

GOVERNOR'S OFFICE of CRIME CONTROL & PREVENTION

**Maryland Victims of Crime (MVOC) Fund  
Fiscal Year 2015**

**NEW APPLICANTS ONLY**

**Notice of Funding Available (NOFA)**



**Online Submission Deadline: December 17, 2013, 3:00 PM**  
**Hardcopy Submission Deadline: December 19, 2013, 3:00 PM**

Governor's Office of Crime Control & Prevention  
300 East Joppa Road, Suite 1105  
Baltimore, MD 21286-3016  
(410) 821-2828  
[Info@goccp-state-md.org](mailto:Info@goccp-state-md.org)

Martin O'Malley, Governor  
Anthony G. Brown, Lt. Governor  
Tammy Brown, GOCCP Executive Director

**ELIGIBILITY**

State Government Agencies  
Local Government Agencies

Private Non-Profit Agencies  
Direct Victim Service Providers

**IMPORTANT NOTE**

Applicants are required to apply for grant funding through the GOCCP online application process located on the GOCCP website <http://www.goccp.maryland.gov/gms>. From the GOCCP homepage, look for the section entitled "Notifications of Funding Availability" and click on the Maryland Victims of Crime Fund heading. From there, you will be able to access instructions regarding the GOCCP grant application process. See Section V for details.

**The online application process must be completed by 3:00 PM on December 17, 2013. An original hardcopy (generated by the online application software) and three (3) copies must be received by GOCCP no later than 3:00 PM on December 19, 2013.**

## GETTING STARTED

Thank you for applying for the **Maryland Victims of Crime (MVOC)** grant from the **Governor's Office of Crime Control & Prevention (GOCCP)**. The primary purpose of the MVOC Fund is to ensure implementation of the Declaration of Crime Victims' Rights Amendment to the Maryland Constitution and the Guidelines for Treatment of and Assistance to Crime Victims and Witnesses and other laws adopted to benefit victims and witnesses of crime. MVOC funds support direct services to crime victims and assists with the promotion and distribution of mandated brochures according to Maryland law.

I hope our office becomes a more valuable resource for your organization as we strive to deliver our services in a customer friendly fashion. If you need application assistance, please contact:

Anne Litecky, State Victim Services Coordinator  
410-821-2828  
[alitecky@goccp.state.md.us](mailto:alitecky@goccp.state.md.us)

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).

We look forward to working with you.

Sincerely,



Tammy Brown  
Executive Director  
Governor's Office of Crime Control & Prevention

**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 Maryland Victims of Crime (MVOC) Fund, administered by the State Board of Victim Services (State Board) under the authority of the Governor's Office of Crime Control & Prevention (GOCCP), announces the availability of \$300,000 in grant funding. (Maximum \$35,000 per applicant).

The MVOC Fund was created by the Maryland General Assembly during the 1991 Legislative Session. The legislation created a source of revenue for programs across Maryland serving victims of crime. The primary purpose of the Fund is to ensure implementation of the Declaration of Crime Victims' Rights Amendment to the Maryland Constitution and the Federal Guidelines for Treatment of and Assistance to Crime Victims and Witnesses, along with other laws adopted to benefit victims and witnesses of crime.

The MVOC Fund provides advocacy and support services to victims of crime for the purpose of developing and enhancing existing programs that directly serve victims of crime in Maryland. The State Board will also accept applications that provide new services or additional assistance for crime victims and witnesses, or for services that directly support a specific population of crime victims.

On September 1, 2010, the State Board voted in favor of discontinuing the policy of decreased staggered MVOC funding during project years two and three and replacing each year with level funding. As in years past, **continuation funding will remain a viable option for most applicants** based each year on available MVOC funds. The second and third years of an approved MVOC application will be eligible for the same dollar amount of funding for each of the three project years. While this may be good news for those who actually receive awards, it also means that fewer recipients will receive awards. (For more information, see *CONTINUATION OF FUNDING* on page 10.)

In 2011, the General Assembly found there was an increase in the number of sexual assault victims in the State. To address this concern, GOCCP was charged with establishing and sustaining child advocacy centers in Maryland. Furthermore, money for child advocacy centers would now receive funding from the State Budget to supplement, but not supplant, money that programs received from other sources. (Md. CRIMINAL PROCEDURE Code Ann. § 11-923 (2011)). Simultaneously in support of this legislation, the Maryland Victims of Crime (MVOC) Fund law was amended to include supporting child advocacy centers. (Md. CRIMINAL PROCEDURE Code Ann. § 11-916 (2011))

The MVOC program is open to State Government Agencies, Local Government Agencies, Private Non-Profit Agencies and Direct Victim Service Providers.

The following priorities have been identified by the Maryland State Board of Victim Services, though other initiatives are also permitted:

- Direct Services for Victims of Crime;
- Victim Service Providers in Law Enforcement;
- Victim/Witness Service Providers in State's Attorney's Offices;
- Enhanced services and support for Child Advocacy Centers (Md. CRIMINAL PROCEDURE Code Ann. § 11-916 (2011)); and
- Enhanced services to crime victims that aid and promote the distribution of mandated brochures and educate them on their rights according to Maryland law.

**Applications should be for a period of one year only (July 1, 2014 – June 30, 2015).**

## II. PROGRAM PURPOSE AREAS

### Allowable Expenses

It is highly recommended that grants supported by the Maryland Victims of Crime (MVOC) Fund support at least one of the following purpose areas:

- Coordinating services for crime victims from first response through the criminal justice system and beyond which include those individuals in law enforcement, prosecutors' offices, courts, victim service agencies, other state agencies, and non-governmental organizations serving crime victims;
- Developing, enlarging, or strengthening all victim service programs including private non-profit organizations, police victim/witness sections, and District/Circuit Court victim/witness units;
- Developing or improving the delivery of crime victim services to underserved populations;
- Providing support to specialized domestic violence advocates in courts where a significant number of protection orders are granted;
- Developing, expanding, or strengthening crime victim programs addressing Non-English speaking citizens;
- Providing state, regional, federal, and national training for crime victim service providers is encouraged as a sole project for an application or as an addition to a project. Topics may include, but are not limited to: communicating and networking with victim/witness service providers, cross training, interaction/communication with crime victims (i.e., first response, status of case, progress of case), judicial accountability, diversity/language barriers, understanding sexual violence, the dynamics of domestic violence, referring victims for follow-up services, promotion of Jane Doe reporting, and cultural sensitivity;
- Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention and providing expert testimony and treatment of trauma related to sexual assault; and
- Implementing community-driven initiatives to address the needs of crime victims who are included in the underserved populations: people with disabilities, elder victims of crime, and children of physical and sexual abuse.

**The following proposal types will NOT be considered for MVOC funding:**

- Programs whose primary focus is preventative services for Crime Victims.
- Mediation or counseling for couples as a systemic response to domestic violence or sexual assault.
- Requiring victims to report sexual crimes to law enforcement or forcing victims to participate in criminal proceedings.
- Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior.
- Vehicles.

### III. APPLICATION SUBMISSION PROCESS

Applicants are required to apply for grant funding through the GOCCP online application process, which is 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 Maryland Victims of Crime heading.

#### USER ID DEADLINE

**If you do not have a User ID and password, you must send an email to [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) and supply the following information:**

First Name  
Last Name  
Prefix/Suffix  
Job Title  
Employer (Organization Name)  
Employer Address  
Phone Number  
Fax Number  
Email Address

**In addition to the online submission, you must submit one (1) hard copy original** (generated by the online application software and bearing original signatures in blue ink for the certifications and anti-lobbying documents) **and three (3) additional copies of the application.**

Send the required hard copies to Anne Litecky at GOCCP (address found on page 12). Grant applications or unsolicited amendments to applications arriving after the closing date and time will not be considered. Additionally, proposals submitted by fax or email will NOT be accepted.

**All of the aforementioned documents must be submitted to GOCCP no later than December 17, 2013, 3:00 PM. The online application must also be submitted by December 19, 2013, 3:00 PM. Email/Fax submissions will not be accepted. Please do not use binders or folders; all hard copies must be generated by the online software.**

**Multiple Applications:** An agency or organization may submit up to two (2) applications; however, only one project will be funded from any one applicant.

If you need program information assistance completing the online application, contact Anne Litecky at 410-821-2828 or [alitecky@goccp.state.md.us](mailto:alitecky@goccp.state.md.us). For technical assistance contact GOCCP Help Desk at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com).

### IV. WHAT AN APPLICATION MUST INCLUDE

#### PROJECT TITLE

The project title should be brief, precise, and reflect what is being funded. For example, "Victim Impact Project (VIP)" or "Domestic Violence Legal Advocacy".

#### PROJECT SUMMARY

The Project Summary provides a concise summary of your proposal in 100 words or less. GOCCP

would like to make writing the project summary as simple and consistent as possible. Use the following template for your project summary:

The \_\_\_\_\_ (Implementing Agency) \_\_\_\_\_<sup>1</sup> \_\_\_\_\_ (Title) \_\_\_\_\_<sup>1</sup> program provides support services to agencies throughout Maryland.<sup>2</sup> The program \_\_\_\_\_.<sup>3</sup> Program funds provide training materials, experts, and travel.<sup>4</sup>

**Make the following additions/changes to the above template:**

1. The beginning of the first sentence contains the Agency's Name and the Grant's Project Title.
2. The end of the first sentence describes the key service provided by the proposed grant.
3. 1-2 sentences describing the program's main function and who the program benefits/serves.
4. The last sentence summarizes the budget items funded by the grant.

Examples of summaries for currently funded MVOC grants are listed on GOCCP's website. Go to <http://www.goccp.maryland.gov/grantDatabases/victims-database.php>. Leave the county field blank, and select 'Maryland Victims of Crime' for the program. Click on the display records button to view all currently funded MVOC programs. If applicable, please do not hesitate to cut, paste, and/or modify information from existing summaries into your summary.

**PROGRAM NARRATIVE**

In a six-section format that retains the following headers, provide a description of the project, addressing the areas outlined below. Use a maximum of twelve letter size pages (8 1/2 x 11, 12 pt. font). Please number the pages and attach them to your application.

**A. Statement of the Problem**

Include a description of the nature and extent of the problem to be addressed, target population, and geographical area served. Provide the latest statistical data to document the problem. What efforts have been made to address this problem in the past, if any? What will be accomplished by this project?

**Statement of Problem Scoring Criteria 15 pts**

- Applicant has provided a detailed description of the project, problem and the associated services that will be offered to address the problem. Description clearly defines: who, what, when where, and how?
- Does the applicant provide supporting data and/or research that relates to the problem?
- Applicant has provided a detailed description of how the proposed services will resolve the identified needs of the targeted population. Described target population?
- Described geographic location?
- Applicant has clearly identified through documentation that the proposed services are justified and needed by the affected population to be served.

**B. Description of Goals and Objectives of the Project**

1. Description of Project  
What are the project goals? How, specifically, will these goals be achieved in an effort to alleviate the problem?
2. Objectives of the Project

What are the quantifiable objectives that are expected to be accomplished by the operation of the project in the coming year? How will the operation of the project fulfill one of the focus areas listed in the Notice of Funding Availability (NOFA)?

**Description of Goals and Objectives Scoring Criteria 12 pts**

- Does the project meet the eligibility criteria as described in the NOFA?
- Are the goals & objectives clearly defined and attainable? Will they help in addressing the problem?
- Does the project demonstrate how it will improve or enhance the availability of direct services to crime victims and their families?

**C. Methods of Reaching Objectives**

1. Methods

How will the objectives be achieved? Will program activity achieve desired objectives? This should include a description of the various steps or activities in achieving the objectives, how the work will be organized and the manner in which responsibility will be assigned. Please include research or experience which demonstrates the impact of program activities on outcomes.

2. Projected Work Plan Schedule

What are the key steps (major activities, decisions, reports and other primary events), in chronological order, planned for the upcoming year of the project? Indicate the month each step is expected to be completed.

**Methods of Reaching Objectives Scoring Criteria 15 pts**

- Applicant has described well-planned strategies for reaching objectives, including how the work will be organized, and the manner in which responsibility will be assigned.
- Applicant has included research or experience which demonstrates the proposed impact of the program activities on the outcomes.
- Applicant has demonstrated major activities in a projected work plan schedule

**D. Organization/Management Capabilities**

1. Qualifications and Experience of Implementing Agencies

Provide a brief description of the agency's experience and achievements that qualify the agency to conduct the project.

2. Present and Proposed Staff

List the names and provide a short biographical sketch of the project director, key consultants, financial officer and other professional staff members.

3. Staff Organization Structure

Describe the present or proposed organization of the project staff including a project organizational chart, if applicable.

**Organization Management Capabilities Scoring Criteria 15 pts**

- Managerial experience of the applicant has been described. Project management structure is clearly defined.

- Each key staff member is identified by name, qualifications, relevant experiences, specific tasks for which they are responsible, and a written job description for each position paid or non-paid.
- Organization demonstrates record of providing effective services to the population.
- Is the project collaborative? If so, is the role of each organization described in detail? Has the applicant described how objectives will be completed through multi-disciplinary collaboration?
- If partnerships with other agencies are noted, there is a description of the partnership with evidence of support.

**E. Letters of Support and Memorandum of Understanding (MOU)**

1. **Letter of Support are NOT mandatory, they are optional.** If there are participating agencies, the narrative should include a list of all agencies that will participate in the implementation of the project or whose cooperation and support is necessary to its success. Indicate their role in the project and furnish letters of support signed by authorized officials from each participating agency. In other words, if you state in your application that the project or organization has the support of other local or state agencies, then it follows that you include a Letter of Support from those specific agencies. "Generic letters of support will NOT be accepted." Generic letters of support are defined as letters that are formatted exactly the same; moreover it is obvious that the letters were not written by an individual from the representing organization. **Letters of support must be attached at the time of submission; all others will not be considered.**
2. **A Copy of any pending or completed Memorandum of Understanding (MOU) must be submitted with your application for required prior approval by GOCCP.**

If you are submitting a **collaborative** grant application, you must submit a **Memorandum of Understanding (MOU)** between agencies. In addition to the MOU, letters of support from the community are strongly encouraged, especially where particular areas of neighborhoods are targeted. **MOUs must be attached at the time of submission; all others will not be considered.**

**F. Name of Person Completing the Narrative Section**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Position: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Organization: \_\_\_\_\_ E-mail: \_\_\_\_\_

**V. PROJECT EFFECTIVENESS**

**A. Performance Measures**

Please attach additional pages, which include the Performance Measures information requested below. This section should reference similar projects, which have proven successful or effective. GOCCP requires that each recipient complete certain performance measures and evaluation activities to enable monitoring and assessment of the project's effectiveness.

For each project objective, define one or more specific performance indicators (measures/criteria) to be used to measure success in accomplishing that objective. Each

performance indicator (measure) should help to verify an accomplishment. Outputs should correspond with job descriptions and description of program activity in project narrative.

(If applicable, feel free to use these examples in addition to your performance measures entered below.)

<b>OUTCOMES/OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>	<b>HOW MEASURED/OUTPUTS</b>
Increase crime victims served. (Specify jurisdiction, State and/or agency.)	Total number of victims served: phone, written correspondence, e-mail and other.	Chart total number of victims served.
Increase victim awareness of victim rights laws.	Total number of crime victims informed of their rights by Maryland law.	Chart all crime victims informed of their rights based on Maryland crime victim rights laws.
Assist crime victims with obtaining restitution.	Total number of crime victims who were assisted with restitution.	Chart all victims provided restitution information and services.
Increase number of crime victims served through pro bono legal assistance.	Total number of crime victims who were referred to a pro bono attorney for representation or legal advice.	Chart all crime victims who are referred to a pro bono legal service/attorney for advice or representation.
Expand services to underserved populations.	Total number of attendees at workshops for advocates/outreach/events working with specific underserved populations.	Sign-In Sheet at all events to chart attendance. If possible, chart underserved crime victims assisted by advocates in the field, via phone, correspondence and through other creative avenues.
Increase the number of attendees at trainings.	Total number of advocates, law enforcement officers, etc. who attended trainings in this quarter.	Sign-In Sheet at all trainings to chart attendance.

**Project Effectiveness and Performance Measure Scoring Criteria 15 pts**

- Applicant references similar projects which have proven successful or effective.
- Applicant provides defined, specific performance indicators (measures/criteria) for each project objective.
- Each performance measure helps to verify an anticipated accomplishment.
- The expected outcomes are observable, measurable, and evaluate the impact of the services provided.
- Outputs correspond with job descriptions and description of program activity in project narrative.

**B. Evaluation Design**

An evaluation design should be included to provide a "BEFORE vs. AFTER" comparison of baseline data provided in the Statement of the Problem. Ideally this would allow statistical comparison of the problem prior to the implementation of the project with the same data at some appropriate time after project commencement.

**C. Resources for Evaluation**

Indicate the resources that the project will have available for evaluating the success of the project, (e.g., internal staff member, personnel in the implementing agency or cooperating agency, consultants hired through project budget, etc.).

**D. Person Responsible for Evaluation**

The name, title, address, and telephone number of the person who will be responsible for evaluating the project must be provided or the basis upon which an evaluation will be performed must be explained.

**E. Existing Research**

If there is any existing research (journal articles, evaluations, etc.) concerning the kind of project you are proposing, please summarize who conducted the research and what the results were.

**F. Project Evaluation Scoring Criteria 6 pts**

- Does the application include a detailed before/after comparison of baseline data provided in the Statement of the Problem.
- Does applicant outline an internal evaluation strategy to assess the impact and effectiveness of the project before and after implementation?
- Does this strategy include collecting and maintaining data that measures the success and failures of efforts?

**G. Project Sustainability Scoring Criteria 6 pts**

What prospects exist for continued financing of the project when grant funds are terminated? What efforts have been or will be made to continue the ideas, methods, techniques and operational aspects of the project when the grant funds are no longer available? Ultimately ended? Indicate planned future source(s) of funding.

- Applicant has described in detail a plan of action to continue financing the project when grant funds are terminated.
- Applicant has demonstrated an organization record that documents the ability to provide effective and consistent services to the population.

**VI. GRANT APPLICATION AND SCORING PROCESS**

**SCORING CRITERIA/EVALUATION**

Each scoring category listed below is detailed under the appropriate related section in this NOFA. Grant Reviewers will score each application based on the applicant's proficiency in meeting the criteria. The worth of each organization's overall project is based on the following:

Statement of Problem	0-15
Description of Goals and Objectives	0-12
Methods of Reaching Objectives	0-15
Organization Management Capabilities/Cooperating Agencies	0-15
Project Effectiveness	0-15
Project Evaluation	0-6
Project Sustainability	0-6
Budget	0-16
<b>Total</b>	<b>100</b>

On July 11, 2012, the State Board members voted in favor of utilizing two (2) independent grant reviewers and one (1) State Board Grant Committee member to conduct MVOC application reviews, thereby ensuring best practices, solid policy and a competitive application process for applicants.

With guidance from the State Board and GOCCP, a three-tier review team will include internal and external independent reviewers. The Victim Service Coordinator will screen out applications that do not comply with the basic NOFA requirements and State Board's priorities. If application information is submitted correctly, you will receive an email and/or written notification of funding approval/denial within 90 days of the due date. The Maryland State Board of Victim Services, through recommendations from the Grant Committee, will present the final recommendation to the Executive Director of GOCCP.

## VII. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP distributes funds to recipients on a 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 and financial reports are due within 30 days of each quarter end date.

**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://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/)

## VIII. ADDITIONAL MVOC GUIDELINES

As of this MVOC FY 2015 posting, applicants awarded for continuation funding will be eligible to receive level funding in grant years two and three. In other words, if you are awarded \$35,000 in year one, you will be **eligible** to receive \$35,000 in year two and \$35,000 in year three. Continuation funding is not guaranteed; re-funding is contingent upon the availability of funds, compliance with grant conditions and successful progress toward stated objectives. **Each spring**, existing MVOC grantees are notified to submit a continuation grant application online and to mail

a hard copy to GOCCP. Continuation grant applications are **NOT** accepted with new MVOC grant application proposals.

The local program may not disclose any identifying information regarding an applicant or recipient of service to any agency or individual, other than GOCCP, without written authorization from the applicant or recipient except as required by State law, or if requested by GOCCP staff that are authorized to monitor or audit the program.

**IX. IMPORTANT DATES**

<b>Dates/Times</b>	<b>Actions</b>	<b>Comments</b>
<b>November 19, 2013</b>	Deadline to request an User ID	Contact GOCCP Help Desk at <a href="mailto:support@goccp.freshdesk.com">support@goccp.freshdesk.com</a> .
<b>December 17, 2013 3:00 PM</b>	Electronic version of application due at GOCCP	Electronic submission must be received by GOCCP no later than 3:00 PM
<b>December 19, 2013 3:00 PM</b>	Paper copies of application due at GOCCP	Original and three copies must be received by GOCCP no later than 3:00 PM
<b>December 2013</b>	Grant Review Process	Peer Reviewers
<b>January 2014</b>	Letters of intent, denial letters, award letters mailed to applicants	GOCCP Staff

**Questions and Application Mailing**

Anne Litecky  
 State Victim Services Coordinator  
 Governor's Office of Crime Control & Prevention  
 300 East Joppa Road, Suite 1105, Baltimore, MD 21286-3016  
 PHONE (410) 821-2828 & TOLL FREE 1 (877) 687-9004 & FAX 1 (410) 339-3467  
[alitecky@goccp.state.md.us](mailto:alitecky@goccp.state.md.us)

## 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 GOCCP's GMS: [www.goccp.maryland.gov/gms](http://www.goccp.maryland.gov/gms). Additionally, one (1) signed original hardcopy and two (2) copies must be sent to the address on the front of this NOFA. The hardcopy application must be generated by the online software and 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 brief, precise, and reflect what is being funded. See Section IV. on page 5.

#### APPLICANT AGENCY

The unit of local government (county, city, town, or township) or State agency that is eligible to apply for grant funds (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 [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com).

If the Government, Township, or Board of Commissioners mandates that the County Executive, Mayor, or Commissioner sign all grant award documents (for all subordinate agencies) then the 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 agencies authorized official can be obtained by contacting [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com).

#### IMPLEMENTING AGENCY

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 [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) 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**

Start and end date are determined by the parameters of the NOFA and are filled in automatically. Projects may not exceed three (3) months or commence before the NOFA defined start date.

**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 [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com).

**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, and/or job title.

**CIVIL RIGHTS CONTACT**

Select the agency's point of contact for handling internal civil rights violation complaints (usually a Human Resources or Personnel Manager). You may select any contact currently in the GMS. Use the search windows to search by last name, organization, and/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 project is taking place/serving**. If there is more than one location, please enter complete information for each site (up to five). If the project has a statewide or countywide impact, please enter "state-wide," or "county-wide" in the 'Site Name' field and the county served in the 'City' field.

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 MVOC program is funding a very specific service (direct services for crime victims), GOCCP would like to make writing the project summary as simple and consistent

as possible. Use the template provided on pages 5-6 of this Notice of Funding Availability (NOFA) for your project summary.

**E. Narrative Tab Instructions**

If training is included, provide a description of the training to be attended. Program timeline, and potential for information sharing are in the narrative contents, explained on pages 6-7 of this NOFA. Narrative must follow the 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 will be rounded by the GMS to the nearest whole dollar. There is no match requirement for this program.

Refer to the GMS training videos for further instructions <http://www.goccp.maryland.gov/gms-training>.

**PERSONNEL**

The salaries and fringe benefits for staff required to implement the project are listed in the personnel category. Consultants must be listed in Contractual Services. **Time and Effort reports (Timesheets) must be maintained for all personnel included in the grant project.** If you are paying an employee directly, they should be entered in the Personnel category. For each position, list salary and fringe benefits on separate line items.

Original Grant Application Budget							
Budget Category		Total Grant Funds	Total Cash Match	Total In Kind	Total Budget		
Personnel		\$33,000.00	\$0.00	\$0.00	\$33,000.00		
Description of Position	Salary Type	Funding	Wage Type	Wage Amount	Total Budget	Just.	
Community Outreach Coordinator						\$22,000.00	
Community Outreach Coordinator	Salary	Grant Funds	Annual	\$60,000.00	\$20,000.00	<a href="#">[View/Edit]</a>	
Community Outreach Coordinator	Fringe	Grant Funds	Annual	\$20,000.00	\$2,000.00	<a href="#">[View/Edit]</a>	
Community Outreach Trainer						\$11,000.00	
Community Outreach Trainer	Salary	Grant Funds	Annual	\$40,000.00	\$10,000.00	<a href="#">[View/Edit]</a>	
Community Outreach Trainer	Fringe	Grant Funds	Annual	\$10,000.00	\$1,000.00	<a href="#">[View/Edit]</a>	

- The 'Description of Position' field must contain the title of the position.
- Position line items (salary and fringe) are grouped via the 'Description of Position' field.
- After completing the first Position's line item, use the dropdown to add additional budget items to the position.
- The 'Description of Position' field is used to select existing positions and to add new positions.
- For multiple staff in the same position, use a suffix (i.e., Position 1, Position 2, etc.)

- Multiple positions with the same hourly rate may be grouped (i.e., Overtime Patrols – 25 Officers).

Note: Fringe benefits cannot exceed 30% of reported salary costs. For each line item entered, you must include a justification that ties that item to the activities described in your narrative. Example justifications based on the Personnel category:

Justification (line 1):

The Community Outreach Coordinator helps prepare, schedule, and develop trainings targeted for hospitals and other medical facilities. Annual salary is \$60,000. She will be devoting 33% of her time to this project. We are requesting  $\$60,000 \times .33 = \$20,000$  in grant funds to support her time on this project.

Justification (line 2):

Fringe benefits @ 10% of salary.  $\$20,000 \times .10 = \$2,000$

Justification (line 3):

The Community Outreach Trainer makes presentations at hospitals and other medical facilities. Annual salary is \$40,000. She will be devoting 25% of her time to this project. We are requesting  $\$40,000 \times .25 = \$10,000$  in grant funds to support her time on this project.

Justification (line 4):

Fringe benefits @ 10% of salary.  $\$10,000 \times .10 = \$1,000$

**OPERATING EXPENSES**

Office supplies (program supplies should be listed in the ‘Other’ category), Rental Space, Printing, and Communications. Communication expenses include items such as telephone, fax, postage, and other expenditures such as photocopying. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Refer to the Section II on page 4 for a complete list of allowable expenses.

**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.		
Meals (B \$8, L \$10, D \$24)	Grant Funds	5.00	42.00	\$210.00	Just.		
Hotel	Grant Funds	5.00	\$101.40	\$507			

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: 56.5 cents/mile as of 1/1/2013.

Maximum Per Diem/Meal Allowance is \$42/day (\$8 Breakfast, \$10 Lunch, \$24 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.

### **EQUIPMENT**

Equipment is defined as having a useful life in excess of one year and a procurement cost of \$100 or more per unit or \$50 or more per unit for computer and sensitive items. Costs may include taxes, delivery, installation and similarly related charges. The procurement process used must be consistent with your written procurement guidelines. If such guidelines do not exist, refer to the State of Maryland guidelines by accessing General Condition # 17 on the GOCCP Website under the Grantees Area.

Maintaining internal inventory records for equipment procured under this funding source is mandatory. For post award inventory requirements, access General Condition #18 on the GOCCP Website. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

### **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 before the hardcopy deadline.

## H. Application Status dropdown instructions

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. 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.

## D. Certified Assurances

**This signed form must be generated by the Online Application Software**

### THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this formula grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

3. That following the first year covered by a Grant Award and each year thereafter, a performance evaluation and assessment report will be submitted to the Governor's Office of Crime Control & Prevention.

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Control & Prevention may reasonably require to administer the program.

6. Sub-recipients will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the

Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Control & Prevention.

8. Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEO) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEO Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>.

9. That the Grantee will comply with the provisions of the Governor's Office of Crime Control & Prevention's General and Special Conditions for Grants. General Conditions are posted on GOCCP's website (<http://www.goccp.maryland.gov/grants/general-conditions.php>).

10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreement.

11. Sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eeo/laws/title-vi.html>

**CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control & Prevention.**

**This signed form must be generated by the Online Application Software**

## E. Certification Regarding Lobbying

**This signed form must be generated by the Online Application Software**



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

### **CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-Procurement) and Government-wide Requirements for Drug-free Workplace (Grants)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

#### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

#### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for

commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

#### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

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Check  if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check  if the State has elected to complete OJP Form 4061/7.

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**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

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As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

**This signed form must be generated by the Online Application Software**

1. Grantee Name and Address:
2. Application Number and/or Project Name
3. Grantee IRS/Vendor Number
4. Typed Name and Title of Authorized Representative
5. Signature
6. Date

**This signed form must be generated by the Online Application Software**

