

GOVERNOR'S OFFICE of
CRIME CONTROL & PREVENTION

The Edward J. Byrne Memorial Justice Assistance Grant (BJAG)
NOFA

Application Guidance Kit

Federal Fiscal Year (FFY) 2007 Funds



Issued: March 14, 2007

Submission Deadline: April 17, 2007

Governor's Office of Crime Control & Prevention
300 East Joppa Road, Suite 1105
Baltimore, MD 21286-3016
Telephone: (410) 821-2828
E-mail: Info@goccp-state-md.org

Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor
Kristen Mahoney, GOCCP Executive Director

ELIGIBILITY

Grant funds requested through this application are limited to the following BJAG Program Federal Purpose Areas (FPA).

- ◆ Law enforcement programs
- ◆ Prosecution and court programs
- ◆ Prevention and education programs
- ◆ Corrections and community corrections programs
- ◆ Drug treatment programs
- ◆ Planning, evaluation, and technology improvement programs

View these FPAs at <http://www.ojp.usdoj.gov/BJA/grant/jag.html>.

NOTE: In general, programs previously allowable under the former Byrne and Local Law Enforcement Block grant programs will continue to be allowable under BJAG.

IMPORTANT NOTE ON FFY07 FUNDS

Due to the level of funding under the FFY07 Congressional appropriation for BJAG, GOCCP will not favorably consider requests that constitute a significant percentage of the available funds.

Thank you for applying for the Edward J. Byrne Memorial Justice Assistance Grant (BJAG) from the Governor's Office of Crime Control & Prevention (GOCCP). We are seeking grantees that fit the BJAG Program Strategy and the core values and priority areas of GOCCP. We are looking for collaboration, best practices, and resources effectively built in to applications that address violent crime, state of the art technology, and community-oriented programs.

I hope our office becomes a more valuable resource for your organization as we strive to deliver our services in a customer friendly fashion. If you need application assistance, please contact Criminal Justice Division Chief Gregory V. Joy at 410-821-2851 or, for Special Allocations, Criminal Justice Program Manager Debra Arnold at 410-821-2847.

GOCCP Success is measured by Grantee Success. It is critical that we hear from our customers. To share your ideas of how GOCCP can serve you better, email us at info@goccp-state-md.org.

Sincerely,

Kristen Mahoney
Executive Director
Governor's Office of Crime Control & Prevention

Governor's Office of Crime Control & Prevention

GOCCP exists to educate, connect, and empower Maryland citizens and public safety entities through innovative funding and results-oriented customer service that seeks, supports and promotes best practices for the safety of Maryland's communities.

Note: Applicants will submit all reports online. The Grantee's Area link at www.goccp.org will guide you through the processes of online reporting and registering for online reporting training.

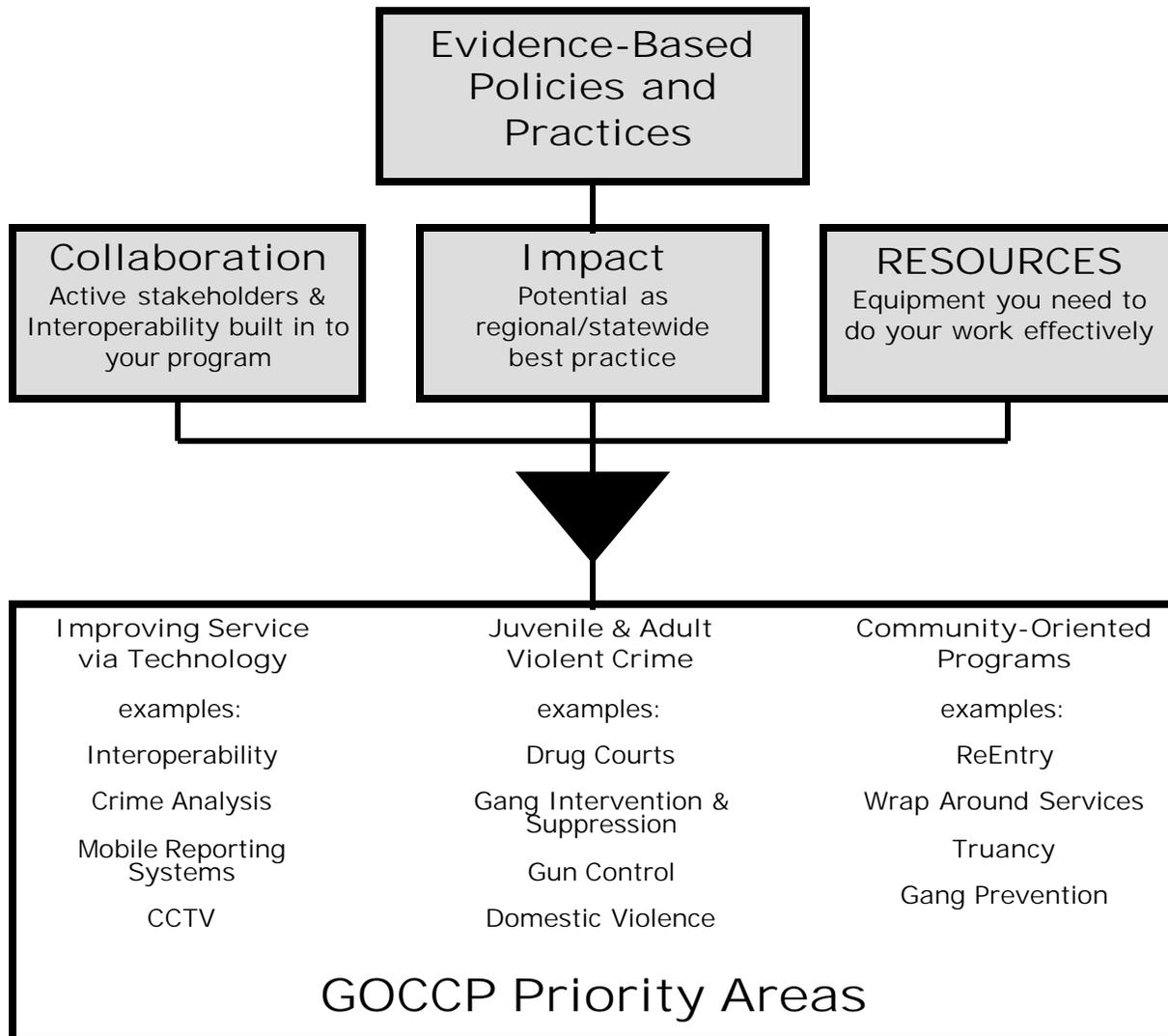
We strongly encourage new grantees to take advantage of online training.

GETTING STARTED

GOCCP Core Values

GOCCP will place a priority on funding projects reflecting one or more core values in priority areas selected.

GOCCP CORE VALUES



I. BACKGROUND

The BJAG Application is a coordinated effort to help State and local governmental agencies throughout Maryland effectively address issues of violent crime, drug abuse, and related criminal and juvenile justice problems. Funds awarded under this solicitation will directly support the initiatives that are outlined in the State of Maryland 2007 Edward J. Byrne Memorial Justice Assistance Grant (BJAG) Program Strategy. As detailed in the Strategy, funds awarded are intended to help reduce existing gaps and services presently directed towards the aforementioned issues as well as to foster collaboration and cooperation among partner agencies and stakeholders throughout Maryland. To view the BJAG Strategy go to www.goccp.org and click on "Grants-Programs" and then on "Public Notices". From this section, click onto "BJAG 2007 Update."

A. Budgets Program Funding Source – Ref: CFDA #16.738

Legislation: Part E of title I of the Omnibus Crime Control and Safe Streets Act of 1988 is amended as follows:

1. Subpart 1 of such part (42 U.S.C. 3751-3759) is repealed.
2. Such part is further amended – (A) by inserting before section 500 (42 U.S.C. 3750) the following new heading:
Subpart 1 – Edward Byrne Memorial Justice Assistance Grant Program

B. Funding Requirement and Period

Applicants applying for these funds must be state or local government entities. These governmental entities may partner with other non-governmental, non-profit and/or faith based organizations in the implementation of the program. Program funds are provided on a reimbursement basis only. Projects are funded on a year-to-year basis with a maximum funding of three years. It must be noted that since the BJAG Program requires annual continued funding by Congress and involves an ongoing programmatic evaluation, there is no assurance that projects will be funded for the full three years.

Applicants applying for the main BJAG allocation may also apply for funding under the BJAG- Special Allocation to Benefit Local Governments. Please note when submitting applications for both categories of available BJAG funds, the requests must be for separate projects. Finally, the BJAG-Allocation to Benefit Local Governments will support "Only Year" projects to run from July 1, 2007 through June 30, 2008

Required Matching Funds demonstrate local commitment to the comprehensive

strategy. Grant awards made under this NOFA will require a 25% cash match based on the total project cost.

Cash Match, also referred to as hard match, is non-federal funds spent for project related costs.

In-kind match, (not required for BJAG funded programs) also referred to as soft match, includes non-monetary contributions, such as: volunteer time, materials, building use as well as current funding in place for utilities, personnel and rent. In-kind match may be referred to in the narrative description of the program only.

C. Supplanting

There are strict federal laws against the use of the BJAG funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting, matching fund requirements, and the existence of proper administrative and financial procedures.

D. Available Funds

1. Byrne Justice Assistance Grant (BJAG): In FFY 2007 there will be up to \$1.5 million dollars in funds available for 1st Year Programs.

2. Byrne Justice Assistance Grant (BJAG)- Special Allocation to Benefit Local Governments: Under Section 505 (e) (2) of the applicable JAG Legislation, additional (Amount to be Determined) will be made available. Funds can be distributed to State Police Departments that provide criminal justice services to units of local government and/or to any units of local government whose allocations by formula would be less than

\$10,000. Jurisdictions appearing on the attached list are encouraged to apply.

BJAG Eligible Agencies 2006 List – Special Allocation to Benefit Local Governments Funds

Note: This 2006 is subject to revision from the Bureau of Justice Assistance. If applying for these Special Allocation funds, please contact GOCCP to confirm your agencies eligibility.

II. IMPORTANT DATES

Date	Actions	Comments, Locations and Responsibility
January 29 – February 2, 2007	Letters mailed to current grantees regarding upcoming training sessions	GOCCP Staff
February 12, 2007	NOFA and Registration for TA Posted on Website	www.goccp.org
February 26, 2007 10:00 a.m.– 4:30 p.m.	Technical Assistance Training	Public Safety Education and Training Center, 6852 4th Street Sykesville, MD 21784410-875-3400
March 14, 2007	NOFA Posted on Website	www.goccp.org
March 23, 2007	Last Day to request Organization ID numbers	IT Department
April 17, 2007 3 :00 PM	Both Hard and Electronic Applications Due at GOCCP	Applications must be received in GOCCP office by 3pm.
April 19, 2007	Applications mailed to Grant Reviewers	GOCCP Staff
May 8, 2006	Grant Review	Not Listed
May 21 – June 30, 2007	Award Letters and Denial Letters mailed to applicants	GOCCP Staff

III. APPLICATION FRAMEWORK

A. Scope

GOCCP intends to fund programs, which are supported by established baseline data, contain best/proven practices and/or are research-based. Further, programs receiving BJAG funding must demonstrate collaborative and coordinated responses to targeted initiatives whose results can be measured either qualitatively and/or quantitatively.

B. Sustainability

As previously noted, BJAG programs are funded on a year-to-year basis with a maximum funding of three years. The availability of BJAG funds is contingent upon Congressional appropriations and other critical factors. GOCCP cannot

guarantee continuation of a 2nd year funding period. Applicants requesting funds for programs which are intended to operate for more than one year must provide any plans for sustaining the program in the absence/interruption and/or reduction of funds after the period of the initial award.

C. Local Strategy

It is a goal of GOCCP to foster strategic planning at the state and local level within Maryland. To this end, applications, which describe programs that are reflected in local strategy/priority documents, will receive additional review points. The local strategy/priority document must be submitted to GOCCP on or before the application due date of April 12, 2007.

D. Funding Focus Areas

GOCCP will place a priority on funding projects in the following focus areas.

IV. APPLICATION CRITERIA

A. Application Submission

Both an online and paper copies of the application (1 online version, 1 original and 3 duplicates) must be received at the GOCCP office by 3:00PM on April 12, 2007. Applicants should be mindful that the application is competitive.

All applications must be submitted online. Go to www.goccp.org and choose the link for this grant showing under the "NOFA" section of the home page or choose the "Grantee's Area" link. Applicants must also submit to GOCCP a signed original hard copy in blue ink and 3 duplicates.

Byrne Justice Assistance Grant (BJAG) funds = \$1.5 million: Indicate (BJAG) Byrne- Justice Assistance Program when completing online application.

Byrne Justice Assistance Grant (BJAG)- Special Allocation to Benefit Local Governments = (To Be Determined): Indicate (LLEB) Local Law Enforcement Block Grant when completing the online application.

B. Role of the GOCCP Staff

The staff of the GOCCP will assist the Grant Review Committee in evaluating the applications submitted and determining the availability of funds for each local

strategy proposed. Following the awards, the GOCCP staff will be responsible for providing technical assistance to the grant award recipients and assistance with program reporting. The GOCCP staff will conduct active program monitoring and site visits to view the implementation of funded programs and to document compliance with all applicable funding regulations.

C. Program Reporting

Applicants will be required to submit quarterly progress reports, performance measures, and financial reports detailing implementation, progress, and use of grant funds in the format provided by GOCCP. Program reporting will include descriptions of the ongoing partnerships created to plan and/or implement the strategies and activities contained in the application and grant award. In addition, all grantees must participate in any evaluation process determined necessary by GOCCP.

NOTE: Applicants must submit all reports on-line. Instructions on how to access and use the on-line reporting program as well as registration for on-line report training can be accessed in the Grantee's Area link at www.goccp.org. We strongly encourage new grantees to take advantage of the on-line training sessions.

V. APPLICATION INSTRUCTIONS

A. FACE SHEET

In general, information requested in each section of the application is self-explanatory. However, the following are a few points to remember when preparing this application.

■ **NAME OF APPLICANT**

This is the unit of local government (county, city, town, township) or State agency eligible to apply for the grant (See Program Specific Instructions for Eligible Applicants). Please indicate Applicant's federal identification number on line provided. The applicant's organization ID # is required to apply on line.

■ **AUTHORIZED OFFICIAL**

This is the name of the chief elected official, or other legally authorized official, of the jurisdiction, county agency or organization who accepts the grant award if approved.

■ **PROJECT TITLE**

Assign a descriptive title to the project not to exceed one line.

■ **IMPLEMENTING AGENCY**

This is the name of the agency that will have responsibility for the actual operation of the project.

■ **ADDITIONAL REQUIRED INFORMATION**

This is the congressional district, legislative district and County in which the service is actually delivered.

■ **PROJECT DIRECTOR**

This is the name, telephone number, title, address and e-mail address of the person who will be responsible for oversight and administration of the project on behalf of the applicant.

■ **FISCAL OFFICER**

The name, telephone number, title, address and e-mail address of the person who will be responsible for financial reporting and record keeping for the project.

■ **FUNDING SUMMARY**

This represents the totals taken from the Budget Detail Categories. The splitting of costs to indicate the proper ratio between federal funds and local cash match.

B. Project Summary

The Project Summary should provide a concise summary of your proposal. It should be limited to 100 words or less. The summary should include contain the following information:

- 1-2 sentences identifying the specific problems or need
- 1-4 sentences describing how program funding will address this needs
- 1-2 sentences describing whom the program will benefit or serve

The first sentence should contain the organization and project title. "ABC's XYZ project/program addresses ..."

The program funding section should echo the information provided in the budget section. For example, "Grant funds will compensate the program director, administrative staff, and support administrative operating expenses."

Write the summary using the active voice and avoid over-using prepositions (of, in, etc.). The summary's purpose is to provide a layman's explanation for the proposed project and goals.

C. Application Narrative

This section outlines the required information for a complete narrative. Applicants are asked to use headings in their outline to identify each section. Please note, the narrative should not exceed 12 typewritten pages.

1. FPA: This section must identify the BJAG federal purpose area (FPA) that the funding program will fall under and specifically detail (in a short paragraph) how the program relates to the FPA.
2. Problem Statement: Describe the Scope of problem and provide any available data and problem analysis that describes the nature and scope of the problem that the grant program will address.
3. Planning Process, Strategy and Timeline: This section details any planning process that was undertaken in developing the plan of response. Further, is 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.
4. Goals, Objectives and Performance Measures: This section must outline specific goals, objectives, and performance measures for the program to be funded. (May be provided as a chart in an attachment to the application. In such instances, indicate; "See attached Chart."
5. Best/Proven Practices: This section provides any pertinent information (i.e., similar programs, studies, evaluations) that will support the rationale for why the proposed project has the probability of achieving its stated goals and objectives. Specific list any best and/or proven practices that the project will employ.
6. Budget Work Plan: Detail the timeline for the implementation of each budget line item. (i.e. overtime will be expended evenly in each quarter; computer will be procured during the 2nd quarter). If included and the Budget Summary Section, follow the explanation of each line item, state under this heading "See Budget Summary."
7. Local Strategy: This section describes how the program fits under any established local strategy/priority as detailed in the submission of such a document by the county or Baltimore City to GOCCP.
8. Additional Funding: This section must identify all other grant funds and/or private contributions that support the program being funded. Further, a description of any in-kind contribution to the program may be included.
9. Sustainability: This section must show sustainability. Please refer to Section III- C for detailed information on sustainability.

D. Letters of Support and/or Commitment

Letters of commitment/support will only be accepted when they accompany the original application and three copies submitted to GOCCP. 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 must indicate each partner's role in the project and describe the nature of the commitment and support that will be supplied.

Submit letters of support from community partners/representatives who support the application, but will not be a partner in the delivery of services.

E. Budget

Budgets must be clear and specific. Budget cash match must be identified as a separate line item(s). The justification sections must have 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". An additional statement is to be included that specifies the source of the cash match and confirms that the match does not represent any "federal funds". (i.e., "The 25% matching funds will come from the County Government general funds. Cash match does not represent federal funds"). GOCCP reserves the right to reduce budgets.

The State's requirements for this grant program are to allow for funding of up to 75% of your TOTAL PROJECT COSTS (TPC). Therefore, a mandatory CASH match of at least 25% of the TPC, not of the actual award amount, must be included in your application. There are two ways to calculate your match:

If you already know your TOTAL PROJECT COST (TPC), you may multiply that amount by 25% (.25), which represents your cash portion with 75% representing the federal funds.

If you don't know your TPC, but do know the amount of grant funds you wish to apply for, you must then use the following process:
Divide the grant funds to be requested by the number three. The result is the required cash match portion. Multiply the required cash match portion by four, which gives the total Project Cost (TPC). Please review the sample chart on the following page.

Example from D above:	
TPC: Total Project Cost, GF: Grant Funds, CM: Cash Match	
1) You know your TPC	
$TPC \times .25 = CM,$	$TPC - CM = GF$
$\$57,000 \times .25 = \$14,250$	$\$57,000 - \$14,250 = \$42,750$
2) You don't know your TPC, but know how much you intend to request in GF's	
$GF / 3 = CM$	$GF + CM = TPC$
$\$42,750 / 3 = \$14,250$	$\$42,750 + \$14,250 = \$57,000$

VI. REVIEW CRITERIA AND PROCESS

An external BJAG Grant Review Committee will score each application. Applications will fall into one of two categories. Programs will be evaluated based on the maximum available points for the category that they fall under.

Mandatory Scoring:

Statement of Problem	10 points
Planning Process, Strategy and Timeline	10 points
Project Goals, Objectives	20 points
Performance Measures	20 points
Proven Impact/Best Practice	20 points
Budget Work Plan	10 points
Letters of Support and/or Commitment	10 points
<u>Maximum Total</u>	<u>100 points</u>

Additional Scoring:

Description of leveraging plans	10 points
Description of how program fits GOCCP	25 points
Core Values and Priorities	
<u>Maximum Additional</u>	<u>35 points</u>

VII. APPENDIX

BJAG Eligible Agencies 2006 List – Special Allocation to Benefit Local Governments Funds

Note: This 2006 is subject to revision from the Bureau of Justice Assistance. If applying for these Special Allocation funds, please contact GOCCP to confirm your agencies eligibility.

AA DEPT OF CORRECTIONS	ABERDEEN POLICE DEPT
ALLEGANY CO INVESTIGATOR	ALLEGANY COUNTY SHERIFF OFFICE
ALLEGANY STATE POLICE	ANNAPOLIS POLICE DEPT
ANNAPOLIS POLICE DETACHMENT-GENERAL SERVICES	ANNE ARUNDEL COUNTY POLICE DEPARTMENT
ANNE ARUNDEL COUNTY SHERIFF OFFICE	ANNE ARUNDEL STATE POLIC
ANTIETAM	BALT WASH INTL AIRPORT
BALTIMORE CITY HOUSING AUTHORITY	BALTIMORE CITY POLICE DEPT
BALTIMORE CITY SHERIFF DEPARTMENT	BALTIMORE COUNTY POLICE DEPARTMENT
BALTIMORE COUNTY SHERIFF OFFICE	BALTIMORE STATE POLICE
BALTO CITY STATE POLICE	BARTON POLICE DEPT
BEL AIR POLICE DEPT	BERLIN POLICE DEPT
BERWYN HEIGHTS POLICE DEPT	BLADENSBURG POLICE DEPT
BOONSBORO	BOWIE STATE COLLEGE POLICE
BRENTWOOD	BRUNSWICK POLICE DEPT
BURKITTSVILLE	CALVERT COUNTY SHERIFF OFFICE
CALVERT STATE POLICE	CAMBRIDGE CITY POLICE
CAPITOL HEIGHTS POLICE DEPT	CAROLINE COUNTY SHERIFF DEPARTMENT
CAROLINE STATE POLICE	CARROLL COUNTY SHERIFF DEPARTMENT
CARROLL STATE POLICE	CARROLLTON
CECIL COUNTY SHERIFF DEPARTMENT	CECIL STATE POLICE
CECILTON	CENTREVILLE POLICE DEPT
CHARLES COUNTY SHERIFF OFFICE	CHARLES STATE POLICE
CHARLESTOWN	CHESAPEAKE BEACH
CHESAPEAKE CITY	CHESTERTOWN POLICE DEPT
CHEVERLY POLICE DEPT	CHEVY CHASE POLICE DEPT
COLLEGE PARK	COLMAR MANOR
COPPIN STATE COLLEGE SECURITY	COTTAGE CITY POLICE DEPT
CRISFIELD POLICE DEPT	CUMBERLAND POLICE DEPT
DELMAR POLICE DEPT	DENTON POLICE DEPT
DISTRICT HEIGHTS POLICE DEPT	DORCHESTER COUNTY SHERIFF OFFICE
DORCHESTER STATE POLICE	EASTON POLICE DEPT
EDMONSTON POLICE DEPT	ELKTON POLICE DEPT
EMMITSBURG	FAIRMOUNT HEIGHTS
FEDERALSBURG POLICE DEPT	FOREST HEIGHTS POLICE DEPT
FREDERICK COUNTY SHERIFF DEPARTMENT	FREDERICK POLICE DEPT
FREDERICK STATE POLICE	FROSTBURG POLICE DEPT
FROSTBURG STATE UNIVERSITY PUBLIC SAFETY DEPT	FRUITLAND POLICE DEPT
GAITHERSBURG POLICE DEPT	GARRETT COUNTY SHERIFF OFFICE
GARRETT STATE POLICE	GLENARDEN POLICE DEPT
GOLDSBORO	GRANTSVILLE
GREAT OAKS	GREENBELT POLICE DEPT
GREENSBORO POLICE DEPT	HAGERSTOWN POLICE DEPT
HAMPSTEAD POLICE DEPT	HANCOCK POLICE DEPT
HARFORD COUNTY SHERIFF OFFICE	HARFORD STATE POLICE
HAVRE DE GRACE POLICE DEPT	HOWARD COUNTY POLICE DEPARTMENT
HOWARD COUNTY SHERIFF OFFICE	HOWARD STATE POLICE

HURLOCK POLICE DEPT	HYATTSVILLE POLICE DEPT
KENT COUNTY SHERIFF OFFICE	KENT STATE POLICE
LA PLATA POLICE DEPT	LANDOVER HILLS POLICE DEPT
LAUREL POLICE DEPT	LEONARDTOWN
LONACONING POLICE DEPT	LUKE POLICE DEPT
MANCHESTER POLICE DEPT	MARYDEL
MARYLAND ALCOHOL, TOBACCO & TAX INVESTIGATORS	MARYLAND GEN. SERV- BALT
MARYLAND NATURAL RESOURCES POLICE	MARYLAND PORT AUTHORITY
MARYLAND STATE FOREST AND PARK SERVICE	MARYLAND STATE POLICE
MARYLAND TRANSPORTATION AUTHORITY POLICE	MASS TRANSIT ADMINISTRATION POLICE
MD INVESTIGATIVE SERV. U	MD NATIONAL CAPITOL PARK POLICE- MONTGOMERY CO
MD NATL CAPITAL PARK	MD PORT AUTH BALT CITY
MIDLAND	MONTGOMERY COUNTY POLICE DEPARTMENT
MONTGOMERY COUNTY SHERIFF OFFICE	MONTGOMERY STATE POLICE
MORGAN STATE UNIVERSITY PUBLIC SAFETY	MORNINGSIDE POLICE DEPT
MOUNT RAINIER POLICE DEPT	MSP STATEWIDE
NEW WINDSOR	NORTH BEACH
NORTH EAST POLICE DEPT	OAKLAND POLICE DEPT
OCEAN CITY POLICE DEPT	OCEAN PINES
OXFORD POLICE DEPT	POCOMOKE CITY POLICE DEPT
PORT DEPOSIT	PRESTON POLICE DEPT
PRINCE GEORGES CO COMMUNITY COLLEGE POLICE	PRINCE GEORGES COUNTY POLICE DEPARTMENT
PRINCE GEORGES COUNTY SHERIFF DEPARTMENT	PRINCE GEORGES STATE POL
PRINCESS ANNE POLICE DEPT	QUEEN ANNE'S COUNTY SHERIFF OFFICE
QUEEN ANNES STATE POLICE	RIDGELY POLICE DEPT
RISING SUN POLICE DEPT	RIVERDALE POLICE DEPT
ROCK HALL POLICE DEPT	ROCKVILLE CITY POLICE DEPT
SAINT MARYS STATE POLICE	SALISBURY POLICE DEPT
SALISBURY STATE UNIVERSITY PUBLIC SAFETY	SEAT PLEASANT POLICE DEPT
SMITHSBURG POLICE DEPT	SNOW HILL POLICE DEPT
SOMERSET COUNTY SHERIFF DEPARTMENT	SOMERSET STATE POLICE
SPARROWS POINT	SPRINGFIELD HOSPITAL CENTER SECURITY
ST MARYS COLLEGE OF MARYLAND PUBLIC SAFETY	ST MARYS COUNTY SHERIFF DEPARTMENT
ST MICHAELS POLICE DEPT	SYKESVILLE POLICE DEPT
TAKOMA PARK POLICE DEPT	TAKOMA PARK PRINCE GEO
TALBOT COUNTY SHERIFF DEPARTMENT	TALBOT STATE POLICE
TANEYTOWN POLICE DEPT	THURMONT POLICE DEPT
TOWN OF UNIVERSITY PARK POLICE DEPT	TOWSON STATE UNIVERSITY POLICE
TRAPPE	U S PARK POLICE
UNION BRIDGE	UNIVERSITY OF BALTIMORE POLICE
UNIVERSITY OF MARYLAND-BALTIMORE CITY POLICE	UNIVERSITY OF MARYLAND-BALTIMORE CO POLICE
UNIVERSITY OF MARYLAND-COLLEGE PARK POLICE	UNIVERSITY OF MARYLAND-EASTERN SHORE POLICE
UPPER MARLBORO POLICE DEPT	WASHINGTON COUNTY SHERIFF DEPARTMENT
WASHINGTON STATE POLICE	WESTERNPORT POLICE DEPT
WESTMINSTER POLICE DEPT	WICOMICO COUNTY SHERIFF DEPARTMENT
WICOMICO STATE POLICE	WILLIAMSPORT
WORCESTER STATE POLICE	WORCHESTER COUNTY SHERIFF OFFICE

GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION

BJAG Grant Application Form

Governor's Office of Crime Control & Prevention
300 East Joppa Road, Suite 1105
Baltimore, MD 21286-3016
Telephone: (410) 821-2828
Email: Info@goccp-state-md.org

Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor
Kristen Mahoney, Executive Director
Governor's Office of Crime Control & Prevention

This document can be downloaded from our website:
www.goccp.org

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 01.01.1996.06. Failure to provide all of this information may result in the denial of your application for funding. Within specified time periods, you have the right to inspect, amend, and correct this information. GOCCP may permit inspection of this information, or make it available to others, only as permitted by federal and State law. GOCCP may sell or provide a list of grant applicant names and addresses to professional associations and other entities. Under the Maryland Public Information Act (MD State Government Code Ann. 10-617 (h)(5)), you may request in writing that your name be omitted from such lists. Please send those requests to GOCCP, 300 E. Joppa Rd. Suite 1105, Baltimore MD 21286.

Governor's Office of Crime Control & Prevention

A. Face Sheet:

Application for Byrne Justice Assistance Grant

1. Date Application Submitted: _____
2. Requested Funding Period: Application is for 1st 2nd 3rd year of funding.
3. Proposed Project Dates: Start Date: _____ End Date: _____
4. Name of Applicant: _____
Address: _____
5. Organization Type: State Government ___ Local Government ___ Private Not-Profit ___
6. *Federal ID # (EIN#) _____
7. Authorized Official: _____ Title: _____
8. Project Title: _____
9. Implementing Agency/Organization: _____
10. District/County: Congressional District _____ State Legislative District _____ County _____
11. Project Director: _____ Title: _____
Organization: _____
Address: _____

Phone: _____ Fax: _____ E-Mail: _____
12. Fiscal Officer: _____ Title: _____
Organization: _____
Address: _____
Phone: _____ Fax: _____ E-Mail: _____
13. Funding Summary:

Federal Funds	\$ _____
State Funds	\$ _____
Federal Cash Match	\$ _____
State Cash Match	\$ _____
Local Cash Match	\$ _____
Private Cash Match	\$ _____
Total Project Funds	\$ _____

14. Service Site:

Provide the name, address, congressional and legislative district and county for the location(s) your project will actually take place. If the program will take place at more than one location, please enter complete information for each site (up to five). If the application is for a program that has statewide or countywide impact, please enter "statewide," or "countywide" under the service site column.

Please limit the number of provided Service Sites to a maximum of five (5).

Example:

Location One

Congressional District: 1st
Legislative District: 8A
Location: Brook Street Elementary School
Address: 123 Main Street
Some City, MD, 21000

Location Two

Congressional District: 2nd
Legislative District: 8A
Location: Creek Elementary School
Address: 795 Main Street
Same City, MD, 21030

B. Project Summary/Narrative

1. Summary

The Project Summary should provide a concise summary of your proposal and be limited to 100 words or less. The summary should include the project title and contain the following:

1-2 sentences identifying the specific problems or needs.

1-4 sentences describing how program funds will be spent and address these needs.

1-2 sentences describing whom the program will benefit or serve.

The first sentence should contain the organization and project title. "ABC's XYZ project/program addresses ..."

The program funding section should echo the information provided in the budget section. For example, "Grant funds will compensate the program director, administrative staff, and support administrative operating expenses."

Write the summary using the active voice and avoid over-using prepositions (of, in, etc.).

The summary's purpose is to provide a layman's explanation for the proposed project and goals.

2. Narrative

Provide an overall description of the project and major activities. The narrative should not exceed 12 typewritten pages. The contents for this summary are explained in the Notice of Funding Availability (NOFA) for this grant.

C. Budget

1. Budget Summary

Complete the below table by entering the totals from budget categories A-F. Enter the totals from all expenditure categories in the application spaces. The grand total must correspond to the total projected costs. Round all amounts to the nearest whole dollar.

BUDGET SUMMARY

Expenditure Category	Federal Fund Request	State Cash Match	Local Cash Match	Private Funds	In-kind Match	TOTAL
A. Personnel						
B. Operating Expenses						
C. Travel						
D. Contractual Services						
E. Equipment						
F. Other						
GRAND TOTAL:						

2. Budget Details

This section of the grant application includes a table for each major budget expenditure. Each table is on a separate page. Please itemize and explain the following categories of project expenditures: Personnel, Equipment, Operating Expenses, Travel, Contractual Services and Other.

PERSONNEL (Category A)

Includes salaries, social security and fringe benefits for personnel required to implement the project including full or part-time contractual staff (excluding consultants, which should be listed in Category D). Time and attendance records must be maintained for all personnel included in the grant project.

PERSONNEL (Category A)

Description of Position	Annual Salary or Daily Rate	Percent of Time or Number of Days	TOTAL
Sub-Total:			
*Social Security and Fringe Benefits (%)			
GRAND TOTAL:			

*Social Security and fringe benefits not to exceed 30%.

Justification/Explanation for PERSONNEL:

OPERATING EXPENSES (Category B)
 Project Supplies, Rental Space, Printing and Communications
 Communication expenses include items such as telephone, fax, postage,
 and other expenditures such as photocopying.

OPERATING EXPENSES (Category B)

Operating Expense	Cost/Unit	Quantity	TOTAL
Office Supplies			
Stationery			
Printing			
Rental Space (including rate/sq. ft.)			
Postage			
Telephone			
Fax			
Photocopying			
Miscellaneous			
GRAND TOTAL:			

Justification/Explanation for OPERATING EXPENSES:

TRAVEL (Category C)

Travel expenses may include mileage and/or other transportation costs, meals and lodging consistent with the local jurisdictions' travel regulations and cannot exceed the State of Maryland reimbursement rate*.

TRAVEL (Category C)

Type of Travel Expense (Indicate appropriate rate/rates)	Cost/Travel	Quantity	TOTAL
GRAND TOTAL:			

* 48.5 cents/mile as of 1/1/2007.

Justification/Explanation for TRAVEL:

CONTRACTUAL SERVICES (Category D)

For each contract, enter the nature of the service to be provided and the basis for computing the amount to be paid. Consultant contracts for training or evaluation should be included here and shall be consistent with federal guidelines. Construction projects are ineligible for funding under grant programs and expenses for construction may not be included.

CONTRACTUAL (Category D)

Description of Contractual Services	Rate	QUANTITY	TOTAL
GRAND TOTAL:			

Justification/Explanation for CONTRACTUAL:

EQUIPMENT – Purchase, Lease or Rental (Category E)
 Equipment costs may include taxes, delivery, installation and similarly related charges. The value of trade-ins and discounts should be shown as a deduction. Inventory records must be maintained for equipment that is acquired. Expenditures must be consistent with applicable local jurisdictions' procurement guidelines.

EQUIPMENT (Category E)

Equipment Item	Cost/Unit	Quantity	TOTAL
GRAND TOTAL:			

Justification/Explanation for EQUIPMENT:

OTHER (Category F)

Include all other anticipated expenditures, which are not included in the previous categories such as indirect costs, if allowable, and audit expenses.

OTHER (Category F)

Type of Expense	Cost	TOTAL
GRAND TOTAL:		

Justification/Explanation for OTHER:

D. Audit Requirements

Indicate the following dates:

1. Last audit took place _____
2. Period of time covered by last audit was from _____ to _____
3. Next audit is scheduled for _____
4. Period of time to be covered by the next audit is from _____ to _____
5. Next audit will be forwarded to cognizant Audit agency on _____

Indicate the designated federal cognizant agency _____

You must submit along with this application, copies of audit findings and management letters (if any) from the most recent audit, together with a copy of the corrective plan of action. Alternatively, you must certify in a letter signed by the agency head and CFO, that there were no findings or management letter.

E. Civil Rights Requirements

1. Civil Rights contact person
2. Title/Address
3. Telephone number
4. Number of people employed by the organization unit responsible for implementation of this grant

F. Certified Assurances

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. It will comply, and all its subgrantees and contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; and 42 USC 3789(d); Title VI of the Civil Rights Act of 1964, as amended; Sec 504 of the Rehabilitation Act of 1973, as amended; Title II of the Americans with Disabilities ACT (ADA) of 1990; Title IX of the Education amendments of 1982; the Age

Discrimination Act of 1975; the Department of Justice Nondiscrimination Regulations 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice Regulations on disability discrimination, 28 CFR Part 35 and Part 39.

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. That if required to formulate an Equal Employment Opportunity Program (EEO), in accordance with 28 CFR 42.301 et. seq., it will maintain a current one on file. Further, the Grantee will submit a certification to the Governor's Office of Crime Control & Prevention that it has a current EEO on file, which meets the applicable requirements.

9. That the Grantee will comply with the provisions of the Governor's Office of Crime Control & Prevention's Financial Guide for Grants.

10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreements.

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.

Signature of Authorized Official

Date

Typed Name and Title

G. Certification Regarding Lobbying



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 subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients 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 --

A. 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.

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

TABLE OF CONTENTS

GETTING STARTED	3
I. BACKGROUND	4
A. Budgets Program Funding Source – Ref: CFDA #16.738	4
B. Funding Requirement and Period.....	4
C. Supplanting.....	4
D. Available Funds.....	4
II. IMPORTANT DATES.....	5
III. APPLICATION FRAMEWORK	5
A. Scope.....	5
B. Sustainability	5
C. Local Strategy.....	5
D. Funding Focus Areas.....	6
IV. APPLICATION CRITERIA	6
A. Application Submission	6
B. Role of the GOCCP Staff.....	6
C. Program Reporting.....	6
V. APPLICATION INSTRUCTIONS	7
A. FACE SHEET.....	7
B. Project Summary.....	7
C. Application Narrative.....	8
D. Letters of Support and/or Commitment.....	8
E. Budget.....	8
VI. REVIEW CRITERIA AND PROCESS	9
VII. APPENDIX.....	10
A. Face Sheet:.....	13
B. Project Summary/Narrative	15
1. Summary	15
2. Narrative	15
C. Budget.....	16
1. Budget Summary	16
2. Budget Details	17
D. Audit Requirements.....	23
E. Civil Rights Requirements	23
F. Certified Assurances	24
G. Certification Regarding Lobbying.....	26