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Larry Hogan  
*Governor*

Boyd K. Rutherford  
*Lt. Governor*

Christopher B. Shank  
*Executive Director*

August 21, 2015

The Honorable Larry Hogan  
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 Hogan, President Miller and Speaker Busch:

Provided for your review is a copy of the Fiscal Year 2015 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 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, appearing to read "Christopher Shank" with a stylized flourish at the end.

Christopher Shank  
Executive Director

Enclosures: BARM NOFA

cc: Edward Parker, Deputy Director  
Justice Schisler, Division Chief  
Linda Brookes, Program Manager



Protective Body Armor Fund (BARM)

PS § 4-107

HB 325 / CH. 311, 2006

MSAR # 5650

August 21, 2015

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

Contact: Linda Brookes

410-821-2824

[Lbrookes@goccp.state.md.us](mailto:Lbrookes@goccp.state.md.us)

## **Goal and Intent of the BARM Program**

The purpose of BARM 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.

## **Protective Body Armor Fund (BARM) 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).

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.

## **BARM Funding**

Beginning in fiscal year 2013, each applying agency has been required to submit a copy of the mandatory wear policy that is to be enforced by the agency. While each local law enforcement agency is unique, the mandatory wear policy ensures that BARM funds support a policy that requires officers to wear their body armor.

In fiscal year 2014, GOCCP developed an application process whereas all eligible agencies were only allowed to apply every other year for funding. Potential applicants were informed of the availability of the funds through a Notice of Funds Available (NOFA) posted on the GOCCP Internet site at <http://www.goccp.maryland.gov/>. Re-applying grantees were also notified by e-mails. This policy change enabled GOCCP to better meet the demands of the local law enforcement agencies that apply for funds. Applications were reviewed and evaluated by GOCCP personnel for conformity to eligibility criteria.

In fiscal year 2015, GOCCP was able to award 93% of the number of vests requested. GOCCP received eight (8) applications, of the eight applications, six (6) were awarded 100% of their request. More importantly, a total of 134 vests were purchased using FY 2015 funding.

Included in this report is a table showing the distribution of the 2015 BARM funds by receiving agencies; and a breakdown of the vests distributed to each agency. Also, included is a copy of the Notice of Funding Available (NOFA)/Application Guidance Kit (see Attachment A).

## **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 further 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 ensure 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.

While there is definitely a need for more funding to keep our officers safe while they protect the citizens of Maryland, through the recent restructuring of the BARM program, GOCCP was able to meet the needs of this year’s eligible applicants.

***Agencies Funded with 2015 BARM Funds***

<b>County</b>	<b>Agency</b>	<b>Award Amount</b>	<b>Number of Vests Awarded</b>
Allegany County	Cumberland Police Department	\$2,700.00	9
Carroll County	Hampstead Police Department	\$1,038.00	3
Cecil County	Cecil County Sheriff's Office	\$13,159.00	49
Montgomery County	Montgomery County Sheriff's Office	\$14,343.00	30
Prince George's County	Prince George's County, Maryland	\$8,535.00	6
Prince George's County	City of New Carrollton	\$2,159.00	7
Wicomico County	Salisbury Police Department	\$5,580.00	20
Worcester County	Pocomoke City Police Department	\$1,500.00	10
	<b>TOTALS: 8 Awards</b>	<b>\$49,014.00</b>	<b>134</b>

# GOVERNOR'S OFFICE of CRIME CONTROL & PREVENTION

## 2016 Body Armor Grant (BARM) and 2015 Bullet Proof Vest Partnership Program Grant (BPVP)

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



**Online Submission Deadline: March 26, 2015, 3 pm**  
**Hardcopy Submission Deadline: April 2, 2015, 3 pm**

**Funded through:**

**BARM is state funded through the State of Maryland**  
**BPVP is funded through the Office of Justice Programs (OJP)**

Governor's Office of Crime Control & Prevention  
300 East Joppa Road, Suite 1105  
Baltimore, MD 21286-3016  
(410) 821-2828  
(877) 687-9004  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)

Lawrence J. Hogan, Jr., Governor  
Boyd K. Rutherford, Lt. Governor  
Christopher B. Shank, Executive Director

#### **ELIGIBILITY**

1. To be considered eligible for the **Body Armor Grant (BARM)** Program, applicants must be a Local Law Enforcement Agency/Non State Agency, meaning a police department or sheriff's office in a county or municipal corporation in the State of Maryland.
2. To be considered eligible for the **Bullet Proof Vest Partnership Program Grant (BPVP)** Program, applicants must be a "State Agency", meaning state troopers, state detention centers/prisons and state fire marshal's. Non-state agencies are encouraged to apply directly to the Office of Justice Programs.

#### **IMPORTANT NOTES**

Applicants are required to apply for grant funding through the GOCCP online application process located on the GOCCP website <https://grants.goccp.maryland.gov>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with [www.SAM.gov](http://www.SAM.gov). A screen shot from SAM.GOV reflecting this information is sufficient.

## Getting Started

Thank you for applying for either the **Body Armor Grant (BARM) program or the Bullet Proof Vest Partnership Program Grant (BPVP) Program** from the **Governor's Office of Crime Control & Prevention (GOCCP)**. The primary purpose of these programs is to protect the lives of law enforcement officers with Protective Body Armor or Stab Resistant Vests.

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.

The purpose of the BARM and BPVP 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.

If you need application assistance, please contact:

Linda Brookes, Program Manager for BARM & BPVP  
410-821-2870  
[linda@goccp-state-md.org](mailto:linda@goccp-state-md.org)

Justice Schisler, Division Chief  
410-821-2844  
[justice@goccp-state-md.org](mailto:justice@goccp-state-md.org)

GOCCP success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas of how GOCCP can serve you better, email us at [info@goccp.state.md.us](mailto:info@goccp.state.md.us).

### **Governor's Office of Crime Control & Prevention Mission:**

GOCCP is Maryland's one stop shop for resources to improve public safety. GOCCP exists to educate, connect, and empower Maryland's citizens and public safety entities through innovative funding, strategic planning, crime data analysis, best practices research, and results-oriented customer service.

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## I. TRAINING / TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following web URL: <http://www.goccp.maryland.gov/gms-training/>.

Please review the training videos prior to working on your application (system guidelines, fiscal review and tips, civil rights requirements, and those specific to the program funding source).

## II. 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.

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.

## III. SCOPE

The Department of Justice (DOJ) is committed to the health and safety of all law enforcement officers and urges all officers to continue wearing their protective vests. DOJ also encourages public safety officers to follow body armor manufacturer "wear and care" instructions, and to refrain from storing armor in environments in which it may be exposed to extreme heat or cold. Age alone does not cause body armor's ballistic resistance to deteriorate-the care and maintenance of vests are vital. Officers should inspect their body armor on a regular basis. Armor showing excessive wear or damage should be replaced.

In response to concerns from the law enforcement community, the DOJ announced in 2003 an initiative to address the reliability of body armor used by law enforcement personnel and to examine the future of bullet-resistant technology and testing. As part of this initiative, the NIJ was examining Zylon®-based bullet-resistant vests (both new and used) and reviewing the existing process by which bullet-resistant vests are certified. It was concluded in a 2004 report to the Attorney General that ballistic-resistant material, including Zylon®, can degrade due to environmental factors thus reducing the safety margin the manufacturers build into their armor. It was also noted that upgrade kits tested did not appear to bring used armor up to the level of performance of new armor. However, used armor with upgrade kits performed better than used armor alone. **Applicants may not purchase any ballistic or stab resistant vests that contain Zylon®. All vests must be NIJ approved.**

View the list of body armor models tested against the current NIJ Body Armor Standard NIJ0101.06 and found to be compliant: [https://www.justnet.org/other/ballistic\\_cpl.html](https://www.justnet.org/other/ballistic_cpl.html).

Learn more about body armor at: [www.nij.gov/topics/technology/body-armor/welcome.htm](http://www.nij.gov/topics/technology/body-armor/welcome.htm)

All funding is contingent upon GOCCP receiving the specified grant funds from the STATE OF MARYLAND for BARM and the Office of Justice Programs for BPVP. As of the posting of this

NOFA, the STATE OF MARYLAND HAS NOT PROVIDED FINAL BUDGET APPROPRIATIONS and the Office of Justice Programs HAS NOT RELEASED FY 2016 ALLOCATIONS.

#### IV. ELIGIBILITY CRITERIA

The following entities in Maryland are eligible to submit one application for:

➤ BARM - Local Government Agencies,

\* **NOTICE** –BARM applicants can also apply for BPVP funds through the Office of Justice Programs (OJP) and must apply directly through their website. These federal BPVP FY 15 applications will be accepted in early April for those agencies who wish to apply. Please ensure the contact information is up to date for your jurisdiction or law enforcement agency. The OJP website is: <http://www.ojp.usdoj.gov/bvpbasi/>

\*Again this year, GOCCP has placed funding limitations on "BARM" applicants. Applicants requesting BARM funding may only apply every other year. To be clear, if your agency applied for 2015 BARM funds, then you may not apply for 2016 BARM funds. You may apply for 2017 BARM funds.

➤ BPVP - State Government Agencies,

\* **NOTICE** – BPVP federal applicants are required to submit two applications: 1) to the Office of Justice Programs (OJP) through the federal BPVP website, and 2) to GOCCP. The BPVP FY 15 applications will be accepted in early April. Please ensure the contact information is up to date for your jurisdiction or law enforcement agency. The OJP website is: <http://www.ojp.usdoj.gov/bvpbasi/>

#### V. APPLICATION PROCESS

Applicants are required to apply for grant funding through the GOCCP web-based application process, which may be accessed through the GOCCP website homepage: [www.goccp.maryland.gov](http://www.goccp.maryland.gov) by clicking on **GRANTS MANAGEMENT SYSTEM (GMS)**, or go directly to the login screen using the web URL <https://grants.goccp.maryland.gov>.

**In order to use the GOCCP 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://www.goccp.maryland.gov/grants/access-to-gms.php>

The last day to request a User ID is March 25, 2015. If you have previously applied through the web, use your same User ID and password.

If you have previously applied to GOCCP but *do not have your User ID*, or are having *technical issues with the system*, contact the GOCCP Helpdesk via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance.

If you need assistance completing the program specific information required in the online application please contact Linda Brookes at 410-821-2870 or [linda@goccp-state-md.org](mailto:linda@goccp-state-md.org) or Justice at 410-821-2844 or [justice@goccp-state-md.org](mailto:justice@goccp-state-md.org).

**In addition to the online submission, you must submit one (1) hard copy original** (generated by the online system and bearing original signatures in blue ink for the certifications and anti-lobbying documents) **and three (3) additional copies of the application.**

**The online application must be submitted no later than 3:00 PM on March 26, 2015. All of the aforementioned documents must be submitted to GOCCP no later than 3:00 PM on April 2, 2015.**

***Email/Fax submissions will not be accepted. Please do not use binders or folders; all hard copies must be generated by the online system.***

**VI. IMPORTANT DATES**

**BARM**

- Deadline to Request a User ID March 25, 2015
- Deadline to Submit an Online Application March 26, 2015 3:00 pm
- Hardcopy (plus 3 copies) Application Due April 2, 2015 3:00 pm  
*Fax/Email hardcopies will not be accepted.*
- Award Documents/Denial Letters Mailed BARM – June 30, 2015
- Sub-award Start Date BARM – July 1, 2015
- Sub-award End Date BARM – June 30, 2016

**BPVP**

- Deadline to Request a User ID March 25, 2015
- Deadline to Submit an Online Application March 26, 2015 3:00 pm
- Hardcopy (plus 3 copies) Application Due April 2, 2015 3:00 pm  
*Fax/Email hardcopies will not be accepted.*
- Award Documents/Denial Letters Mailed BPVP – September 30, 2015
- Sub-award Start Date BPVP – October 1, 2015
- Sub-award End Date BPVP – September 30, 2016

**VII. MANDATORY WEAR POLICY**

DOJ is committed to improving officer safety and has undertaken research to review and analyze law enforcement officer deaths and injuries. In October 2010, the Attorney General announced that DOJ's Bulletproof Vest Partnership (BVP) program will include a new application requirement to ensure that agencies receiving funding for reimbursement of body armor purchases have a written mandatory wear policy for uniformed patrol officers, in place when the FY 2015 BVP applications are submitted

There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty. OJP strongly encourages agencies to consult the International Association of Chiefs of Police's Model Policy on Body Armor and to strongly consider all recommendations within the policy. This policy change was announced in October 2010, by Attorney General Holder.

To obtain a copy of the Model Policy and position paper, jurisdictions must be registered with the BVP program. To obtain a copy of the Model Policy, contact the BVP Customer Support Center at 1-877-758-3787 or email <http://www.ojp.usdoj.gov/bvpbasi>

**VIII. FUNDING EVALUATION**

GOCCP will assess the worth of each organization's overall project based on the following:

- Problem Statement/Needs Justification
- Description of Goals, Objectives, and Reaching Objectives
- Projected Work Plan Schedule
- Budget

GOCCP will also assess each jurisdiction's need for funding based on the following criteria:

- Documentation of need
- Number of violent incidents
- Geographic size and location

Both BARM & BPVP are a competitive application process. GOCCP will conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this NOFA.

## **IX. FUNDING SPECIFICATIONS**

### **A. Funding Cycle**

Commencement of awards funded under the BARM Program for FY 2016 will begin July 1, 2015 and end on June 30, 2016. Funds are paid on a reimbursable basis.

Commencement of awards funded under the BPVP Program for FY 2015 will be determined after OJP announces their awards. Funds are paid on a reimbursable basis.

### **B. Budget**

Budgets must be clear and specific. Budgets must reflect one year of spending. 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. GOCCP reserves the right to reduce budgets.

The justification sections must contain brief statements (1 to 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. **Do not state "See Narrative, Goals, or Objectives".**

GOCCP reserves the right to make additional budget reductions and adjustments at its discretion.

## **X. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

GOCCP will distribute awarded funds to sub-recipients on a quarterly reimbursement of expenditures basis in conjunction with the timely submission of corresponding quarterly Fiscal and Programmatic Reports. These reports must be submitted through the online GOCCP Grants Management System (GMS) and Fiscal Reports must also be submitted via a mailed hardcopy. All programmatic electronic reports are due within 15 calendar days of the end of each quarter; financial report hardcopies are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the GOCCP GMS, using the same User ID and password that was used for the application process.

For further Post Award Instructions read your Special Conditions, and go to:

<http://www.goccp.maryland.gov/grants/general-conditions.php>

**Electronic Funds Transfer (EFT)** – GOCCP 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://compnet.comp.state.md.us/General Accounting Division/Vendors/Electronic Funds Transfe  
r/](http://compnet.comp.state.md.us/General_Accounting_Division/Vendors/Electronic_Funds_Transfer/)

#### **XI. MATCH (50% CASH MATCH IS REQUIRED)**

**BARM:** A 50% cash match is required with the BARM award. For example, if you are requesting \$500.00, then 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.**

**\*\* BARM applicants can also apply for BPVP funds through the Department of Justice but must apply directly through the federal website at:**

<http://www.ojp.usdoj.gov/bvpbasi/>.

**BPVP:** A 50% cash match is required with the BPVP award. For example, if you are requesting \$500.00, then you must provide a match of \$500. (non-federal funds). Your total purchase for vests would be \$1,000. **Indicate how the cash match will be provided by your agency in your narrative.** Refer to the Grant Match Calculator on the Grantee's Toolbar section of the website to assist with calculating match at [www.goccp.maryland.gov/grants/grantee-toolbox.php](http://www.goccp.maryland.gov/grants/grantee-toolbox.php)

#### **XII. 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 OJP 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. Award recipients 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.

## **CHECKLIST**

- Face Sheet – Printed from the online software
- Project Summary/Narrative – Printed from the online software
- Screenshot of DUNS number and SAM.GOV expiration date
- Project Budget – Printed from the online software
- Audit Requirements – Printed from the online software
- Certified Assurances – Printed from the online software and signed
- Certification Lobbying - Drug Free Workplace – Printed from the online software and signed
- Mandatory Wear Policy – included with application

### XIII. APPLICATION WEBSITE 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

#### C. FACE SHEET TAB INSTRUCTIONS

##### 1. PROJECT TITLE:

The project title should be brief, precise, and reflect what is being funded. For example: "Body Armor Replacement", "Body Armor Grant", or "New/Replacement Body Armor."

##### 2. APPLICANT AGENCY

The unit of local government (county, city, town, or township) or State agency that is eligible to apply for grant funds (See 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 [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com).

If the Government, Township, or Board of Commissioners mandates that the County Executive, Mayor, or Commissioner sign all grant award documents (for all subordinate agencies) then the Government, Township, or Board of Commissioners MUST be the APPLICANT Agency.

**NOTE:** the following DUNS/SAM information is for federal funding sources ONLY.

**DUNS/SAM Registration:** Provide your DUNS number and SAM.GOV *expiration date at the end of your Narrative*. In an appendix, attach proof of your agency's current SAM registration from [www.sam.gov](http://www.sam.gov). Include a printed screenshot of **just the page that lists your DUNS number and SAM.GOV expiration date**. Please do not include any additional pages (i.e., those containing banking information). **Access to SAM.GOV and DUNS (D&B):**

<https://www.sam.gov/portal/public/SAM/>

<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F>

##### 3. 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 agency's authorized official can be obtained by contacting [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com). Or by viewing Condition #18 at: <http://www.goccp.maryland.gov/grants/general-conditions.php>.

##### 4. IMPLEMENTING AGENCY

The name of the entity that is responsible for the 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 [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) to make any revisions.

**5. 'Is service site?' CHECKBOX**

Clicking these checkboxes automatically adds the Applicant and/or Implementing Organization to the Service Site tab.

**6. PROPOSED START/END DATES**

**Start and end date are determined by the parameters of the NOFA** and are filled in automatically. Projects may not exceed twelve (12) months or commence before the NOFA defined start date.

**7. PREPARER INFORMATION**

Enter the name of the person completing the application, their phone number and their email address.

**8. OFFICERS TAB INSTRUCTIONS**

To add a new officer or new contact to the GMS, contact [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com).

**9. 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.

**10. 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, and/or job title.

**11. CIVIL RIGHTS CONTACT**

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

**12. 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. Whether an address is provided, or "state-wide" or "county-wide" is entered, the 'CITY' field and nine (9) digit zip-code must be provided.

Example:

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

OR if Location is 'County-wide' or 'State-wide': **must still list a City and 9-digit zip for funding source reporting.**

## 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 BARM and BPVP programs are funding a very specific service, GOCCP would like to make writing the project summary as simple and consistent as possible. Use the template provided below for your project summary.

The \_\_\_\_ (Implementing Agency's) <sup>1</sup> \_\_\_\_\_ (Title) <sup>1</sup> \_\_\_\_\_ program provides increased safety for the agencies officers. Manufacturer's specification requires that body armor need to be replaced every five years in order to ensure the wearer's safety. Program funds provide <sup>2</sup> # new vest(s) and/or <sup>2</sup> # replacement vest(s) for sworn Officers.

### Make the following additions/changes to the above template:

1. The beginning of the first sentence contains the Agency's Name and the Program Project Title.
2. The last sentence summarizes the budget items proposed to be funded.

## E. NARRATIVE TAB INSTRUCTIONS

Provide a description of the program timeline, and potential for information sharing. The contents for the narrative are explained below. The Narrative must be in a outline-styled format (**retaining all numbering, lettering, and headers**). Incomplete narratives may be returned for revision.

1. **Problem Statement:** Include a description of the nature and extent of the problem to be addressed, target population, and geographical area served. Provide the latest statistical data to document the problem. What efforts have been made to address this problem in the past, if any? What will be accomplished by this project?

### 2. Goals, Objectives and Performance Measures:

- **GOAL:** The goal for BARM & BPVP is to provide the newest form of body armor available to protect and to increase the safety of police officers in the state of Maryland. Manufacturer's specifications require that tactical body armor needs to be replaced every five years in order to ensure the wearer's safety.
- **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.

Examples:

- Contact has been made with "Name of Vendor" and verification that the vendor has been approved by NIJ.
- Anticipate date(s) that officers will be fitted for the vests. This must be completed before the end of the second reporting quarter.
- Anticipated date(s) to receive vest(s) (what reporting quarter will vest(s) be received).

- **PERFORMANCE MEASURES:** GOCCP will provide the Performance Measures to all BARM & BPVP awards.

3. **Strategy and Timeline:** This section details any planning process that was undertaken in developing the plan of response. Further, it should provide an overview of the strategy to be employed and the timeline for implementing the strategy. Include linkages to other

programs, organizations, and stakeholders that will be involved in or impacted by the grant program.

Examples for GOCCP staff:

Applicants must submit a detailed timeline/work plan. This timeline/work plan must include:

- Key tasks that must be carried out to implement the program successfully
- Person(s) responsible for seeing that each task is completed within the proposed timeline
- Target dates for task completion

- 4. Spending Plan:** Detail the timeline for the implementation of each budget line item (i.e., body armor will be procured by the end of the 2<sup>nd</sup> quarter).
- 5. Management Capabilities:** Qualifications and Experience of Implementing Agencies: Provide a brief description of the agency's experience and achievements that qualify the agency to conduct the project.
- 6. Sustainability:** What prospects exist for continued financing of the project when grant funds are terminated: What efforts have been or will be made to continue the methods, techniques, and operational aspects of the project when the grant funds are concluded? Indicate planned future sources of funding or proposed jurisdictional planning efforts (If possible, include one copy of your Annual Report with your original application).
- 7. Narrative:** 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 format below:
  - 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.
  - g. Agency Policy on Body Armor When an Officer Leaves the Agency.**

Applicants must provide information regarding their policy on allowing officers to take their body armor with them from one law enforcement agency to another. It is strongly recommended that the officer takes his/her vest with them when they transfer agencies. It is not recommended that officers wear vests that they have not been properly fitted for as this will not provide them with the best possible protection. That being said, it has also been noted that any form of body armor will provide more protection than if the officer is not wearing any armor.

## **F. BUDGET TAB INSTRUCTIONS**

### ***BUDGET – GENERAL REQUIREMENTS***

You must complete a detailed budget for your proposed project. All 'Total Budget' fields will be rounded by the GMS to the nearest whole dollar. There is a 50% cash match requirement for both of these programs.

Budgets must be clear and specific. Budgets must reflect one year of spending. The grant cycle will reflect twelve (12) months.

Each budget line item must include a justification entry. The justification sections must contain brief statements (1 to 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. **Do not state "See Narrative, Goals, or Objectives"**.

GOCCP is requiring prioritization of budget requests. This requirement is addressed following the Budget Tab Instructions under 'Budget Priority Tab.'

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

### **MATCH:**

#### **BARM**

CASH - e.g., **funds contributed** from local governments such as an agency or county budgets. State grant funds cannot be used to meet match requirement.

- Funds from the BPVP Federal sources may be used to meet the match requirement.
- Sub-recipients must maintain records which clearly show the source, the amount, and the timing of all matching contributions.

#### **BPVP**

CASH - e.g., **funds contributed** from state governments such as state agency budgets. Federal grant funds cannot be used to meet match requirement.[14]

- Sources of match are restricted to the same requirements as funds allocated under the federal program and must be documented in the same manner as federal program funds, including financial and programmatic reports.
- Sub-recipients must maintain records which clearly show the source, the amount, and the timing of all matching contributions.

## 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.

### Property Inventory Report (PIR) Requirements:

The Property Inventory Report should be submitted with quarterly reports if vest(s) are purchased during that reporting period. Sub-recipients should not 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 the form compliant:

Description of Property	Name of Vendor Purchase Oder #	Serial #	Internal Inventory #	Date Purchased	Unit cost	Qty	% FF	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** - Percent of federal 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

To download this form please go to:

<http://www.goccp.maryland.gov/grants/2011/bpvp/documents/BPVP-Property-Inventory-Form.xls>

## G. BUDGET PRIORITIZATION TAB

After completing the Budget tab, click on the Budget Priority tab in the GMS. This tab will provide a list of all budget line items that the applicant has entered in the previous Budget tab. The Budget Priority tab allows the applicant to 'drag and drop' the budget line items in order of priority for funding, beginning with the most essential line item.

Grant Menu
Search
Face Sheet
Officers
Service Sites
Summary
Narrative
Budget
<b>Budget Priority</b>
Print
Documents
Activity Log
Special Conditions
Performance Measures
Progress Reports
Federal Purpose
Keywords

**BUDGET PRIORITY**

Below is a list of budget line items that have been entered for this project. Sort them by dragging and dropping, so that the most essential items are at the top of the list.

Priority	Description	Salary Type	Funding	Total Budget
1	Executive Director	Salary	Grant Funds	\$3,350.00
2	Program Director	Salary	Grant Funds	\$18,723.00
3	Program Director	Salary	Cash Match	\$3,775.00
4	Volunteer Supervisor - Lucretia Scott	Salary	Grant Funds	\$4,000.00
5	Volunteer Supervisor - Daniel McEachran	Salary	Cash Match	\$8,400.00
6	Volunteer Supervisor - Patti Ross	Salary	Grant Funds	\$2,908.00
7	Volunteer Supervisor - Karen Coleman	Salary	Grant Funds	\$2,234.00
8	Volunteer Supervisor - Anne Feehley	Salary	Cash Match	\$1,795.00

**H. 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, and are unacceptable for submission.

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.

**I. APPLICATION STATUS DROP DOWN INSTRUCTIONS**

Home	Grant Management	Address Book	Admin	Logout			
Grant Management > Application Search							
App Number	Grant Number	Req. Funds	Match Funds	Match %	Project Dates	Title	Application Status
[Unassigned]		\$1,953.00	\$0.00	0.00%	03/01/2013 - 03/31/2013	Financial Investigations Prac.	Submit Application

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'.

**J. DOCUMENTS TAB INSTRUCTIONS**

Please include your agency's Mandatory Wear Policy with your application, use the Documents tab to attach this files. You may upload documents throughout the application process. This tab could also include: DUNS/SAM verification, etc.

## **K. 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) stating that an alternate signatory has been designated.

## **L. 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.

#### XIV. CERTIFIED ASSURANCES

This signed form must be generated by the Online Application Software

##### THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this formula grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.
2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.
3. That following the first year covered by a Grant Award and each year thereafter, a performance evaluation and assessment report will be submitted to the Governor's Office of Crime Control & Prevention.
4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.
5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Control & Prevention may reasonably require to administer the program.
6. Sub-recipients will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).
7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Control & Prevention.
8. Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEO) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEO Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>.
9. That the Grantee will comply with the provisions of the Governor's Office of Crime Control & Prevention's General and Special Conditions for Grants. General Conditions are posted on GOCCP's website (<http://www.goccp.maryland.gov/grants/general-conditions.php>).
10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreement.
11. Sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eo/laws/title-vi.html>

**CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control & Prevention.**

This signed form must be generated by the Online Application Software

## XV. CERTIFICATION REGARDING LOBBYING

This signed form must be generated by the Online Application Software



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

### **CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-Procurement) and Government-wide Requirements for Drug-free Workplace (Grants)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

#### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

#### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for

commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

#### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

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Check  if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check  if the State has elected to complete OJP Form 4061/7.

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DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

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As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

**This signed form must be generated by the Online Application Software**

1. Grantee Name and Address:
2. Application Number and/or Project Name
3. Grantee IRS/Vendor Number
4. Typed Name and Title of Authorized Representative
5. Signature
6. Date

**This signed form must be generated by the Online Application Software**