

# GOVERNOR'S OFFICE of CRIME CONTROL & PREVENTION

## FY 2015 Victims of Crime Assistance (VOCA) Grant

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



**Online Submission Deadline: May 5, 2015, 3 pm**  
**Hardcopy Submission Deadline: May 19, 2015, 3 pm**

Funded through:  
**Department of Justice,  
Office of Justice Programs, Office for Victims of Crime (CFDA# 16.575)**

Governor's Office of Crime Control & Prevention  
300 East Joppa Road, Suite 1105  
Baltimore, MD 21286-3016  
(410) 821-2828  
(877) 687-9004  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)

Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor  
Christopher B. Shank, Executive Director

#### **ELIGIBILITY**

The following entities in Maryland, which provide direct services to crime victims, are eligible to submit no more than **two (2)** applications for VOCA Funding:

- State Government Agencies
- Local Government Agencies
- Non-Profit, Non-Governmental Victim Services Programs including Faith-Based and Community Organizations

#### **IMPORTANT NOTES**

Applicants are required to apply for grant funding through the GOCCP online application process located on the GOCCP website <https://grants.goccp.maryland.gov>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with [www.SAM.gov](http://www.SAM.gov). A screen shot from SAM.GOV reflecting this information is sufficient.

## Getting Started

Thank you for applying for the **Victims of Crime Assistance (VOCA) Program** from the **Governor's Office of Crime Control & Prevention (GOCCP)**. The primary purpose of the VOCA program is to establish or expand the availability of direct services to crime victims and their families to assure that victims receive information about and assistance in filing for Crime Victim Compensation.

Prospective applicants are encouraged to implement programs to meet the needs of underserved populations and groups that currently lack services. GOCCP encourages programs that involve partnerships, collaboration and best practices to meet the needs of crime victims.

If you need application assistance, please contact:

Kim Herndon, VOCA Program Manager  
410-821-2838  
[KHerndon@goccp.state.md.us](mailto:KHerndon@goccp.state.md.us)

Laurie Rajala, Division Chief  
410-821-2841  
[LRajala@goccp.state.md.us](mailto:LRajala@goccp.state.md.us)

GOCCP success is measured by sub-recipient 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 is Maryland's one stop shop for resources to improve public safety. GOCCP exists to educate, connect, and empower Maryland's citizens and public safety entities through innovative funding, strategic planning, crime data analysis, best practices research, and results-oriented customer service.

## *Increased VOCA Cap for FY2015*

GOCCP would like to express gratitude to Congress for taking an unprecedented, positive step in meeting the critical needs of our nation's crime victims. On Tuesday, December 16, 2014, President Obama signed into law the "Consolidated and Further Continuing Appropriations Act, 2015." As part of the 2015 appropriations bill, Congress more than tripled the annual amount of non-taxpayer funds released from the Crime Victims Fund which is distributed to assist victims of crime. The federal FY2014 VOCA allocation was \$745 million; this appropriations bill increases that allocation to \$2.361 billion for federal FY2015, significantly increasing the national funding availability for the Victims of Crime Assistance (VOCA) awards. GOCCP will be able to more accurately estimate Maryland's allocation over the next few months; however we are expecting our VOCA allocation to be approximately \$37 million, a significant shift from our FY14 allocation of \$8 million. Additionally, GOCCP plans to administer discretionary funds separately to provide support training and technical assistance for victim related training needs.

With the unexpectedly large increase in the VOCA cap, GOCCP has the opportunity to make significant improvements in victim assistance services as well as the responsibility to do so in an accountable and transparent manner. As Maryland effectively manages a sizable increase, the ongoing unknown is whether increased funding will be sustained or if it will represent a one-time windfall. While we hope for sustained levels of funding, without this information we must provide increases conservatively to sub-recipients. Continuation funding will be higher, but we want to ensure funding is sustainable to sub-recipients for upcoming years. Much of the VOCA funding will be used for expansion and targeted projects to assist underrepresented populations of high need.

To sustain imperative services, GOCCP will allow "continuation" projects to apply for an increase in funding for FY 2015. Current VOCA sub-recipients who apply to continue a project currently funded through VOCA, may apply for up to 20% more than the amount awarded during FY 2014. New projects will not be considered for FY 2015. With this in mind, we are interested in learning about the needs of your communities. Over the coming months, GOCCP plans to hire a consultant to conduct a needs assessment to determine where the priorities of our sub-recipients are so that we may best target funding toward needs that are most pressing. This would give us time to strategically plan and determine our priority funding needs for the FY 2016 grant application cycle. It also gives us an opportunity to establish if this increase is going to be recurrent and not a one-time cap raise. GOCCP will continue to communicate with sub-recipients to ensure all of our partners have the same level of information as we do so that budgeting decisions may be made wisely.

GOCCP looks forward to the exciting and challenging year ahead and anticipates the positive impact this funding will have on the lives of victims and survivors of crime throughout the state.

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## I. 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 web URL: <http://www.goccp.maryland.gov/gms-training/>. Please review the training videos prior to working on your application (system guidelines, fiscal review and tips, civil rights requirements, and those specific to the program funding source).

## II. INTRODUCTION/SCOPE

The Crime Victims Fund (the Fund), established by the Victims of Crime Act of 1984 (VOCA), is a major funding source for victim services throughout the Nation. Millions of dollars have been deposited into the Fund annually from criminal fines, forfeited bail bonds, penalties, and special assessments collected by U.S. Attorneys' Offices, federal U.S. courts, and the Federal Bureau of Prisons. To date, Fund dollars have always come from offenders convicted of federal crimes, not from taxpayers. Previous legislation expanded the sources from which Fund deposits may come.

Priority shall be given to victims of sexual assault, domestic violence, child abuse, and underserved populations. Underserved victims of either adult or juvenile offenders may include, but are not limited to, victims of federal crimes; survivors of homicide victims; or victims of assault, robbery, gang violence, hate and bias crimes, intoxicated drivers, bank robbery, economic exploitation and fraud, and elder abuse.

All funding is contingent upon GOCCP receiving the specified grant funds from the Department of Justice. **As of the posting of this NOFA, the Office of Justice Programs, Office for Victims of Crime HAS NOT RELEASED FY 2015 ALLOCATIONS.**

## III. BACKGROUND

The Victims of Crime Act (VOCA) established the Crime Victim Fund to provide financial assistance to support a variety of services and activities to assist victims of crime. Services under this grant program are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security as appropriate to their victimization.

## IV. ELIGIBILITY CRITERIA

The following entities in Maryland, which provide direct services to crime victims, are eligible to submit no more than **two (2)** applications for VOCA funding:

- State Government Agencies
- Local Government Agencies
- Non-Profit, Non-Governmental Victim Services Programs including Faith-Based and Community Organizations

**\* This year, GOCCP will allow "continuation" projects to apply for an increase in funding. Current VOCA sub-recipients who apply to continue a project currently funded through VOCA, may apply for up to 20% more than the amount awarded during FY 2014. In addition, applications for "continuation" projects, must detail success of existing project and status of existing goals, objectives, and performance measures.**

## V. APPLICATION PROCESS

Applicants are required to apply for grant funding through the GOCCP web-based application process, which may be accessed through the GOCCP website homepage: [www.goccp.maryland.gov](http://www.goccp.maryland.gov) by clicking on **GRANTS MANAGEMENT SYSTEM (GMS)**, or go directly to the login screen using the web URL <https://grants.goccp.maryland.gov>.

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

If you have *not* previously applied through the web go to the following web URL to obtain instructions and the information required to obtain a User ID and password:

<http://www.goccp.maryland.gov/grants/access-to-gms.php>

The last day to request a User ID is **April 28, 2015**. If you have previously applied through the web, use your same User ID and password.

If you have previously applied to GOCCP but *do not have your User ID*, or are having *technical issues with the system*, contact the GOCCP Helpdesk via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance.

If you need assistance completing the program specific information required in the online application please contact Kimberly Herndon at 410-821-2838 or [KHerndon@goccp.state.md.us](mailto:KHerndon@goccp.state.md.us) or Laurie Rajala at 410-821-2841 or [LRajala@goccp.state.md.us](mailto:LRajala@goccp.state.md.us).

**In addition to the online submission, you must submit one (1) hard copy original** (generated by the online system and bearing original signatures in blue ink for the certifications and anti-lobbying documents) **and two (2) additional copies of the application.**

**The online application must be submitted no later than 3:00 PM on May 5, 2015. All of the aforementioned documents must be submitted to GOCCP no later than 3:00 PM on May 19, 2015.**

***Email/Fax submissions will not be accepted. Please do not use binders or folders; all hard copies must be generated by the online system.***

## **VI. APPLICATION REQUIREMENTS (PROGRAMMATIC)**

### **Sub-recipient Organization Eligibility Requirements**

VOCA establishes eligibility criteria that ***must*** be met by all organizations that receive VOCA funds. These funds are to be awarded to sub-recipients only for providing services to victims of crime through their staff. Each sub-recipient organization ***shall*** meet the following requirements:

- **Public or Nonprofit Organization** – To be eligible to receive VOCA funds, organizations must be operated by public or nonprofit organizations, or a combination of such organizations, and provide services to crime victims.
- **Record of Effective Services** – Demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community.
- **Volunteers** – Sub-recipient organizations must use volunteers unless the state grantee determines there is a compelling reason to waive this requirement.
  - If sub-recipients are not using volunteers, a volunteer waiver must be submitted with a detailed explanation for such request. The VOCA regulations provide that only compelling reasons are sufficient for volunteer waivers.
- **Promote Community Efforts to Aid Crime Victims** – Promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. Coordination efforts qualify an organization to receive VOCA victim assistance funds, but are not activities that can be supported with VOCA funds.

- Help Victims Apply for Compensation Benefits – Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking claim status.
- Comply with Federal Rules Regulating Grants – Sub-recipients must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide. The OJP Financial Guide is available online at: [http://www.ojp.gov/financialguide/PDFs/OCFO\\_2013Financial\\_Guide.pdf](http://www.ojp.gov/financialguide/PDFs/OCFO_2013Financial_Guide.pdf)
- Maintain Civil Rights Information – Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by the state grantee; and permit reasonable access to its books, documents, papers and records to determine whether the sub-recipient is complying with the applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
- Comply with State Criteria – Sub-recipients must abide by any additional eligibility or service criteria as established by the state grantee including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by the grantee.
- Services to Victims of Federal Crimes – Sub-recipients must provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- No Charge to Victims for VOCA (Funded Services) – Sub-recipients must provide services to crime victims, at no charge, through the VOCA-funded project.
- Client Counselor and Research Information Confidentiality – Maintain confidentiality of client-counselor information, as required by state and federal law.
- Confidentiality of Research Information – Except as otherwise provided by federal law, no recipient shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA.

## VII. FAITH-BASED/COMMUNITY ORGANIZATIONS

**Faith-based organizations** applying for VOCA funds do not have to lose or modify their religious identity (i.e., removing religious symbols) to be considered an eligible applicant. However, VOCA funds may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with grant funds; such religious activity must be separate (in time and/or place) from the grant funded program. Further, participation in such religious activity by individuals receiving services must be voluntary.

- ❖ Such organizations receiving VOCA funds must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.

## VIII. IMPORTANT DATES

- |  |                       |
|--|-----------------------|
| ➤ Program Specific Training Video Posted by            | January 2015          |
| ➤ Deadline to Request a User ID                        | April 28, 2015        |
| ➤ Deadline to Submit an Online Application             | May 5, 2015, 3:00 pm  |
| ➤ Hardcopy of Application Due ( <b>plus 2 copies</b> ) | May 19, 2015, 3:00 pm |
| <i>Fax/Email will not be accepted as hardcopy.</i>     |                       |
| ➤ Award Documents/Denial Letters Mailed                | September 2015        |
| ➤ Sub-award Start Date                                 | October 1, 2015       |
| ➤ Sub-award End Date                                   | September 30, 2016    |

## IX. STATE PRIORITIES AND/OR PROGRAM PURPOSE AREAS

This NOFA will give precedence to services provided to the following four categories of victims of crime:

- Victims of Sexual Assault
- Victims of Domestic Violence
- Victims of Child Abuse
- Under-Served Populations<sup>1</sup>

## X. FUNDING EVALUATION

GOCCP will assess the worth of each organization's overall project based on the following:

- Problem Statement
- Project Description
- Description of Goals, Objectives, Performance Measures
- Strategy and Timeline
- Spending Plan
- Management Capabilities
- Project Evaluation
- Sustainability
- Budget

GOCCP will also assess each jurisdiction's need for funding based on the following criteria:

- Documentation of need
- Current availability of existing program services
- Geographic size and location
- Ability to recognize and address the needs of underserved populations
- Demonstrated capacity and effectiveness of existing programs

GOCCP will conduct an internal review to ensure that the technical requirements of the application have been met and that the proposal adheres to federal program funding requirements.

## XI. FUNDING SPECIFICATIONS

### A. Funding Cycle

Commencement of awards funded under the VOCA Program for FY 2015 will begin October 1, 2015 and end on September 30, 2016. Funds are paid on a reimbursable basis.

### B. Budget

Budgets must be clear and specific. Budgets must reflect one year of spending and, where applicable, be adjusted to reflect start date, state furlough days, and holidays. GOCCP reserves the right to reduce budgets.

The prioritization of line items is required for all applications having multiple line items. Applicant requirements will be taken into consideration should budgets need to be reduced.

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<sup>1</sup> The Department of Justice identifies the underserved category of victims as being under-served based on gaps in services for this population. These under-served victims of either adult or juvenile offenders may include, but are not limited to, victims of federal crimes, drunk drivers, assault, robbery, gang violence, hate and bias crimes, bank robbery, economic exploitation and fraud, elder abuse, survivors of homicide victims, victims that are disabled, and non-English speaking victims. Applicants responding to this category of victims of crime must describe the victims to be served and provide adequate documentation that the victims are under served.

The justification sections must contain brief statements (1 to 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. **Do not state "See Narrative, Goals, or Objectives"**.

### **C. Allowable Costs for Direct Services**

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

- Immediate Health and Safety
- Mental Health Assistance
- Assistance with Participation in Criminal Justice Proceedings
- Forensic Examinations
- Costs Necessary and Essential to Providing Direct Services
- Special Services
- Personnel Costs
- Restorative Justice

### **Other Allowable Costs and Services**

The services, activities and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the state grantee and sub-recipient must agree that direct services to crime victims cannot be offered without the support for these expenses; that the sub-recipient has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items:

- Skills Training for Staff
- Purchasing Training Materials
- Training Related Travel
- Equipment and Furniture
- Advanced Technologies
- Contracts for Professional Services
- Operating Costs
- Supervision of Direct Service Providers

### **D. Unallowable Costs**

GOCCP has identified the following unallowable costs:

- Audit Costs – Sub-recipients may not use any VOCA funds to pay for administrative costs, including the cost of audits.
- Property Insurance

**Refer to the VOCA Final Program Guidelines at <http://www.ovc.gov/voca/vaguide.htm>, for a complete listing of federal allowable and unallowable costs.**

GOCCP reserves the right to make additional budget reductions and adjustments at its discretion.

### **E. Consultant Rates**

The limit for consultant rates is \$650 per day. Fees in excess of the set limits will not be considered.

### **F. Food/M Meal Expenses**

Allowable food expenses include **per diem for travel only and direct food for victims (i.e., food for shelters)**. Grant funds cannot be used to purchase food and/or beverages for any meeting, conference, training or other event.

## **XII. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

GOCCP will distribute awarded funds to sub-recipients on a quarterly reimbursement of expenditures basis in conjunction with the timely submission of corresponding quarterly Fiscal and Programmatic Reports. Quarterly Programmatic Reports for all grants beginning on or after January 1, 2015 will no longer require hardcopy submission. Electronic submission is required for Quarterly Programmatic Reports through the online GOCCP Grants Management System (GMS) within 15 calendar days of the end of each quarter. Quarterly Programmatic Reports include Performance Measures, Progress Reports and additionally required quarterly reports or attachments such as the VOCA Quarterly Statistical Report. Fiscal reports are due within 30 calendar days of the end of each quarter and must continue to be submitted electronically through the GMS and via a mailed hardcopy.

All reporting activity occurs through the GOCCP GMS, using the same User ID and password that was used for the application process.

For further Post Award Instructions read your Special Conditions, and go to:

<http://www.goccp.maryland.gov/grants/general-conditions.php>

The exception for monthly reporting is only provided for non-profit entities that have applied for DOMV, FVPS, RFCI, RFPA, SARC, and VOCA funds. The *Non-Profit Reimbursement Request* form is an attached document to the NOFA.

**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/)

## **XIII. MATCH**

There is a 20% non-federal match requirement imposed on grant funds under this program (cash or in-kind). Sub-awards made under the VOCA program may not cover more than 80% of the total cost of each project. Cash or in-kind resources used as match must be directly related to the project goals and objectives, documented, and clearly show the source, amount, and timing of all matching contributions. Additionally, sources of match are restricted to the same uses allowed under the VOCA program and must be documented in the same manner as VOCA program funds (including financial and programmatic reports).

For guidance on calculating match please refer to the match calculator:

<http://www.goccp.maryland.gov/grants/grantee-toolbox.php>.

## **XIV. SUPPLANTING, TRANSPARENCY AND ACCOUNTABILITY**

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the OJP Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Award recipients 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.

## **XV. COLLABORATIVE REVENUE FORM**

The purpose of the Collaborative Revenue Form is for applicants to provide information that will be used in the processing and review of their application. A sample of this form is on the following page and a fillable PDF version can be located in the attachment(s) to this NOFA.

## **XVI. NON-PROFIT REIMBURSEMENT**

Non-profit agencies may elect to receive a monthly reimbursement of funds for this grant program. If elected, financial reports should be submitted on a monthly basis. Programmatic reports should be submitted quarterly, with a due date of 15 days following the end of each quarter. Monthly reimbursement will occur after receipt of the electronic and hard copy Financial Report to GOCCP. (See Appendix at the end of this NOFA.) Complete the Non-Profit Reimbursement Request Form and have your Authorized Official sign and mail it with your hard copy application to GOCCP. Any forms that are not submitted will default to quarterly reimbursements for the life of the grant award.

## **XVII. VOLUNTEER WAIVER**

The VOCA statute requires all eligible victim assistance programs to use volunteers in providing victim assistance services "unless and to the extent the chief executive determines that compelling reasons exist to waive this requirement." If you are requesting a waiver for the use of volunteers, complete and attach the Volunteer Waiver Request Form (included at the end of this NOFA) to the hard copy application.

### **CHECKLIST**

- Collaborative Revenue Form (Must be printed from this NOFA, completed, and attached to the hard copy application)
- Face Sheet – Printed from the online software
- Project Summary/Narrative – Printed from the online software
- Screenshot of DUNS number and SAM.GOV expiration date
- Project Budget – Printed from the online software
- Audit Requirements – Printed from the online software
- Certified Assurances – Printed from the online software and signed
- Certification Lobbying - Drug Free Workplace – Printed from the online software and signed
- Letters of Support/MOUs (Optional)
- Non-Profit Reimbursement Request Form – Must be printed from this NOFA, completed, and attached to the hard copy application
- Volunteer Waiver (if applicable) – Must be printed from this NOFA, completed, and attached to the hard copy application

**All hard copies must be generated by the online software, with the exception of the project narrative which may be generated through Microsoft Word for ease of reading.**

## COLLABORATIVE REVENUE FORM

Date Submitted \_\_\_\_\_

Current Grant Award Number: \_\_\_\_\_

Project Year: \_\_\_\_\_

### \*\*\*REQUIRED DOCUMENTATION\*\*\*

Applicant

Organization:

Contact Person:

Title:

Phone:

Fax:

Email:

Jurisdiction:

DUNS Number:

SAM.GOV Expiration Date:

A DUNS number and SAM.GOV registration/expiration date are required of all sub-recipients. If your organization does not have both of these registrations, indicate steps you will be taking to register so that you are compliant by the end of your first reporting quarter:

### Funding (Please Exclude Match Funding When Completing Sections Below)

Funding Request:

2014 Award:

2013 Award:

List all partnerships established under an MOU (name, organization, contact person, phone number and the extent and capacity of collaboration (use a separate sheet if needed):

- 1.
- 2.

List all current and/or pending funding sources (State, Local, Federal, and Private Funds). If your agency is a Domestic Violence (DV) Sexual Assault (SA) Victim Service Provider, provide all funding for your agency. If the agency is a local unit of government and/or provides services beyond DV/SA, provide all funding for the DV/SA department/unit, etc.

	Funding Amount	Effective Date	End Date
<b>State</b>			
<b>Local</b>			
<b>Federal</b>			
<b>Private Funds</b>			
<b>Other Funds</b>			

## XVIII. APPLICATION WEBSITE 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

### G. FACE SHEET TAB INSTRUCTIONS

#### 1. PROJECT TITLE

The project title should be brief, precise, and reflect what is being funded. For example: "Underserved Victim Services", "Victims of Sexual Assault", or "Bilingual Victim Advocate".

#### 2. APPLICANT AGENCY

The unit of local government (county, city, town, or township) or State agency that is eligible to apply for grant funds (See 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.

**NOTE:** The following DUNS/SAM information is for federal funding sources ONLY.

**DUNS/SAM Registration:** Provide your DUNS number and SAM.GOV *expiration date at the end of your Narrative*. In an appendix, attach proof of your agency's current SAM registration from [www.sam.gov](http://www.sam.gov). Include a printed screenshot of **just the page that lists your DUNS number and SAM.GOV expiration date**. Please do not include any additional pages (i.e., those containing banking information). **Access to SAM.GOV and DUNS (D&B):**

<https://www.sam.gov/portal/public/SAM/>

<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F>

#### 3. 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 [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com). or by viewing Condition #18 at: <http://www.goccp.maryland.gov/grants/general-conditions.php>.

#### 4. IMPLEMENTING AGENCY

The name of the entity that is responsible for the 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.

#### 5. 'Is service site?' CHECKBOX

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

## 6. 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 twelve (12) months or commence before the NOFA defined start date.

## 7. PREPARER INFORMATION

Enter the name of the person completing the application, their phone number and their email address.

## 8. OFFICERS TAB INSTRUCTIONS

To add a new officer or new contact to the GMS, contact [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com).

## 9. 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.

## 10. 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.

## 11. 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.

## 12. 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. Whether an address is provided, or "state-wide" is entered, or "county-wide" is entered, the 'CITY' field *and nine (9) digit zip-code* **must** be provided.

Example:

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

OR if Location is 'County-wide' or 'State-wide': **must still list a City and 9-digit zip for funding source reporting.**

## H. SUMMARY TAB INSTRUCTIONS

The Project Summary should provide a concise summary of your proposal and be limited to 100 words or less. Because the VOCA program is funding a very specific service, GOCCP would like to make writing the project summary as simple and consistent as possible. Use the template provided below for your project summary.

The \_\_\_\_ (Implementing Agency's) <sup>1</sup> \_\_\_\_\_ (Title) <sup>1</sup> \_\_\_\_\_ program assists in developing and implementing strategies specifically intended to provide assistance to victims of crime in the State of Maryland. The program \_\_\_\_\_.<sup>2</sup> Program funds provide personnel, equipment, and training.<sup>3</sup>

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

1. The beginning of the first sentence contains the Agency's Name and the Program Project Title.
2. 1-2 sentences describing the program's main function and who the program benefits/serves.
3. The last sentence summarizes the budget items proposed to be funded.

**I. NARRATIVE TAB INSTRUCTIONS**

Provide a description of the program timeline, and potential for information sharing. The contents for the narrative are explained below. The Narrative must be in a seven-section, outline-styled format (**retaining all numbering, lettering, and headers**). *Provide the described and required information.* Incomplete narratives may be returned for revision.

1. **Problem Statement:** 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?
2. **Project Description:** This section of the application should contain a general description of activities that justifies and describes the program to be implemented. The project description should include specific services that will be provided. What will be accomplished by this project? Detail the timeline for implementation for each budget line item.
3. **Goals, Objectives and Performance Measures:** Each application must include clearly defined goals, objectives, and performance measures.
  - **GOALS:** Provide a broad statement that conveys, in general terms, the program's intent to change, reduce, or eliminate the problem described. Goals identify the program's intended short and long-term results for the anticipated funding year(s).
  - **OBJECTIVES:** Explain how the program will accomplish the goals. Objectives are specific, quantifiable statements of the program's desired results, and should include the target level of achievement, thereby further defining goals and providing the means to measure program performance.
  - **PERFORMANCE MEASURES:** Quantitative ways to objectively measure the degree of success a program will have in achieving its stated objectives, goals, and planned program activities. *GOCCP reserves the right to add or delete performance measures to applications selected for funding.*
4. **Strategy and Timeline:** This section details any planning process that was undertaken in developing the plan of response. Further, it should provide an overview of the strategy to be employed and the timeline for implementing the strategy. Include linkages to other programs, organizations, and stakeholders that will be involved in or impacted by the grant program.

Applicants must submit a detailed timeline/work plan. This timeline/work plan must include:

- Key tasks that must be carried out to implement the program successfully
  - Person(s) responsible for seeing that each task is completed within the proposed timeline
  - Target dates for task completion
5. **Spending Plan:** Detail the timeline for the implementation of each budget line item (i.e., personnel costs will be expended evenly in each quarter; personnel costs cannot be

projected evenly in each quarter due to overtime variance, computer will be procured during the 2<sup>nd</sup> quarter).

- 6. Management Capabilities:** 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.

Present and Proposed Staff: List the names and provide a short professional biography of the project director, key consultants, financial officer, and other professional staff members. Clearly identify, by name and title, requested personnel. Indicate how all requested staff are currently funded (i.e., name grant fund or state that personnel are line items in the existing agency budget. If funded by more than one source, list percentages for each funding source). \* **Include the number of volunteers associated with this project during the life of the grant. Also include the number of full time staff paid with VOCA funding.**

- 7. Project Evaluation:** Applicants must submit an evaluation plan that describes how the applicant intends to maintain records of services provided, how services are provided, the number of clients served, and how the desired or intended changes and effects will be measured.
- 8. Sustainability:** 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 methods, techniques, and operational aspects of the project when the grant funds are concluded? Indicate planned future sources of funding or proposed jurisdictional planning efforts (If possible, include one copy of your Annual Report with your original application).

#### **LETTERS OF SUPPORT / COMMITMENT (optional)**

In an appendix to your application, submit letters of commitment by partners who participate in the execution of the project or whose cooperation or support is necessary to its success. Letters of support are optional. **Letters of commitment/support will only be accepted when they accompany the submitted hardcopies of the application.**

#### **J. BUDGET TAB INSTRUCTIONS**

##### ***BUDGET – GENERAL REQUIREMENTS***

You must complete a detailed budget for your proposed project. All 'Total Budget' fields will be rounded by the GMS to the nearest whole dollar. There is a 20% match requirement for this program.

Budgets must be clear and specific. Budgets must reflect one year of spending and where applicable, be adjusted to reflect start date, state furlough days, and holidays. The grant cycle will reflect twelve (12) months, October 1, 2015 to September 30, 2016.

Each budget line item must include a justification entry. The justification sections must contain brief statements (1 to 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. **Do not state "See Narrative, Goals, or Objectives".**

GOCCP is requiring prioritization of budget requests. This requirement is addressed following the Budget Tab Instructions under 'Budget Priority Tab.'

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

## MATCH:

### Calculating Match

Refer to the Grant Match Calculator located on the GOCCP website: [www.goccp.maryland.gov](http://www.goccp.maryland.gov) (select Grant and Programs, Grantee's Area, Grantee's Toolbox). Direct link to match calculator: <http://www.goccp.maryland.gov/grants/grantee-toolbox.php>.

The following provisions apply to match requirements:

- The sub-recipient may satisfy the match requirement with:
  - CASH (e.g., **funds contributed** from private sources or State and local governments such as a portion of someone's salary) and/or
  - IN-KIND services (e.g., services or goods **donated** by the applicant organization or other entities such as a volunteer or donated food).
- Funds from other Federal sources may not be used to meet the match requirement.
- Funds or in-kind resources used as match must be directly related to the project goals and objectives.
- Sub-recipients must maintain records which clearly show the source, the amount, and the timing of all matching contributions.
- Sources of match are restricted to the same requirements as funds allocated under the federal program and must be documented in the same manner as federal program funds, including financial and programmatic reports.

## 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. Refer to the bottom of page at <http://www.goccp.maryland.gov/grants/grantee-toolbox.php> for more information.** 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							
Original Budget Previous Budget Print Refr							
Help	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 Section XI, C., for a 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. 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	Just. Edit 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. 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.

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

*\*Construction projects are ineligible for funding under grant programs and expenses for construction may not be included.*

## **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.

Property Inventory Report Forms (PIRFs) will only be required for equipment that costs \$5,000 or more per unit cost.

## **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.

## **K. BUDGET PRIORITIZATION TAB**

After completing the Budget tab, click on the Budget Priority tab in the GMS. This tab will provide a list of all budget line items that the applicant has entered in the previous Budget tab. The Budget Priority tab allows the applicant to 'drag and drop' the budget line items in order of priority for funding, beginning with the most essential line item.

Priority	Description	Salary Type	Funding	Total Budget
1	Executive Director	Salary	Grant Funds	\$3,350.00
2	Program Director	Salary	Grant Funds	\$18,723.00
3	Program Director	Salary	Cash Match	\$3,775.00
4	Volunteer Supervisor - Lucretia Scott	Salary	Grant Funds	\$4,000.00
5	Volunteer Supervisor - Daniel McEachran	Salary	Cash Match	\$8,400.00
6	Volunteer Supervisor - Patti Ross	Salary	Grant Funds	\$2,908.00
7	Volunteer Supervisor - Karen Coleman	Salary	Grant Funds	\$2,234.00
8	Volunteer Supervisor - Anne Feehley	Salary	Cash Match	\$1,795.00

### L. 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, and are unacceptable for submission.

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.

### M. APPLICATION STATUS DROP DOWN 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		
<table border="1"> <tr> <td>Grant Application Menu</td> <td>PRINT REPORT</td> </tr> </table>							Grant Application Menu	PRINT REPORT	Pending --> Cancel Application --> Submit Application
Grant Application Menu	PRINT REPORT								

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'.

### N. 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. This could include: DUNS/SAM verification, letters of support, etc.

### O. 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.

**P. 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.

## XIX. 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/eo/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**

**XX. 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)

\_\_\_\_\_

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.

\_\_\_\_\_

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.

---

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**

# Non-Profit Reimbursement Request Form - VOCA

Non-Profit Agency Name: \_\_\_\_\_

If awarded, I would like to request...

A monthly reimbursement of funds for the VOCA Program

\*If checked, complete justification below.

Check box, if applicable

A quarterly reimbursement of funds for the VOCA Program

Check box, if applicable

The reason that our organization needs **monthly** reimbursement is as follows:

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Signed,

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Authorized Official

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Date

Name and phone number of person completing this form:

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Printed Name

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Phone Number

**\*IMPORTANT: Return this form with your application.**

GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION

POLICY: Victims of Crime Act – Victim Assistance Grant Program

**Request for Volunteer Waiver**

The Victims of Crime Act (VOCA) statute requires all eligible victim assistance programs to use volunteers in providing victim assistance services "unless and to the extent the chief executive determines that compelling reasons exist to waive this requirement." [42 U.S.C. 10603 (b) (1) (C)]. The OVC Guidelines define a "compelling reason" as "...a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort."

**I am requesting a waiver for the use of volunteers for my VOCA Project/Program**

YES  NO

If yes, see below:

Any applicant who is requesting a volunteer waiver must provide a detailed explanation for such request. The VOCA regulations provide that only compelling reasons are sufficient for volunteer waivers. Waivers may only be requested in the following situations:

1. In the case of statutory or contractual provisions that prohibits the use of volunteers. (Attach a copy of the applicable statute or contract.)
2. In the case of a lack of volunteers. If you list this as a reason for the waiver request, you must document the efforts made to recruit volunteers.