GOVERNOR'S OFFICE of CRIME CONTROL & PREVENTION

FY 2019 Violence Intervention and Prevention Program Grant

Notice of Funding Availability
Application Guidance Kit

Online Submission Deadline: August 15, 2018, 3 PM

Funded through:
State of Maryland

Governor's Office of Crime Control & 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 governments and nonprofit organizations.

IMPORTANT NOTES
Applicants are required to apply for grant funding through the Governor's Office of Crime Control & 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.
Getting Started

Thank you for applying for the Violence Intervention and Prevention Program Grant from the Governor's Office of Crime Control & Prevention (GOCCP). The primary purpose of this program is to prevent and reduce gun violence through the use of evidence-based and evidence-informed health programs.

This program primarily supports GOCCP’s objectives of developing coordinated criminal justice strategies and increasing the availability to data to support data driven decisions. As a condition of this grant subrecipients will be required to report on collaborative efforts and data collected through the duration of the award. This information will be reported publicly on GOCCP’s website.

If you need application assistance, please contact:

Quentin Jones, Program Manager
410-697-9318
Quentin.Jones@maryland.gov

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

The Governor's Office of Crime Control & Prevention’s success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas of how the Governor's Office of Crime Control & Prevention can serve you better, email your program manager.

Governor's Office of Crime Control & Prevention Mission:
To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.
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I. ELIGIBILITY CRITERIA

A. The following entities in Maryland are eligible to submit no more than (1) application for the Violence Intervention Prevention Program (VIPP) Fund:
   ● Local government agencies
   ● Nonprofit organizations

B. Non-profit – 501(c)(3) or (4)
   An organization must provide proof of this status by submitting a copy of its status letter from the IRS with the application. The requirements for obtaining 501 (c)(3) or (4) status can be found on the Internal Revenue Service web site (www.irs.gov); search for Publication 557, “Tax-Exempt Status for Your Organization.” If the IRS letter is not available, a letter from your organization’s authorized official listing officers, bylaws, and/or articles is permissible until such time that a copy can be obtained from the IRS.

II. PROGRAM DESCRIPTION

A. Requiring Agency
   Governor’s Office of Crime Control & Prevention (GOCCP)

B. Opportunity Title
   Violence Intervention and Prevention Program

C. Submission Date
   Wednesday, August 15, 2018 by 3 PM

D. Anticipated Period of Performance
   July 1, 2018 to June 30, 2019

E. Funding Opportunity Description
   House Bill 432 of Maryland’s 2018 Legislative Session established the Violence Intervention and Prevention Program fund. The purpose of this program is to support effective violence reduction strategies, specifically gun violence, through evidence-based and/or evidence-informed health programs.

   Evidence-based health programs are those programs or initiatives that:
   ● Are developed and evaluated through scientific research and data collection and
   ● Use public health principles that demonstrate measurable positive outcomes in preventing gun violence.

   Evidence-informed health programs are those programs, approaches, or initiatives that are:
   ● Based on public health principles;
   ● Capable of being studied and evaluated through research and data collection;
   ● For the purpose of reducing gun violence; and
   ● Directed to influence factors determined to affect gun violence.

   Funding under the Violence Intervention and Prevention Program shall be made for a minimum duration of three consecutive fiscal years subject to appropriation in the annual budget and compliance with GOCCP grant award conditions.
III. PROGRAM REQUIREMENTS

A. Application Requirements
Application narratives must include:
● Clearly defined and measurable objectives;
● Evidence that the proposed evidence-based health programs or evidence-informed health programs would likely reduce gun violence; and
● A description of how the local government or nonprofit organization proposes to use the funding to reduce rates of gun violence by:
  ○ Establishing or enhancing evidence-based or evidence-informed health programs; and
  ○ Enhancing coordination of existing violence intervention and prevention programs, if any, to minimize duplication of services

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

The following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in the final awards:
● Violent crime rate
● Number of violent gun crimes

C. Additional Reporting Requirements
Subrecipients will be required to submit a report within 30 days of the end of each grant cycle that includes the following information:
● Data collected during the duration of the award;
● A discussion of any collaborative efforts between the subrecipient and any other entity in furtherance of the objectives of the award; and
● An analysis of the progress made in achieving the objectives.

This report will be posted to the Governor’s Office of Crime Control & Prevention’s website.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the GOCCP web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on GRANTS MANAGEMENT SYSTEM, or by going directly to the login screen using the URL: https://grants.goccp.maryland.gov.

In order to use GOCCP’s web-based application you must have a User ID.

If you have not previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password: http://goccp.maryland.gov/grants/requesting-access/.

The last day to request a User ID is Wednesday, August 1, 2018. 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 Quentin Jones at 410-697-9318 or Quentin.Jones@maryland.gov.
The online application must be submitted no later than 3:00 PM on Wednesday, August 15, 2018.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP’s established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL: http://goccp.maryland.gov/grants/gms-help-videos/.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

VI. IMPORTANT DATES

Deadline to Request a User ID August 1, 2018
Deadline to Submit an Online Application August 15, 2018, 3 PM
Award Documents/Denial Letters Emailed July 2018
Sub-award Start Date July 1, 2018
Sub-award End Date June 30, 2019

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):

- Problem Statement/Needs Justification (including level of gun violence in the jurisdiction to be served)
- Program Goals and Objectives
- Program Strategy/Program Logic
- Performance Measurement (outputs, outcomes, and impacts)
- Timeline
- Spending Plan
- Management Capabilities
- Sustainability
- Budget (reasonableness, cost effectiveness, detailed justification per line item)
- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- Audit findings
- Performance history with previous awards with GOCCP

Preference will be given to applicants:
- That are disproportionately affected by violence; and
- Whose applications demonstrate the greatest likelihood of reducing gun violence in their communities.
VIII. FUNDING SPECIFICATIONS

A. Funding Cycle
Commencement of awards funded under the Violence Intervention and Prevention Program Grant for FY 2019 will begin July 1, 2018 and end on June 30, 2019. Funds are paid on a reimbursable basis.

B. Allowable Costs for Direct Services
The following is a listing of services, activities, and costs that are eligible for support with the Violence Intervention and Prevention Program Grant funds within a sub-recipient’s organization:
- Personnel
- Operating expenses
- Contractual services
- Travel
- Equipment
- Other items that have a direct correlation to the overall success of a sub-recipient’s project objectives and are necessary for the project to reach full implementation will be considered on a case-by-case basis.

C. Unallowable Costs
The following services, activities, and costs cannot be supported with VIPP funding:
- Suppression activities conducted by law enforcement
- Food/beverage
- Rental fees
- Lobbying or administrative costs
- Audit costs

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

D. Consultant Rates
The limit for consultant rates is $650 per day.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, see ‘Special Conditions’ at http://www.goccp.maryland.gov/grants/general-conditions.php.

A. Electronic Funds Transfer (EFT)
GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website: http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.
B. Match
A 33% cash or in-kind match is required with the Violence Intervention and Prevention Program award. For example, if you are requesting $1,005, then you must provide a match of $495. Your total expenditures would be $1,500. Indicate how the cash or in-kind match will be provided by your agency in your narrative. The cash match may take the form of funds contributed from local governments such as agency or county budgets. State grant funds cannot be used to meet the match requirement. Subrecipients must maintain records which clearly show the source and amount of all matching contributions. The matching fund requirement may be waived if the local government or nonprofit organization can demonstrate good cause as determined by the executive director.

C. Supplanting, Transparency, and Accountability
Funds distributed under this program must be used to supplement and not supplant any funding that would otherwise be available for violence intervention or prevention programs or to implement evidence-based health programs or evidence-informed health 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.