, please send an email request to [TLovill@goccp.state.md.us](mailto:TLovill@goccp.state.md.us). If you do not have access to an email account you may contact the LETS program manager, Tammy Lovill, at 410-821-2881.

GOCCP's success is measured by our sub-recipient's success. It is critical that we hear from you, our customers. To share your ideas of how GOCCP can serve you better, email us at [info@goccp.state.md.us](mailto:info@goccp.state.md.us).

**Governor's Office of Crime Control & Prevention Mission:**

GOCCP exists to educate, connect, and empower Maryland citizens and public safety entities through innovative funding and results-oriented customer service that seeks, supports and promotes best practices for the safety of Maryland's communities.

## I. BACKGROUND

The Law Enforcement Training Scholarship (LETS) program is open year round for **Local Law Enforcement** agency personnel. The program is funded through the Byrne Justice Assistance Grant program.

Scholarships will range up to \$5,000 per individual, per course. No match is required.

## II. PURPOSE

The LETS program pays for costs associated with attending specialized training courses. These trainings include, but are not limited to: crime scene investigation, laboratory procedures, or certification of crime lab skills, data driven policing strategies (e.g., crime analysis, mapping), law enforcement information sharing, victim services/witness protection, and investigative techniques.

**The LETS program cannot support courses where the primary result is gaining college credits toward a degree, networking seminars, or generalized management trainings.** Instead, the purpose of the LETS program is to provide financial support for specialized law enforcement training, including but not limited to classes and seminars in investigation, crime prevention, and crime analysis. Each request will be evaluated by GOCCP on a case by case basis.

## III. DUNS/CCR & ADDITIONAL REQUIREMENTS

In an appendix, **attach proof of your agency's current CCR registration** from [www.sam.gov](http://www.sam.gov). Include a printed screenshot of just the page that lists your DUNS number and CCR expiration date.

Scholarships can cover several officers from the same Local Law Enforcement Agency attending the same 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 funds to bring trainers to their agency. Unless they run back to back, each requested training requires a separate LETS application.

Scholarships will cover the cost of training: registration, training materials, travel, hotel, and meals. **Funding will not cover overtime, back filling officers, or equipment. An agency's Total Fiscal Year LETS request cannot exceed \$5,000.** Additionally, due to funding limitations, the number of attendees per training and travel expenditures will be limited per agency. Agencies may submit more than one application per fiscal year. Due to costs involved with applying for and processing grant awards, GOCCP will not consider applications that total less than \$250.

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 completed training (i.e., completion certificate).**

## IV. WHAT AN APPLICATION MUST INCLUDE

### A. PROJECT TITLE

The project title should be brief and precise. For example: "Criminal Analysis Training" or "Forensics Training".

## B. PROJECT SUMMARY

The Project Summary provides a concise summary of your proposal in 100 words or less. Because the LETS program funds a very specific service (training), GOCCP would like to make writing the project summary as simple and consistent as possible. **Use the following template for your project summary:**

The \_\_\_Your Agency's<sup>1</sup> \_\_\_\_\_ XXX Training<sup>1</sup>\_\_\_\_\_ program enhances officer's<sup>2</sup> skills and knowledge through specialized training. The program allows \_#\_<sup>3</sup> officers<sup>2</sup> to attend the "requested training's name" on Month Day, Year<sup>3</sup>. This training provides information on \_\_\_\_\_<sup>4</sup>. Grant funds provide registration fees, travel costs, lodging, and training materials<sup>5</sup>.

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

1. The beginning of the first sentence contains your Agency name and the Grant's Project Title.
2. For the first and second sentences, substitute the proper attendee title (i.e., deputies, lab technicians, etc., instead of officers)
3. In the second sentence, you will need to change the attendee quantity, add the name of training being attended, and end with the date(s) the training takes place.
4. Provide a brief explanation of what the training covers for the end of the third sentence.
5. Add/remove budget items as needed in the last sentence.

## C. PROGRAM NARRATIVE

In a six-section, outline-styled format (**retaining numbering, lettering, and headers below**) provide the following information:

### 1. Description of Training

- a. Provide detailed information about the training you are requesting funding for. You may cut and paste information from the trainer's overviews (brochures, web site, email, etc).
- b. Include hard copies of any literature/brochures provided by the training provider.
- c. If available, also provide website links related to the requested training.

### 2. Participants

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

### 3. Funding Justification

- f. Explain the financial need for LETS funds based on why the costs cannot be funded through your current or future operational budgets.
- g. Include your department's training budget (dollar figure) for the past three fiscal years.
- h. Confirm whether or not your budget currently contains funding for this training.
- i. Confirm LETS funds will not supplant local funding currently allocated to training.
- j. Confirm that LETS funding requests abide by your local jurisdiction's procurement regulations.

### 4. Information Sharing

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

## 5. Timeline

- n. Provide a timeline for when the training will take place.
- o. Provide the date funds will be encumbered by.

## V. SUPPLANTING

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 OJP Financial Guide ([Part II, Chapter 3](#)).

## VI. POST TRAINING REQUIREMENTS

Applicants who receive funding under this solicitation must provide data that measures the results of the scholarship funds. If called upon, attendees will share learned information with nearby agencies and staff within the attendee's agency. To assist with post-training presentations, individuals can receive a brief orientation from GOCCP's Training Unit on how to appropriately present material to other agencies. Additionally, you must provide programmatic reporting describing the completed training's benefits and must provide the following data:

1. How many scholarship recipients was funding requested for?
2. How many scholarship recipients attended the training that funding was requested for?
3. How many scholarship recipients completed the training that funding was requested for?

## VII. APPLICATION PROCESS

Applicants are required to apply for grant funding via the GOCCP online Grants Management System (GMS, [www.goccp.maryland.gov/gms](http://www.goccp.maryland.gov/gms)). There are instructional videos and downloadable GMS instruction manuals available online as well (<http://www.goccp.maryland.gov/gms-training>). In addition to the instruction manual, the GMS contains numerous, interactive help buttons. Throughout the system, clicking on a blue question mark button will open an information pop-up box. If you require technical assistance with accessing the online application software, contact the GOCCP IT Department at 410-821-2828. **In order to use the GOCCP application software, you must have an USER Account.**

- All users must be associated with an Organization in the GMS.
- Organizations that are required to pass grant applications through their Executive Office, Mayor's Office, or Board of Commissioners, etc. may not be the Applicant Agency.

Login credentials may be reset via the GMS login page '[Forgot Password?](#)' link. To set up login credentials, users, or organizations, send an email request to [GMSsupport@goccp.state.md.us](mailto:GMSsupport@goccp.state.md.us)

Once you have logged into the GMS, you will see a list of available solicitations on the Home tab. To apply for LETS funding, click the apply button in the 'Available Funding' dashboard.

**In addition to the online submission, you must submit one (1) hard copy original generated by the GMS** (bearing original signatures in blue ink for the certifications and anti-lobbying documents). Additional copies of the application are no longer needed. If you need assistance with application requirements, contact Tammy Lovill at 410-821-2830 or send an email request to [TLovill@goccp.state.md.us](mailto:TLovill@goccp.state.md.us).

**Your application's project dates (start and end) should be the first and last day of the month(s) in which travel reservations are to be made and the training is to take place.**

## VIII. EVALUATION CRITERIA

GOCCP will conduct an internal review of each application submitted in accordance with this NOFA. If all application information is submitted correctly, you will receive an email and/or written notification of funding approval/denial within 15 days of submission.

## IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP will distribute funds to recipients on quarterly reimbursement of expenditures basis in conjunction with the timely submission of corresponding quarterly Fiscal and Programmatic Reports. Reports must be submitted via both signed hardcopy and the GOCCP online reporting software. All programmatic reports are due within 15 days of the end of each quarter; financial reports are due within 30 days of the end of each quarter. Extensions will not be granted unless training is cancelled, substituted, or rescheduled. Any substituted trainings must meet the eligibility requirements as set forth in this NOFA.

<http://www.goccp.maryland.gov/grants/submit-reports.php>.

**Electronic Funds Transfer (EFT)** – The EFT is a direct deposit process that allows the State of Maryland to pay vendors/sub-recipients in a more timely manner. This process also removes the need for paper checks, which take longer to process. GOCCP *strongly encourages* the use of the EFT. To obtain the appropriate form, the address to submit the form, and a general overview, including FAQ's, refer to the following website:

[http://compnet.comp.state.md.us/General\\_Accounting\\_Division/Vendors/Electronic\\_Funds\\_Transfer/](http://compnet.comp.state.md.us/General_Accounting_Division/Vendors/Electronic_Funds_Transfer/)

## X. APPLICATION WORKSHEET

Notice to All Applicants:

The information collected on the grant application form is collected for the purposes of the Governor's Office of Crime Control & Prevention's (GOCCP) function under Executive Order 01.01.2005.36. Failure to provide all of this information may result in the denial of your application for funding. GOCCP is a government entity; upon submission, this application is considered public information. GOCCP does not sell collected grant information. Under the Maryland Public Information Act (PIA) (MD State Government Code Ann. 10-617 (h)(5)), you may request in writing to review grant award documentation. Please send those requests to GOCCP, 300 E. Joppa Rd., Suite 1105, Baltimore, MD 21286-3016.

### General Instructions:

Applicant is required to submit proposals via the GOCCP online GMS ([www.goccp.maryland.gov/gms](http://www.goccp.maryland.gov/gms)). Additionally, one (1) original hardcopy must be sent to the address on the front of this NOFA. The hardcopy application must be generated by the online software; both the Certifications and Anti-Lobbying documents must be signed (in blue ink) by the Applicant Agency's Authorized Official.

### A. Face Sheet Tab Instructions

#### PROJECT TITLE

The project title should be in the following format: "brief description Training – LETS" (see pg. 3 of this NOFA)

### **APPLICANT AGENCY**

The unit of local government (county, city, town, or township) or State agency that is eligible to apply for grant funding (See NOFA for Eligible Applicants). Full details about the Applicant Agency (Federal ID, DUNS, etc) may be viewed by clicking the corresponding underlined organization field. If any information needs to be revised, contact [changes@goccp.state.md.us](mailto:changes@goccp.state.md.us).

If your Government, Township, or Board of Commissioners mandates that the County Executive, Mayor, or Commissioner sign all grant award documents (for all subordinate agencies) then your Government, Township, or Board of Commissioners MUST be the APPLICANT Agency.

### **AUTHORIZED OFFICIAL**

You may view the contact information for either agency's Authorized Official by clicking their underlined name. A popup box will appear after clicking their name. Procedures for revising an agency's authorized official can be obtained by contacting [changes@goccp.state.md.us](mailto:changes@goccp.state.md.us).

### **IMPLEMENTING AGENCY/ORGANIZATION**

The name of the entity that is responsible for the actual operation of the project. Full details about the Implementing Agency (Federal ID, DUNS, etc) may be viewed by clicking the corresponding underlined organization field. Contact [changes@goccp.state.md.us](mailto:changes@goccp.state.md.us) to make any revisions.

### **'Is service site' checkbox**

Clicking these checkboxes automatically adds the Applicant and/or Implementing Organization to the Service Site tab.

### **PROPOSED START/END DATES**

Indicate the desired start and end dates for the project. **Start and end date should be the first and last day of the month in which the training takes place.** Start date may be earlier to facilitate travel related procurement.

### **PREPARER INFORMATION**

Enter the Name of the person completing the application and their phone number.

## **B. Officers Tab Instructions**

To add a new officer or contact to the GMS, contact [changes@goccp.state.md.us](mailto:changes@goccp.state.md.us).

### **PROJECT DIRECTOR**

Select the person who will be responsible for oversight and administration of the project on behalf of the applicant. Selections are limited to implementing/applicant agency personnel in the GMS.

### **FISCAL OFFICER**

Select the person who will be responsible for financial reporting and record keeping for the project. You may select any contact currently in the GMS. Use the search windows to search by last name, organization, or job title.

### **CIVIL RIGHTS CONTACT**

Select the agency's point of contact for handling internal civil rights violation complaints (usually a Human Resources Manager). You may select any contact currently in the GMS. Use the search windows to search by last name, organization, or job title.

## **C. Service Sites Tab Instructions**

If the service site is either the applicant agency and/or the implementing agency, select the associated "Is service site?" check box(es) on the application Face Sheet.

Otherwise, provide the site name and full address, **for the location(s) the Scholarship Recipients serve**. If scholarship recipients work at more than one location, please enter complete information for each site (up to five). If the application is for scholarship recipients that have statewide or countywide impact, please enter "statewide," or "countywide" under the service site column.

Location One

Site Name: **Anytown Police Department**  
 Address: **123 Main Street**  
**Some City, MD 21000-0570**

Location Two

Site Name: **Anytown Sheriff's Office**  
 Address: **795 Main Street**  
**Some Other City, MD 21030-1014**

**D. Summary Tab Instructions**

The Project Summary should provide a concise summary of your proposal and be limited to 100 words or less. Because the LETS program is funding a very specific service (training), GOCCP would like to make writing the project summary as simple and consistent as possible. Use the template provided on page 4 of this Notice of Funding Availability (NOFA) for your project summary.

**E. Narrative Tab Instructions**

Provide a description of the training to be attended, program timeline, and potential for information sharing. The contents for the narrative are explained on pages 4 - 5 of this NOFA. Narrative must be in a five-section, outline-styled format (**retaining all numbering, lettering, and headers**). Incomplete narratives may be returned for revision.

**F. Budget Tab Instructions**

You must complete a detailed budget for your proposed project. Each budget line item must include a justification entry. All 'Total Budget' fields must be rounded to the nearest whole dollar. There is no match requirement for this program.

**TRAVEL**

Travel		\$1,050.00	\$0.00	\$0.00	\$1,050.00
Add new record		Refresh			
Description	Funding	Quantity	Unit Cost	Total Budget	Just. Edit Delete
Mileage	Grant Funds	600.00	0.56	\$333.00	Just. [edit] [delete]
Meals (B \$8, L \$10, D \$24)	Grant Funds	5.00	42.00	\$210.00	Just. [edit] [delete]
Hotel	Grant Funds	5.00	\$101.40	\$507	[check] [delete]

Travel expenses may include mileage and/or other transportation costs, meals and lodging consistent with the local jurisdiction's travel regulations and cannot exceed the State of Maryland reimbursement rate specified below. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Mileage maximum: .575 cents/mile as of 1/1/2015.

Maximum Per Diem/Meal Allowance is \$45/day (\$9 Breakfast, \$11 Lunch, \$25 Dinner).

**CONTRACTUAL SERVICES**

Consultant contracts for training or evaluation should be included here and shall be consistent with federal guidelines. \* Construction projects are ineligible for funding under grant programs and expenses for construction may not be included. If you are paying an outside agency for an employee, they are Contractual. For the line item description, enter the agency (Consulting firm, temporary agency, etc.), a dash and then the nature of the service to be provided (e.g., Consultants ABC – training for Seminar). For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

\* A copy of all contracts associated with items listed in the Contractual Services category must be included with your application.

**OTHER**

Include all other anticipated expenditures which are not included in the previous categories such as registration fees, and program supplies. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

**G. Print Tab Instructions**

The Print tab allows users to generate a .pdf version of their application for review and/or submission. Application hardcopies generated while in Application Status 'Pending' have 'pending submission' printed at the top of the application pages.

The Application Status must read 'Awaiting Hard Copy' before generating a final .pdf. The final .pdf version is printed (and if requested, photocopied) by the applicant, signed, and sent or delivered to GOCCP by or before the hardcopy deadline.

**H. Application Status Dropdown Instructions**

Home	Grant Management	Address Book	Admin	Logout			
Grant Management > Application Search							
App. Number:	Grant Number:	Req. Funds:	Match Funds:	Match %:	Project Dates:	Title:	Application Status:
[Unassigned]		\$1,053.00	\$0.00	0.00 %	03/01/2013 - 03/31/2013	Financial Investigations Prac...	--> Submit Application
Grant Application Menu Search	PRINT REPORT						Pending --> Cancel Application --> Submit Application

After completing and reviewing all sections of the application, use the 'Application Status' dropdown to submit your application electronically. Selecting 'Submit Application' from the dropdown performs a final validation check. If the validation check is successful, the application's status changes to 'Awaiting Hard Copy'.

Your Application must be placed in 'Awaiting Hard Copy' status for it to be considered for funding. After GOCCP has received your signed hardcopy(ies), the status will appear as 'Hardcopy Received'.

#### **I. Signature Pages**

The Certified Assurances and Federal Anti-Lobbying Certification must be signed by the appropriate agency representative and included with the application hardcopies. **Both forms may only be signed by the Applicant Agency's Authorized Official or their duly assigned alternate signatory.** Both forms must be generated by the online application software.

In order for an alternate signatory to be valid, GOCCP must receive a signed, written notification from the applicant agency's Authorized Official (on agency letterhead) stating that an alternate signatory has been designated.

#### **J. Documents Tab Instructions**

If there are any additional required forms or other documents that you would like included with your application, use the Documents tab to attach those files. The maximum size for individual uploads is 1 MB. You may upload documents throughout the application process.

#### **K. Audit Findings / Corrective Action Plan**

Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. **Do not send a copy of your audited financial statements;** ONLY the applicable audit findings and/or corrective action plan is required.