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FY 2021 Edward J. Byrne Memorial Justice Assistance Grant (BJAG) Notice of Funding Availability (NOFA)

Online Submission Deadline: August 5, 2020 at 3pm

Funded by:
**State of Maryland through the
Office of Justice Programs, Bureau of Justice Assistance
(CFDA# 16.738)**

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

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

ELIGIBILITY

Funding through this application is available to State Government Agencies; Local Government Agencies; Non-Profit, Non-Governmental Victim Services Programs, including Faith-Based and Community Organizations; Institutions of higher learning; and State/local public and private entities to prevent and reduce crime and violence through the priorities established in this NOFA.

IMPORTANT LINKS

Application Instructions: <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

Grants Management System (GMS): <http://goccp.maryland.gov/grants/>.

GMS submission is required; Hard copy applications are not accepted.

Purpose

Thank you for applying for the **Edward J. Byrne Memorial Justice Assistance Grant Program (BJAG)** from the **Governor's Office of Crime Prevention, Youth, and Victim Services (Office)**. The primary purpose of BJAG is to prevent and reduce crime and violence through the priorities established in this NOFA.

The Governor's Office of Crime Prevention, Youth, and Victim Services has undertaken a comprehensive, three-tier plan focused on expanded collaboration among the law enforcement, prevention, and victim service communities to create a safer Maryland. Priority will be given to those strategies described under the **Funding Opportunity Description** (Section II) that are also aligned with best practices, evidence-based, and data-driven decision making processes. As the State Administering Agency (SAA), the Office further serves as the primary coordinating body for state and local public safety issue identification, system collaboration, policy development, and system planning and implementation.

If you need technical application assistance, please contact:

Jackie Adams, Program Manager
Jacqueline.Adams11@maryland.gov

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

Justice Schisler, Chief of Programs
443-895-2171
Justice.Schisler@maryland.gov

If you need assistance with program criteria or program design for **Children and Youth Services** please contact:

Jessica Wheeler, Deputy Director of the Children and Youth Division
(410) 530-4776
Jessica.Wheeler@maryland.gov

If you need assistance with program criteria or program design for **Law Enforcement** please contact:

Martin Hammond, Acting Deputy Director of Criminal Justice Programs
(410) 855-2421
Martin.Hammond@maryland.gov

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question customer experience survey [customer experience survey](#).

Governor's Office of Crime Prevention, Youth, and Victim Services Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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I. ELIGIBILITY CRITERIA

A. General

The following entities in Maryland are eligible to submit one application for Edward J. Byrne Memorial Justice Assistance Grant (BJAG) funding:

- State government agencies
- Local government agencies
- Institutions of higher learning
- State/local public and private entities
- Non-profit, non-governmental victim services programs, including faith-based and community organizations (see I[B] and I[C] below).

Please note: Only one application may be submitted per agency/organization. The Office will not support the continuation of past years' projects funded by the BJAG program.

B. Certification

Effective October, 1, 2017, the Department of Justice will only provide JAG grants to cities and states that comply with federal law, allowing federal immigration access to detention facilities and providing 48 hours notice before they release an illegal alien wanted by federal authorities. Any subaward to a local government or a public institution of higher education must submit a signed certification of compliance with 8 U.S.C. 1373, signed by the chief legal officer of the jurisdiction or institution that would receive the subaward. *This certification is not submitted with the application, but instead it is submitted at time of awarding.*

Non-profit organizations do not need to submit this certification.

The most up to date information regarding the certification forms may be found at:

<https://ojp.gov/funding/Explore/SampleCertifications-8USC1373.htm>.

The local government certification of compliance form may be found at:

https://ojp.gov/funding/Explore/pdf/17JAGState_1373_Subcert_local.pdf

The public institution of higher education certification form may be found at:

https://ojp.gov/funding/Explore/pdf/17JAGState_1373_Subcert_IHE.pdf.

C. Non-profit – 501(c)(3)

An organization must provide proof of this status by submitting a copy of its status letter from the IRS with the application. The requirements for obtaining 501 (c)(3) status can be found on the Internal Revenue Service website (www.irs.gov); search for Publication 557, "Tax-Exempt Status for Your Organization." If the IRS letter is not available, a letter from your organization's authorized official listing officers, bylaws, and/or articles is permissible until such time that a copy can be obtained from the IRS.

D. Faith-Based/Community Organizations

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

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor's Office of Crime Prevention, Youth, and Victim Services (Office)

B. Opportunity Title

Edward J. Byrne Memorial Justice Assistance Grant (BJAG)

C. Submission Date

August 5, 2020 at 3pm

D. Anticipated Period of Performance

October 1, 2020 to September 30, 2021

E. Funding Opportunity Description

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

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

Federal Purpose Areas

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

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

BJAG State Priority Areas and Funding Available

In an effort to prevent and reduce crime and violence in Maryland, the Governor's Office of Crime Prevention, Youth, and Victim Services has made up to \$5M available for the BJAG State Priority Areas as defined below. Preference will be given to those strategies that are aligned with best practices, evidence-based practices, and data-driven decision making processes.

I. \$1.7M available in General BJAG Formula Funds

A. \$1.7M for Youth Development Programs: The Office anticipates making up to two awards that support up to eight new sites in total, as well as expansion of programming for current sites. Priority will be given to applicants that serve multiple designated [Maryland Criminal Intelligence Network \(MCIN\) sites across Maryland](#).

a. Support opening of new youth development clubs and expansion of programming in high-crime areas that meet the following criteria:

- i. Evidence-based or evidence-informed youth development programming. The Office strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [Office of Justice Programs \(OJP\) Grant Application Resource Guide](#). In addition, see the [OJJDP Model Programs Guide](#) for examples of Evidence-Based Delinquency Prevention Programs; and

- ii. Are licensed by the Maryland State Department of Education as an Essential Personnel School Age (EPSA) and/or Essential Personnel Child Care (EPCC) site or have the potential to become licensed to operate in this capacity; and
- iii. If the program is operating in a school based facility, the applicant is encouraged to submit a letter of commitment from the local school superintendent indicating that the program will have access to the facility for youth development programming during COVID-19 closures; and
- iv. The applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties. For purposes of this application, the term “high-poverty area” means any census tract with a poverty rate of at least 20 percent as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau. Applicants may search by census tract at: <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>. The term “persistent-poverty counties” means any county that has had 20 percent or more of its population living in poverty over the past 30 years as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates. Applicants may search by county at: <https://www.census.gov/data/tables/time-series/dec/census-poverty.html> <https://www.census.gov/programs-surveys/saipe.html>; and
- v. Require a sustainability plan following one year of grant funding; and
- vi. Program demonstrates how it improves police and community relationships; and
- vii. Incorporate violence prevention programs, including gang prevention, and targeted outreach; and
- viii. Use up to \$200,000 for an independent program evaluation of programs funded under this priority area. This may include Project Evaluations (both process or formative evaluations, which examine how a project was conducted, and outcome or summative evaluations, which examine the results of a project) or Program Evaluations (assessments that examine how well programmatic themes are being addressed. They may ask questions including “Are the best proposals being identified and funded?”, “Are program goals being achieved?”).
 - 1. Important Note: The applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant must demonstrate independence and integrity regarding both the research and/or evaluation project proposed in response to the solicitation, and any current or prior related projects. Awards that include research activities and those made may have additional research-specific special conditions and grant requirements. Research grantees should work with their assigned program manager on specific questions, and reference the [OJP Resource Guide](#) as needed.

II. \$3.3M available in local set aside formula funds. Eligibility includes: local government entities including local city, county, township and law enforcement. The Office anticipates making up to 50 awards ranging from \$5,000 to \$100,000.

A. \$3M open to local governmental agencies for:

- a. Law Enforcement Wellness Initiatives. Agencies should develop and implement wellness programs utilizing evidence based data from nationally recognized police organizations. Initiatives should be tailored for specific needs and agencies are encouraged to collaborate with external partners. Developing partnerships with academics and other wellness experts ensures that programming is informed by best practices. Programs should include education and training addressing vicarious traumatization, de-escalation, use of force and other viable training.

- b. Violent Crime Reduction: Strategically developed, data-driven, best practices, and evidence-based law enforcement programs that rely on strong partnerships designed to reduce violent crime; identify, disrupt, and dismantle violent criminal networks including gun, gangs, drug, and human trafficking organizations; and support successful prosecutions of violent repeat offenders. Also includes related equipment and investigative software.
 - c. NIBRS Compliance: Software and hardware that directly support or enhance an agency's technical capacity for collecting and processing data and submitting those data to the state Uniform Crime Report (UCR) Program or directly to the FBI. This includes acquiring software to enable reporting of IBR/NIBRS compliant data to the state UCR Program, costs for improving the automation of processes associated with data collection and management, and costs for validation testing to ensure compliance with IBR/NIBRS standards.
 - d. Other law enforcement needs, as identified by each agency directly.
- B. \$380,000 to [Small jurisdictions who are not eligible for direct federal funding as identified by BJA](#) for:
- a. Law Enforcement Wellness Initiatives. Agencies should develop and implement wellness programs utilizing evidence based data from nationally recognized police organizations. Initiatives should be tailored for specific needs and agencies are encouraged to collaborate with external partners. Developing partnerships with academics and other wellness experts ensures that programming is informed by best practices. Programs should include education and training addressing vicarious traumatization, de-escalation, use of force and other viable training.
 - b. Violent Crime Reduction: Strategically developed, data-driven, best practices, and evidence-based law enforcement programs that rely on strong partnerships designed to reduce violent crime; identify, disrupt, and dismantle violent criminal networks including gun, gangs, drug, and human trafficking organizations; and support successful prosecutions of violent repeat offenders. Also includes related equipment and investigative software.
 - c. Criminal Justice Related Equipment
 - d. Other law enforcement needs, as identified by each agency directly.

Please note that applications that do not meet the minimum range noted above or those that exceed the maximum award allocation noted above are subject to removal from consideration during the initial technical review.

All funding is contingent upon the Governor's Office of Crime Prevention, Youth, and Victim Services receiving the specified grant funds from the Bureau of Justice Assistance.

III. PROGRAM REQUIREMENTS

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

Grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to the Governor's Office of Crime Prevention, Youth, and Victim Services on a quarterly basis.

The following is a sample list, and is not inclusive, of all potential outputs and outcomes that may be included in final awards:

Law Enforcement

- Number of individuals attended wellness services
- Number of individuals receiving training
- Disrupt and dismantle criminal organizations involved in guns, gangs, drugs and human trafficking

- Number of violent crimes in a geographic area
- Number of gun arrests made
- Number of gun cases prosecuted locally
- Percentage of crime rate reduction

Youth Development

- Number of youth served
- Number of evidence-based or evidence-informed activities conducted
- Number and percentage of youth who report an increase in their wellbeing after completing the program
- Number and percentage of youth who received consistent mentorship
- Number of law enforcement members engaged with the program
- Number of youth who report an improved opinion of law enforcement after completion of programming
- Number of law enforcement who report an increased knowledge of adolescent brain development and decision-making after completion of programming

Planning, Evaluation and Technology Improvement Programs

- As a result of technology upgrades, how many additional hours were allocated to direct victim services/support
- Number of requests received for pole camera surveillance support
- Number License Plate Readers (LPR's) deployed
- Number of citations issued utilizing Mobile Data Terminals

The Bureau of Justice Assistance has provided a list of JAG accountability measures to assess the validity and reliability of evidence-based practices used by each sub-recipient. Each grant's performance measures will be determined based on the corresponding purpose areas. Specific information on the measures used can be found at <https://bjapmt.ojp.gov/help/jagdocs.html>.

Post-award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at <https://bjapmt.ojp.gov>. Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

The OJP CrimeSolutions.gov website at <https://www.crimesolutions.gov/> is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

For a detailed instructions and sample logic model, please refer to <http://www.extension.uidaho.edu/publishing/pdf/CIS/CIS1097.pdf>.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

In order to use the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password: <http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is July 27, 2020. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the Governor's Office of Crime Prevention, Youth, and Victim Services, **but do**

not have your User ID, or are having technical issues with the system, contact the helpdesk via email at support@goccp.freshdesk.com for assistance.

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

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect the Governor's Office of Crime Prevention, Youth, and Victim Services' established guidelines and procedures, training is provided through [training videos posted on the website](#). These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

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

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

New this year, a technical assistance call will be held from 9:00 - 10:00 AM on July 20, 2020.
Call in number: 1-317-943-3614
PIN: 343 567 428#

VI. IMPORTANT DATES

- | | |
|--|-------------------------|
| • Deadline to Request a User ID | July 27, 2020 |
| • Technical Assistance Call | July 20, 2020 |
| • Deadline to Submit an Online Application | August 5, 2020, 3:00 PM |
| • Award Documents emailed (projected date) | September, 2020 |
| • Sub-award Start Date | October 1, 2020 |
| • Sub-award End Date | September 30, 2021 |

VII. APPLICATION EVALUATION

The Governor's Office of Crime Prevention, Youth, and Victim Services will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/grants/programs/>) and will score each application accordingly:

- Problem statement/needs justification (15 points total)
- Program goals and objectives (20 points total)
- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending plan and budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

BJAG is a competitive application process. The Governor's Office of Crime Prevention, Youth, and Victim Services may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, the Governor's Office of Crime Prevention, Youth, and Victim Services' staff will also review the following for each application:

- Crime rate
- Geographic distribution
- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- Audit findings
- Performance history with previous awards

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under BJAG for FY 2021 will begin October 1, 2020 and end on September 30, 2021. Funds are paid on a reimbursable basis.

B. Unallowable Costs

The following services, activities, and costs cannot be supported with BJAG funding:

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

The list above is not exhaustive. The Governor's Office of Crime Prevention, Youth, and Victim Services reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

C. Consultant Rates

The limit for consultant rates is \$650 per day.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

The Governor's Office of Crime Prevention, Youth, and Victim Services will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at: <http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

The Governor's Office of Crime Prevention, Youth, and Victim Services encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.

B. Match

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

C. Supplanting, Transparency, and Accountability

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

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

X. APPLICATION CHECKLIST

What an Application Should Include:

- Face Sheet
- Project Summary
- Narrative
 - Problem Statement/Needs Justification
 - Program Goals
 - Program Strategy
 - Program Measurement
 - Timeline
 - Spending Plan
 - Management Capabilities
 - Sustainability
- Unique Entity Identifier (UEI, Currently DUNS number) and SAM Registration
- Letters of Support/Commitment (if required)
- Budget and Budget Justification
 - Personnel
 - Operating Expenses
 - Travel
 - Contractual Services
 - Equipment
 - Other
- Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- Budget Prioritization
- Certified Assurances
- Certification Regarding Lobbying
- Audit Findings/Corrective Action Plan (if applicable)
- Single Audit Requirements (if applicable)
- Proof of 501 (c)(3) Status (if applicable)
- [*NEW* Subrecipient Organizational Capacity Questionnaire](#)**

More information on each item above can be found in the [NOFA Application Instructions](#).

Additional Applicant Resources:

Code for Federal Regulation Title 2 CFR: https://ecfr.io/Title-02/cfr200_main

Department of Justice (DOJ) Financial Guide: <https://www.ojp.gov/financialguidedoj/overview>

FBI Crime Data Explorer: <https://crime-data-explorer.fr.cloud.gov/explorer/state/maryland/crime>