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Martin O'Malley
Governor

Anthony Brown
Lt. Governor

Tammy M. Brown
Executive Director

August 19, 2014

The Honorable Martin O'Malley
Governor of Maryland
100 State Circle
Annapolis MD 21401

The Honorable Thomas V. Mike Miller, Jr.
President of the Senate
State House, H-107
Annapolis MD 21401

The Honorable Michael Erin Busch
Speaker of the House of Delegates
State House, H-101
Annapolis MD 21401

Dear Governor O'Malley, President Miller and Speaker Busch:

Provided for your review is a copy of the Fiscal Year 2014 Annual Report for the State Protective Body Armor Fund as set forth in PS-4-107.

The report details the expenditures for law enforcement agencies and the revenues received under this program. The State provided \$49,088 in funding assistance to local law enforcement agencies for the purchase of body armor. This ensures our officers safety while they protect the citizens in Maryland, making this program one of the most significant sources of local aid. Should you have any questions relating to the information provided in this report, please feel free to contact my office at (410) 821-2828.

Sincerely,

A handwritten signature in black ink that reads "Tammy M. Brown" with a stylized flourish at the end.

Tammy M. Brown
Executive Director

Enclosures



Protective Body Armor Fund (BARM)

PS § 4-107

HB 325 / CH. 311, 2006

MSAR # 5650

August 19, 2014

Submitted by: Governor's Office of Crime Control & Prevention

Contact: Linda Brookes

410-821-2870

Lbrookes@goccp.state.md.us

Protective Body Armor Overview

The Protective Body Armor Fund was established by House Bill 325 during the 1995 Legislative Session. In 2005, the Maryland State Police transferred the program to the Governor's Office of Crime Control & Prevention (GOCCP) to administer the state funds, which are available to local law enforcement agencies of any county, incorporated city or town, including Baltimore City. State agencies are not eligible for this funding.

The program requires that a law enforcement agency must first expend funds for acquiring or replacing protective body armor from its own sources. The amount spent must at least be equal to the amount of State aid awarded from the fund. Funds received under this program must be used as an addition to, and may not be substituted for moneys appropriated from sources other than the Protective Body Armor Fund (BARM).

In the current fiscal year (FY 2014), GOCCP developed an application process and all eligible agencies were informed of the availability of the funds through the GOCCP Internet site at <http://www.goccp.maryland.gov/> where a Notice of Funds Availability was posted. Re-applying grantees were also notified by e-mails. Applications were reviewed and evaluated by GOCCP personnel for conformity to eligibility criteria.

Included in this report is a table showing the distribution of the 2014 BARM funds by receiving agencies; and a breakdown of the vests distributed to each agency along with a chart which reflects the number of vests that could not be purchased due to lack of funding. Also, included is a copy of the Notice of Funding Available (NOFA)/Application Guidance Kit (see Attachment B).

Goal and Intent of the BARM Program

The purpose of the funding is to assist local law enforcement agencies to acquire protective body armor for each police officer or to replace body armor at least every ten years or sooner, if testing indicates a need. The intent is to financially ease the burden for local law enforcement agencies to acquire protective body armor for each police officer. Body armor purchased with these funds must conform to the National Institute of Justice (NIJ) Standard 0101.03 (or the current edition) and V-50 ballistic testing requirements.

FY 2014 BARM Awards

Many local law enforcement agencies are dealing with the financial burden of a struggling economy. This is especially true with the smaller jurisdictions that are staffed by only a few officers and a chief. These smaller agencies are faced with the challenge of providing the 50% cash match required with the purchase of vests under the BARM program, but they also understand the significant benefits officers receive with body armor along with the consequences for officers who do not have body armor.

In fiscal year 2014, GOCCP received \$49,088 in state funds, twenty-two (22) applications, and \$178,717 in funding requests. Five (5) agencies did not receive funding. In addition to the increase of applications, came an increase in requests for vests. There were a total of 217 vests that were purchased; however, there were a total of 285 vests for which GOCCP could not subsidize funding.

Monitoring and Managing the BARM Program

The BARM program along with most of the funding that is processed through GOCCP is “Regionalized.” This means that GOCCP has regional monitors in all 23 counties and Baltimore City. The monitors’ responsibility is to ensure grant funds are spent and also to provide technical assistance to the sub-grantees in their region. This empowers GOCCP to give personal one on one attention to sub grantees in every region of Maryland. The program manger oversees the monitors and provides assistance with program protocols to also ensure funds are spent appropriately following the guidelines of the funding source and within the life of the award.

Audits

The GOCCP audit department randomly conducts audits on awarded applications. The purpose of these audits is to insure that the work performed and activity reported under the BARM program is consistent with the program goals, and that documentation submitted supports the reimbursement and is properly retained as stated in the general conditions of the award. The audit department is also notified by the regional monitor or program manager if there is a potential reason to believe a grantee is having problems managing their award. Red flags include: a pattern of late reporting; conflicting data being submitted in their reports; multiple changes in personnel within a short amount of time; and/or inaccurate financial reports. At this time there have been no random audits nor has there been a need to have an audit conducted on BARM awards in the last year.

Request for Additional Funds

As previously mentioned, many local law enforcement agencies are overwhelmed with the financial burden of purchasing vests to ensure the safety of every officer. Further adding to the burden is the fact that the vests that provide the highest level of protection are higher quality and therefore more expensive.

In FY 2012, GOCCP received nineteen (19) applications and \$162,899 in funding requests. No agency was denied funding. There were a total of 181 vests that were purchased; however, there were a total of 657 vests for which GOCCP could not subsidize funding.

In FY 2013, GOCCP received twenty-eight (28) applications and \$379,089 in funding requests. Six (6) agencies did not receive funding. In addition to the increase of applications, came an increase in the number of vests requested. There were a total of 181 vests that were purchased; however, there was a total of 792 vests for which GOCCP could not subsidize funding.

In FY 2014, GOCCP received twenty-two (22) applications, and \$178,717 in funding requests. Tough decision had to be made and five (5) agencies did not receive funding. BARM funding supported the purchase of 217 vests; however, there were a total of 285 vests for which GOCCP could not subsidize funding.

Attachment A clearly demonstrates a need for more funding to meet the requests of local law enforcement agencies in Maryland.

Attachment A

2014 BARM funds

Agencies Funded

Agency	Requested # of Vests	Requested \$ Amount	Awarded # of Vests	Awarded \$ Amount
Baltimore Co. Police Department	202	\$ 48,480.00	64	\$ 7,680.00
Cambridge Police Department	15	\$ 2,377.00	15	\$ 2,377.00
Carroll Co. Sheriff's Office	3	\$ 1,599.00	3	\$ 1,599.00
Charles Co. Sheriff's Office	50	\$ 14,475.00	15	\$ 4,350.00
City of District Heights	6	\$ 2,100.00	2	\$ 1,338.00
City of Seat Pleasant	4	\$ 2,496.00	2	\$ 1,248.00
Dorchester Co. Sheriff's Office	5	\$ 3,635.00	3	\$ 2,181.00
Edmonston Police Department	2	\$ 1,184.00	1	\$ 592.00
Frederick Co. Police Department	27	\$ 7,344.00	40	\$ 5,440.00
Frostburg City Police Department	10	\$ 1,415.00	10	\$ 1,415.00
Hagerstown Police Department	10	\$ 8,600.00	10	\$ 5,160.00
Laurel Police Department	11	\$ 7,975.00	4	\$ 2,175.00
Ocean City Police Department	35	\$ 14,770.00	30	\$ 6,330.00
Princess Anne Police Department	1	\$ 1,011.00	1	\$ 1,011.00
Smithsburg Police Department	1	\$ 754.00	1	\$ 754.00
Town of Colmar	4	\$ 1,020.00	2	\$ 340.00
Washington Co. Police Department	51	\$ 37,026.00	14	\$ 5,082.00
TOTALS	437	\$ 156,261.00	217	\$ 49,072.00

Agencies Not Funded

Agency	Requested # of Vest	Requested \$ Amount	Awarded # of Vests	
Cumberland Police Department	27	\$ 11,880.00	0	
Sykesville Police Department	3	\$ 662.00	0	
North East Police Department	2	\$ 520.00	0	
Wicomico County Dept of Corrections	22	\$ 5,665.00	0	
City of New Carrollton	11	\$ 3,729.00	0	
Totals	65	\$ 22,456.00	0	

Totals From Agencies Funded & Agencies Not Funded

All Agencies	Requested # of Vest	Requested \$ Amount	Awarded # of Vests	Awarded \$ Amount
	502	\$178,717.00	217	\$49,072.00

Body Armor Grant (BARM)

**Notice of Funding Available (NOFA)
Application Guidance Kit**



Online Submission Deadline: April 23, 2013, 3:00pm
Hardcopy Submission Deadline: April 30, 2013, 3:00pm

Governor's Office of Crime Control & Prevention
300 East Joppa Road, Suite 1105
Baltimore, MD 21286-3016
(410) 821-2828
www.goccp.maryland.gov

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

ELIGIBILITY

To be considered eligible for the Body Armor Grant (BARM) Program, applicants must be a "Local Law Enforcement Agency", meaning a police department or sheriff's office in a county or municipal corporation in the State of Maryland. **State agencies are not eligible for these funds.**

IMPORTANT NOTE

Applicants are required to apply for grant funding through the GOCCP online application process located on the GOCCP website www.goccp.maryland.gov. From the GOCCP home page, find the section entitled "Notices of Funding Availability" and click on Body Armor Grant (BARM) heading. From there, you will be able to access instructions regarding the GOCCP grant application process (see Section XII).

All application documents must be submitted to GOCCP no later than 3:00 PM on April 30, 2013.

Getting Started

Thank you for applying for the **Body Armor Grant (BARM)** from the Governor's Office of Crime Control & Prevention (GOCCP). We are seeking sub-recipients that fit the BARM Program Strategy and the core values and priority areas of GOCCP. We are looking for applications that effectively address programs through our core values of resources, best practices, and collaboration.

I hope our office becomes a valuable resource for your organization as we strive to deliver our services in a customer friendly fashion. If you need application assistance, contact Linda Brookes at 410-821-2870 or Lbrookes@goccp.state.md.us.

GOCCP success is measured by sub-recipient 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.us.

We look forward to working with you.

Sincerely,

Tammy M. Brown
Executive Director
Governor's Office of Crime Control & Prevention

Governor's Office of Crime Control & Prevention Mission:

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.

I. BODY ARMOR SAFETY BACKGROUND

Ballistic-resistant body armor has been widely available for law enforcement personnel for more than 30 years. The dramatic reduction in officer homicide following the introduction of body armor attests to the protection it provides. The success stories extend far beyond just protection from handguns. More than 3,000 lives have been spared, including cases in which body armor prevented serious injuries to officers from other types of assaults or accidents.

II. BODY ARMOR PURPOSE

The purpose of the BARM Program is to assist local law enforcement agencies in procuring protective body armor for their officers and to replace protective body armor if testing or age indicates a need for replacement.

III. ELIGIBILITY

To be considered eligible for the Body Armor Grant (BARM) Program, applicants must be a "Local Law Enforcement Agency", meaning a police department or sheriff's office in a county or municipal corporation in the State of Maryland. If you received BARM last year, you may not apply this year. Awards are given on a every other year status. **State agencies are not eligible for these funds.**

IV. PROTECTIVE BODY ARMOR

Protective body armor means a vest or similar article that is designed to be worn to protect against blunt force trauma associated with the impact of a firearm projectile and manufactured of bullet resistant fabric that conforms to National Institute of Justice (NIJ) Standard 0101.03 (or the current edition) and V-50 ballistic testing requirements.

Stab resistant armor should provide protection against injury from penetration by knives or sharp-pointed edged weapons while ensuring that the movement of the officer is not unduly restricted.

V. ALLOCATION OF FUNDS

The Maryland State Legislature appropriates funding for the BARM 2014 program. Applicants may combine federal funds as their match with the BARM program.

VI. BARM MATCHING FUNDS

Cash Match (hard) includes cash spent for project-related costs. Allowable cash match must include those costs, which are allowable with Federal Funds. A 50% cash match is required with the BARM award. For example, if you are requesting \$500. you must provide a match of \$500. (non-state funds). Your total purchase for vests would be \$1,000. **Indicate how the cash match will be provided by your agency in your narrative.**

VII. LENGTH OF GRANT TERM

FY 2014 BARM funds are for a one-year period that starts 7/1/2013 and ends 6/30/2014.

VIII. IMPORTANT DATES

DATES	ACTIONS	LOCATION
April 23, 2013 No later than 3:00pm	Electronic applications due at GOCCP	
April 30, 2013 No later than 3:00pm	Original and two hard copies due at GOCCP	GOCCP - 300 East Joppa Rd Suite 1105, Baltimore, MD 21286
May 9, 2013	Applications given to Review Team for scoring	
May 16, 2013 9:00am to 11:00am	Grant Review Team Meeting	GOCCP - 300 East Joppa Rd Suite 1105, Baltimore, MD 21286
June 28, 2013	Grant Awards or Letters of Intent	Mailed to Sub-recipients
July 1, 2013	Grant Begins	

IX. WHAT AN APPLICATION MUST INCLUDE

A. PROJECT TITLE

The project title should be brief and precise. For example: "New/Replacement Body Armor" or "Replacement Body Armor."

B. PROJECT SUMMARY

The Project Summary provides a concise summary of your proposal in 100 words or less. GOCCP would like to make writing the project summary as simple and consistent as possible. **Use the following template for your project summary:**

The ____ (Implementing Agency's) ____ (Project Title) ¹ _____ program provides increased safety for the agency's deputies. Manufacturer's specifications require that body armor need to be replaced every five years in order to ensure the wearer's safety. ². Program funds provide __ replacement vests and __ new vests for recruits. ⁴

You will need to make the following additions/changes to the above template:

1. The beginning of the first sentence contains your Agency name and the Grant's Project Title, example: New and Replacement Vests.
2. In the second sentence, you will need to state the number of replacement or new vests being requested in the application.

C. PROGRAM NARRATIVE

In a four-section, outline-styled format, provide the following information (retain all numbering and headers below):

1. Understanding the Problem

- a. Describe the extent and nature of the problem
- b. Provide a description of the target population
- c. Provide statistical data that documents the problem

2. Goals, Objectives, & Performance Measures

Each application must include clearly defined goals, objectives, and performance measures.

- ✓ **Goals** - Provide a broad statement that conveys, in general terms, the program's intent to change, reduce, or eliminate the problem described. Goals identify the program's intended short and long-term results for the anticipated funding year.
- ✓ **Objectives** - Explain how the program will accomplish the goals. 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.
- ✓ **Performance Measures** - GOCCP will provide the Performance Measures to all BARM awards.

3. Strategy, Timeline and Spending Plan

Detail the timeline for the implementation of each budget line item (i.e. one body armor for a new recruit will be purchased in the first quarter. The other three replacement vests will be purchased in the third quarter).

4. Demonstrated Need for Funding

This section outlines the required information for a complete narrative. Include any existing relationships with neighboring jurisdictions that will assist in successful implementation/utilization. This section is very important. Please follow the following format:

a. Number of Violent Crime Incidents

The number of violent crime incidents committed within the jurisdiction of the local law enforcement agency for the last two years.

b. Current Sworn Officers

List the current number of sworn officers.

c. Current Sworn Officers without Body Armor

The current number of sworn officers not issued protective body armor.

d. Body Armor History

The number and age of protective body armor units currently in use by the local law enforcement agency.

e. Body Armor Request

The number of protective body armor units requested for:

- * Officers not currently assigned protective body armor; and
- * Officers assigned protective body armor in need of replacement due to age or wear.

f. Body Armor Anticipation for Two Years

Applications should reflect the number of vests your agency anticipates to replace within the next two years, and vests for officers your agency anticipates hiring in the next two years. New hires can be anticipated based on the average number of officers hired over the most recent three years.

X. DUNS/CCR Registration

Provide your DUNS number and CCR expiration date.

XI. Budget

Provide a justification for each line item that supports the project's goals. Budgets must be clear and precise. Please check all calculations for accuracy. NOTE: GMS must clearly identify 50% grant funds and 50% cash match (via the "Funding Source" column). **Round to the nearest dollar, do not add cents.** It is allowable to pay for ½ a vest with grant funds and the other ½ with a match: ex: 6.5 vests/grant funds & 6.5 vests/cash match= 13 vests.

XII. GRANT REVIEW CRITERIA

GOCCP staff will be evaluating the applications submitted and determining the availability of funds for each local strategy proposed. GOCCP staff may conduct program site visits to view the implementation of the program and document compliance with all applicable funding regulations.

A. Grant Review Criteria

The scoring will be as follows:

1. Statement of Problem - 20 points
2. Goals, Objectives and Performance Measures - 20 points
3. Budget- error free with justification – 10 points
4. Program Narrative format followed as instructed in NOFA- 20 points
5. Demonstrated need for purchase of vests – 20 points
6. Indicate cash match – 10 points

Total: 100 points

B. Rating Scale

0-50 points = Non-Responsive (will not be considered for funding)

51-60 points = Poor (will not be considered for funding)

61-70 points = Fair

71-80 points = Good

81-90 points = Very Good

91-100 point = Excellent

C. Final Awards

Funding will not be available to applications scoring less than 61 points. For applications scoring 62-70 points, technical assistance will be available to assist the agencies and determine if a final award is possible. Final awards will be determined and communicated to applicants by the end of June 2013.

XIV. APPLICATION PROCESS

Applicants are required to apply for grant funding via the GOCCP online Grants Management System (GMS, www.goccp.maryland.gov/gms). There are instructional videos and down-loadable GMS instruction manuals available online as well (<http://www.goccp.maryland.gov/gms-training>).

In addition to the instruction manual, the GMS contains numerous, interactive help buttons. Throughout the system, clicking on a blue question mark button will open an information pop-up box. If you require technical assistance with accessing the online application software, contact the GOCCP IT Department at 410-821-2828.

In order to use the GOCCP application software, you must have a USER Account.

- All users must be associated with an Organization in the GMS.
- Organizations that are required to pass grant applications through their Executive Office, Mayor's Office, or Board of Commissioners, etc. may not be the Applicant Agency.

Login credentials may be reset via the GMS login page '[Forgot Password?](#)' link. To set up login credentials, users, or organizations, send an email request to GMSSupport@goccp.state.md.us

Once you have logged into the GMS, you will see a list of available solicitations on the Home tab. To apply for BARM funding, click the apply button in the 'Available Funding' dashboard.

In addition to the online submission, you must submit one (1) hard copy original generated by the GMS and two copies (bearing original signatures in blue ink for the certifications and anti-lobbying documents). Additional copies of the application are no longer needed. If you need assistance with application requirements, contact Linda Brookes @ 410-821-2870 or send an email request to Lbrookes@goccp.state.md.us.

Your application's project dates (start and end) should be the first and last day of the month.

XV. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP will distribute funds to recipients on quarterly reimbursement of expenditures basis in conjunction with the timely submission of corresponding quarterly Fiscal and Programmatic Reports. Reports must be submitted via both signed hardcopy and the GOCCP online GMS.

All programmatic reports are due within 15 days of the end of each quarter; financial reports are due within 30 days of the end of each quarter. Extensions will not be granted.

Electronic Funds Transfer (EFT) – The EFT is a direct deposit process that allows the State of Maryland to pay vendors/sub-recipients in a more timely manner. This process also removes the need for paper checks, which take longer to process. GOCCP *strongly encourages* the use of the EFT. To obtain the appropriate form, the address to submit the form, and a general overview, including FAQ's, refer to the following website:
[http://compnet.comp.state.md.us/General Accounting Division/Vendors/Electronic Funds Transfer/](http://compnet.comp.state.md.us/General_Accounting_Division/Vendors/Electronic_Funds_Transfer/)

XVI. Property Inventory Report (PIR) Requirements:

The Property Inventory Report can be submitted with quarterly reports if vest(s) are purchased during that reporting period. Sub-recipients do not have to wait until they submit their final report to submit this form. Always one vest per line item.

Below is an example of the form and a description of data needed to make form compliant:

Description of Property	Name of Vendor Purchase Order #	Serial #	Internal Inventory #	Date Purchased	Unit cost	Qty	% SF	Condition	Location
PBV-ABA- XT3002 Level-II NIJ	The Body Armor Man	12345678	N/A	10/10/2011	\$525.00	1	50	New	Officer Goodman

- **Description of Property** - Type of vest purchased
- **Name of Vendor**- Company where vest was purchased
- **Name of Manufacture**- Company that made the vest
- **Serial #**- All vests have a serial number, this must be completed or the PIR will be returned to sub-recipient for completion
- **Internal Inventory #** - Some agencies assign the vest with an in-house serial number. This column does not have to be completed
- **Date Purchased** – The date of purchased with the vendor
- **Unit cost**- Total cost of each vest
- **Quantity** – Only one vest per line item is allowable so this should always reflect "1"
- **% FF or SF** - Percent of funds used to purchase vest should always be 50%
- **Condition**- Will be new
- **Location** – Provide the name of the officer who will be assigned to the vest

XV. APPLICATION WORKSHEET

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 01.01.2005.36. Failure to provide all of this information may result in the denial of your application for funding. GOCCP is a government entity; upon submission, this application is considered public information. GOCCP does not sell collected grant information. Under the Maryland Public Information Act (PIA) (MD State Government Code Ann. 10-617 (h)(5)), you may request in writing to review grant award documentation. Please send those requests to GOCCP, 300 E. Joppa Rd., Suite 1105, Baltimore, MD 21286-3016

GENERAL INSTRUCTIONS:

Applicant is required to submit proposals via the GOCCP online GMS (www.goccp.maryland.gov/gms). Additionally, one (1) original hardcopy must be sent to the address on the front of this NOFA. The hardcopy application must be generated by the online software; both the Certifications and Anti-Lobbying documents must be signed (in blue ink) by the Applicant Agency's Authorized Official. This document can be downloaded from our website: www.goccp.maryland.gov

A. Face Sheet Tab Instructions

PROJECT TITLE

The project title should be brief, precise, and reflect what is being funded.

APPLICANT AGENCY

The unit of local government (county, city, town, or township) or State agency that is eligible to apply for grant funding (See NOFA for Eligible Applicants). Full details about the Applicant Agency (Federal ID, DUNS, etc.) may be viewed by clicking the corresponding underlined organization field. If any information needs to be revised, contact changes@goccp.state.md.us.

AUTHORIZED OFFICIAL

You may view the contact information for either agency's Authorized Official by clicking their underlined name. A popup box will appear after clicking their name. Procedures for revising an agencies authorized official can be obtained by contacting changes@goccp.state.md.us.

IMPLEMENTING AGENCY/ORGANIZATION

The name of the entity that is responsible for the actual operation of the project. Full details about the Implementing Agency (Federal ID, DUNS, etc) may be viewed by clicking the corresponding underlined organization field. Contact changes@goccp.state.md.us to make any revisions.

'Is service site' checkbox

Clicking this checkbox will automatically add the Implementing Organization to the "Service Site" tab.

PROPOSED START/END DATES

The start and end dates are determined by the parameters of the NOFA and are filled in automatically. Projects may not exceed 12 months or commence before the NOFA defined start date. End dates may be revised to shorten but not extend, the award period. The start date is 7/1/2013 with an end date of 6/30/2014

PREPARER INFORMATION

Enter the Name of the person completing the application, his/her phone number and email address.

To add a new officer or contact to the GMS, contact changes@goccp.state.md.us.

B. Officers Tab Instructions

To add a new officer or contact to the GMS, contact changes@goccp.state.md.us.

PROJECT DIRECTOR

Select the person who will be responsible for oversight and administration of the project on behalf of the applicant. Selections are limited to implementing/applicant agency personnel in the GMS.

FISCAL OFFICER

Select the person who will be responsible for financial reporting and record keeping for the project. You may select any contact currently in the GMS. Use the search windows to search by last name, organization, or job title.

CIVIL RIGHTS CONTACT

Select the agency's point of contact for handling internal civil rights violation complaints (usually a Human Resources Manager). You may select any contact currently in the GMS. Use the search windows to search by last name, organization, or job title. If the person you

need to select is not in the system go to www.goccp.maryland.gov/grants/access-to-gms.php, obtain the information listed under # 4 and forward it to changes@goccp.state.md.us requesting they be added to the system.

C. Service Sites Tab Instructions

If the service site is either the applicant agency and/or the implementing agency, select the associated "Is service site?" check box(es) on the application Face Sheet.

Otherwise, provide the site name and full address, **for the location(s) the project is taking place/serving**. If there is more than one location, please enter complete information for each site (up to five). If the project has a statewide or countywide impact, please enter "state-wide," or "county-wide" in the 'Site Name' field and the county served in the 'City' field.

Location One

Site Name: Anytown Police Department
Address: 123 Main Street
Some City, MD 21000-0570

Location Two

Site Name: Anytown Sheriff's Office
Address: 795 Main Street
Some Other City, MD 21030-1014

D. Summary Tab Instructions

The Project Summary should provide a concise summary of your proposal and be limited to 100 words or less. Because the _____ program is funding a very specific service (_____), GOCCP would like to make writing the project summary as simple and consistent as possible. Use the template provided on page ___ of this Notice of Funding Availability (NOFA) for your project summary.

E. Narrative Tab Instructions

Provide a description of the training to be attended, program timeline, and potential for information sharing. The contents for the narrative are explained on pages 5 - 6 of this NOFA. Narrative must be in a four-section, outline-styled format (**retaining all numbering, lettering, and headers**). Incomplete narratives may be returned for revision.

F. Budget Tab Instructions

You must complete a detailed budget for your proposed project. Each budget line item must include a justification entry. All 'Total Budget' fields will be rounded by the GMS to the nearest whole dollar. There is (no / a _____%) match requirement for this program.

Refer to the GMS training videos for further instructions
<http://www.goccp.maryland.gov/gms-training>.

EQUIPMENT

Equipment is defined as having a useful life in excess of one year and a procurement cost of \$100 or more per unit or \$50 or more per unit for computer and sensitive items. Costs may include taxes, delivery, installation and similarly related charges. The procurement process used must be consistent with your written procurement guidelines. If such guidelines do not exist, refer to the State of Maryland guidelines by accessing General Condition # 17 on the GOCCP Website under the Grantees Area.

Maintaining internal inventory records for equipment procured under this funding source is mandatory. For post award inventory requirements, access General Condition #18 on the GOCCP Website. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

G. Print Tab Instructions

The Print tab allows users to generate a pdf version of their application for review and/or submission. Application hardcopies generated while in Application Status 'Pending' have 'pending submission' printed at the top of the application pages.

The Application Status must read 'Awaiting Hard Copy' before generating a final pdf. The final pdf version is printed (and if requested, photocopied) by the applicant, signed, and sent or delivered to GOCCP before the hardcopy deadline.

H. Application Status dropdown instructions

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Grant Management', 'Address Book', 'Admin', and 'Logout'. Below the navigation bar is a breadcrumb trail: 'Grant Management > Application Search'. The main content area displays application details for an application with the status 'Pending'. The details include: App. Number: [Unassigned], Grant Number: [blank], Req. Funds: \$1,053.00, Match Funds: \$0.00, Match %: 0.00%, Project Dates: 03/01/2013 - 03/31/2013, Title: Financial Investigations Prac..., and Application Status: Pending. A dropdown menu is open for the Application Status, showing options: 'Submit Application', 'Cancel application', and 'Cancel App. Subm.'. A 'PRINT REPORT' button is visible below the application details.

After completing and reviewing all sections of the application, use the 'Application Status' dropdown to submit your application electronically. Selecting 'Submit Application' from the dropdown performs a final validation check. If the validation check is successful, the application's status changes to 'Awaiting Hard Copy'.

Your Application must be placed in 'Awaiting Hard Copy' status for it to be considered for funding. After GOCCP has received your signed hardcopy(ies), the status will appear as 'Hardcopy Received'.

I. Signature Pages

The Certified Assurances and Federal Anti-Lobbying Certification must be signed by the appropriate agency representative and included with the application hardcopies. **Both forms may only be signed by the Applicant Agency's Authorized Official or their duly assigned alternate signatory.** Both forms must be generated by the online application software.

In order for an alternate signatory to be valid, GOCCP must receive a signed, written notification from the applicant agency's Authorized Official (on agency letterhead) every other year stating that an alternate signatory has been designated.

J. Documents Tab Instructions

If there are any additional required forms or other documents that you would like included with your application, use the Documents tab to attach those files. You may upload documents throughout the application process.

K. Audit Findings / Corrective Action Plan

Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. **Do not send a copy of your audited financial statements;** ONLY the applicable audit findings and/or corrective action plan is required.