FY 2018 Edward J. Byrne Memorial Justice Assistance (BJAG) Grant

Notice of Funding Availability
Application Guidance Kit

Online Submission Deadline: August 20, 2018 3pm

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

Governor’s Office of Crime Control & 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
State Government Agencies; Local Government Agencies, Non-Profit, Non-Governmental Victim Services Programs including Faith-Based and Community Organizations; Institutes of higher learning; and State/local public and private entities are eligible to apply.

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/grants/programs/. Additionally, all applicants MUST provide proof that they have a valid federal DUNS number and be currently registered with www.SAM.gov. A screenshot from SAM.GOV reflecting this information is sufficient.
Getting Started

Thank you for applying for the Edward J. Byrne Memorial Justice Assistance Grant Program (BJAG) from the Governor's Office of Crime Control & Prevention (GOCCP). The primary purpose of BJAG is to prevent and reduce crime and violence. Programs funded under BJAG should align with one or more of GOCCP’s five objectives:

- Develop criminal justice strategies that are coordinated at the local, state, and federal level
- Improve victim services
- Reduce victimization and criminal behavior in Maryland’s children
- Maximize the public safety returns on Maryland’s corrections spending
- Increase the availability of data to support data-driven approaches to criminal justice in Maryland

If you need application assistance, please contact:

Tammy Lovill, Edward J. Byrne Memorial Justice Assistance Grant Program Manager  
410-697-9321  
Tammy.Lovill@maryland.gov

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

GOCCP’s success is measured by grantee success. It is critical that we hear from you, our customers. To share your ideas on how the GOCCP 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. General
The following entities in Maryland are eligible to submit applications for Edward J. Byrne Memorial Justice Assistance Grant (BJAG) funding:
- State government agencies
- Local government agencies
- Institutes of higher learning
- State/local public and private entities
- Non-profit, non-governmental victim services programs including faith-based and community organizations (see I[B] and I[C] below).

Only one application may be submitted per agency/organization.

B. Certification
Effective October, 1, 2017, the Department of Justice will only provide JAG grants to cities and states that comply with federal law, allowing federal immigration access to detention facilities and providing 48 hours notice before they release an illegal alien wanted by federal authorities. Any subaward to a local government or a public institution of higher education must submit a signed certification of compliance with 8 U.S.C. 1373, signed by the chief legal officer of the jurisdiction or institution that would receive the subaward. Non-profits do not need to submit this certification. Additional information regarding the certification forms may be found at https://ojp.gov/funding/Explore/SampleCertifications-8USC1373.htm. Additionally, the local government certification of compliance form is located at https://ojp.gov/funding/Explore/pdf/17JAGState_1373_Subcert_local.pdf and the public institution of higher education certification form is located at https://ojp.gov/funding/Explore/pdf/17JAGState_1373_Subcert_IHE.pdf.

C. Non-profit – 501(c)(3)
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) 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.

D. Faith-Based/Community Organizations
Faith-based organizations applying for BJAG funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, BJAG funding may not be used to fund any inherently religious activity, such as prayer or worship. Organizations may continue to engage in inherently religious activities; however, such activities may not coincide with activities funded by the grant—i.e., such religious activities must be separate (in time and place) from the grant funded activity. Further, any participation in religious activities by individuals receiving services provided under the grant must be voluntary.

GOCCP cannot support the continuation of past years’ projects funded by the BJAG program.

II. PROGRAM DESCRIPTION

A. Requiring Agency
Governor’s Office of Crime Control and Prevention (GOCCP)
B. Opportunity Title
Edward J. Byrne Memorial Justice Assistance Grant (BJAG)

C. Submission Date
August 20, 2018

D. Anticipated Period of Performance
October 1, 2018 to September 30, 2019

All funding is contingent upon the GOCCP receiving the specified grant funds from the Bureau of Justice Assistance. As of the posting of this Notice of Funding Availability, the Office of Justice Programs HAS NOT released FY 2018 allocations.

E. Funding Opportunity Description
The BJAG provides states, tribes, and local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution, indigent defense, courts, crime prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, technology improvement, and crime victim and witness initiatives. Grant funding has been used to improve sentencing and correction policies, reduce crime in communities, provide public safety, protect victims, remove guns from violent offenders, track DNA, train local law enforcement, and provide state-of-the-art technology to law enforcement.

GOCCP has overseen the administration of this grant for the State of Maryland for over ten years. GOCCP awards funds to support the coordinated efforts of local governments, state agencies, private entities, faith-based and community organizations, institutions of higher education, and non-profit organizations in achieving realistic goals and carrying out jurisdictional strategic plans that increase public safety and address the needs of Maryland’s communities.

This grant is managed by the Bureau of Justice Assistance (authorized under Public Law 109-162) and can be used to fund a wide variety of initiatives in the Federal Purpose Areas listed below:

- Law enforcement and task forces programs
- Prosecution and court programs
- Prevention and education programs
- Corrections and community corrections programs
- Drug treatment and drug court programs
- Planning, evaluation, and technology improvement programs
- Crime victim and witness programs (other than compensation programs)

Additionally, the GOCCP has identified the following State Priority Areas, listed below in order of their priority:

- Strategically developed, data-driven law enforcement programs that rely on strong partnerships and collaboration to leverage scarce resources and shared priorities.
- Evidence-based and data-driven programs designed to reduce gun violence, gang violence and other types of violent crime; identify, disrupt, and dismantle gangs and violent criminal networks including gun, drug, and human trafficking organizations; and support successful prosecutions of violent repeat offenders.
- Programs that improve Maryland’s sentencing and corrections policies according to the priorities of the JRA reinvestment plan by utilizing validated screeners, evidence-based practices and programming, strengthening alternative corrections options and diversion programs, and expanding treatment capacity within corrections.
- Programs that offer services and intervention strategies to address the heroin and
opioid crisis in Maryland to reduce mortality and justice involvement.

- Law enforcement technology programs that increase capacity and leverage existing resources, to include crime analysis, crime mapping and other analytical tools to fight crime.
- Prevention and early intervention programs that reduce youth involvement in the juvenile justice system, priority will be given to those programs that incorporate Adverse Childhood Experiences (ACEs) and/or the Two Gen Approach.
- Law enforcement programs that move agencies towards the use of the National Incident Based Reporting System (NIBRS) for data reporting prior to the federal deadline of 2021.
- Research efforts that provide data and/or analysis that support the areas above.

III. PROGRAM REQUIREMENTS

To qualify for funding under this grant, the proposed program must support at least one of the Federal Purpose Areas listed above. Within these broad areas, the program must also support at least one State Priority Area listed above.

Grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to GOCCP on a quarterly basis.

When developing your application, include outcome based performance measures that demonstrate how the proposed activity prevents and/or reduces crime and violence within a specified jurisdiction, region, community, etc. For example, we will reduce crime in X community by _____% as measured via ______. Before program implementation the crime rate was ____.

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 web 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 August 13, 2018. If you have previously applied through the web, use your same User ID and password.

If you have previously applied to the Governor's Office of Crime Control & Prevention, but do not have your User ID, or are having technical issues with the system, contact the Governor’s Office of Crime Control & Prevention Helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Tammy Lovill at 410-697-9321 or tammy.lovill@maryland.gov.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

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

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

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

VI. IMPORTANT DATES

- Deadline to Request a User ID: August 13, 2018
- Deadline to Submit an Online Application: August 20, 2018, 3:00 PM
- Award Documents/Denial Letters Emailed: September 2018
- Sub-award Start Date: October 1, 2018
- Sub-award End Date: September 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
- 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

BJAG is a competitive application process. GOCCP will conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability.

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under BJAG for FY 2019 will begin October 1, 2018 and end on September 30, 2019. Funds are paid on a reimbursable basis.

B. Unallowable Costs

The following services, activities, and costs cannot be supported with BJAG funding:
- Incentives
- Rent
- Vehicles
- Tasers
- Audit costs
- Property insurance;
- Printing
- Telephone/fax
- Food/beverage
- Construction
- Trinkets (e.g., hats, mugs, portfolios, t-shirts, coins, gift bags, etc., whether or not they include the conference name or Office of Justice Programs/Department of Justice logo) must not be purchased with Department of Justice funds as giveaways for conferences. Basic supplies that are necessary for use during the conference (e.g., folders, name tags) may be purchased.

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

C. Indirect Cost Rate
Indirect costs may be charged to a subaward only if:
- The sub-recipient has a current (unexpired) federally approved indirect cost rate; or
- The sub-recipient is eligible to use, and elects to use, the de minimis indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (unexpired) federally approved indirect cost rate must attach a copy of the indirect cost rate agreement to this application. An applicant that does not have a current federally approved rate has the option of electing to use the 10% de minimis indirect cost rate. An applicant that is eligible and chooses to use the de minimis rate should attach written documentation to the application that advises GOCCP of both (1) the applicant’s eligibility to use the de minimis rate and (2) its election to do so. If an eligible applicant elects the de minimis rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Please note that the de minimis rate may no longer be used once an approved federally negotiated indirect cost rate is in place. No entity that has ever had a federally approved negotiated indirect cost rate is eligible to use the de minimis rate.

Indirect is calculated on personnel, operating, travel, and other, up to $25,000 for each contract and sub-award and up to $25,000 in equipment.

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, read your Special Conditions and go to: http://www.goccp.maryland.gov/grants/general-conditions.php.
A. **Electronic Funds Transfer (EFT)**
GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:
http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.

B. **Match**
There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.

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

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.