



Maryland

GOVERNOR'S OFFICE
OF CRIME CONTROL
AND PREVENTION

Best Practices for Grant Applications and Data-Driven Decisions

October 21, 2019
College Park, MD



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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

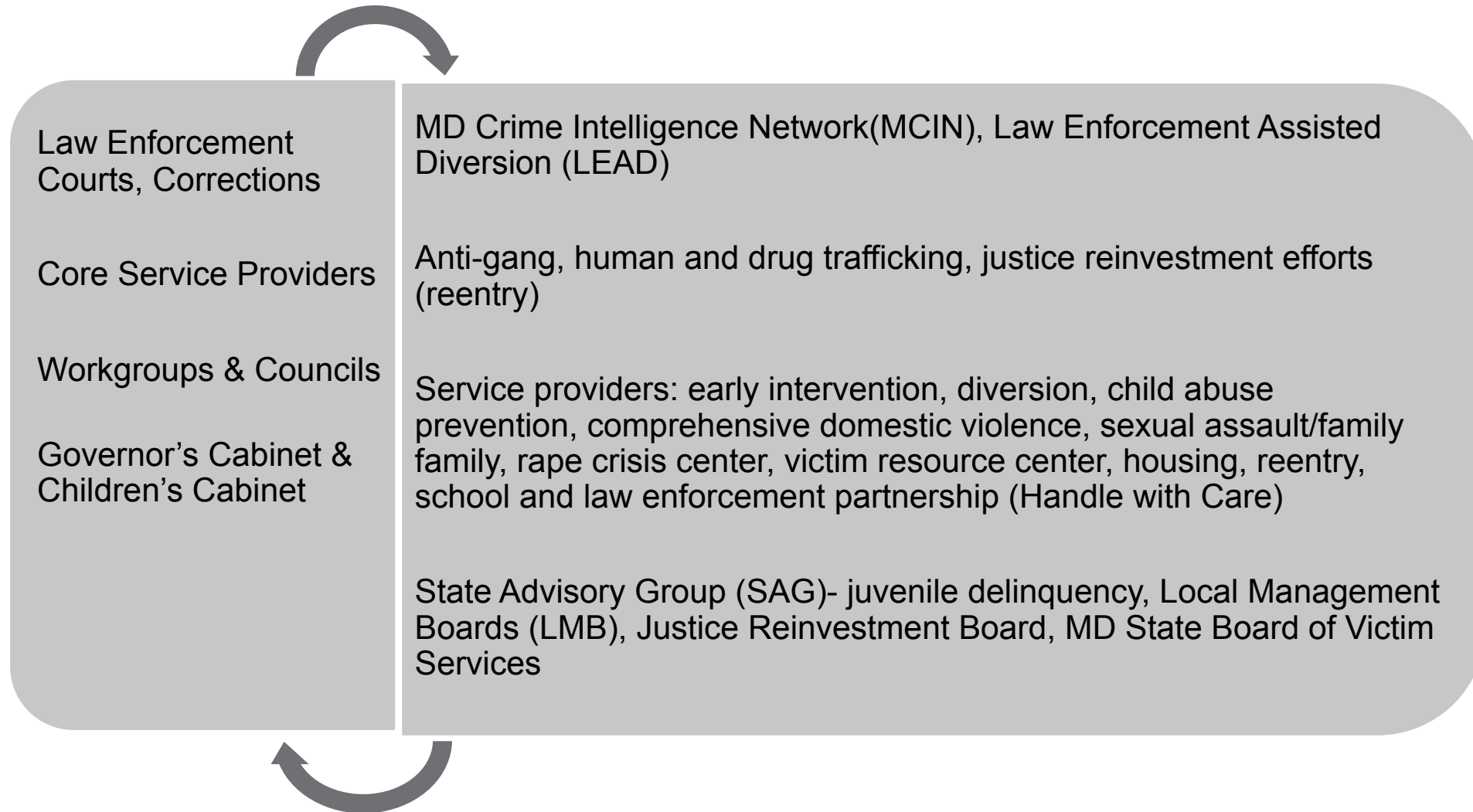
<https://grants.maryland.gov/>
Electronic Grants Management System (GMS)

● Formula-based, Discretionary Competitive Grants

● Strategies: Enforcement, Victim Services & Prevention
Community Partnership Agreement (Local Management Board-LMB)



Community Engagement



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Helpful Hints

- Communicate with Grant Managers & Fiscal Specialists
 - Grant Adjustments (Program Scope & Budget)
 - Training / Technical Assistance Requests

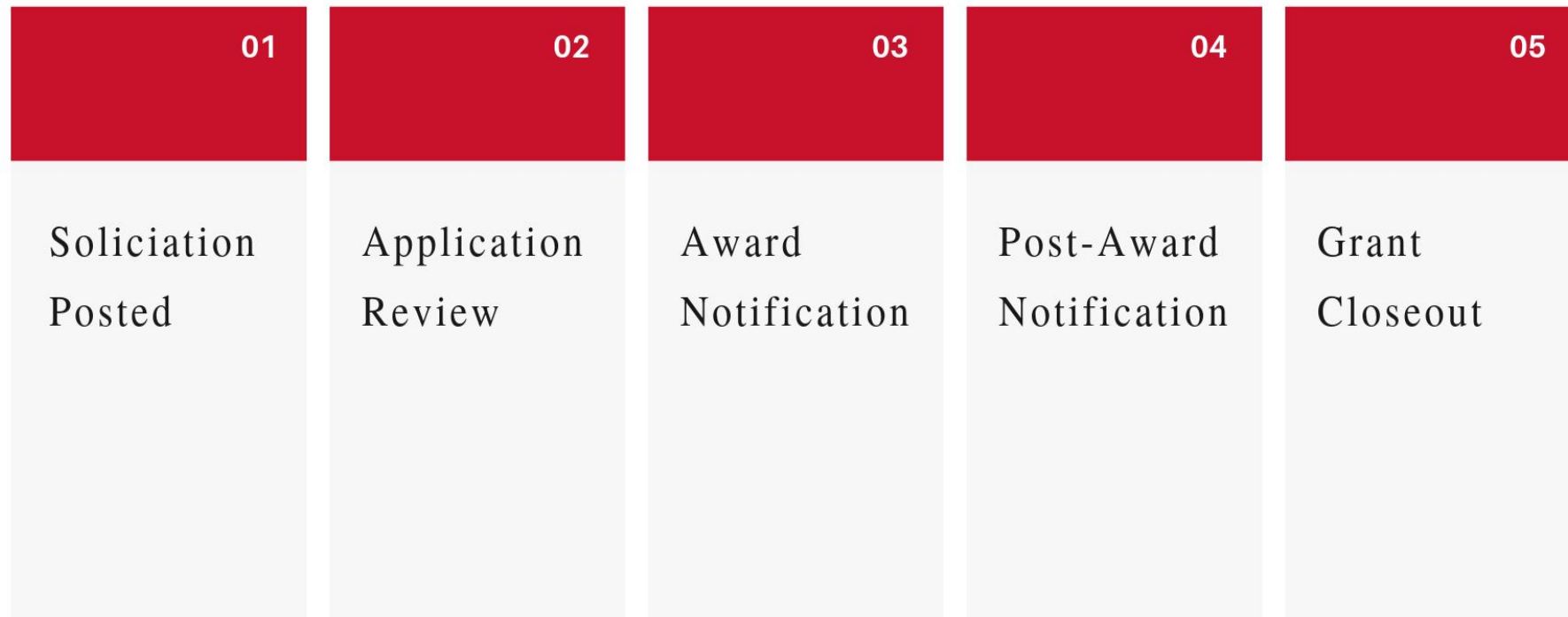


Helpful Hints

- Connect with Subject Matter Experts (SME)
 - Policy and Research
 - Data Collection/Evaluation
 - Governor's Office of Children & Local Management Board (LMB) Community Partnership Agreements

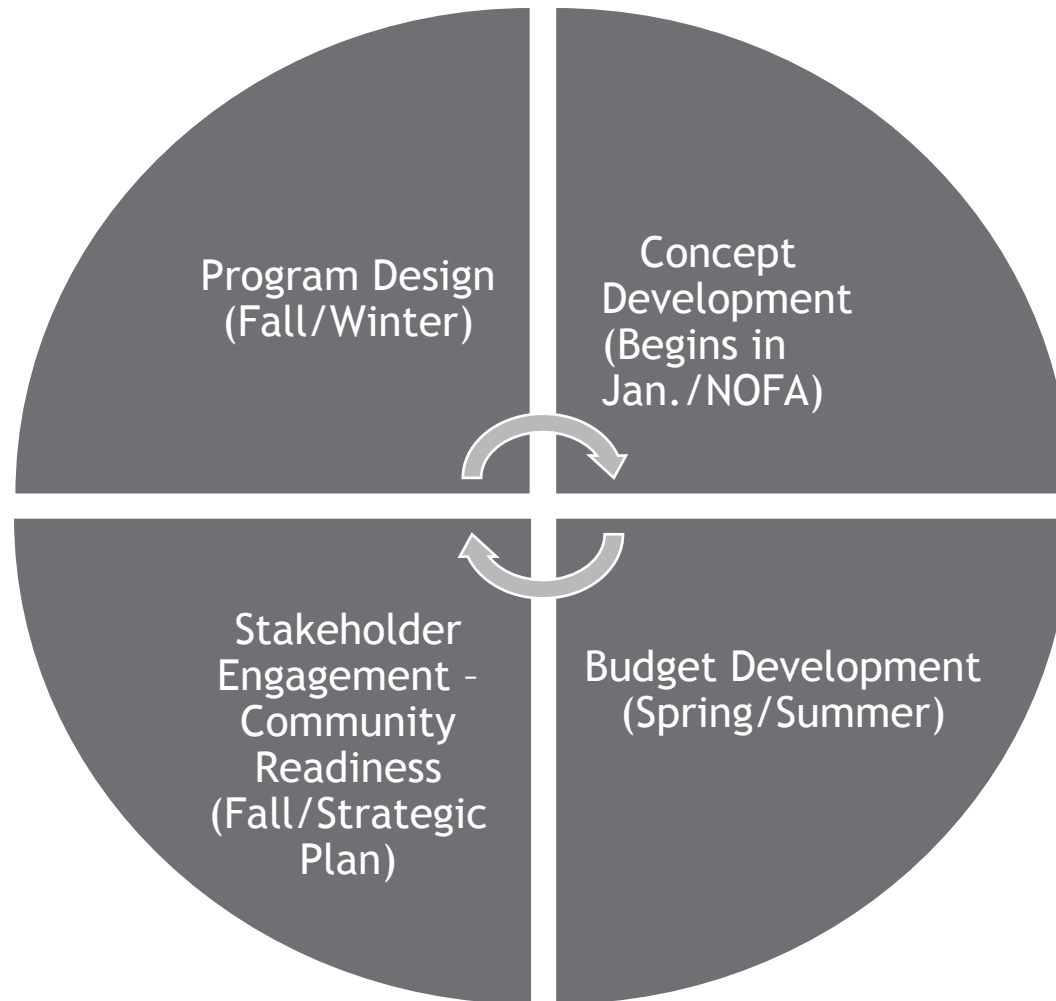


Grant Application Life Cycle



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Notice of Funding Availability (NOFA) Phase



Find GOCCP Funding

BJAG - Byrne Justice Assistance Grant Formula Grant

CJAC - Children's Justice Act Committee

CFSI - Coverdell Forensic Science Improvement

JJAC - Juvenile Justice Delinquency Prevention

MVOC - Maryland Victims of Crime Fund

VOCA - Victims of Crime Act

LETS - Law Enforcement Training Scholarship

ICAC - Internet Crime Against Children

MCIN - MD Criminal Intelligence Network

BARM - Body Armor Program for Local Law Enforcement

GVRG - Gun Violence Reduction Grant

SOCM - Sex Offender Compliance & Enforcement in Maryland

VAWA - STOP Violence Against Women Formula Grant Program



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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.



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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



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Application Package Submitted via GMS

BUDGET
NARRATIVE

Personnel

*Operating
Expenses*

Travel

*Contractual
Services*

Equipment

Other



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Administrative Package

DUNS #/Sam.gov registration

Employment Identification Number (EIN)

Authorized Official

Project Director

Fiscal Officer

Signed Certified Assurances /Review Application Checklist

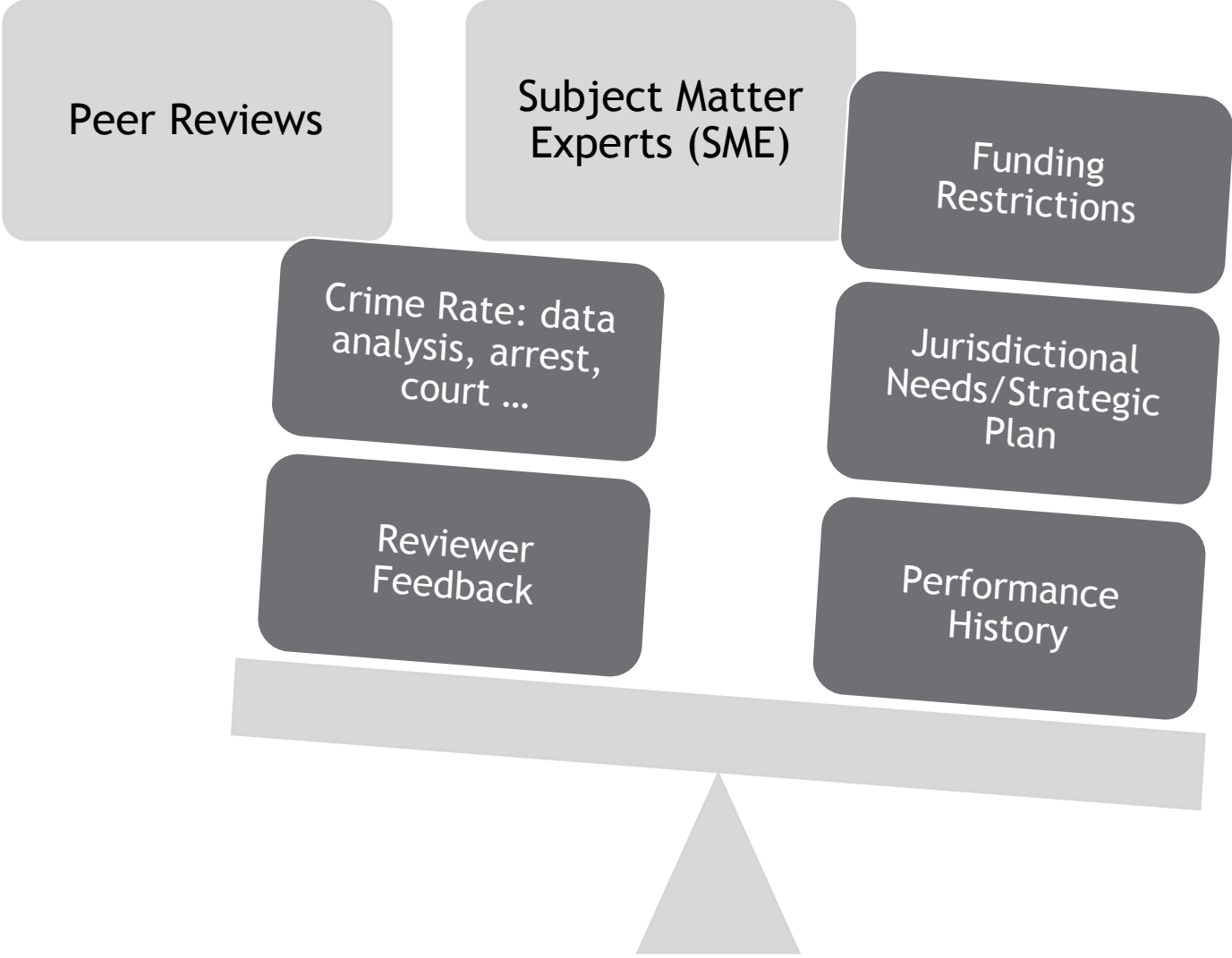
<http://goccp.maryland.gov/grants/gms-help-videos/>

Standard Operating Procedures: Personnel, Budget, Procurement



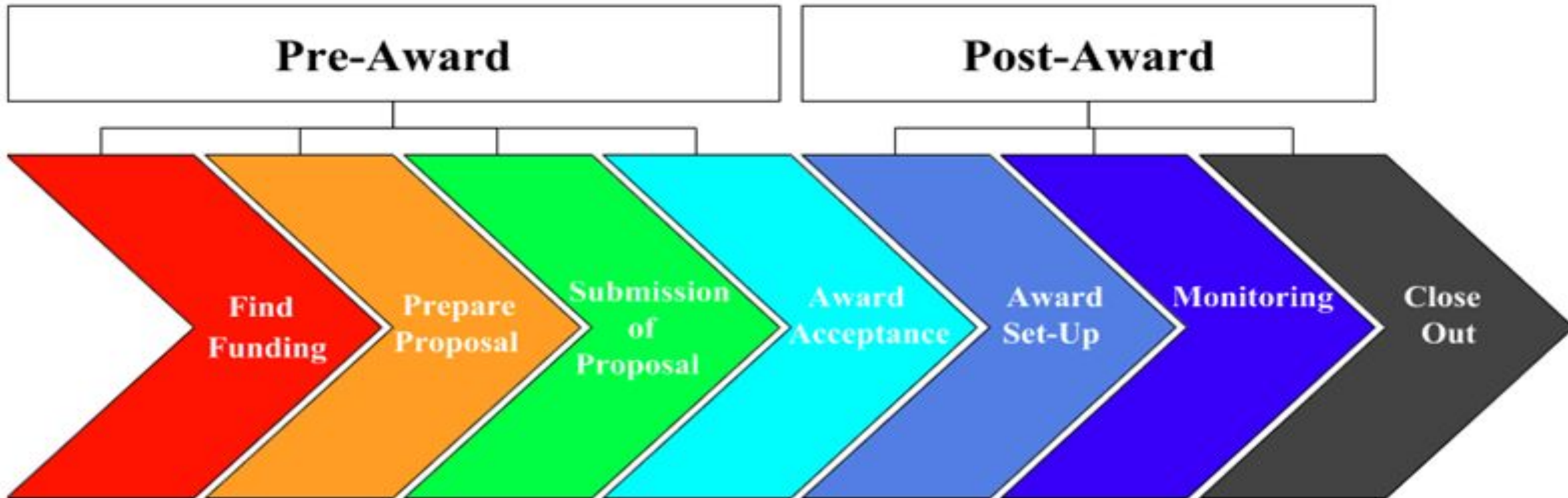
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Application Evaluation



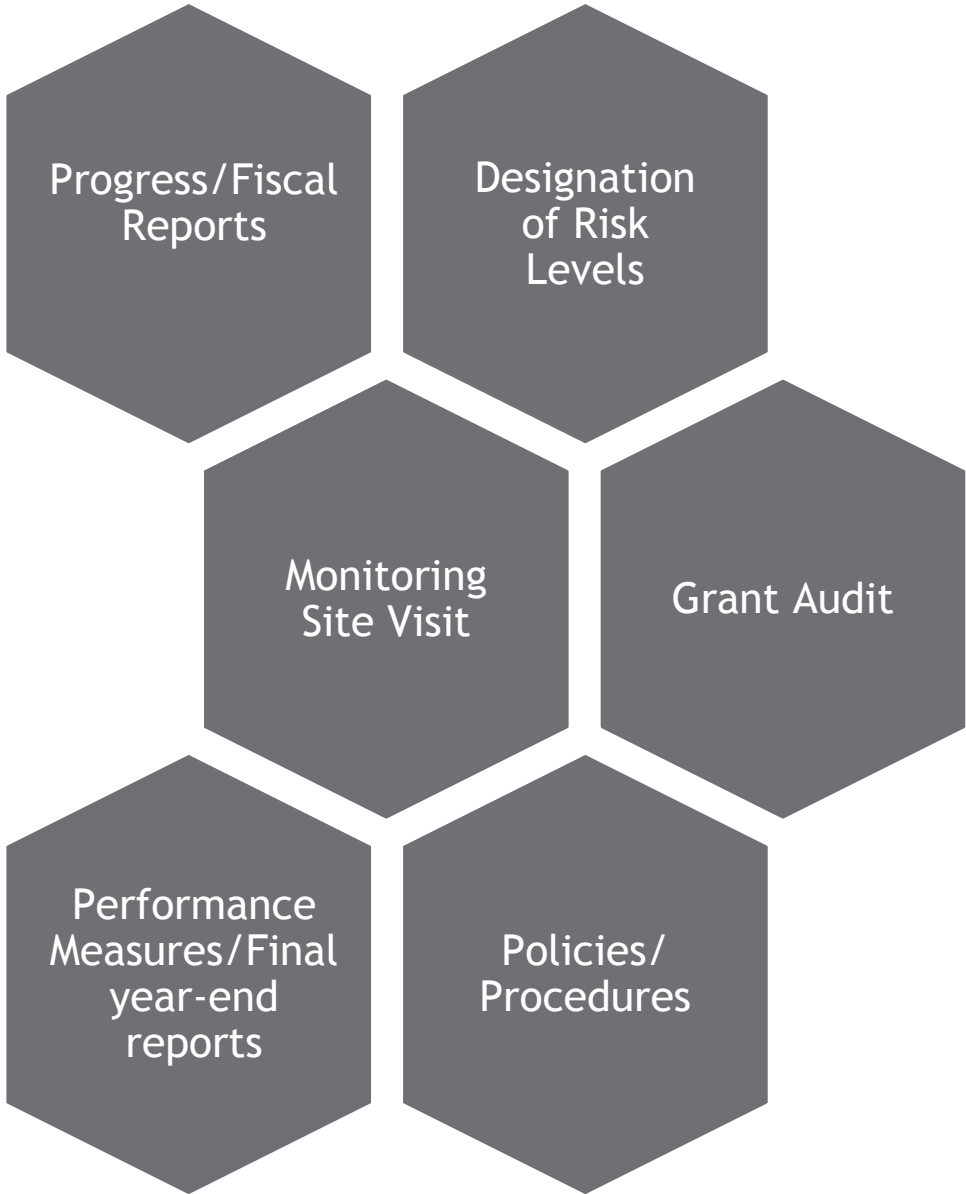
Pre-Award to Post-Award Monitoring / Risk Assessments





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Monitoring and Closeout



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



Open NOFA - Example PRAR

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/>

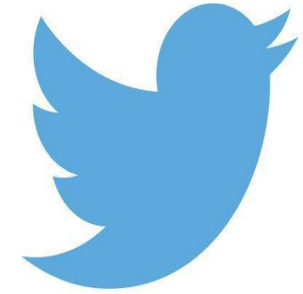


Connect with Us



<http://goccp.maryland.gov/>

<https://goc.maryland.gov/>



@MarylandGOCCP
on Facebook and Twitter

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