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FY 2020 Coronavirus Emergency Supplemental Funding Program (CESF)
Notice of Funding Availability (NOFA)

Online Submission Deadline: September 23, 2020, 3 p.m.

Funded by:
State of Maryland through the
Office of Justice Programs, Bureau of Justice Assistance(BJA)
(CFDA# 16.034)

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

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

ELIGIBILITY

State government agencies, local government agencies, institutions of higher learning, state/local public and private entities, and non-profit, non-governmental victim services programs, including faith-based and community organizations are eligible to apply for this funding opportunity.
The purpose of the Coronavirus Emergency Supplemental Funding Program is to address the needs of agencies in preventing, preparing for, and responding to COVID-19.

IMPORTANT LINKS

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 **FY 2020 Coronavirus Emergency Supplemental Funding Program (CESF)** from the **Governor's Office of Crime Prevention, Youth, and Victim Services (Office).** The primary purpose of this program is to address: (a) identified short- and long-term barriers that impact communities' abilities to address the needs of vulnerable children and youth and their families; (b) identified short- and long-term law enforcement needs, including corrections, reentry, and courts; and (c) identified short- and long-term barriers that impact victim service providers, inclusive of domestic violence and sexual assault service providers, as well as child advocacy centers in preventing, preparing for, and responding to COVID-19.

The Governor's Office of Crime Prevention, Youth, and Victim Services recognizes that organizations are facing unprecedented needs and challenges as everyone continues to navigate the COVID-19 pandemic globally and here in Maryland.

The Governor's Office of Crime Prevention, Youth, and Victim Services has made a number of changes to help provide you with the most flexibility we can during this national emergency so that you can continue to deliver invaluable resources to Marylanders, while also providing you with the flexibility necessary to respond to this new threat to our communities. One such adjustment is the submission of a streamlined application for this funding opportunity. More information on the requirements to submit an application can be found at the end of this NOFA under Section X: Application Checklist.

If you need technical application assistance, please contact:

> Jackie Adams, Program Manager   Sharon Leason
> Jacqueline.Adams1@maryland.gov   Sharon.Leason@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, Director of Public Safety Strategies
> (410) 855-2421
> Martin.Hammond@maryland.gov

If you need assistance with program criteria or program design for **Victim Services** please contact:

> Barbara Darley, Director of Victim Services
> (410) 697-9298
> Barbara.Darley@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.

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.

Table of Contents

I.   ELIGIBILITY CRITERIA

A.   Children and Youth Services*

1. General

The following entities in Maryland are eligible to submit one application for COVID-19 Children and Youth emergency funding:
- Local government agencies
- Non-profit, non-governmental programs, including faith-based and community organizations (see below)
- Institutions of higher learning

B.   Law Enforcement (inclusive of courts, corrections, and reentry services)*

1. General

The following entities in Maryland are eligible to submit one application for COVID-19 Law Enforcement emergency 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 below)

C.   Victim Services*

1. General

The following entities in Maryland are eligible to submit one application for the COVID-19 Victim Services emergency 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 below)

*Only one application may be submitted per agency/organization which should encompass all requests.
There will be an exception allowed for comprehensive projects that include demonstrated partnerships with multiple agencies that support the development of virtual projects that increase the capacity of residents to access services online. Comprehensive projects must have MOU's or detailed letters of support between all agencies involved that support the project narrative and outline each agency's role, time and resource commitment, and budget. The lead agency for each comprehensive virtual project may submit two applications in total, one for general CESF needs, and a second for the comprehensive virtual project.

D.   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 of incorporation is permissible until such time that a copy can be obtained from the IRS.

E.   Faith-Based Organizations
Faith-based organizations applying for grant funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, grant 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
Coronavirus Emergency Supplemental Funding Program (CESF)

C. Funding Opportunity
The Governor's Office of Crime Prevention, Youth, and Victim Services anticipates the availability of $10,500,000 for these programs to address the identified short- and long-term barriers that impact communities' abilities to address the needs of Children and Youth, Law Enforcement, and Victim Services in preventing, preparing for, and responding to COVID-19.

The Coronavirus Emergency Supplemental Funding Program is funded through the FY 20 Coronavirus Emergency Supplemental Funding (CESF) Program formula allocation from the Office of Justice Programs, Bureau of Justice Assistance.

D. Submission Date
September 23, 2020 by 3 PM

E. Anticipated Period of Performance
April 1, 2020* to December 31, 2021

Note, funds can be requested for COVID-19 expenses incurred since April 1, 2020.

F. Funding Opportunity Description
On March 5, 2020, Maryland Governor Larry Hogan declared a state of emergency and catastrophic health emergency regarding COVID-19 for the entire state of Maryland. Since that time Governor Hogan has taken progressive actions to control and reduce the spread of COVID-19, and thereby ensure the health and safety of Marylanders.

The Governor's Office of Crime Prevention, Youth, and Victim Services has worked to identify the barriers to ongoing service provision and critical short-term needs, as well as longer term needs to address a sustained or resumed state of emergency related to COVID-19.

The Office has identified numerous barriers, including:
1. Barriers that impact communities' abilities to address the needs of vulnerable **Children and Youth**, related to COVID-19 including: 1) lack of access to trauma-informed programming; 2) lack of access to quality, evidence-based or evidence-informed youth development programming; 3) shortages of Personal Protective Equipment (PPE) and supplies; 4) shortages of equipment and resources to maintain service continuity via remote locations; 5) food shortages in disproportionately impoverished areas; 6) limited access to needed technology for children and youth to access virtual education and support systems while the school systems operate under a modified schedule. Additionally, all of these issues during COVID have a compounding impact on child maltreatment and child safety, which this solicitation also seeks to address through programs and services that work to enhance the child welfare system and address child maltreatment.

2. Barriers that impact continuity of operations for **Law Enforcement**, related to COVID-19 including: 1) shortage of Personal Protective Equipment (PPE) and supplies; 2) staffing shortages as a result of staff directly affected by the

coronavirus pandemic; 3) support for community health nurses and expansion of employee assistance programs; 4) continuity of court and other related operations; 5) reentry assistance for persons newly released from incarceration; 6) travel expenses; 7) innovation and technology advancements assistance planning for a sustained response to or future resurgence of COVID-19 or similar pandemic; 8) staff training and technical assistance related to COVID-19; and 9) childcare expenses for essential criminal justice personnel.

3. Barriers that impact continuity of operations for **Victim Services** and the health and safety of the victims they serve, related to COVID-19 including, but not limited to: 1) shortage of Personal Protective Equipment (PPE) and supplies; 2) shortage of equipment and resources to maintain service continuity via remote work locations; and 3) safe and secure housing for victims.

Throughout Maryland, there is a need to ensure that residents have the ability to access vital services. Due to COVID-19 related closures and the need for social distancing, it is incumbent on service providers to develop unique methods of connecting with residents. This may include strategies to overcome barriers due to limited transportation options, connectivity options in communities, and/or limited or no ability to connect with needed services. To this end, applicants seeking CESF funding are encouraged to request funds to support the collaborative development and implementation of virtual projects and connectivity that increase the capacity of residents in their service area to access services.

As noted above, there will be an exception allowed for comprehensive projects that include demonstrated partnerships with multiple agencies that support the development of virtual projects that increase the capacity of residents to access services online. The lead agency for each comprehensive virtual project may submit two applications in total, one for general CESF needs, and a second for the comprehensive virtual project.

COVID-19 Funding Priorities
The Governor's Office of Crime Prevention, Youth, and Victim Services encourages cross-over, collaboration, and partnerships between these three groups and has identified the following funding priorities related to COVID-19:

- Equipment and supplies;
- Providing for the continuity of judicial operations and support for therapeutic or specialty court services;
- Providing for the continuity of youth development program operations for underserved populations, as well as for those programs that can remain open for children of essential workers;
- Emergency support for reentry partners to ensure safe transition from incarceration to community;
- Travel expenses (particularly related to the distribution of resources to the most impacted areas);
- Training;
- Victim housing assistance;
- Virtual projects that assist residents in connecting with online services; and
- Innovation and Technology Advancements, including:
    - Support to conduct virtual abuse intervention programs
    - Support to conduct evidence-based virtual youth development programming
    - Law enforcement virtual employee screening/fit for duty assessments

Please note that applications that do not meet the requirements stated above are subject to removal from consideration during the initial technical review. All funding is contingent on availability of funds. Priority areas are subject to change.

III.   **PROGRAM REQUIREMENTS**

To qualify for funding under this grant, the proposed program must support **at least one of the COVID-19 Funding Priorities** listed above.

Grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to the Office on a quarterly basis.

The following is a sample list of potential outputs and outcomes that may be included in the final awards for **Children and Youth Services**:

- Number of new and/or enhanced evidence-based or evidence-informed positive youth development programs implemented
- Number and percentage of youth who successfully complete a curriculum for an evidence-based youth development program
- Number and percentage of participants who report a reduction of food insecurity
- Number and percentage of programs/strategies incorporating concepts of trauma and Adverse Childhood Experiences (ACEs) in planning efforts and interventions
- Number and percentage of programs/strategies incorporating ACEs research and local ACEs data to identify groups of people who may be at higher risk for behavioral health concerns and conduct targeted prevention efforts
- As a result of technology upgrades, number of additional hours allocated to direct youth services/support
- As a result of technology enhancements, number of youth who successfully connected with educational programming through their school
- As a result of technology enhancements, number of youth who successfully connected with youth development programming in a virtual capacity
- Estimated number of jobs created or retained

The following is a sample list of potential outputs and outcomes that may be included in the final awards for **Law Enforcement**:

Crime Reduction
- Disrupt and dismantle criminal organizations involved in guns, gangs, drugs and human trafficking
- Number of violent crimes in a geographic area
- Percentage of crime rate reduction

Personnel/Wellness
- Number of staff hired to respond to COVID while also continuing regular services
  - Of those, the number related to essential jobs
  - Of those, the number related to non-essential jobs
- Number of staff retained to respond to COVID while also continuing regular services
  - Of those, the number related to essential jobs
  - Of those, the number related to non-essential jobs
- Use of sick leave, remote work, paycheck protection program (PPP) for nonprofits/units of government
  - Number of essential employees
  - Number of non-essential employees

Trainings and Technology
- Number of trainings held
- Number of contact check ins (video calls with family, use of cell phone/check in using contact software)
- Number of hearings, meetings, counseling sessions or other service sessions delivered remotely

The following is a sample list of potential outputs and outcomes that may be included in the final awards for **Victim Services**:

- Number of victims served
- Number of victims who felt safer as a result of this program
- Number of victims who felt more self sufficient as a result of this program
- Number of victims who felt more informed of the services available as a result of this program
- Number of victims who felt more informed of their rights as a result of this program
- Number of staff hired to respond to COVID while also continuing regular services
- Number of staff retained to respond to COVID while also continuing regular services

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 homepage: www.goccp.maryland.gov by clicking on **GRANTS MANAGEMENT SYSTEM,** or going directly to the login screen using the web URL: https://grants.goccp.maryland.gov.

In order to use the Office's web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following web 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 September 16, 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 Governor's Office of Crime Prevention, Youth, and Victim Services' 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 Jackie Adams at jacqueline.adams1@maryland.gov or Sharon Leason at Sharon.Leason@maryland.gov.

The online application must be submitted no later than 3:00 PM on September 23, 2020.

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 Governor's Office of Crime Prevention, Youth, and Victim Services' 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/grants/programs/. 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 AM to 10:00 AM on September 9, 2020:

Call in number is: 1-601-840-3174
PIN Number is: 877 637 627#

VI. IMPORTANT DATES

Application Technical Assistance Call	September 9, 2020
Deadline to Request a User ID	September 16, 2020
Deadline to Submit an Online Application	September 23, 2020
Letters of Intent/Denial Letters Emailed	October 2020
Award Packets Emailed	October 2020
Sub-award Start Date	April 1, 2020
Sub-award End Date	December 31, 2021

VII.   APPLICATION EVALUATION

The Office will assess the merits of the proposed program in each of the following areas:

- Program goals and objectives
- Program strategy
- Spending plan and budget (reasonableness, cost effectiveness, detailed justification per line item)
- Management capabilities

CESF 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 the Coronavirus Emergency Supplemental Funding Program will begin April 1, 2020 and end on December 31, 2021. Funds are paid on a reimbursable basis.

B. Unallowable Costs
The following services, activities, and costs cannot be supported with COVID-19 funds at the sub-recipient level:
- Incentives
- Audit costs
- Property insurance
- Food/beverage except for per diem for travel and direct food for clients (i.e., food for shelters, youth programs). Grant funds cannot be used to purchase food and/or beverages for any meeting, conference, training or other event.
- 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.
- **Any expense that is already being charged to a Federal CARES Act program is unallowable under this CESF NOFA program. This includes any payroll costs paid for through a Paycheck Protection Program loan.**

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/GADX10Form2015 0615.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 contributions 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.

D. Record Retention
A successful subrecipient also should take appropriate measures to maintain records related to the Federal CARES Act program, if any, and to ensure that cost documentation pertinent to the awards are retained, including leave policies, as required and consistent with 2 C.F.R. Part 200 including any revisions.

X.   APPLICATION CHECKLIST
To assist applicants during this national emergency, the Governor's Office of Crime Prevention, Youth, and Victim Services has provided the following application guidance for the FY 2020 Coronavirus Emergency Supplemental Funding Program. Please follow the information below to successfully submit a streamlined application for this funding opportunity.

GMS Section	Streamlined Response Permitted	Instructions for Completion
Face Sheet	No	Enter all required fields as instructed in the NOFA Application Instructions
Project Summary	Yes	Revise this sample summary to fit your project: The <Agency Name's> COVID-19 program helps to prevent, prepare for, and respond to the coronavirus. The program allows the jurisdiction to address the immediate and future needs for COVID-19. Grant funds provide <enter budget categories>.

Application Narrative		
Problem Statement/Needs Justification	Yes	Cut and Paste the following into this section: "Funding to prevent, prepare for, and respond to the coronavirus epidemic."
Program Goals and Objectives	No	Provide a statement that conveys the goals of the program. Goals identify the program's intended short and long-term results. Identify specific objectives you wish to accomplish through implementation of the program. Objectives are specific, quantifiable statements of the program's desired results, and should include the target level of achievement, thereby further defining goals and providing the means to measure program performance.
Program Strategy	No	Explain in detail how the program will address the problem and accomplish the program goals and objectives. Include linkages to other programs, organizations, and stakeholders that will be involved in or impacted by the program. The strategy should be based on an underlying logic—i.e., a set of assumptions regarding the services the program provides, the impacts these services will have on the clients it serves, and the projected results within the community or the targeted population. The strategy should describe what the program proposes to do (e.g., education/training, case management, crisis intervention, group therapy, criminal investigation, etc.)
Program Measurement	Yes	Cut and Paste the following into this section: "Provided by the Governor's Office of Crime Prevention, Youth, and Victim Services."
Timeline	Yes	Cut and Paste the following into this section: April 1, 2020 - December 31, 2021
Spending Plan	No	Detail the timeline for the implementation of each budget line item requested within the grant timeline of April 1, 2020 - December 31, 2021.
Management Capabilities	Yes	Provide a brief description of the agency's experience and achievements that qualify the agency to conduct the project. Clearly identify, by name and title, requested personnel. Indicate how all requested staff are currently funded (i.e., provide the entire budget for each position. If funded by more than one source, list percentages for each funding source).
Sustainability	Yes	Cut and paste the following into this section: "N/A"
Person Completing the Application	No	Provide the name, phone and email of the person completing the application.
Budget Requirements		
Budget	No	Enter all required fields and information as instructed in the NOFA Application Instructions for each budget category.
Budget Justification	No	Enter all required fields and information as instructed in the NOFA Application Instructions for each budget line item.

Budget Prioritization	No	Enter all required fields and information as instructed in the [NOFA Application Instructions](#) for each budget line item.

Other Application Requirements

Follow the instructions in the [NOFA Application Instructions](#) to complete the following:

_____ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate
_____ Unique Entity Identifier (UEI, Currently DUNS number) and SAM Registration
_____ Certified Assurances
_____ Certification Regarding Lobbying
_____ MOU's or detailed letters of support between all agencies involved in proposed virtual projects
_____ 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

Additional COVID-19 Resources:
https://governor.maryland.gov/recovery
http://goccp.maryland.gov/coronavirus/

Department of Justice Grant Guidance:
https://ecfr.io/Title-02/cfr200_main
https://www.ojp.gov/funding/financialguidedoj/overview