Best Practices for Grant Applications and Data-Driven Decisions

October 21, 2019
College Park, MD
Goals

● Provide tools for applicants to complete an initial grant application

● Review best practices to meet benchmarks and grant requirements

● Highlight risk management practices
About the Governor’s Office of Crime Control and Prevention

- Coordinating Office of the Governor
- Plan, promote, and fund efforts to advance public safety
- Advise on criminal justice strategies
About the Governor’s Office of Crime Control and Prevention

- Fund Prevention, Law Enforcement, Victim Services efforts
- Enhance public safety - reduce crime and juvenile delinquency
- Serve victims of crime
- Improve child well-being
State Administering Agency (SAA)

State & Federal Assistance grants
(U.S. Department of Justice & Health and Human Services)

- 45 Sources
- $175 million
- 800 Awards
- 200 subrecipients

Strategies: Enforcement, Victim Services & Prevention

Community Partnership Agreement (Local Management Board-LMB)

https://grants.maryland.gov/
Electronic Grants Management System (GMS)
Community Engagement

Law Enforcement Courts, Corrections
MD Crime Intelligence Network (MCIN), Law Enforcement Assisted Diversion (LEAD)

Core Service Providers
Anti-gang, human and drug trafficking, justice reinvestment efforts (reentry)

Workgroups & Councils
Service providers: early intervention, diversion, child abuse prevention, comprehensive domestic violence, sexual assault/family family, rape crisis center, victim resource center, housing, reentry, school and law enforcement partnership (Handle with Care)

Governor’s Cabinet & Children’s Cabinet
State Advisory Group (SAG)- juvenile delinquency, Local Management Boards (LMB), Justice Reinvestment Board, MD State Board of Victim Services
Helpful Hints

● Communicate with Grant Managers & Fiscal Specialists
  ➔ Grant Adjustments (Program Scope & Budget)
  ➔ Training / Technical Assistance Requests
Helpful Hints

● Connect with Subject Matter Experts (SME)
  ➔ Policy and Research
  ➔ Data Collection/Evaluation
  ➔ Governor’s Office of Children & Local Management Board (LMB) Community Partnership Agreements
Grant Application Life Cycle

01 Solicitation Posted
02 Application Review
03 Award Notification
04 Post-Award Notification
05 Grant Closeout
Notice of Funding Availability (NOFA) Phase

- Concept Development (Begins in Jan./NOFA)
- Program Design (Fall/Winter)
- Stakeholder Engagement - Community Readiness (Fall/Strategic Plan)
- Budget Development (Spring/Summer)
## Find GOCCP Funding

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
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<tbody>
<tr>
<td>BJAG</td>
<td>Byrne Justice Assistance Grant Formula Grant</td>
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<tr>
<td>CJAC</td>
<td>Children’s Justice Act Committee</td>
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<tr>
<td>CFSI</td>
<td>Coverdell Forensic Science Improvement</td>
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<td>JJAC</td>
<td>Juvenile Justice Delinquency Prevention</td>
</tr>
<tr>
<td>MVOC</td>
<td>Maryland Victims of Crime Fund</td>
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<tr>
<td>VOCA</td>
<td>Victims of Crime Act</td>
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<tr>
<td>LETS</td>
<td>Law Enforcement Training Scholarship</td>
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<tr>
<td>ICAC</td>
<td>Internet Crime Against Children</td>
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<tr>
<td>MCIN</td>
<td>MD Criminal Intelligence Network</td>
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<tr>
<td>BARM</td>
<td>Body Armor Program for Local Law Enforcement</td>
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<tr>
<td>GVRG</td>
<td>Gun Violence Reduction Grant</td>
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<tr>
<td>SOCM</td>
<td>Sex Offender Compliance &amp; Enforcement in Maryland</td>
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<td>VAWA</td>
<td>STOP Violence Against Women Formula Grant Program</td>
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Prepare/Submit Proposal

Grant Information
- Grant Programs
- Tips and Guidance
- Peer Reviewers

Grant Management System (GMS)
- Request GMS Access
- Changing Authorized Official
- Help Documents
- Help Videos

Grants

Log in to the Grant Management System (GMS)

Grant Management System (GMS) home page
All applications, reporting on awarded grants, and grant adjustment requests must be submitted online.

⚠️ For best performance, we recommend using Mozilla Firefox or Google Chrome as your web browser.

Need help using the GMS?
We have a series of walkthrough videos and documents to assist you.
Application Package - Submitted via GMS

PROGRAM NARRATIVE

- Problem Statement
- Program Goals
- Proposed Strategy
- Logic Model
- Management Capability
- Sustainability
- Timeline
- Letters of Support and Memorandum (MOU)
- Spending Plan
Application Package Submitted via GMS

BUDGET NARRATIVE

Personnel

Operating Expenses

Travel

Contractual Services

Equipment

Other
## Administrative Package

- **DUNS #/Sam.gov registration**
- **Employment Identification Number (EIN)**
- **Authorized Official**
- **Project Director**
- **Fiscal Officer**
- **Signed Certified Assurances /Review Application Checklist**
- **Standard Operating Procedures: Personnel, Budget, Procurement**
Application Evaluation

Peer Reviews

Subject Matter Experts (SME)

Funding Restrictions

Crime Rate: data analysis, arrest, court ...

Jurisdictional Needs/Strategic Plan

Reviewer Feedback

Performance History

Pre-Award to Post-Award Monitoring / Risk Assessments
Monitoring and Closeout

- Progress/Fiscal Reports
- Designation of Risk Levels
- Monitoring Site Visit
- Grant Audit
- Performance Measures/Final year-end reports
- Policies/Procedures
Common Mistakes
Pre-Award Application Submission

• Failure to thoroughly review Notice of Funding Availability (NOFA) and application instructions

• Outdated statistical information

• Incomplete program narrative

• Budget line items with insufficient justification, or that do not align with the program narrative
Common Mistakes
Post-Award Monitoring

• Submitted Grants Adjustment Notices (GAN) by unauthorized personnel (Must be submitted by the Project Director and Fiscal Officer only)

• Submission of the incorrect type of GAN - general vs budget

• Spending or allocating funds outside of the approved budget line items/project scope

• Noncompliance with General and Special Conditions (special reporting, time and effort requirements, etc.)
Open NOFA - Example LETS

**NOFA Title:** Law Enforcement Training Scholarship (LETS) Funds

**Eligibility:** Local/State Law Enforcement

**Purpose:** Law Enforcement Training Scholarship

**Limit:** $5,000

**Allowable Costs:** Non-degree-related courses, travel, lodging, fees and materials. Train-the-trainer models for group activities.

**Deadline:** Rolling basis
NOFA Title: Police Recruitment and Retention (PRAR) Funds

Eligibility: Local Law Enforcement (LLE)

Purpose: To provide funding to LLE to recruit/retain qualified sworn police officers (PRAR - Police Recruitment and Retention)

Available Funds: $3 million

Allowable Costs: New hire(7/1/19), bonus, tuition reimbursement

Deadline: October 11, 2019, 3 pm
Grants 101 Resources

General Grant Writing Tips
https://ojp.gov/grants101/
https://ojp.gov/grants101/developbudget.htm

Interactive Training Modules
https://cfo.gov/grants/training/

Grant Data Governance
https://strategy.data.gov/practices/
https://datausa.io/profile/geo/maryland/

Best Practices and Model Programs
https://www.crimesolutions.gov/

Department of Justice Financial Guide
http://ojp.gov/financialguide/DOJ/index.htm
Grants 101 Resources

e-Code of Federal Regulations
https://gov.ecfr.io

Equal Employment Opportunity Plans and Annual Certification Reporting
https://ojp.gov/about/ocr/eeop.htm

Governor’s Office of Crime Control and Prevention Tips
http://goccp.maryland.gov/grants/tips-and-guidance/
Governor’s Office of Crime Control and Prevention Program Details
http://goccp.maryland.gov/grants/programs/
Governor’s Office of Crime Control and Prevention Help Videos
http://goccp.maryland.gov/grants/gms-help-videos/
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