

GOVERNOR'S OFFICE of CRIME CONTROL & PREVENTION

**The State Aid for Police Protection (SAPP) Fund Program
FY2018 Application Guidance Kit**



**Electronic Application Deadline:
Thursday, October 13, 2016 – by 3pm
Hard copy applications are no longer required**

**Funded through:
State of Maryland**

Governor's Office of Crime Control & Prevention
100 Community Place
Crownsville, Maryland 21032-2022
(410) 697-9338
www.goccp.maryland.gov

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

ELIGIBILITY

This is a continuation grant, intended for and to be used exclusively to provide adequate police protection in subdivisions and qualifying municipalities of Maryland. To qualify for grant funding through this program subdivisions/municipalities must: (1) be incorporated, (2) have annual expenditures for police protection in excess of \$5,000, (3) employ at least one qualified full-time officer as determined by the Executive Director, or (4) have expenditures for police protection as defined that exceed \$80,000 and employ at least two qualified part-time police officers.

GETTING STARTED

Thank you for applying for the **State Aid for Police Protection Fund** from the **Governor's Office of Crime Control & Prevention**. The primary purpose of this program is to provide police protection in the subdivisions and qualifying municipalities in this State.

If you need application assistance, please contact:

Angela Carpintieri, SAPP Program Manager
Phone #: 410-697-9297
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Sherry Baynes, Director of Financial Operations
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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 us at dlinfo_goccp@maryland.gov.

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, enhances public safety, reduce crime and juvenile delinquency, and serve victims.

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I. TRAINING / TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect the Governor's Office of Crime Control & Prevention's established guidelines and procedures, training is provided through training videos posted on the Governor's Office of Crime Control & Prevention 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. BACKGROUND

The State Aid for Police Protection program is a continuation grant intended for and to be used exclusively to provide adequate police protection in the subdivisions and municipalities of this State.

III. ELIGIBILITY

To qualify for grant funds through this program, subdivisions/municipalities must (1) be incorporated, (2) have annual expenditures for police protection in excess of \$5,000, (3) employ at least one qualified full-time officer as determined by the Executive Director, or (4) have expenditures for police protection as defined that exceed \$80,000 and employ at least two qualified part-time police officers.

IV. FUNDING GUIDELINES

The Governor's Office of Crime Control & Prevention is making funding available for local law enforcement agencies to provide adequate police protection in the subdivisions and municipalities of this State. Costs are shared between the State and its municipalities on an equitable basis, within certain limits related to population factors.

If the Maryland State Police encounters difficulty obtaining the necessary crime data on a timely basis from local jurisdictions that provide the data for inclusion in the Uniform Crime Report, the Maryland State Police shall notify the Governor's Office of Crime Control & Prevention. A portion, totaling at least 15% but no more than 50%, of that jurisdiction's State Aid for Police Protection grant funds shall be withheld upon receipt of notification from the Maryland State Police.

V. APPLICATION AND FORMS REQUIREMENTS

There are instruction videos available online to assist you with using the online system at the following web-link <http://www.goccp.maryland.gov/gms-training/>. If you have not used the new online system to submit an application, we encourage you to view the videos prior to entering any data into the system.

An electronic application and the required forms must be completed and submitted online (see form instructions below). We recommend that you use Firefox or Chrome internet web browser, rather than Internet Explorer. To access the online system, click on, or cut and paste, the following web-link into your internet web browser <https://grants.goccp.maryland.gov>.

Form Number 2 – Estimated Expenditures for Police Protection (Fiscal Year Ending June 30, 2017) and Form Number 3 – Municipal Sworn Officer Allocation (Fiscal year ending June 30, 2016) are due by Thursday, October 13, 2016. These forms must be uploaded into the online system under the "Documents" tab at an attachment to the application. Please note that hard copies are no longer required.

Form Number 1 – "Actual Expenditures for Police Protection (Fiscal Year Ending June 30, 2016) and an electronic copy of the Comprehensive Audited Financial Statements (CAFR) are due by January

25, 2017. The form and audited financial statement report must be uploaded into the online system under the "Documents" tab of the FY 2018 award. Please note that a hard copy is no longer required.

To access the online system, you must login to the system with an assigned User ID and Password. The information required to obtain a User ID and Password is located at <http://www.goccp.maryland.gov/grants/access-to-gms.php>. If you have questions related to accessing the system, please contact the GOCCP IT Department at support@goccp.freshdesk.com.

The following instructions are provided to guide you through entering the required text into the online system for this program.

A. PROJECT TITLE

In the project title field of the online system, type or copy and paste the following title: **State Aid for Police Protection.**

B. PROJECT SUMMARY

The project summary provides a concise summary of your proposal in 100 words or less. The Governor's Office of Crime Control & Prevention has provided the project summary below to make it as simple and consistent as possible. **In the summary field of the online system, type or copy and paste the following text as your project summary and insert your agency:**

The (your agency's name here) State Aid for Police Protection program provides added support for law enforcement. The State Aid for Police Protection Fund is an annual formula grant intended for and to be used exclusively to provide adequate police protection in the subdivisions and qualifying municipalities of Maryland. Costs are shared between the State and its municipalities on an equitable basis, within certain limits related to population factors.

C. PROGRAM NARRATIVE

The narrative data for this program is provided below. In the narrative section of the online system, copy and paste the following text (i.e. Article 41 – on pages 5-10).

Article - Public Safety 4-501.

- (a) In this subtitle the following words have the meanings indicated.
- (b) "Adjusted assessed valuation of real property" means the sum of:
 - (1) 100% of the assessed valuation of the operating real property of public utilities;
 - (2) 40% of the assessed valuation of all other real property for State purposes, as reported by the Department of Assessments and Taxation as of July 1 of the second fiscal year preceding the fiscal year for which the calculation of State aid is to be made; and
 - (3) 20% of new property assessed between July 1 and December 31 of the second preceding fiscal year.
- (c) "Aggregate expenditures for police protection" means the sum of expenditures for police protection of a county and of every qualifying municipality in the county.
- (d) "County" does not include Baltimore City.
- (e) "Executive Director" means the Executive Director of the Governor's Office of Crime Control and Prevention.
- (f) (1) "Expenditures for police protection" means expenses for the fiscal year immediately preceding the fiscal year for which the calculation of State aid under this subtitle is to be made for:
 - (i) salaries, wages, and other operating expenses for police protection;
 - (ii) capital outlays from current operating funds for police protection;

- (iii) debt service identifiable for police protection;
 - (iv) officers of a sheriff's office to the extent that the officers perform police protection functions; and
 - (v) traffic control, park police, and a share of the cost of a central alarm system proportionate to its police use.
- (2) "Expenditures for police protection" does not include expenses for collecting from or servicing parking meters or constructing or operating local correctional facilities.
- (g) "Fund" means the State Aid for Police Protection Fund.
- (h) (1) "Municipality" means an incorporated city or town.
- (2) "Municipality" does not include Baltimore City.
- (i) "Net taxable income" means the taxable income of individuals under Title 10 of the Tax – General Article, as certified by the Comptroller for the third completed calendar year preceding the fiscal year for which the calculation of State aid is to be made.
- (j) "Qualified police officer" means a police officer that the Executive Director determines to be qualified under § 4-504(d) of this subtitle.
- (k) "Qualifying municipality" means a municipality that:
- (1) (i) has expenditures for police protection that exceed \$5,000; and
 - (ii) employs at least one full-time qualified police officer; or
 - (2) (i) has expenditures for police protection that exceed \$80,000; and
 - (ii) employs at least two part-time qualified police officers from a county police department or county sheriff's department.
- (l) "Real property" means all property classified as real property under § 8-101(b) of the Tax – Property Article.
- (m) "Sworn officer" means:
- (1) a law enforcement officer certified by the Police Training Commission; or
 - (2) a full-time probationary employee of a local government who:
 - (i) is hired to attend a police training academy to become a certified law enforcement officer; and
 - (ii) is in training or is functioning as a law enforcement officer pending training.
- (n) "Wealth base" means the sum of the adjusted assessed valuation of real property and net taxable income.

4-502.

Nothing in this subtitle may be construed as requiring a county or qualifying municipality to spend more for police protection than the greater of:

- (1) the actual expenditures for police protection, not including capital expenditures; or
- (2) the sum of:
 - (i) the amount received in State aid under this subtitle; and
 - (ii) local funds equal to the percentage of local wealth used in calculating the State share in basic expenditures under § 4-506(b) of this subtitle.

4-503.

- (a) There is a State Aid for Police Protection Fund.
- (b) The Fund provides a continuing grant from the General Fund of the State that shall be used exclusively to provide adequate police protection in the counties and qualifying municipalities through the sharing of costs on an equitable basis within certain limits related to population factors.

4-504.

- (a) The Executive Director shall administer the Fund.
- (b) The Executive Director shall:
 - (1) certify to the Comptroller, counties, and qualifying municipalities the amount of payments under this subtitle to the counties and qualifying municipalities; and
 - (2) adopt regulations and require reports that are necessary to certify the amounts.
- (c) In administering the Fund, the Executive Director shall:
 - (1) make a continuing effort to establish standards of police protection adequate to the various local situations; and
 - (2) subject to § 2-1246 of the State Government Article, report periodically to the General Assembly on progress in establishing and meeting those standards, including the payment amounts certified under subsection (b) of this section and any other relevant fiscal information.
- (d) The Executive Director shall apply the minimum standards determined by the Police Training Commission under Title 3, Subtitle 2 of this article to determine whether police officers are qualified.
- (e) The Police Training Commission shall print and distribute to all municipalities its regulations that set forth the minimum standards for police qualifications.
- (f) (1) If a municipality fails to meet the minimum standards for police qualifications for 2 successive years, the Executive Director shall withhold from the municipality payments that would otherwise be payable the second year.
 - (2) (i) Any payment withheld for noncompliance is forfeited.
 - (ii) A municipality may not make a claim for the withheld payment.

4-505.

For population and density determinations under this subtitle:

- (1) population numbers for a county shall be those estimated by the Department of Health and Mental Hygiene, as of July 1 of each year; and
- (2) the percentage of population residing in municipalities shall be determined from time to time by the most recently published federal decennial census data.

4-506.

- (a) (1) Except as provided in paragraph (2) of this subsection and subject to § 4-507 of this subtitle and the limitations and requirements provided in this subtitle, each fiscal year the State shall pay to each county and each qualifying municipality, in the manner provided in this subtitle, an amount determined as provided in this section.
 - (2) Notwithstanding any other provision of this subtitle, for each of fiscal years 2015 and 2016, the total amount of the grants provided under this subtitle shall be \$67,277,067.
- (b) (1) If the aggregate expenditures for police protection in a county equal or exceed \$6.00 per person, the State shall pay to the county the amount by which \$6.00 per person exceeds 0.09% of the wealth base of the county.
 - (2) If the aggregate expenditures for police protection in a county are less than \$6.00 per person, the State shall pay to the county the amount by which aggregate expenditures for police protection exceed the amount obtained by multiplying 0.09% of the wealth base of the county times a fraction:
 - (i) the numerator of which is the aggregate expenditures for police protection; and
 - (ii) the denominator of which is \$6.00 per person.
- (c) (1) Except as otherwise provided in this subsection, in addition to the amount, if any, payable under subsection (b) of this section, the State shall pay to each county 25% of the amount by which aggregate expenditures for police protection in the county exceed \$6.00 per person.

(2) For a county with a population density of less than 100 per square mile and in which less than 30% of the total population resides in a municipality, the State shall make no payment under this subsection.

(3) For a county with a population density of at least 100 but less than 500 per square mile, and for a county with a population density of less than 100 per square mile and in which at least 30% of the total population resides in a municipality, payment under this subsection may not exceed \$3.50 per person.

(4) For a county with a population density of at least 500 but less than 900 per square mile, payment under this subsection may not exceed \$7.50 per person.

(5) For a county with a population density of at least 900 but less than 1,100 per square mile, payment under this subsection may not exceed \$8.00 per person.

(6) For a county with a population density of at least 1,100 but less than 1,300 per square mile, payment under this subsection may not exceed \$9.25 per person.

(7) For a county with a population density of at least 1,300 but less than 8,000 per square mile, payment under this subsection shall be:

(i) 25% of the amount by which aggregate expenditures for police protection in the county exceed \$6.00 per person but do not exceed \$36.00 per person; and

(ii) 50% of the amount by which aggregate expenditures for police protection in the county exceed \$36.00 per person but do not exceed \$45.50 per person.

(8) For a county with a population density of at least 8,000 per square mile, payment under this subsection shall be:

(i) 25% of the amount by which aggregate expenditures for police protection in the county exceed \$6.00 per person but do not exceed \$36.00 per person; and

(ii) 50% of the amount by which aggregate expenditures for police protection in the county exceed \$36.00 per person but do not exceed \$101.50 per person.

(d) (1) The State shall pay to each county the amount by which \$2.50 per person exceeds the total payments determined under subsections (b) and (c) of this section.

(2) A county for which the population estimate is less than the population estimated for the first year of the grant may not receive in any year a smaller amount of State aid for police protection than it received in any previous year if it has not reduced the level of expenditures for police protection which entitled it to the amount of the previous year's grant.

(e) In addition to the payments made under subsections (b), (c), and (d) of this section, the State shall pay to each county with a population density of less than 500 per square mile, \$2.00 per person.

(f) (1) In addition to the payments made under subsections (b) through (e) of this section, the State shall pay:

(i) to each county, \$2.50 per person, subject to paragraph (2) of this subsection;

(ii) to Baltimore City, \$0.50 per person; and

(iii) to each county that borders the District of Columbia, in addition to the amount required under item (i) of this paragraph, \$0.50 per person living in the county within 1 mile of the border between the State and the District of Columbia.

(2) The State shall allocate the supplemental grant on a per person basis among the county and the qualifying municipalities in that county and distribute the resulting allocation to each county and qualifying municipality.

(g) Each fiscal year, the State shall pay to each county an additional grant equal to the greater of:

(1) 10% of the total of the payments determined under subsections (b) through (e) of this section; or

(2) an amount not to exceed \$1 per person.

(h) The State shall pay each county the amount by which the grant paid to the county in fiscal year 1984 exceeds the total payments determined under subsections (b) through (g) of this section.

(i) Each fiscal year, the State shall pay to each qualifying municipality, in addition to the payments made under subsections (b) through (h) of this section, \$1,950 for each sworn officer actually employed on a full-time basis by the qualifying municipality, as determined by the Executive Director.

(j) The payment made to each county under subsections (b), (c), (d), (e), (g), and (h) of this section shall be allocated to each county and qualifying municipality by multiplying the total payment by a fraction:

(1) the numerator of which equals the expenditures for police protection of the county or the qualifying municipality; and

(2) the denominator of which equals the aggregate expenditures for police protection.

4-507.

(a) (1) In this section the following words have the meanings indicated.

(2) "Crime assessment" means an amount obtained for each county or Baltimore City by multiplying the percent of total Part I crimes in the State that were committed in the county or Baltimore City by 10% of the costs for the crime laboratory of the State Police as provided in the State budget for the fiscal year of the assessment.

(3) "Part I crimes" means the crimes reported by the State Police as Part I crimes in the annual uniform crime report for the second completed calendar year preceding the fiscal year of the crime assessment.

(4) "Wealth assessment" means an amount obtained for each county or Baltimore City by multiplying the percent of the total wealth base of the State that is attributable to the wealth base of the county or Baltimore City by 20% of the costs for the crime laboratory of the State Police as provided in the State budget for the fiscal year of the assessment.

(b) For each fiscal year, the amount determined under § 4-506 of this subtitle for each county or Baltimore City shall be reduced by the sum of the crime assessment and the wealth assessment for the county or Baltimore City.

4-508.

The State Treasurer shall make the payments required under this subtitle to each county and qualifying municipality:

(1) on warrants of the Comptroller;

(2) at the end of each quarter of each fiscal year; and

(3) in approximately equal amounts for each quarter to the appropriate county or qualifying municipality.

4-509.

(a) If the Executive Director finds that a county is not complying with § 4-502 of this subtitle, the Executive Director shall notify the county or qualifying municipality of the noncompliance.

(b) If a county or qualifying municipality disputes the finding in the notice issued under subsection (a) of this section within 30 days of the issuance of the notice, the dispute shall be promptly referred to the Secretary of Budget and Management, who shall make a final determination.

(c) On receipt of certification of noncompliance by the Executive Director or the Secretary of Budget and Management, the Comptroller shall suspend, until notification of compliance is received, payment of any funds due the county or qualifying municipality for the current fiscal

year, under § 4–506 of this subtitle, to the extent that the State’s aid due the county or qualifying municipality in the current fiscal year under § 4–506 of this subtitle exceeds the amount that the county or qualifying municipality received in the prior fiscal year.

VI. APPLICATION SUBMISSION PROCESS

A. ELECTRONIC SUBMISSION

Follow the instructions provided in Section V on pages four (4) through ten (10). The online submissions are due by 3pm on Thursday, October 13, 2016.

B. BUDGET SECTION

Please leave this section blank. Budget allocations are based on a calculation; therefore, this section will be completed internally by the Governor’s Office of Crime Control & Prevention staff.

C. HARDCOPY APPLICATION

Hard copies of the application and forms are no longer required.

D. SIGNATURE PAGES

The Certified Assurances and Anti-Lobbying/Drug Free Workplace and the required State Aid for Police Protection Forms must be signed in [blue ink](#) by the appropriate agency authorized official. In order for an alternate signatory to be valid, The Governor’s Office of Crime Control & Prevention must receive a written signed notification from the applying agency’s Authorized Official (on agency letterhead) stating that an alternate signatory has been designated. **Once the aforementioned are signed forms, please uploaded into the online system under the “Documents” tab.**

VII. LENGTH OF AWARDS

This grant application is for a one-year period that starts July 1, 2017 and ends June 30, 2018.

VIII. 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, 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 Governor's Office of Crime Control & Prevention'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

IX. 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

Fiscal Year 2018
State Aid for Police Protection (SAPP)
"Frequently Asked Questions"

Question: How do I access the NOFA?

Answer: The NOFA to can be download after your log into the online system at <https://grants.goccp.maryland.gov>.

Question: Do I need to submit an application online?

Answer: Yes. To access the online system, you must login to the system with an assigned User ID and Password. The information required to obtain a User ID and Password is located at <http://goccp.maryland.gov/grants/requesting-access/> . If you have questions related to your user ID and password or accessing the system, please contact the GOCCP IT Department at support@goccp.freshdesk.com.

Question: What should I select as the Program Funding Year?

Answer: Select "Only" for the funding year.

Question: What is the project title?

Answer: State Aid for Police Protection

Question: What do I enter for the project summary?

Answer: The project summary is located in the NOFA under Section 4B on page 5 and has been written for you. Simply download the NOFA, copy and paste the project summary into the online system and insert you agency name in the first sentence of the summary. Do not change the language written within the summary or add any additional information into the summary.

Question: Where do I find the narrative data?

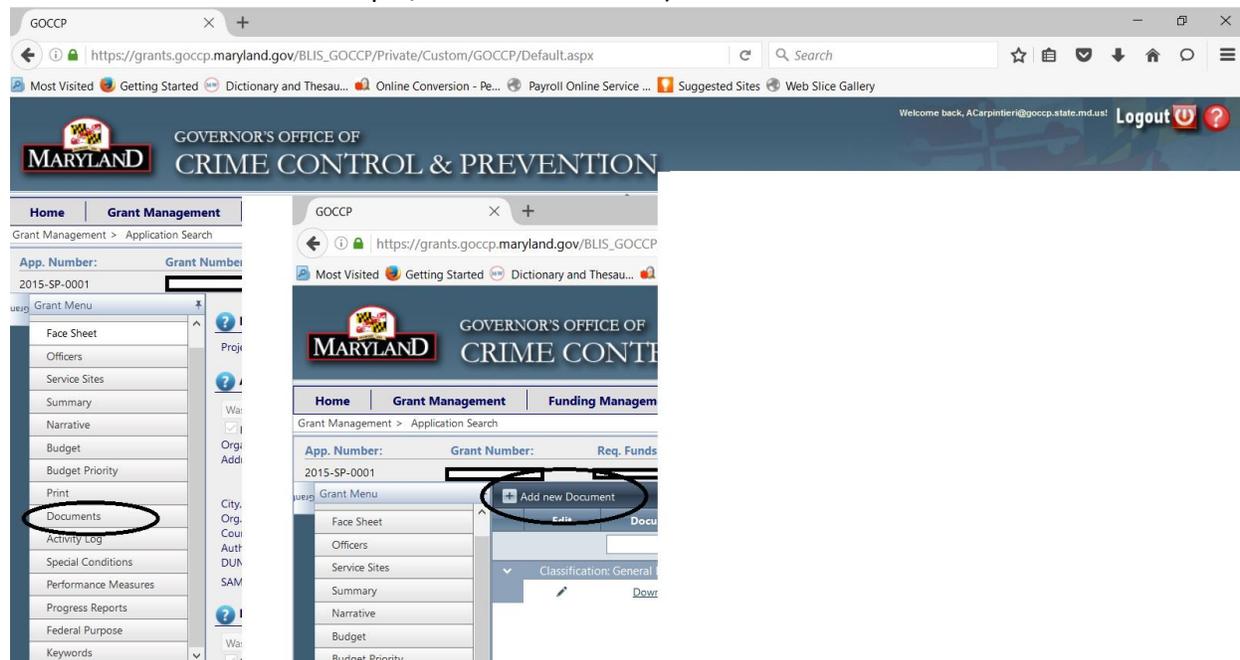
Answer: The project narrative is located in the NOFA under Section 4C on pages 5-10. Download the NOFA to your computer to copy the entire narrative and paste the data into the narrative section of the online system.

Question: How do I access Forms 1, 2, and 3?

Answer: The "**SAPP FY2018 Forms Workbook**" is an Excel spreadsheet that was emailed as an attachment to the Project Director and Fiscal Officer listed on the current State Aid For Police Protection award.

Question: Do I submit forms 2&3 online?

Answer: Yes. The completed forms must be signed by the appropriate Authorized Official. Thereafter, you must upload them into the online system under the “Documents” tab located on the left hand side of the application screen (click on the Documents tab and click on add a new Document - - see example/screenshots below).



Question: When is Form 1 due?

Answer: Form 1 is not due until January 25, 2018. The forms must be uploaded into the online system under the documents tab of the FY 2018 award by the aforementioned due date.

Question: Do I enter the budget data into the online system?

Answer: No. Please leave the budget section blank. The budget allocations are based on a formula and will be entered by GOCCP staff at a later date.

Question: Is quarterly programmatic and financial reporting required?

Answer: No programmatic reports are required for the SAPP program, and the funding distribution is handled by GOCCP fiscal staff. No quarterly online submissions are required.