



**GOVERNOR'S OFFICE OF
CRIME PREVENTION, YOUTH,
AND VICTIM SERVICES**

Protective Body Armor Fund (BARM) FY 2021

Public Safety Article § 4-107, House Bill 325 (2006)

Larry Hogan

Governor

Boyd K. Rutherford

Lt. Governor

V. Glenn Fueston, Jr.

Executive Director

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

Submitted by:

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

Contact: Anthony Baranauskas

410-697-9382 | Anthony.Baranauskas@maryland.gov

September 1, 2021

MSAR #5650



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

September 1, 2021

The Honorable Larry Hogan
Governor of Maryland
100 State Circle
Annapolis, MD 21401

The Honorable William C. "Bill" Ferguson IV
President of the Senate
State House, H-107
Annapolis, MD 21401-1991

The Honorable Adrienne Jones
Speaker of the House of Delegates
State House, H-101
Annapolis, MD 21401

RE: Report required by Public Safety Article § 4-107 (MSAR #5650)

Dear Governor Hogan, President Ferguson, and Speaker Jones:

As required by § 4-107 of the Public Safety Article, please find an enclosed copy of the Governor's Office of Crime Prevention, Youth, and Victim Services' report titled, *Protective Body Armor Fund (BARM) FY 2021*. This report includes information regarding the distribution of money under this subtitle, as well as the ratio of protective body armor to police officers in each local jurisdiction of the State that applied for money from the Protective Body Armor Fund.

Should you have any questions relating to the information provided in this report, please feel free to contact me at 410-697-9338.

Sincerely,

V. Glenn Fueston, Jr.
Executive Director

cc: Sarah Albert, Department of Legislative Services (5 copies)

GOVERNOR'S COORDINATING OFFICES
100 COMMUNITY PLACE
CROWNSVILLE, MD 21032-2023

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Introduction

In 1995, legislation established the Protective Body Armor Fund to be administered by the Department of State Police to assist local law enforcement agencies to (i) acquire protective body armor for each police officer of the local law enforcement agency; and (ii) replace protective body armor at least every 10 years, or sooner if testing indicates a need for replacement.¹

Chapter 462 of 2005 authorized the Department of State Police to distribute money from the Protective Body Armor Fund to the Division of Parole and Probation (in the Department of Public Safety and Correctional Services) for the acquisition of protective body armor for its agents.² This allocation was permissible only after required and permitted allocations were made to eligible local law enforcement agencies.³

House Bill 325 (2006) transferred the administration of the Protective Body Armor Fund from the Department of State Police to the Governor's Office of Crime Prevention, Youth, and Victim Services (Office), effective July 1, 2006.⁴ Pursuant to § 4-107 of the Public Safety Article, the Office shall submit a report to the Governor and General Assembly by September 1 of each year as it relates to:

1. The distribution of money under this subtitle; and
2. The ratio of protective body armor to police officers in each local jurisdiction of the State that applied for money from the Protective Body Armor Fund.

Overview

In 2006, House Bill 325 transferred the functions, powers, duties, assets, and liabilities of the Protective Body Armor Fund to the Office to administer program funds. Through its program, funds are available to local law enforcement agencies of any county and incorporated city or town, to include Baltimore City. Once funds are allocated to local law enforcement agencies, and if remaining funds exist, such funds may be distributed to the Division of Parole and Probation.

The primary purpose of this program is to protect the lives of law enforcement officers with Protective Body Armor or Stab Resistant Vests. Funds are used to assist law enforcement agencies procure protective body armor for their officers and replace protective body armor if

¹ Maryland General Assembly. (2006). [*House Bill 325 \(2006\), Department of State Police - Protective Body Armor Fund - Transfer to the Governor's Office of Crime Control and Prevention.*](#)

² Maryland General Assembly. (2005). [*Chapter 462 \(Senate Bill 135\), Public Safety - Protective Body Armor Fund - Additional Use.*](#)

³ Maryland General Assembly. (2005). [*Senate Bill 135 \(2005\), Public Safety - Protective Body Armor Fund - Additional Use \(Fiscal and Policy Note Revised\).*](#)

⁴ Maryland General Assembly. (2006). [*House Bill 325 \(2006\), Department of State Police - Protective Body Armor Fund - Transfer to the Governor's Office of Crime Control and Prevention.*](#)

testing or age indicates a need for replacement. 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 Standard 0101.06 (or the current edition) and V-50 ballistic testing requirements.⁵

To receive assistance from the Protective Body Armor Fund, law enforcement agencies must first expend funds from its own source to acquire or replace protective body armor. The amount agencies spend from their own source must be at least equal to the amount awarded from the Protective Body Armor Fund. Such funds may only be used as an addition to, and may not be substituted for, funds appropriated from sources other than the Protective Body Armor Fund, also known as the Body Armor for Law Enforcement (BARM) grant program.

In accordance with § 4-103(b) of the Public Safety Article, law enforcement agencies must provide the following information in order to apply for the Protective Body Armor Fund through BARM (*as illustrated below*):

1. The number of violent crime incidents committed within the jurisdiction of the local law enforcement agency for the last 2 years;
2. The current number of sworn officers;
3. The current number of sworn officers not assigned protective body armor;
4. The number and age of protective body armor units currently in use by the local law enforcement agency;
5. The number of protective body armor units requested;
 - a. For officers not currently assigned protective body armor; and
 - b. For officers assigned protective body armor in need of replacement due to age or wear;
6. The regulations of the local law enforcement agency that relate to the use of protective body armor;
7. The local law enforcement agency's budget request for supplies and equipment for the current and last 2 fiscal years; and
8. Any other information that the Office considers necessary to make grants for protective body armor.

Distribution of Protective Body Armor Fund Awards

Ballistic-resistant body armor has been widely available for law enforcement personnel for more than 30 years. The dramatic reduction in officer homicides following the introduction of body armor attests to the protection it provides. The success stories extend far beyond just protection

⁵ Governor's Office of Crime Prevention, Youth, and Victim Services. (2021). [FY 2022 Body Armor \(BARM\) Grant Notice of Funding Availability \(NOFA\)](#).

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.⁶ Given its effective use to protect against injury, law enforcement agencies are eager to procure protective body armor for its officers. Unfortunately, many local law enforcement agencies struggle with the financial burden associated with its economy. This is especially true for small agencies staffed with only a few officers and a chief. These small agencies are often challenged by the 50% cash match which is required by the BARM grant program to purchase protective body armor. Regardless of its financial burden, each agency understands the value and significance of protective body armor for its officers, as well as the consequence and lack of protection for those officers without protective body armor. Because of this, local law enforcement agencies, both big and small, strive to provide the 50% cash match to protect its officers. In FY 2021, the Office awarded \$49,083 from the BARM grant program, to 13 local law enforcement agencies within eight counties, for the combined purchase of 135 body armor vests (*as illustrated below*).

Jurisdiction	Agency	Award Amount	Number of Vests Awarded including Match Funds	Number of Vests Requested
Baltimore City	Baltimore Police Department	\$9,450	28	28
Carroll	Mount Airy Police Department	\$1,652	6	3
Carroll	Sykesville Police Department	\$1,370	3	3
Charles	Charles County Sheriff's Office	\$7,500	10	26
Frederick	Frederick County Sheriff's Office	\$5,225	22	48
Prince George's	Laurel Police Department	\$3,640	8	17
Prince George's	Prince George's County Sheriff's Office	\$4,344	12	24
Prince George's	Seat Pleasant Police Department	\$1,800	5	10
Talbot	Talbot County Sheriff's Office	\$1,012	2	11
Wicomico	Salisbury Police Department	\$1,350	4	26
Wicomico	Wicomico County Sheriff's Office	\$3,750	12	25
Worcester	Ocean City Police Department	\$5,190	15	15
Worcester	Town of Berlin	\$2,800	8	25
TOTALS		\$49,083	135	261

⁶ National Institute of Justice. [Overview of Body Armor](#).

Ratio of Protective Body Armor to Police Officers

In accordance with § 4-103 of the Public Safety Article, local law enforcement agencies that apply for funds under BARM must provide information to include the number of sworn officers, the number of vests awarded, and the ratio of body armor funded to sworn officers. These figures are captured in the illustration below.

Jurisdiction	Agency	Number of Sworn Officers	Number of Vests Awarded including Match Funds	Ratio of Body Armor Funded to Sworn Officers
Baltimore City	Baltimore Police Department	2,422	28	1.15%
Carroll	Mount Airy Police Department	11	6	54.54%
	Sykesville Police Department	7	3	42.85%
Charles	Charles County Sheriff's Office	307	10	3.25%
Frederick	Frederick County Sheriff's Office	179	22	12.29%
Prince George's	Laurel Police Department	62	8	12.9%
	Prince George's County Sheriff's Office	240	12	5%
	Seat Pleasant Police Department	18	5	27.77%
Talbot	Talbot County Sheriff's Office	40	2	5%
Wicomico	Salisbury Police Department	92	4	4.34%
	Wicomico County Sheriff's Office	98	12	12.2%
Worcester	Ocean City Police Department	107	15	14%
	Town of Berlin	14	8	57.14%

Conclusion

The Office recognizes the importance of BARM grant funds for officer safety throughout Maryland, and was pleased to provide \$49,083 in funding for the combined purchase of 135 body armor vests - 67.5 vests were funded through the BARM grant program and 67.5 vests were funded through the 50% cash match requirement.

Notice of Funding Availability

The *FY 2022 Body Armor (BARM) Grant Notice of Funding Availability (NOFA)* is illustrated below and on the following pages.



FY 2022 Body Armor (BARM) Grant Notice of Funding Availability (NOFA)

Online Submission Deadline: May 7, 2021 by 3pm

**Funded through:
State of Maryland**

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

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

ELIGIBILITY

Funding through this application is available to local law enforcement agencies. The primary purpose of this program is to protect the lives of law enforcement officers with Protective Body Armor or Stab Resistant Vests.

IMPORTANT LINKS

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

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

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

Purpose

Thank you for applying for the **Body Armor Grant Program (BARM)** from the **Governor's Office of Crime Prevention, Youth, and Victim Services (Office)**. The primary purpose of this program is to protect the lives of law enforcement officers who work towards all crime prevention efforts including the Office's objective of disrupting and dismantling criminal organizations involved in guns, gangs, drugs and human trafficking. BARM grant funds assist local law enforcement agencies in procuring protective body armor and stab resistant vests for their officers and replacing protective body armor if testing or age indicates a need for replacement.

If you need application assistance, please contact:

Sharon Leason, Body Armor Grant Program Manager
Sharon.Leason@maryland.gov

Justice Schisler, Chief of Programs
Justice.Schisler@maryland.gov

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

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

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

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I. ELIGIBILITY CRITERIA

Local law enforcement agencies in Maryland that did not receive BARM funding last year are eligible to submit applications for FY 2022 BARM funding. *If your agency received BARM funds this year (FY 2021), then you may not apply for FY 2022 funds; you are eligible to apply for funds in FY 2023.*

Only one application may be submitted per agency/organization.

Body Armor applicants can also apply for Bulletproof Vests Partnership funds through the Office of Justice Programs and must apply directly through their website. The Office of Justice Programs website is: <https://ojp.gov/bvpbasi/>

II. PROGRAM DESCRIPTION

A. Requiring Agency

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

B. Opportunity Title

Body Armor Grant (BARM)

C. Submission Date

May 7, 2021

D. Anticipated Period of Performance

July 1, 2021 to June 30, 2022

E. Funding Opportunity Description

In an effort to maintain officer safety, the Governor's Office of Crime Prevention, Youth, and Victim Services anticipates the availability of \$49,000 available for this program and anticipates making 10-12 awards not to exceed \$10,000 for FY 2022. Please note that applications that exceed the maximum award allocation noted above are subject to removal from consideration during the initial technical review.

All funding is contingent upon the final approval of the Governor's Office of Crime Prevention, Youth, and Victim Services' budget during [Maryland's 2021 Legislative Session of the General Assembly](#).

Ballistic-resistant body armor has been widely available for law enforcement personnel for more than 30 years. The dramatic reduction in officer homicides 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 Standard 0101.06 (or the current edition) and V-50 ballistic testing requirements.

In response to concerns from the law enforcement community, the Department of Justice 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 National Institute of Justice examined Zylon®-based bullet-resistant vests (both new

and used) and reviewed 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 approved by the National Institute of Justice.** A list of body armor models tested against the current National Institute of Justice Standard NIJ0101.06 and found to be compliant can be found here:

<https://cjtec.org/compliance-testing-program/compliant-product-lists/>

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. All stab resistant armor must be approved by NIJ. A list of stab resistant armor models tested against the current NIJ standard NIJ0115.00 and found to be compliant can be found here:

<https://cjtec.org/compliance-testing-program/compliant-product-lists/>

Learn more about body armor at:

<https://nij.ojp.gov/topics/articles/body-armor-performance-standards>

III. PROGRAM REQUIREMENTS

A. Mandatory Wear Policy

The written “mandatory-wear” policy must be in effect as of the date the jurisdiction submits its application for Body Armor funding. Each jurisdiction will need to certify that it has a written mandatory wear policy for all uniform law enforcement officers by submitting the policy with the application, and uploading it in the “Documents” section of the [Grants Management System](#) (GMS). In order to meet the requirement of the program, all policies must bear the date that the policy was enacted.

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. The Office of Justice Programs 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.

To obtain a copy of the Model Policy and position paper, jurisdictions must be registered with the Bulletproof Vest Partnership program. To obtain a copy of the Model Policy, contact the Customer Support Center at 1-877-758-3787 or email vests@usdoj.gov.

B. Property Inventory Report (PIR) Requirements

Maintaining internal inventory records for equipment procured under this funding source is mandatory. For each line item entered in the budget section of the application, you must include a justification that ties that item to the activities described in your narrative.

Under the Body Armor Grant Program, [Property Inventory Reports](#) (PIR) should be submitted with quarterly reports if vest(s) are purchased during that reporting period. The BARM/BVP form is at the bottom of the page. Sub-recipients should not wait until they submit their final report to submit this form. Only enter one vest per line item.

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

Serial Number	Officer's Name	NIJ Model Number	Manufacturer	Date on Manufacturer's Label in Vest	Vendor	Unit Price	Tax Shipping & Handling	Total Cost	Date Ordered	Date Received
12345678	Officer Smith	AXBIIA	Point Blank	10/10/2019	The Body Armor Man	\$525.00	\$30	\$525.00	1/1/2019	1/20/2019

- **Serial #** - All vests have a serial number, this must be completed or the PIR will be returned to the subrecipient for completion.
- **Officer Name** – Provide the name of the officer who will be assigned to the vest
- **NIJ Model Number** - The model number listed on vest
- **Manufacturer** - Maker of the vest
- **Date on Manufacturer's Label in Vest**
- **Vendor** - Company vest purchased from
- **Unit Price**
- **Tax Shipping & Handling**
- **Total Cost**
- **Date Ordered**
- **Date Received**

C. Body Armor Statistics

Applicants are required to provide the following information when submitting their application:

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. Number of Current Sworn Officers

c. Number of Current Sworn Officers without 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

Both the number of protective body armor units requested for officers not currently assigned protective body armor and the number of 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.

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

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

- Number of officers currently without Protective Body Armor or Stab Resistant Vests.
- Number of officers currently wearing Protective Body Armor or Stab Resistant Vests that are five years old or older.
- Number of vests that still need to be procured to ensure officer safety.
- Number of Protective Body Armor or Stab Resistant Vests purchased with these funds.

IV. APPLICATION PROCESS

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

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

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password:

<http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is April 30, 2021. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the Governor's Office of Crime Prevention, Youth, and Victim Services, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Sharon Leason by email at Sharon.Leason@maryland.gov.

The online application must be submitted no later than 3:00 PM on May 7, 2021.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect the Governor's Office of Crime Prevention, Youth, and Victim Services' established guidelines and procedures, training is provided through training videos posted on the Office website. These may be accessed through the following URL:

<http://goccp.maryland.gov/grants/gms-help-videos/>.

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

Additionally, instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.

Applicants are encouraged to review these [instructions](#) prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

The Governor's Office of Crime Prevention, Youth and Victim Services will conduct a **technical assistance conference call** to provide further application assistance and to answer questions. The CGPF technical assistance call will be held from 2:00 - 3:00 PM on April 23, 2021.

Call in number: 1 252-385-2710

PIN: 706 608 627#

Meeting Link: <https://meet.google.com/vdd-pfnd-ouc>

VI. IMPORTANT DATES

Date for Application Technical Assistance (Phone/Webinar)	April 23, 2021
Deadline to Request a User ID	April 30, 2021
Deadline to Submit an Online Application	May 7, 2021
Letters of Intent Emailed/Denial Letters Emailed	June 2021
Award Documents	June 2021
Sub-award Start Date	July 1, 2021
Sub-award End Date	June 30, 2022

VII. APPLICATION EVALUATION

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

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

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

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

VIII. FUNDING SPECIFICATIONS

Funding Cycle: Commencement of awards funded under BARM for FY 2022 will begin July 1, 2021 and end on June 30, 2022. Funds are paid on a reimbursable basis.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

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

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

A. Electronic Funds Transfer (EFT)

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

<https://marylandtaxes.gov/divisions/gad/eft-program.php>. See Form GADX-10 and the GAD 710 Form to instruct first time vendors to update vendor information with the General Accounting Division (GAD)/Comptroller of Maryland and to instruct existing vendors how to update changes in banking information.

B. Match

A 50% cash match is required with the Body Armor award. For example, if you are requesting \$500, then you must provide a match of \$500. Your total purchase for vests would be \$1,000. Indicate how the cash match will be provided by your agency in your narrative. The cash match may take the form of funds contributed from local governments such as agency or county budgets. Funds from the Federal Bulletproof Vest Program may also be used to meet the Body Armor match requirement. State grant funds **cannot** be used to meet the match requirement. Subrecipients must maintain records which clearly show the source and amount of all matching contributions.

C. Supplanting, Transparency, and Accountability

Supplanting is the use of Office grant funds to replace state or local funds which were previously appropriated/budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this sub-award has been awarded. Any salaries, positions, personnel expenses, contractual expenses, equipment, travel, and other expenses paid for with Office grant funds must be used to supplement your organization's existing budget and may not replace any funds that were already included in your entity's existing or projected budget.

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

X. APPLICATION CHECKLIST

What an Application Should Include:

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

*Please note, the [Subrecipient Organizational Capacity Questionnaire](#) is no longer due at the time of application. If awarded, this completed questionnaire will be required post-award.

***More information on each item above can be found in the NOFA Application Instructions, which can be found using the following link:**

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

Additional Applicant Resources:

Census Data for MD:

<https://data.census.gov/cedsci/profile?q=Maryland&g=0400000US24&table=DP05&tid=ACSDP1Y2018.DP05>

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

Maryland Code: <https://mdcourts.gov/lawlib/research/gateway-to-md-law/code-rules-laws-sources>

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

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

211 Maryland - a statewide resource available by phone and internet 24/7 to connect residents to health and human resources: <https://211md.org/>