

COUNCIL OF THE TOWN OF BLADENSBURG

COUNCIL MEETING AGENDA

October 9, 2023, 7:00 pm

Public Access Virtual via live stream on the Town's Facebook and YouTube pages

- I. CALL TO ORDER** 1 min
- II. OPENING PRAYER** 2 min
- III. PLEDGE OF ALLEGIANCE** 1 min
- IV. APPROVAL OF AGENDA** 1 min
- V. PRESENTATIONS** 2 min
 - A. Recognition of Hispanic Heritage Month, Mayor James
 - B. Swearing in of Police Department Personnel 5 min
 - a. Officer Darryl Tompkins
 - b. Officer Alex Hur
 - c. Dispatcher Mya Watts
 - d. Police Cadet Hellen Fuentes
 - e. Acting Sgt Cedric Tanksley
 - f. Acting Sgt Dwayne Humphries
 - C. Reporting Results of the Town of Bladensburg Election of October 2, 2023: Pat Williams, Chair, Board of Supervisors of Elections
- VI. APPROVAL OF MINUTES**
 - A. September 11, 2023 Town Council Meeting Minutes
- VII. PUBLIC COMMENTS**

Written comments can be submitted prior to the meeting to be read into the record.
Comments can be submitted to Clerk@BladensburgMD.gov
- VIII. UNFINISHED BUSINESS**
- IX. FINANCIAL BUSINESS** 5 min
 - A. **Ordinance 3-2024: Budget Amendment:** Request from the Town Administrator to purchase capital items (such as furnishings) for the Police Department in an amount not to exceed \$45,000 using Speed Camera Funds and augment the Police contractual services line item by \$30,000. (total: \$75,000)

X. NEW BUSINESS

3 min

- A. **Contract Approval 4-2024:** Approval to allow the Town Administrator to execute a contract with Municipal Grant Services for Grant and Project Management for Annexation services. 3 min
- B. **Contract Approval 5-2024:** Approval to allow the Town Administrator to execute a contract to join the Time to Care Act Insurance Collaborative. 3 min
- C. **Contract Approval 6-2024:** Approval to allow the Town Administrator to renew and execute an agreement with State Highway Administration for Roadway Salt
- D. **Contract Approval 7-2024:** Approval to allow the Town Administrator to execute a one-year agreement with the City of Hyattsville for Roadway Salt

XI. STAFF REPORTS (3 minutes each)

Treasurer; Public Safety & Code Enforcement; Town Clerk; Public Works;
Town Administrator

XII. MAYOR AND COUNCIL REPORTS (3 minutes each)

Council Member Brown – Ward 1
Council Member McBryde – Ward 2
Council Member Blount – Ward 2
Mayor James

XIV. ADJOURNMENT

COUNCIL OF THE TOWN OF BLADENSBURG
DRAFT COUNCIL MEETING MINUTES
September 11, 2023, 7:00 pm

CALL TO ORDER

Mayor James called the meeting to order. Those in attendance were Mayor James and Council Members Blount, Brown, and McBryde. Also in attendance were Chief Collington, Code Enforcement Officer Rinehart, Treasurer Tinelli, Town Clerk Charnovich, and Town Administrator Michelle Bailey-Hedgepeth.

OPENING PRAYER

Sr. Pastor B. N. Wade Sr., The Body of Christ Christian Church
Town of Bladensburg – Code Enforcement Officer

Mayor James asked Pastor Wade to say the opening prayer and have a moment of silence in remembrance of the events of September 11, 2001.

PLEDGE OF ALLEGIANCE

Those in attendance stood and recited the Pledge of Allegiance.

APPROVAL OF AGENDA

A motion was made to approve the agenda by Council Member Brown, which was seconded by Council Member Blount. The motion passed 4-0.

APPEARANCES

There were no appearances.

APPROVAL OF MINUTES

July 10, 2023, Town Council Meeting Minutes

A motion was made by Council Member Blount to approve the minutes, which was seconded by Council Member McBryde. The motion passed 4-0.

PUBLIC COMMENTS

Town Clerk Charnovich stated he received 3 public comments. Public comment 1 was from Steve Weitz, public comment 2 was from Carletta Lundy, and public comment 3 was from Jocelyn Route.

UNFINISHED BUSINESS

There was no unfinished business.

FINANCIAL BUSINESS

Request for reallocation of funding and make a one-time donation to Bladensburg's Volunteer Fire Department to purchase a vehicle.

Town Administrator Bailey-Hedgepeth presented this item and asked Chief Sumner to make a presentation related to the request. Chief Sumner made a presentation regarding the vehicle request. A motion was made by Council Member Blount, which was seconded by Council Member McBryde, to authorize the Town Administrator to up-front the \$30,000 to the Bladensburg fire department that is normally paid quarterly to them, to donate \$15,000 to the fire department to purchase the jaws of life piece of equipment and items installed in the new vehicle related to public safety. The motion passed 4-0.

Request for reallocating funding from the ARPA Business Program to fund a Town Beautification Team that will concentrate on the Commercial Corridor.

Town Administrator Bailey-Hedgepeth made a presentation regarding this program. A motion was made by Council Member Blount to re-allocate ARPA Business funding in the amount of \$250,000 to establish a Town Beautification Program, which was seconded by Council Member McBryde. The motion passed 4-0.

Request to designate Speed Camera proceeds to fund a Special Assignment Team for the Police Department in the amount not to exceed \$510,000 in FY 2024.

Chief Collington made a presentation regarding the establishment of a new Special Assignment Team within the Police Department. A motion was made by Council Member Blount, which was seconded by Council Member McBryde, to authorize Town staff to spend up to \$510,000 for the establishment of a Special Assignment Team. The motion passed 4-0.

Request to designate Speed Camera proceeds to fund the purchase of equipment not to exceed \$175,000 for surveillance towers and other mobile accessories.

Chief Collington made a presentation regarding this item. A motion was made by Council Member Brown, which was seconded by Council Member McBryde, to authorize Town staff to fund the purchase of surveillance towers and other mobile accessories at a cost not to exceed \$175,000 out of speed camera funding. The motion passed 4-0.

NEW BUSINESS

Approval to allow the Town Administrator to execute a one-year contract Amendment with Charles P. Johnson and Associates (CPJ) for on-call Engineering Services.

Town Administrator Bailey-Hedgepeth presented this item. A motion was made by Council Member Brown, which was seconded by Council Member McBryde. The motion passed 4-0.

Approval to allow the Town Administrator to execute a contract with High Street Strategies for Economic Development Consulting Services.

Town Administrator Bailey-Hedgepeth presented this item. A motion was made by Council Member Blount, which was seconded by Council Member McBryde, to authorize the Town Administrator to execute a contract with High Street Strategies for Economic Development Consulting Services. The motion passed 4-0.

Approval to allow the Town Administrator to execute a contract with Monarch Butterfly for on-call Grant Writing Services.

Town Administrator Bailey-Hedgepeth presented this item. A motion was made by Council Member Blount, which was seconded by Council Member McBryde, to authorize the Town Administrator to execute a contract with Monarch Butterfly for on-call grant writing services. The motion passed 4-0.

Approval of the Town of Bladensburg's Legislative Agenda for 2023-2024

A motion was made by Council Member Brown, which was seconded by Council Member Blount, to approve the Town of Bladensburg's Legislative Agenda for 2023-2024. This included additional items related to tenant rights and condo association boards, budget items for bond bill requests, and to look further into what more can be done regarding small cell tower regulation. The motion passed 4-0.

STAFF REPORTS (3 minutes each)

**Treasurer; Public Safety & Code Enforcement; Town Clerk; Public Works;
Town Administrator**

Staff reports were forewent in the interest of time.

MAYOR AND COUNCIL REPORTS (3 minutes each)

Council Member Brown – Ward 1

Council Member Brown did not present a report.

Council Member McBryde – Ward 2

Council Member McBryde did not present a report.

Council Member Blount – Ward 2

Council Member Blount presented her report and asked everyone to attend the Senior Event on the Town Hall grounds on September 12, 2023.

Mayor James

Mayor James presented her report.

ADJOURNMENT

A motion was made by Council Member Blount, which was seconded by Council Member McBryde. The motion passed 4-0.



Agenda Item Summary Report

Meeting Date: October 9, 2023	Submitted by: Tyrone Collington, Police Chief Michelle Bailey Hedgepeth, Town Administrator
Item Title:	
Emergency Ordinance 3-2024: Budget Amendment: Funding - Police Department	
Work Session Item [X] Council Meeting Item [X]	Documentation Attached: Budget Document
Recommended Action:	
<p>Approval for the Town Administrator to purchase Capital items (furnishing) for the Police Department in an amount not to exceed \$45,000 and \$30,000 for Contractual Services using Speed Camera Funds.</p>	
<p>Item Summary – Capital Outlay: Over the last few months, the Town has made some repairs to the Police Department to improve the conditions of the building for staff. A plumbing issue caused damage to part of the Police building, making the office space unusable, and the Chief and his administrative staff were renting a trailer parked across the street from Town Hall. The repairs and improvements were covered under building expenses.</p> <p>Staff is asking that the Council allow the Town Administrator to purchase office furniture in an amount not to exceed \$45,000.</p> <p>Quotes are being sought for this purpose, and we would like for the Chief and his staff to move back into the building so that we can return the trailer and generator.</p> <p>Item Summary – Contractual Services: The funding contractual services will be reallocating funds that are being spent on the rental of the temporary trailer and storage units. These funds will pay expenses related to the Public Safety Grant Consultant for \$30,000.</p> <p>Staff will be available to answer any questions about this matter.</p>	
Budgeted Item: Yes [] No [X] Budgeted Amount: \$ 75,000 One-Time Cost: Yes Ongoing Cost:	Continued Date:
Council Priority: Yes [] No []	Approved Date:

TOWN OF BLADENSBURG
4229 Edmonston Road
Bladensburg, Maryland

ORDINANCE NO. 03-2024: FISCAL YEAR 2024 BUDGET AMENDMENT

AN EMERGENCY ORDINANCE TO AMEND THE OPERATING BUDGET OF THE TOWN OF BLADENSBURG, MARYLAND FOR THE 2024 FISCAL YEAR (JULY 1, 2023 THROUGH JUNE 30, 2024).

WHEREAS, the Town Administrator of the Town of Bladensburg has made a recommendation to the Mayor and Town Council to amend the FY 2024 Budget to reallocate funds as part of this Fiscal Year; and

WHEREAS, the Mayor and Town Council of the Town of Bladensburg have determined that it is in the best interest of the Town to pass this as Budget Amendment Ordinance at the October 9, 2023 Town Council meeting.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Mayor and Town Council of the Town of Bladensburg that the following amendments are made to the general operating budget for Fiscal Year 2024 for Public Safety purposes:

1. Increase Contractual Services under Speed Camera **\$30,000** for Public Safety grants consultant.
2. Increase Capital Outlay for Speed Camera **\$45,000** for Public Safety furniture.

Total Budget Increase: **\$75,000**

3. Transfer **\$75,000** from the Speed Camera Prior Fund Balance.

AND BE FURTHER ENACTED AND ORDAINED that upon passage this Ordinance shall be authenticated by the signature of the Mayor and Town Clerk and shall be recorded in a book kept for that purpose. In addition, this Ordinance shall be published by posting a certified copy of it in the Town Hall for ten (10) days following its adoption pursuant to Article II, Section 209 of the Charter of Town of Bladensburg, Maryland, and will be effective the 9th day of October, 2023.

ATTEST:

By Order of the Mayor and Town Council

Richard Charnovich, Town Clerk

Takisha James, Mayor

First Reading: October 9, 2023

Second Reading: -

Adopted: October 9, 2023

Effective: October 9, 2023



Agenda Item Summary Report

Meeting Date: October 9, 2023

Submitted by: Michelle Bailey Hedgepeth
Town Administrator

Item Title: Contract Approval 4 - 2024 Grant Writing and Annexation Services – Municipal Grant Services

Work Session Item []
Council Meeting Item [X]

Documentation Attached:
Proposal

Recommended Action:

Staff recommends approval to allow the Town Administrator to negotiate further and execute a contract with Municipal Grant Services for Public Safety Grants and Project Management Services for Annexation.

Item Summary:

The Town issued an RFP for Grant Writing Services on August 2, 2023, with the following goals: The Town of Bladensburg is seeking qualified individual(s) or firm (Consultants) to provide on-call grant writing consulting services. They also provided a proposal for consulting related to annexation, which was also posted as RFQ.

Municipal Grant Services has provided samples of their grant offerings that they have obtained for other local police agencies. They focus on public safety-related initiatives, and the Town would use them specifically for public safety grants and services.

Staff will be available to answer any questions from the Town Council.

Budgeted Item: Yes [X] No []
Budgeted Amount: 25,000 Annexation – Grant
30,000
One-Time Cost:
Ongoing Cost: On-Call Basis

Continued Date:

Council Priority: Yes [] No []

Approved Date:



42988 Fairgrounds Rd
Leonardtown, MD 20650
301-904-6458

September 22, 2023

Town of Bladensburg
4229 Edmonston Road
Bladensburg, MD 20710

Re: RFQ-FY 2024-002

Greetings,

Municipal Grant Services has a proven track record and is an excellent choice for this contract. Please find the attached resume details, proof of work, and outstanding references. Mr. O'Connor will be the only member assigned to submit grants directly for the Town and the primary point of contact.

Over the last several years working on grants, Mr. John O'Connor, Municipal Grant Services Principal, and Managing Member, has obtained over \$16,500,000.00 in funding for various local governments in the State of Maryland. He has submitted well over one hundred grants for nonprofit companies and governments with an outstanding success rate.

These grants range from Capital Infrastructure grants, including infrastructure grants, public safety grants, capital project grants, project open space, DNR waterway grants, and many more. What separates Municipal Grant Services from other grant writers is our full-service approach. We research for the grants, write the grants, and either help or fully administer the entire process from start to finish.

Municipal Grant Services will provide turnkey grant operations, consulting services, and project management to facilitate a seamless process that ensures town staff does not have to incur any additional unnecessary workload.

Through our work product and references, we are sure that Municipal Grant Services is the premier grant writing agency in Maryland and well prepared with the proper training, knowledge, and experience to produce positive results for the Town of Bladensburg. We look forward to doing business with you in the future.

Sincerely,

DocuSigned by:
A blue ink signature of John E O'Connor, written in a cursive script, enclosed within a blue rectangular border.
2CB8188D379F4E4...

John E O'Connor
Managing Member

OBJECTIVE

To secure a contractual grant writing position for the Town of Bladensburg, Maryland with full responsibility to manage, supervise, implement programs, and work closely with, The Chief of Police, Staff, Elected officials, Town management, members of the public, and colleagues in the field to facilitate funding related to public safety funding, infrastructure funding, municipal facility construction funding, DHCD funding, LEED Funding, Technology Funding,

SUMMARY OF QUALIFICATIONS

Accomplished professional with over 20 years of experience who employs state-of-the-art concepts and demonstrates the ability to contribute significantly to a company or organization. A result-oriented professional with excellent in-depth experience in local, state, and national security regulations, budget management, audits, grant writing, and other protocols. Skilled in all areas of government operations, budget management, policies and procedures, administration, and emergency preparedness. Excellent track record and reputation for taking the initiative, executing directives, and implementing strategic planning.

Expertise in:

**Grants Management
Reporting/Instruction
MPCTC Standards
Human Resources
Human Relation Skills
Policy and Procedure
Brady Giglio Case Law**

**Public Safety Management
Financial Management
Project Management
Government Audits
Government Budgeting
Personnel Management
LEOBR and PAB**

**Community Organizations
Capital Projects
Communication Skills
Budget Management
Organizational Skills
Program Management
MPCTC Certified**

PROFESSIONAL ACCOMPLISHMENTS AND EXPERIENCE

TOWN OF FOREST HEIGHTS, Forest Heights, MD

2021 – 2023

PROJECT MANAGER

Effectively upholds the position of Project Manager for the Town of Forest Heights. Works closely with staff, public, outside entities, contractors, other municipal governments to promote the orderly and efficient operation of the town government related to large scale capital projects. Responsibilities include enacting comprehensive plans, contracts, capital project sheets, grants, legislation. Broad authority and responsibility in overseeing a capital plan, budget, and projects through completion. Budget oversight is provided for capital projects.

CITY OF DISTRICT HEIGHTS, District Heights, MD

2014 – 2016

DEPUTY CHIEF OF POLICE

Part of the senior management team, responsible for instituting systems that provided effective internal management. Direct responsibility for managing and providing strategic leadership and oversight to assigned departments (Operations, Customer Service, Accounting, IT, and HR) and participates in the general management of the company in close support of the Chief Executive Officer.

- **Drove customer satisfaction while maintaining a reasonable cost structure and ensures compliance with governmental, ISO, and management expectations.**
- **Assures protection for the assets of the business through internal control, internal auditing, and policies.**
- **Responsible for the supervision and management of 50 employees' over 20 public safety contracts.**
- **Trains over 1,000 police officers and coordinates with various state agencies.**

ST. MARY'S COUNTY GOVERNMENT, Leonardtown, MD

2014 – 2023

COUNTY COMMISSIONER

Effectively upheld the position of County Commissioner for St. Mary's County and works closely with the other County Commissioners towards the orderly and efficient operation of the county government. Responsibilities include enacting comprehensive plans, overseeing the county's annual budget and finance, debts, contracts and the appointment of department heads and staff in departments. Possess the executive power collectively with the other county commissioners and has broad authority in overseeing an operating budget of over \$325M, and over 1700 employees. Budget oversight is provided for corrections, the Sheriff's Department, States Attorney's Office, and several other state and local entities.

OPTOTRAFFIC, Lanham, MD

2014 – 2016

CHIEF OPERATING OFFICER

Part of the senior management team, responsible for instituting systems that provided effective internal management. Direct responsibility for managing and providing strategic leadership and oversight to assigned departments (Operations, Customer Service, Accounting, IT, and HR) and participates in the general management of the company in close support of the Chief Executive Officer.

- **Drove customer satisfaction while maintaining a reasonable cost structure and ensures compliance with governmental, ISO, and management expectations.**
- **Assures protection for the assets of the business through internal control, internal auditing, and policies.**
- **Responsible for the supervision and management of 50 employees' over 20 public safety contracts.**
- **Trains over 1,000 police officers and coordinates with various state agencies.**

LAW ENFORCEMENT INSTITUTE of MARYLAND

2007 – 2014

EXECUTIVE DIRECTOR

Developed continuing education courses for the law enforcement community and was responsible for the supervision and management of over 75 law enforcement officers and instructors. Ensured that programs were based on current research, national standards, and best practice. Determined the type of instruction necessary and coordinated and supervised the presentations by various instructors. Spoke before service groups and interested groups of citizens on all aspects of law enforcement and law enforcement training. Assisted in analyzing the training needs of various police and enforcement agencies and adjusts training to these needs. Personally, designs training programs based on the needs of the law enforcement community.

- **Considerable knowledge of professional employee training practices, adult learning theory and practice.**
- **Contributing Author, Firearms Training for the State of Maryland for the Governor's gun control act of 2013.**
- **Knowledge of best practices in law enforcement principles, procedures and techniques, Motor Vehicle Laws, accident and criminal investigation methods and techniques.**
- **Trained over 4,500 Law Enforcement Officers from various federal, local, and state agencies**

SEAT PLEASANT POLICE DEPARTMENT

2010-2012

2016-2021

SERGEANT SPECIAL OPERATIONS and TRAFFIC UNIT

Provided management functions including enacting a K-9 program start up at no cost to the SPPD and sustainment, grant administration for technology integration, and maintained significant roles in major projects designed to upgrade the efficiency and effectiveness of police operations. Developed and successfully implemented security policies, and programs in addition to coordinating personnel development, training, operational plan development, and major incident command. Resolved technical and operational problems, eliminating redundancies resulting in cost savings.

- **Authored Grants which resulted in \$5.5 Million in awarded funds in three years**
- **Monitored all grant requirements and fund expenditures to maintain grant eligibility and report it via quarterly reports to the USDOJ, Seat Pleasant Police Department and Seat Pleasant City Council.**
- **Continued to foster a working and growing relationship with local businesses and community groups ensuring that their needs were met with positive results and a trustworthy relationship.**

FAIRMOUNT HEIGHTS POLICE DEPARTMENT

2009 – 2010

ACTING CHIEF of POLICE

Spearheaded the planning, directing, and controlling the activities of all lower ranking sworn police officers and civilian personnel in the performance of their duties. Responded to the scene of major incidents, whether of a criminal nature or natural disaster, and to assumed field command and remained there until the situation is under control. Supervision was exercised over a large group of subordinates or a small group, and the complexity of work may vary, and the scope of responsibility varied. Responsible for the development and implementation of traffic and security operational plans associated with large scale events, to include entertainment venues

- **Reduced personnel expenses within the budget through better manpower allocation and improved communication, thus reducing overtime expenditures.**
- **Identified and analyzed problems, leading to successful solutions and the implementation of action plans.**
- **Initiated and develop strategic plans to fight crime and work in partnership with surrounding jurisdictions, and exercised immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.**
- **Implemented Non-Standard practices for combating prostitution on the Eastern Avenue corridor working in partnership with the command staff of the Metropolitan Police District of Columbia, Prince George's County Police, and the Citizens Against Prostitution.**

ACTING CHIEF of POLICE

Spearheaded the planning, directing, and controlling the activities of all lower ranking sworn police officers and civilian personnel in the performance of their duties. Responded to the scene of major incidents, whether of a criminal nature or natural disaster, and to assumed field command and remained there until the situation is under control. Supervision was exercised over a large group of subordinates or a small group, and the complexity of work may vary, and the scope of responsibility varied. Responsible for the development and implementation of traffic and security operational plans associated with large scale events, to include entertainment venues

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- **Identified and analyzed problems, leading to successful solutions and the implementation of action plans.**
- **Initiated and develop strategic plans to fight crime and work in partnership with surrounding jurisdictions, and exercised immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.**
- **Implemented Non-Standard practices for combating prostitution on the Eastern Avenue corridor working in partnership with the command staff of the Metropolitan Police District of Columbia, Prince George's County Police, and the Citizens Against Prostitution.**

U.S. ARMY, Fort Belvoir, VA**2000 – 2007**

Seven (7) years U.S. Army military career comprised of the following assignments and some of the missions executed:

- 212Th Military Police Detachment, Fort Belvoir, VA
Military Police Sergeant Working Dog Handler/Trainer
- 87th Military Police Detachment Criminal Investigation Division
Investigator Sergeant, Covert Narcotics Unit
- 118TH Military Police Company Law Enforcement Duty, Fort Bragg NC
Patrol Supervisor, Sergeant
- 108Th Military Police Company – Team Leader, Fort Bragg
- **Managed a squad of experienced investigators, Undercover Narcotic officers and major case investigations associated with the violent crimes of murder, robbery, rape, and sex offenses. Squad investigated all suspicious deaths, suicides, missing persons, and police related shootings in conjunction with the Criminal Investigative Division Agents. I led and supervised a staff of 8 investigators.**
- **Patrol Supervisor in an Airborne Military Police Company in direct support of XVIII Airborne Corps; ensures soldiers and equipment are prepared for Law Enforcement Operations. Worked hand in hand with the Fayetteville Police Department narcotics team, and patrol division.**
- **Trained, counseled, and focused on combat readiness, teamwork, and soldier welfare. Deployed in support of Operation Iraqi Freedom. Wrote the training curriculum for the first Iraq Police Academy used as the foundation for the Police Academy resulting in training over 1,500 Iraqi Police. Iraq currently has over 30 academies.**

AWARDS/COMMENDATIONS

MILITARY AWARDS

Purple Heart, Army Commendation Medal with Valor Device (2nd Award), Army Achievement Medal (8th Award), Army Good Conduct Medal (2nd Award), National Defense Service Medal, Global War on Terrorism Expeditionary Medal, Global War on Terrorism Service Medal, Kosovo Campaign Medal, Iraq Campaign Medal, Army Service Ribbon, Combat Action Badge, Parachutist Badge

LAW ENFORCEMENT AWARDS

Meritorious Action Award x 2
Law Enforcement Valor Award
Good Conduct Award x 3
Meritorious Unit Citation
Law Enforcement Service Award
2019 State of Maryland Law Enforcement Instructor of the Year
2021 State of Maryland Law Enforcement Instructor of the Year

GRANTS AUTHORED AND AWARDED

Homeland Security: \$2,300,000
Department of Justice COPS Hiring FY 22 \$2,125,000 (Awarded November 18th, 2021)
Department of Justice COPS Hiring FY21: \$1,475,000
Police Recruitment and Retention: FY 20-22: \$56,000
State Aid for Police Protection: FY 20- 22: \$343,000
Gun Violence Reduction Grant: FY 20-23: \$75,000
Law Enforcement Training Scholarship: FY21 \$5,000
Further Grants Available on Request- In Total over
\$16,500,000 in awarded Grants to Municipal
Corporations since 2016

EDUCATION

B.S Degree, Management, 2014, the Johns Hopkins University, Baltimore, Maryland
A.A. Degree, Criminal Justice, 2010, Kaplan University, Chicago, Illinois

TECHNICAL EXPERIENCE

Proficient with PC/Mac, Quick Books, ADP, Payroll Management, MS Word, PowerPoint, Access, Outlook, Publisher, Proficient with Excel, Movie Editor, Photoshop, Police RMS, Grant Management System, E-Tickets, ACRS,

EXPERT WITNESS

Court Recognized Expert, Automated Enforcement, ***Forest Heights v. Eastover Auto.***
Maryland Circuit and District Court 2012

Court Recognized Expert, Narcotics Investigations, ***United States v. Sosa 2005***, Fort Bragg, NC

PUBLISHED ARTICLES

“Set up and Accuracy Testing for Automated Speed Enforcement” By John E O’Connor 2012
International Association of Chiefs of Police

SPECIALIZED TRAINING

Bachelors in science, Management, The Johns Hopkins University
Johns Hopkins University Public Safety Executive Leadership Institute Graduate
FBI, LEEDA, Law Enforcement Leadership Training
Advances Investigations Training, United States Army, US Marshalls
Expert Enhanced Law Enforcement Instructor, MPCTC
OC Instructor and Less than Lethal Instructor MPCTC
Emergency Vehicle Operator Instructor, MPCTC
Firearms Instructor Type I, II, III, IV, MPCTC
K-9 Handler, US Army; K-9 Instructor, MPCTC
Federal Narcotics Investigations, US Army, US Marshall Service
NYPD Undercover Narcotics Investigations, New York City Police Department
Police First Line Supervisors School, FTCC and MPCTC
First Line Administrator Training, MPCTC
Vehicular Homicide Investigator Level I, II, III (Accident Reconstructionist), PGPD
State of Maryland Certified Traffic Safety Specialist, MDOT
Field Training Officer, MPCTC; Field Training Officer Instructor, MPCTC
Narcotics Interdiction School, Fayetteville Tech
Highway Narcotics Interdiction School, Fayetteville Tech
Multi-jurisdictional Counter drug task force, US Army
Private Pilot Single Engine Land, FAA
Unmanned Aerial System Pilot, Part 107, FAA
Motor Vehicle Carrier Enforcement, Maryland State Police
Advanced DWI detection school, US Army FTCC
Emergency Vehicle Operator Instructor, MPCTC
Grants Management
Fiscal Management and Budgeting processes
Motorola Records Management System, Instructor Certified, PGPD

MUNICIPAL GRANT SERVICES REFERENCES

Demetrious Harris
Chief of Police
City of Seat Pleasant, MD
Dharris@seatpleasantmd.gov
240-416-8839

Regis Bryant
Chief of Police
City of Glenarden
RBryant@CityofGlenarden.org
240-398-1254

Mr. Marcus Jones
Town Administrator
Town of Forest Heights, MD
MJones@ForestHeightsmd.gov
202-839-0480

Anthony Rease
Chief of Police
Town of Forest Heights, MD
ANRease@ForestHeightsmd.gov
202-300-3788

Krythlyn Rhoda
Senior Grants Specialist
City of Seat Pleasant
KRhoda@SeatPleasantmd.gov
240-883-1357

Ronald Tarpley
Chief of Police
City of District Heights
TarpleyR@DistrictHeights.org
202-361-1109

Colby Phippin
Commissioner President
Town of Hebron, MD
Colby.Phippin@gmail.com
443-235-6735

FY 2024 Police Accountability, Community, and Transparency (PACT) Grant Program (PACT)

Applicant: City of Glenarden

Grant Application Form



Governor's Office of Crime Control and Prevention


Submitted: 9/7/2023

Governor's Office of Crime Control and Prevention
100 Community Place, 1st Floor Crownsville, MD
21032-2042 (410) 697-9338
Email: dlinfo_goccp@maryland.gov

www.goccp.maryland.gov
Wes Moore, Governor
Aruna Miller, Lt. Governor

Application Contents

- | | |
|---|---|
| <input checked="" type="checkbox"/> Cover Sheet | <input checked="" type="checkbox"/> Civil Rights |
| <input checked="" type="checkbox"/> Face Sheet | <input checked="" type="checkbox"/> Service Sites |
| <input checked="" type="checkbox"/> Summary / Narrative | <input checked="" type="checkbox"/> Assurances |
| <input checked="" type="checkbox"/> Budget Summary | <input checked="" type="checkbox"/> Anti-Lobbying |
| <input type="checkbox"/> Personnel | <input type="checkbox"/> Services |
| <input type="checkbox"/> Operating | <input checked="" type="checkbox"/> Equipment |
| <input type="checkbox"/> Travel | <input type="checkbox"/> Other |

Date Stamp:	OFFICE USE ONLY	
	Control Number: 	Application Number: 2023-PT-0057
	Received By:	Date:



Governor's Office of Crime Control & Prevention - Grant Application Form

**FY 2024 Police Accountability, Community, and Transparency (PACT)
Grant Program (PACT)****Applicant:** City of Glenarden**Project Title:** Glenarden PD PACT Support and Sustainment**Prince George's****Local Government****Start Date:** 07/01/2023**Submitted:** 9/7/2023 3:40:53 PM**DUNS Number:** 081055691**End Date:** 06/30/2024**Funding Year:****SAM Expiration:** 4/23/2024**Applicant:**City of Glenarden
8600 Glenarden Parkway
Glenarden, MD 20706 1522
(301) 773-2100

FAX: (301) 773-4388

Implementing Agency:City of Glenarden
8600 Glenarden Parkway
Glenarden, MD 20706 1522
(301) 773-2100

FAX: (301) 773-4388

Authorized Official:Habada, Beverly
bhabada@cityofglenarden.org
City of Glenarden
8600 Glenarden Parkway
Glenarden, MD 20706-1522
(301) 773-2100**City Manager**

FAX: (301) 773-4388

Project Director:O'Connor, John
joconnor@cityofglenarden.org
City of Glenarden
8600 Glenarden Parkway
Glenarden, MD 20706-1522
(301) 773-2100**City Grants Manager**

FAX: (301) 773-4388

Fiscal Officer:Stewart, Dean
dstewart@cityofglenarden.org
City of Glenarden
8600 Glenarden Parkway
Glenarden, MD 20706-1522
(301) 773-2106**Treasurer**

FAX: (301) 773-4388

Funding Summary

100.0 % Grant Funds

\$30,000.00

0.0 % Cash Match

\$0.00

0.0 % In-Kind Match

\$0.00**Total Project Funds****\$30,000.00**

Project Summary

The City of Glenarden Police Department, Glenarden PD PACT Support and Sustainment program helps to implement, support, and expand the efforts of the Glenarden Police Department to gain full compliance with the Police Accountability Act of 2021. The program is a strategic approach in ensuring not only internal accountability for law enforcement operations, but accountability with the citizens and service population that interact with the Glenarden Police Department daily. Program funds provide for equipment and training.

Problem Statement/Needs Justification

For this grant and law enforcement generally, lawfulness refers to compliance with the law's formal requirements, including statutes and court decisions. Legitimacy refers to the perception that police conduct is lawful and consistent with public expectations. While expectations may vary geographically on the macro level, they differ on the micro level in each community. Law Enforcement agencies and individual officers should strive to exceed the community's expectations in every aspect, and an agency should not merely set the bar for accountability based on the community's expectations.

Lawfulness and legitimacy, in turn, are essential if the police are to achieve their goals of reducing crime and disorder, enhancing the quality of neighborhood life, and serving community needs. A lack of legitimacy inhibits the development of working partnerships that are essential in community policing and problem-oriented policing. Contrary to the popular view that effective crime control and respect for constitutional principles are competing values in policing, experts increasingly recognize that lawful conduct and accountability are essential for crime-fighting.

Events across the nation thrust a politically driven expectation of accountability. While critics on each side of the political argument fought for varying aspects of accountability, law enforcement agencies and governments were left holding the bag of unfunded mandates from lawmakers with little to no experience in the rigors of day-to-day law enforcement operations. While reform was needed, it created a large funding hole in the budgets of governments nationwide.

Prince George's County, which has 27 municipal agencies, saw the most significant impact in Maryland. The quick and rapid adjustment to conform with the Police Accountability Act saw agencies scrambling for funding for varying tools and methods of implementation. While the legislature gave the time frame for compliance of 2026, the State Attorney's Office and Citizens demanded action immediately.

The need for whole funding, supplemental funding, and on-demand training carried a heavy burden. It impacted the operations of many agencies, often causing layoffs and programmatic cuts to ensure compliance with the new law based on community expectations.

Program Goals and Objectives

PACT GOAL 2: Identify and implement new technology to instill public trust and transparency in the execution of official law enforcement duties.

Supporting Activities: Implement the latest technology to improve officer safety, increase evidence quality, reduce civilian complaints, allow for police de-escalation, and improve police accountability and/or transparency.

Assisting law enforcement with the development of effective accountability procedures to achieve their goals of lawfulness and legitimacy while enhancing community relations.

Program Strategy/Program Logic

The City of Glenarden police department must comply with the Body Camera Requirements set forth in HB670, The Police Accountability Act of 2021. As such the agency has started the process of equipping officers with Body-Cameras, Signal Sidearm by Taser, and the required back office supporting software. However, the need for up to date equipment, more equipment as the agency fill's postions, and long term sustainment is needed. This grant will support the foundational program and expansion. This program supports Law Enforcement Equipment

Law Enforcement Equipment

? Purchase Body Worn Camera (BWC) equipment in support of establishing new BWC

implementation, or expanding existing programs.

? Weapon/holster enabled notification systems for unholstering and/or discharging a firearm

The Below Deliverables will be met if applicable:

Compliance with the Maryland Police Accountability Act of 2021, to include:

Grantees are required to submit SWAT Team Reports by Sept. 1 of each year.

Grantees are required to submit Use of Force Reports by March 1 of each year.

Grantees' monies funded by the Office for law enforcement initiatives are not interrupted for law enforcement grantees by falling out of compliance with House Bill 670 and Senate Bill 71.

Program Measurement

The City of Glenarden Police Department will track the following through the use of the Axon Web Based System and inventory control module provided by Government Integrations Alliance:

Law Enforcement Equipment

Number of body-worn cameras deployed

Number of weapon/holster enabled detection/notification systems for unholstering and/or discharging of a firearm deployed

Number of times body cameras assisted with the prosecution of criminal cases

Timeline

Deadline to Request a User ID September 1, 2023 (Completed)

Deadline to Submit an Online Application September 8, 2023, by 11:59 PM (Completed)

Present to City Manager for Approval of Spending based on grant Threshold (October 1, 2023)

Award Documents Emailed September 2023

Sub-award Start Date October 1, 2023

Payment to Vendor (Axon) November 10, 2023

Equipment Sustainment and Deployment January 5th, 2024

Sub-award End Date June 30, 2024

The Program Manager Mr. John O'Connor will be responsible for grant reporting and ensuring the funding documents are routed to the City Administrator Mr. Beverly Habada. Once routed to Ms. Habada the documentation will be submitted to the treasurer, Mr. Dean Stewart.

Spending Plan

The City of Glenarden has procurement policy and procedure, and spending policy and procedure. This program is already authorized by the governing body and spending will be completed immediately upon receipt of grant award. No funds will required expenditure after March of 2024 and all grant reporting will be completed prior to the grant end date for all Body Worn Camera Equipment.

Management Capabilities

Chief Regis Bryan - Serving as the Chief of Police for the City of Glenarden Police Department. The agency comprises 21 sworn law enforcement officers who perform the duties of a full-service 24/7/365-day law enforcement agency for a census population of 6,315 within the incorporated limits of the political subdivision. However, based on the geographical location of the City of Glenarden, the serviced population exceeds 200,000 given proximity to a rapidly developing area. The City of Glenarden is situated in an area of rapid development that includes Woodmore Town Center, and the area around Fed Ex field. The surrounding roadways, combine Municipal, State, and County responsibilities. However, the City of Glenarden is the primary law enforcement agency for all state, county, and municipal roadways in our jurisdiction.

Master of Science: Major: Management

9/2008 – 6/2009

JOHNS HOPKINS UNIVERSITY – 6740 Alexander Bell Drive, Columbia, Maryland

Bachelor of Science: Major: Management

9/2006 – 6/2008

JOHNS HOPKINS UNIVERSITY – 6740 Alexander Bell Drive, Columbia, Maryland

Associate of Science: Criminal Justice
2006

Graduated

PRINCE GEORGE'S COUNTY COMMUNITY COLLEGE – 301 Largo Road, Maryland

METROPOLITAN POLICE DEPARTMENT TRAINING ACADEMY

9/1990 – 5/1991

4665 Blue Plains Drive. SW Washington, DC

Related Training

1990 – Metropolitan Police Academy

1997 – Basic Investigators School

1998 – National Crime Information Center (NCIC) and Washington Area Law Enforcement System (WALES)

1999 – Police Officers Law Enforcement Training (P.O.L.E.X.)

2001 – Advanced Police Officers Law Enforcement Training (P.O.L.E.X.)

2003 – United States Department of Homeland Security, WMD Hazmat Technicians Course

2004 – 219th Session of the FBI National Academy

2006 – Police Executive Leadership Program, The Johns Hopkins University

2010 – Maryland Police and Correction Training Commission

2011– Law Enforcement Executive Development School

Ms. Beverly Habada - City Administrator has been in City Administration for over three decades and is experienced in Public Administration

Mr. John O'Connor- Mr. John O'Connor is an experienced Grant Manager, Program Manager, and law enforcement officer. He has administered many grants and programs and brings 23 years of experience to the team. Combat Veteran, Former County Level Elected Official, Police Administrator, and graduate of the Johns Hopkins University with a B.S in Management with an emphasis on Public Safety Leadership.

Mr. Dean Stewart is an experienced public accountant and is familiar with controls, policy, and grant management funding.

Sustainability

This program is sustainable for the foreseeable future as funding is being allocated within the City Budget. As it is required by law and has been presented as such the governing body has ensured that funding for the operating budget has been allocated to the Police Department to ensure compliance with the Police Accountability Act of 2021. This funding is assisting the agency with meeting short term goals to ensure every officer has a camera immediately while long term sustainment has been placed as a part of the Five Year Plan.

Applicant Disclosure of Pending Applications Statement

The City of Glenarden and City of Glenarden Police Department collectively as a government does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation."

Unique Entity Identifier and SAM.GOV Expiration Date

081055691

Expiration: 04/23/2024

Person Completing the Project Narrative

Mr. John E. O'Connor, Grants Manager, City of Glenarden, joconnor@cityofglenarden.org, 301-904-6458



Control Number:

2023-PT-0057

Project Budget

A. Budget Summary

	Grant Funds	Cash Match	In-Kind Match	Total Award
Personnel	\$0.00	\$0.00	\$0.00	\$0.00
Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$30,000.00	\$0.00	\$0.00	\$30,000.00

Category E - Equipment

Control Number:

2023-PT-0057

	Equipment	Priority	Funding Type	Quantity	Cost / Unit	Total
1	Body Worn Cameras	1	Grant Funds	1	\$30,000.00	\$30,000.00
						\$30,000.00

1. This funding will provide for the entirety of the Body Worn Camera Program including expansion, support, Back Office, and Signal Sidearm. The City of Glenarden has entered into an agreement with AXON Enterprises for Body Cameras and Axon signal sidearm. This is grouped together into one equipment purchased based on the program layout, contractual agreements, and pending contractual agreements.

V. Civil Rights Requirements



Control Number:

2023-PT-0057

1. Civil rights contact person: Habada, Beverly - City Manager
2. Organization: City of Glenarden
3. Address: 8600 Glenarden Parkway
Glenarden, MD 20706-1522
4. Telephone Number: (301) 773-2100
5. Number of persons employed by the organization unit responsible for implementation of this grant: 19

Project Service Sites

Site 1

Service Site	City of Glenarden
Apt. Suite, No. Street	8600 Glenarden Parkway
City	Glenarden
State & Zip	MD 20706-1522



Control Number:

2023-PT-0057

Certified Assurances

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 (EEOP) 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 EEOP Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>.

9. That the Grantee will comply with all provisions set forth in the Governor's Office of Crime Control & Prevention's General <http://www.goccp.maryland.gov/grants/general-conditions.php> and Special Conditions.

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 and Prevention.

Signature of Authorized Official

Date

Habada, Beverly - City Manager

Name and Title

Certification Regarding Lobbying



Control Number:

2023-PT-0057



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

CERTIFICATIONS 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 certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice 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 of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, 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;



Control Number:

2023-PT-0057

(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)

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.

**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.

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

Applicant: City of Glenarden
Address: 8600 Glenarden Parkway
Glenarden, MD 20706 1522

Project Title: Glenarden PD PACT Support and Sustainment
Federal ID Number: 52-0855190

Authorized Representative: Habada, Beverly - City Manager

Signature:

Signature of Authorized Official

Date



GOVERNOR'S COORDINATING OFFICES

Community Initiatives • Service & Volunteerism • Performance Improvement
Crime Prevention, Youth, & Victim Services • Small, Minority, & Women Business Affairs
Banneker-Douglass Museum • Volunteer Maryland • Deaf & Hard of Hearing

December 21, 2020

Mr. John O'Connor
Seat Pleasant Police Department
6011 Addison Road
Seat Pleasant, MD 20743

RE: CESF-2020-0084

Dear Mr. O'Connor:

I am pleased to inform you that your grant application entitled, "**Seat Pleasant COVID-19 Emergency Funding**," in the amount of \$30,500.00 has received approval under the Coronavirus Emergency Supplemental Funding program. Demetrious Harris has received the grant award packet containing information and forms necessary to initiate the project.

Enclosed are the Notification of Project Commencement, Special Conditions, programmatic forms, and Budget Notice. The General Conditions for all of our awards are also located online, at www.goccp.maryland.gov. A copy of the grant award letter is also included.

It is essential, as the project director, that you submit the **Notification of Project Commencement** to indicate the starting date of your project **within 30 calendar days** after receiving your grant award packet. **No financial forms can or will be processed** unless the Notification of Project Commencement has been signed and uploaded to the Grants Management System.

Please be sure to review the grant award. As the project director you are responsible for the operation, administration, and the completion of the forms necessary to initiate and report project activities and comply with the special conditions. It is important that you understand all the Special Conditions attached to this award, as they are specific to your funding source. One General Condition that must be emphasized is that none of the principal activities of the project may be sub-awarded to another organization without written prior approval by the Governor's Office of Crime Control and Prevention.

Sample copies of your programmatic reporting questions are included with this award package, but you are required to complete **all** reporting electronically, using our web-based Grants Management System (GMS, https://grants.goccp.maryland.gov/BLIS_GOCCP). Training videos and a downloadable GMS user's guide are available online at www.goccp.maryland.gov.

Electronic programmatic reports must be submitted within 15 calendar days after the end of each quarter. Electronic financial reports must be submitted within 30 calendar days after the end of each quarter. Submitted reports that have not yet been approved may be sent back to you electronically for edits if requested.

Approved electronic financial reports may only be revised manually, not electronically, by submitting a revised financial report as a paper hard copy or a scan of the paper document. Revisions are allowed to be submitted up to 60 days after the end date of each quarter. These revisions are only accepted if the initial quarterly report was submitted within the mandatory time frame noted above.

Any request for changes or modifications to the project as awarded must be made online using the Grants Management System.

If the purchase of furniture/equipment is part of this grant project and you are a governmental agency, it is required that such purchases are made by competitive bid or through your approved governmental procurement process and that inventory records be maintained.

Should you have any questions or need any clarification regarding this award, **please have your award number when you call** so that you can be referred to the appropriate program manager (**Mary Abraham**) or fiscal team member (**Dana Maddox**). This will enable us to provide you with technical assistance and information in a timely manner.

Sincerely,

A handwritten signature in black ink that reads "M Abraham". The "M" is large and stylized, and the rest of the name is written in a cursive script.

Mary Abraham

Funding Manager

cc: Mr. Demetrious Harris



Governor's Office of Crime Control and Prevention



Control Number:

40572

Regional Monitor:

Abraham, Mary

Fiscal Specialist:

Maddox, Dana

Notification of Project Commencement

Grant Award Number: CESF-2020-0084

Sub-recipient: Seat Pleasant Police Department

Project Title: Seat Pleasant COVID-19 Emergency Funding

Implementing Agency: Seat Pleasant Police Department

Award Period: 04/01/2020 - 03/31/2021

CFDA: 16.034

The verification section of this form must be completed. Additionally, this form must be signed by the project director and submitted through the Grants Management System within thirty (30) calendar days after receiving your grant award packet.

No Requests for Funds will be processed until this Notification of Project Commencement has been signed and received.

Authorized Official: Harris, Demetrious
dharris@seatpleasantmd.gov
Acting Chief of Police
Seat Pleasant Police Department
6011 Addison Road
Seat Pleasant, MD 20743-2116
301-499-8700 FAX: 301-499-8702

Project Director: O'Connor, John
John.OConnor@seatpleasantmd.gov
6011 Addison Road
Seat Pleasant, MD 20743-
301-499-8700 FAX: 301-499-8702

Fiscal Officer: Jones, Marcus
marcus.jones@seatpleasantmd.gov
6011 Addison Road
Seat Pleasant, MD 20743-2116
301-499-8700 FAX: 301-499-8702

Award Information Verification - Please initial appropriate selection(s):

CESF-2020-0084

_____ All information on this form is correct and project will commence on time. **Project Director signs below.**

_____ The contact information for all the staff on this form is **not** correct. **You must submit a Grant Modification** that provides a justification and indicates all changes/revisions.

_____ The project will not commence within forty-five (45) days of the beginning of the award period 04/01/2020. **You must submit a Grant Modification.** Grant Modification must provide justification and indicate all changes.

Signed: _____ **Date:** _____

Project Director - O'Connor, John (Project Director is Preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: _____ **Phone:** _____



Grant Award - General Conditions

Grant Award Number:	CESF-2020-0084	Sub-Recipient:	Seat Pleasant Police Department
Award Period:	04/01/2020 - 03/31/2021	Implementing Agency:	Seat Pleasant Police Department
Project Title:	Seat Pleasant COVID-19 Emergency Funding		

1 Award Period of Performance

Approved by the Governor's Office of Crime Prevention, Youth, and Victim Services (Office) of the submitted application, and the subaward that it has generated, is for the time period stated in this Subaward Package and constitutes no commitment for funding prior to the time period nor the continuation of funding beyond that time period. The subaward may be terminated by one or both parties with written notice. If the subaward is terminated before the end of the funding period, an accounting of the current quarterly and year to date expenses must be provided within 60 calendar days. Also see the General Condition related to Termination of the Subaward.

2 Statutes and Requirements of State and Federal Funds

This sub-award is subject to all State of Maryland and Federal statutes and requirements that apply to the relative funding source.

3 General and Special Conditions (POST AWARD INSTRUCTIONS)

This subaward is subject to the Special Conditions contained in your award packet and General Conditions (Post Award Instructions) referenced on the Office website, as accepted by the Authorized Official on the official Award Acceptance document. The Office retains the right to add Special Conditions, if and when needed, during the award period of performance. General Conditions (<http://www.goccp.maryland.gov/grants/general-conditions.php>) are the Post Award policies, procedures, guidelines, and business rules from the Office for grant funds, irrelevant of the funding source.

4 Sub-award Acceptance Document

The original Award Acceptance document containing the original signature of the Executive Director of the Office must be signed (electronic signature is acceptable) by the Authorized Official noted on the submitted application. This signed document must be uploaded in the Grants Management System (GMS) WITHIN 21 CALENDAR DAYS of receipt of the award package. Late submission will be accepted on a case by case basis and may result in an increased risk/monitoring level of the subaward, a delay in the project activity and related reimbursement, and/or termination of the subaward. Acceptance of this subaward constitutes a commitment. The Authorized Official on the submitted application is the County Executive, Duly Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or if agencies are permitted to apply directly, the head of the agency receiving the subaward.

5 Notification of Project Commencement Form

The Notice of Project Commencement/Delay form must be initialed in the Award Information Verification Section, AND signed at the bottom (electronic signature is acceptable) preferably by the Project Director. Alternatively, if the Project Director is unavailable, the Fiscal Contact or Authorized Official may sign. The signed document must be uploaded in the Grants Management System (GMS) within 30 calendar days of the receipt of the award package. Late submission will be accepted on a case by case basis and may result in an increased risk/monitoring level of the subaward, a delay in the project activity and related reimbursement, and/or termination of the subaward. Please be advised online reporting is not accessible until the signed Award Acceptance and Project Commencement documents have been received by the Office. NOTE: If the project will not commence within 45 calendar days of the start date of the period of performance, you may submit Grant Adjustment Notice (GAN) within the GMS for review and approval. Any delay to the start date of this project does not warrant, or necessarily allow, an extension to the end date.



Grant Award - General Conditions

Grant Award Number:	CESF-2020-0084	Sub-Recipient:	Seat Pleasant Police Department
Award Period:	04/01/2020 - 03/31/2021	Implementing Agency:	Seat Pleasant Police Department
Project Title:	Seat Pleasant COVID-19 Emergency Funding		

6 Special Conditions

It is important that you review all conditions attached to this subaward including general and special conditions. Each Special Condition page must be initialed by the Authorized Official* on the bottom right hand corner (electronic signature is acceptable). The initialed Special Condition pages must be uploaded in the Grants Management System (GMS) within 21 calendar days of receipt of the award package. Late submission will be accepted on a case by case basis and may result in an increased risk/monitoring level of the subaward, a delay in the project activity and related reimbursement, and/or termination of the subaward. *See General Conditions below related to the Authorized Official.

7 Subrecipient Organizational Capacity Questionnaire

This questionnaire (<http://goccp.maryland.gov/subrecipient-organizational-capacity-questionnaire/>) is used as an assessment tool post award for the purpose of determining the appropriate subrecipient monitoring and technical assistance level. Please note, this document assessment is not part of the criteria used in making award decisions. This completed questionnaire is required post-award and must be submitted with your Award Acceptance Document and Notification of Project Commencement. Please note, this questionnaire must be completed by the Applicant Agency. For government agencies, it may be necessary to coordinate with the State or County directly and the agency, unit or division implementing the project.

8 Civil Rights Federal Reporting Requirements

Recipients as well as subrecipients of Federal Financial Assistance through the Office of Justice Programs are subject to various Federal Civil Rights Laws such as those related to discrimination on the basis of race, color, national origin, sex, religion or disability.

The U.S. Department of Justice, Office of Justice Programs (OJP), Office for Civil Rights (OCR) developed the Equal Employment Opportunity Reporting tool to help recipients receiving funding (Safe Streets Act which authorizes VAWA, VOCA or JJDPA) comply with the Equal Employment Opportunity Plan (EEOP). The EEOP Reporting Tool is accessed online at <https://ojp.gov/about/ocr/eeop.htm>

New users will need to register for an account. Prior to registering for a new account and/or completing your report, please know the source of grant and from which year your award has been funded. Your grant number can be found on your award documents (for example: VOCA-17-XXXX would indicate VOCA 2017 funding).

Once you are registered, the EEOP Utilization Report tool will give you step-by-step guidance for preparing and submitting your EEO Utilization Report and/or certification form.

Upon submission/completion of your report, forward the confirmation email to your funding manager and include a cc: dlcivilrightscompliance_goccp@maryland.gov In your forwarded email, include in the subject line: Civil Rights/EEOP reporting and your award number so the Office can update your organization's information. If you have any questions, please email your funding manager and cc: dcivilrightscompliance_goccp@maryland.gov.

9 Sub-award Budget Notice and New Personnel

The approved Budget Notice is included in your subaward packet. This Budget Notice may have been modified from the project budget submitted in the original application and represents approved expenses for the project. Any delays in hiring must be reported to your Program Fund Manager in writing within 30 calendar days of receipt of the subaward package. If project personnel are not hired within 45 calendar days, project personnel allocations may be deobligated at the discretion of the Office. Also see General Condition related to Key Personnel.



Grant Award - General Conditions

Grant Award Number:	CESF-2020-0084	Sub-Recipient:	Seat Pleasant Police Department
Award Period:	04/01/2020 - 03/31/2021	Implementing Agency:	Seat Pleasant Police Department
Project Title:	Seat Pleasant COVID-19 Emergency Funding		

10 Personnel Costs

Support of Salaries, Wages, and Fringe Benefits: Charges made to awards for salaries, wages, and fringe benefits must be based on records that accurately reflect the work performed and comply with the established policies and practices of the organization. 2 CFR §200.430 (Compensation - personnel services) and 2 CFR §200.431 (Compensation - fringe benefits)

The use of percentages is not allowable to claim personnel costs. Records to support claimed costs in this category need to include timesheets or time and effort reports that record actual time charged to allowable grant program activities and signed by a supervisor. When necessary and as an alternative, payroll records may reflect certified after the fact work distribution of an employee's actual work activities. The certification statement must reflect the dates and number of hours charged to the award and the specific activities that were completed. The certification statement must be dated and signed by the supervisor, and the grant number must also be included in the statement.

11 Consultant Rates

The threshold for consultant rates is \$650 per day. Rates above this threshold will be considered on a case by case basis, with sufficient budget justification. Advanced approval is required.

12 Supplanting

Supplanting is the use of 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 subaward has been awarded. Any line item 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.

13 Budgeted Match Above Standard Requirements

The subrecipient's acceptance of this subaward constitutes a commitment that the budgeted match (if applicable), as stated on the Award Acceptance Form, may be above the standard requirements and will remain so throughout the life of the award. The subrecipient agrees that the required match (if applicable) will be allotted and relative expenditures reported, for each quarterly reporting period in which they are expended. It is further agreed that the full amount of the budgeted match (if applicable and over match if submitted) will be reported regardless of any subsequent adjustments to the grant funds budgeted and/or any financial modifications to this subaward. Any requested change to this match (if applicable) must be submitted electronically in the GMS through a GAN request and is subject to prior approval by the Office.

14 Expended Grant Funds During Award Period

All grant funds related to the subaward project, as well as any required match funds (if and where applicable) must be encumbered, obligated (requisitions, purchase orders, or contracts, which are negotiated purchases) or expended (payment of an invoice) by the end of the subaward period or any pre-authorized extension thereof. Failure to expend encumbered funds within 30 calendar days following the End Date of the award period may jeopardize reimbursement and/or result in the deobligation of funds. In that event, remaining obligations will be the sole responsibility of the subrecipient.

15 Property Inventory Report Form

The submission of the Property Inventory Report Form (PIRF) is a requirement for each financial reimbursement request that includes equipment with acquisition costs of \$5,000 or more per unit, that is approved under this subaward. The form is included in the Project Director's award package. Body Armor subawards (BARM and BPVP) are additionally referred to their Special Conditions for the required PIRF, all other conditions remain the same.



Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Abraham, Mary
Maddox, Dana

Grant Award - General Conditions

Grant Award Number:	CESF-2020-0084	Sub-Recipient:	Seat Pleasant Police Department
Award Period:	04/01/2020 - 03/31/2021	Implementing Agency:	Seat Pleasant Police Department
Project Title:	Seat Pleasant COVID-19 Emergency Funding		

16 Procurement

If the subrecipient does not have written procurement guidelines, the subrecipient must refer to the State of Maryland Procurement Policy and Procedures, which includes the consideration of Minority Business Enterprises (MBE). An overview of Maryland Procurement may be accessed here: <https://procurement.maryland.gov/> and the manual can be found here: <https://procurement.maryland.gov/maryland-procurement-manual-1-introduction-and-general-overview/>.

17 Issuance of Request for Proposals, Bids, Procurement Process

When issuing requests for proposals, bid solicitations, or other procurement requests, all subrecipients shall clearly state within said document that the cost of the potential purchase is being funded in part, or in its entirety, with government grant funds.



Grant Award - General Conditions

Grant Award Number:	CESF-2020-0084	Sub-Recipient:	Seat Pleasant Police Department
Award Period:	04/01/2020 - 03/31/2021	Implementing Agency:	Seat Pleasant Police Department
Project Title:	Seat Pleasant COVID-19 Emergency Funding		

18 Modifications to Subaward

You are required to submit a GAN if the budget modification changes the scope of the project, the project award period, and/or changes to Project Director or Fiscal Officer. This would include altering the period of performance, goals, activities and/or outcomes, adding budget line items, authorizing use of a subcontractor or other organization that was not identified in the original approved budget, or contracting for or transferring of grant award efforts; or if a budget modification affects more than one budget category. For example, if you wish to transfer funds between the Equipment and Personnel categories, the Office currently requires the submission of a GAN.

Requests for changes or modifications must be submitted electronically in the GMS at least 30 calendar days prior to the end of the award through a GAN and approved by the Office prior to the occurrence. To be clear, the activity may not take place until the Authorized Official and/or the Project Director receives documented approval from the Office. This approval will come via an automated email from the GMS. These changes may not be requested via telephone, fax, or email.

There are limited subaward adjustments that do not require the submission of a GAN. Subrecipients are not required to submit a GAN if the proposed changes are within both the same budget category and existing line items and if the overall changes do not exceed the total budget category (i.e. you are not requesting additional funding). Additionally, subrecipients are not required to submit a GAN to change the name(s) of approved grant funded personnel as a result of staffing changes. subrecipients should update the Program Fund Manager of staffing changes via email or by including this information on the next quarterly progress reports. See the Grant Management System Help Documents area of the Office website for more information.

The recipient should act as soon as possible to submit an GAN via the GMS. All GANs must be submitted at least 30 days prior to the end of the award period, allowing the Office sufficient time to review the GAN. Exceptions for GANs within 30 days of the end of the award period will be considered on a case by case basis. Requests for an exception must be submitted via email to the Program Fund Manager with sufficient justification for the consideration of completion of the GAN administratively by the Program Fund Manager.

There are two types of GANs as follows:

1. General GAN - must be submitted to make any type of non budgetary change to a grant to include, but not limited to, project scope, changes to the period of performance, and personnel changes.
2. Budget GAN - must be submitted to make any changes to line items within the budget to include, but not limited to, reallocating funding, adding budget line items, deobligating funds, and requesting additional funding.

Depending on the adjustments requested, the subrecipient may need to submit a general and/or a budget GAN; however only one GAN of each type may be active in the GMS at a time.

GANs must be completed by one of the following authorized personnel: authorized official, project director, the fiscal officer, or pre-approved alternative authorized signatory. GANs submitted by anyone else will be returned to the subrecipient.



Grant Award - General Conditions

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19 Authorized Official/Alternate Authorized Official

The Authorized Official must possess the authority to enter into a legal agreement on behalf of the entity and bind it to the award terms and conditions. The Authorized Official on the submitted application is the County Executive, Duly Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or if agencies are permitted to apply directly, the head of the agency receiving the subaward.

If there is a change of the person in the Authorized Official position, a letter, on letterhead, must be submitted to the Office via email at support@goccp.freshdesk.com and contain all of the following:

1. Authorized official's contact information: All of the contact information listed on the new user page (name, title, organization, address, phone, email, etc.) for the new authorized official.
2. Statement of authority: The new authorized official must state that they are the authorized official for the organization and provide their job title and the date on which they assumed the role of authorized official.
3. Signature of the new authorized official.

The Alternate Authorized Signatory is not the same as the Authorized Official. The Alternate Authorized Signatory is a person permitted to sign on behalf of the Authorized Official (county executive, mayor, town administrator, president); Authorized Point of Contact (head of any sub-unit of government, agency, division, department, or bureau); Project Director and/or Fiscal Officer. To authorize an alternate signatory, the person granting authorization for another party to sign on their behalf must follow the three steps documented above. The purpose of the request must be acknowledged in the letter (e.g. sign all award documents at all times, change of personnel, in case of illness, vacation, leave of absence, etc.). If authorization is to sign all award documents at all times please attach a copy, if applicable, of an Executive Order, or the vote from Council minute meetings.

Subrecipients may use the same directions above to make additional updates to the Alternative Authorized Signatory to include, but not limited to, removal of personnel no longer authorized to make grant changes on behalf of the organization.

20 Issuance of Statements, Press Releases, or Other Documents - GOCOPYVS role

When issuing public statements, press releases, or other documents relating to this project or when conferences, seminars, workshops, or forums are held in reference to this project, the subrecipient agrees that the source of funding of this project and the role of the Office must and will be clearly acknowledged. The subrecipient will ensure that all publications resulting from this project will have the following language on the publication: "The Governor's Office of Crime Prevention, Youth, and Victim Services funded this project under subaward number BJAG-2009-9000 (your subaward number). All points of view in this document are those of the author and do not necessarily represent the official position of any State or Federal agency."

21 Reproduction and Sharing of Subaward and Project Materials

The Office has the right to reproduce, with attribution, and share any and all materials and documents generated as a result of this subaward and project.

22 Online Reporting and Post-Award Technical Assistance

All subrecipients are required to view the Office's Grants Management System (GMS) Training Videos, which can be accessed at: <http://goccp.maryland.gov/grants/gms-help-videos/>. These videos provide step-by-step guidance through the online system, from application to reporting. If you require technical assistance relative to the online GMS Reporting software during business hours you may contact the Office IT Staff at support@goccp.freshdesk.com.



Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor:

Abraham, Mary

GOCCP Fiscal Specialist:

Maddox, Dana

Grant Award - General Conditions

Grant Award Number:	CESF-2020-0084	Sub-Recipient:	Seat Pleasant Police Department
Award Period:	04/01/2020 - 03/31/2021	Implementing Agency:	Seat Pleasant Police Department
Project Title:	Seat Pleasant COVID-19 Emergency Funding		

23 Privacy and Confidentiality of Client Records

The subrecipient must comply with federal regulations and state laws concerning the privacy and confidentiality of client records, including statistical information gathered for research purposes.

24 Use of GOCPYVS forms

All Governor's Office of Crime Prevention, Youth, and Victim Services' required forms must be generated electronically through the web-based Grants Management System (GMS). Only applications and/or reports that are in "Submitted" status online will be reviewed and considered.



Grant Award - General Conditions

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25 Online Submission of Quarterly Report Forms inline with Project Scope

The subrecipient must implement the project in accordance with the approved narrative and budget set-forth in the subaward.

All Quarterly Report Forms (Progress Reports, Performance Measurements, and Financial Reports) must be submitted via the Office web-based Grants Management System (GMS). In accordance with policy, the Office may freeze the release of funds until a subrecipient is current in the filing of all programmatic and financial reports and said reports have been approved by the Office.

PROGRAM REPORTS: Progress Reports and Performance Measurements must be submitted via the GMS on a quarterly basis. Additionally, federal required reports, as applicable to include the Performance Measurement Tool (PMT), are due no later than 15 calendar days after the end of each quarter. This due date is prior to the submission of relative quarterly financial reports. Financial reports submitted with Programmatic reports cannot be processed for payment until programmatic reports are in "Submitted" status online. Where the start date of any subaward may vary, the quarterly time frames are constant. Those time frames and the relative due dates are:

07/01 - 09/30: reports due 10/15

10/01 - 12/31: reports due 01/15

01/01 - 03/31: reports due 04/15

04/01 - 06/30: reports due 07/15

In addition the Office may require an Annual Progress Report which would be documented in the Special Conditions. This information will be used to monitor and assess the program to determine if it is meeting the stated goals and objectives, supports the State Crime Control and Prevention Strategy Plan and complies with federal requirements. Failure to submit these reports in the prescribed time may prevent the disbursement of funds.

FINANCIAL REPORTS: The Financial Report form must be electronically submitted within 30 calendar days after the end of each quarter. The Award Acceptance, Project Commencement, Progress and Performance Measurement Reports must be submitted prior to processing the quarterly financial report. If the above noted documents and program reports have not been submitted within the required time frame, financial reports may be denied and returned. Where the start date of any subaward may vary, the quarterly time frames are constant. Those time frames and the relative due dates are:

07/01 - 09/30: reports due 10/30

10/01 - 12/31: reports due 01/30

01/01 - 03/31: reports due 04/30

04/01 - 06/30: reports due 07/30

There are two exceptions to the above timeline. The first, is if a subaward does not end at the end of a quarter. The second is for nonprofit agencies that qualify for and have been granted monthly reimbursement for a particular subaward. In these instances, the financial report is due on the 30th of the following month. For the quarter/month ending on 6/30, GOCPVYS respectfully requests subrecipients to submit their financial reports as soon as possible after 6/30 in an effort to ensure final payments for the fiscal year are processed promptly and efficiently for the state fiscal year end closeout.



Grant Award - General Conditions

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Project Title:	Seat Pleasant COVID-19 Emergency Funding		

26 Submission of Revised Financial Report

The Financial Reports must be submitted no later than 30 calendar days from the end of the reporting period. If the initial 30 calendar day submission is not your actual final report for the reporting period, the subrecipient must email the Fiscal Specialist and copy the Program Manager stating that the report is not final at the same time that the financial report is submitted electronically, which is no later than 30 calendar days from the end date of the reporting period. Submission of a "Final/Revised" report must be emailed to the Office staff described above and uploaded into the Grants Management System (GMS) for this particular subaward no later than 60 calendar days after the end of the reporting period. Revisions are a manual process that require the subrecipient to make corrections on a copy of the previously electronically submitted 30 day report, with the words "Final/Revised" labeled across the top. Additionally, the "Final/Revised" submission document must include the dated signatures from the authorized agency representative. The corrections must be actual expenditures, not the variance. At the end of the subaward period, the Office reserves the right to complete an administrative closeout and deobligate remaining funds on any subaward that does not comply with this requirement.

27 Failure to Submit Reports within allotted time frames

Failure to submit any report within the allotted time frame(s) noted in the above conditions, or any pre-authorized extension thereof, may result in the delay or prevention of payment, and/or the deobligation of funds. If late reporting occurs, the expenditure or obligation may become the responsibility of the subrecipient.

28 Holding Funds

In accordance with policy, the Office will hold the release of funds until a subrecipient is current in the filing of all reports, submission of documentation, and have resolved any remaining issues.

29 Monitoring Expenditures

In order to verify the appropriateness of all grant fund related expenditures, the Office staff will monitor the use of grant funds as reported by subrecipients. Back-up documentation must be maintained on-site, be available upon request, correlate with the mandatory quarterly reporting, and be maintained as necessary to provide that obligations under this subaward and other such standards as they apply are being met. The Office, fund source agencies, State Legislative Auditors, or any State or Federal authorized representatives must have access to any documents, papers, or other records of recipients which are pertinent to the award, in order to make audits, examinations, excerpts, and transcripts. Please also see the General Condition on Records Retention.

30 Records Retention

Retain all financial records, supporting documents, statistical records, and all other records pertinent to the award for a period of 3 years from the date of submission of the final programmatic and financial reports. Retention is required for purposes of examination and audit. Records may be retained in an electronic format. Please also see the General Condition on Monitoring Expenditures and 2 C.F.R. 200.333 regarding federal requirements.



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31 Termination of Subaward

The performance of work under this award may be terminated by the Office in accordance with this clause in whole, or in part, whenever the Office determines that such termination is in the best interest of the State. If the subrecipient fails to fulfill obligations under this award properly and on time, or otherwise violates any provisions of the subaward, the Office may terminate the award by written notice to the subrecipient. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished supplies and services provided by the subrecipient shall become Office property. The Office will pay all reasonable costs associated with this program that the subrecipient has incurred prior to the date of termination, and all reasonable costs associated with the termination of the subaward. When an award is terminated or partially terminated, the awarding agency or pass-through entity and the recipient or subrecipient remain responsible for compliance with the requirements in 2 C.F.R. § 200.343 (Closeout) and 2 C.F.R. § 200.344 (Post-closeout adjustments and continuing responsibilities).

32 Civil Rights Discrimination

The subrecipient affirms that it shall not discriminate in any manner against any employee, applicant for employment, or clients of services, because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation, pregnancy, physical or mental handicap, or limited English proficiency, so as reasonably to preclude the performance of such employment and/or services provided. The subrecipient also agrees to include a provision like that contained in the preceding sentence for any underlying sub-contract, except a sub-contract for standard commercial supplies or raw material. The subrecipient must have a non-discrimination poster, publicly displayed, acknowledging that the entity does not discriminate and provides an avenue for employees, program beneficiaries, and any relative vendors. Formal complaints may be submitted online at Maryland Commission on Civil Rights: <https://mccr.maryland.gov/>; (410)767-8600; U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights :<https://www.ojp.gov/program/civil-rights/filing-civil-rights-complaint>; (202) 307-0690, United States Equal Employment Opportunity Commission: <https://www.eeoc.gov/>; (800) 669-4000. Additionally, a complaint may be reported utilizing the form located on our website at <http://goccp.maryland.gov/grants/civil-rights-compliance/>. Also see the General Conditions related to Civil Rights Federal Reporting Requirements and Applicable Statutorily-imposed Nondiscrimination Requirements.

33 Proof of Applicable Audit Regulations - On Site

All subrecipients must have proper documentation to present to the Office upon request, to prove compliance with the Audit Regulations that apply. Local and State governments must have proof that they had an annual audit and submitted said audit to the State Legislature in September of the year of their subaward. Non-Profit Organizations must follow guidance located on the Maryland Secretary of State's website under the Charitable Division, located here: <https://sos.maryland.gov/Charity/Pages/Instructions.aspx>.

34 Single Audit Requirement

If your entity spends \$750,000 or more per fiscal year in federal funds, a Single Audit is required in accordance with 2 CFR §200.514. If the audit discloses findings on Office grants, provide a copy of the report so that we may issue a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521

35 ACORN

The subrecipient agrees and understands that it cannot use any grant funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries.



Grant Award - General Conditions

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Project Title:	Seat Pleasant COVID-19 Emergency Funding		

36 Reporting Fraud, Waste and Abuse

The subrecipient must promptly report any credible evidence of fraud, waste, abuse and similar misconduct with grant funding.

37 OJP Financial Guide

In addition to the Office's General Conditions (Post Award Instructions) and Special Conditions, the subrecipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide where applicable, and to abide by any other terms and conditions imposed by the Office. The financial guide may be accessed at the following web URL:
http://www.ojp.usdoj.gov/financialguide/PDFs/OCFO_2013Financial_Guide.pdf

38 Food and Conference Costs

On October 21, 2011 the U.S. Department of Justice, Office of Justice Programs, Office of the Assistant Attorney General issued a memorandum to all Office of Justice Programs Grantees and Contractors regarding enacted conference costs and reporting requirements. In order to follow the federal guidelines, the Office will not approve any food and/or beverage costs associated with meetings, training, conferences, and/or other events. All conference costs will be thoroughly examined for compliance with the federal requirements. This restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy. The Office may consider exceptions to this General Condition for non-federal funded grants.

39 Applicable Statutorily-imposed Nondiscrimination Requirements

Subrecipients will comply (and will require any subrecipients or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include § Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d; Omnibus Crime Control and Safe Streets Act of 1968, as amended, 34 U.S.C. §§ 10228(c) & 10221(a); Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794; Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. § 1681; Title II of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132; Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102; Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 34 U.S.C. § 11182(b); Victims of Crime Act of 1984, as amended, 34 U.S.C. § 20110(e); Violence Against Women Act of 1994, as amended, 34 U.S.C. § 12291(b)(13); and Partnerships with Faith-Based and Other Neighborhood Organizations, (28 CFR Part 38).

40 DUNS and SAM.Gov Requirements

Throughout the entire period of the grant, the subrecipient must maintain a valid unique identifier (currently DUNS Number) and current registration with SAM.Gov. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. It is provided by the commercial company Dun and Bradstreet. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients.

Access to SAM.GOV: <https://sam.gov/SAM/>

41 Computer Equipment/Program/Network Procurement

No award funds may be used to maintain or establish a computer network unless such network prohibits the viewing, downloading, and exchanging of pornography, and nothing limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.



Grant Award - General Conditions

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Project Title:	Seat Pleasant COVID-19 Emergency Funding		

42 Hire within 45 days

All project personnel supported with grant funding must be hired within 45 calendar days of receipt of the grant award package. Any delays in hiring must be reported in writing within 30 calendar days of receipt of the grant award package. If project personnel are not hired within 45 calendar days, project personnel allocations may be de-obligated at the discretion of the Office.

43 No distracted Driving While Performing Program Duties

Subrecipients are to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

44 Services to those with Limited English Proficiency

The subrecipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. This regulation may be accessed at: <https://www.lep.gov/>.

State Government Article, Subtitle 11- Equal Access to Public Services for Individuals with Limited English Proficiency, §§10-1101—10-1105, Annotated Code of Maryland.

45 Drug-Free Workplace Requirements

Subrecipients are subject to the applicable requirements regarding the state and federal drug free workplace requirements. The state's policy can be found here: State of Maryland Substance Abuse Policy -- <https://dbm.maryland.gov/employees/Documents/Policies/SubstanceAbusePolicy.pdf>. The Federal Government-wide Requirements for Drug-Free Workplace (Grants) is codified at 28 C.F.R. Part 83.

46 Office Name Change Effective 1.1.2020

Any reference to the Governor's Office of Crime Control and Prevention or GOCCP should now be referenced as the Governor's Office of Crime Prevention, Youth, and Victim Services (Office) per Executive Order 01.01.2020.01.



Governor's Office of Crime Control and Prevention

Regional Monitor:
Fiscal Specialist:

Abraham, Mary
Maddox, Dana

Grant Award - Special Conditions

Grant Award Number:	CESF-2020-0084	Sub-Recipient:	Seat Pleasant Police Department
Award Period:	04/01/2020 - 03/31/2021	Implementing Agency:	Seat Pleasant Police Department
Project Title:	Seat Pleasant COVID-19 Emergency Funding		

1 General Conditions

This grant award is subject to the General Conditions (POST AWARD INSTRUCTIONS) found on the GOCOPYVS website (<http://www.goccp.maryland.gov/grants/general-conditions.php>). The aforementioned General Conditions/Post Award Instructions are REQUIRED to be reviewed, should be printed for your reference and are subject to change without written notice.

In addition, the Tips and Guidance page is provided as a resource on the GOCOPYVS website (<http://goccp.maryland.gov/grants/tips-and-guidance/>) to address frequently asked questions.

2 Throughout the entire period of the grant, the sub-recipient must maintain a valid DUNS Number and current registration with SAM.Gov, previously the Central Contractor Registry (CCR).

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Information about the registration procedure for SAM can be found at www.sam.gov. Note: previous CCR (Central Contract Registry) information was migrated to SAM.gov.

3 Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email [EVerify](mailto:EVerifyEmployerAgent@dhs.gov)

at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

4 Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

- 5** Unreasonable restrictions on competition under the award; association with federal government SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by the recipient or by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).
1. No discrimination, in procurement transactions, against associates of the federal government Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.
2. Monitoring
The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.
3. Allowable costs
To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.
4. Rules of construction
A. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.
- 6** Determination of suitability to interact with participating minors
SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ) (or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.
The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.
The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.
- 7** Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54
The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."
- 8** Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)
The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant. The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.
Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

9 Justice Information Sharing

Recipients are encouraged to comply any information-sharing projects funded under this award with DOJ's Global Justice Information Sharing Initiative (Global) guidelines. The recipient (and any subrecipient at any tier) is encouraged to conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at:

https://it.ojp.gov/gsp_grantcondition. The recipient (and any subrecipient at any tier) must document planned approaches to information sharing and describe compliance with the GSP and appropriate privacy policy that protects shared information.

10 Compliance with National Environmental Policy Act and related statutes

Upon request, the recipient (and any subrecipient at any tier) must assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds, either directly by the recipient or by a subrecipient. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact BJA. The recipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party, and the activity needs to be undertaken in order

to use these award funds, this condition must first be met. The activities covered by this condition are: a. New construction; b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places; c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household,

recreational, or education environments; and e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories. The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/ or an Environmental Impact Statement, as directed by BJA. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <https://bja.gov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations. Application of This Condition to Recipient's Existing Programs or Activities: For any of the recipient's or its subrecipients' existing programs or activities that will be funded

by these award funds, the recipient, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

11 Establishment of interest-bearing account

If award funds are being drawn down in advance, the recipient (or a subrecipient, with respect to a subaward) is required to establish an interest-bearing account dedicated specifically to this award. Recipients (and subrecipients) must maintain advance payments of federal awards in interest-bearing accounts, unless regulatory exclusions apply (2 C.F.R. 200.305(b)(8)). The award funds, including any interest, may not be used to pay debts or expenses incurred by

other activities beyond the scope of the Coronavirus Emergency Supplemental Funding (CESF) program. The recipient also agrees to obligate the award funds in the account (including any interest earned) during the period of performance for the award and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to OJP at the time of closeout.

12 Authorization to obligate (federal) award funds to reimburse certain project costs incurred on or after January 20, 2020

The recipient may obligate (federal) award funds only after the recipient makes a valid acceptance of the award. As of the first day of the period of performance for the award (January 20, 2020), however, the recipient may choose to incur project costs using non-federal funds, but any such project costs are incurred at the recipient's risk until, at a minimum-- (1) the recipient makes a valid acceptance of the award, and (2) all applicable withholding conditions are removed by OJP (via a Grant Adjustment Notice). (A withholding condition is a condition in the award document that precludes the recipient from obligating, expending, or drawing down all or a portion of the award funds until the condition is removed.)

Nothing in this condition shall be understood to authorize the recipient (or any subrecipient at any tier) to use award funds to "supplant" State or local funds.

13 Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2020 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2020 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2020 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards

("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at

any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

14 Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site

at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to

any business or non-profit organization that he or she may own or operate in his or her name).

15 All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at

<https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

- 16** Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000
The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).
The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.
- 17** Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)
The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.
The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.
- 18** Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events
The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences. Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").
- 19** OJP Training Guiding Principles
Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.
- 20** Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42
The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.
- 21** Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38
The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.
Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.
The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

22 Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

23 Compliance with general appropriations-law restrictions on the use of federal funds (FY 2020) The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated

at <https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should

a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

24 Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector

General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2)

committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by

facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

25 Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality

agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees

or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud,

or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either

requires or has required internal confidentiality agreements or statements from employees or contractors that currently

prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste,

fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit

or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

26 Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies

banning employees from text messaging while driving any vehicle during the course of performing work funded by this

award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.



Governor's Office of Crime Control and Prevention

Regional Monitor:
Fiscal Specialist:

Abraham, Mary
Maddox, Dana

Budget Notice

Grant Award Number: CESF-2020-0084

Sub-recipient: Seat Pleasant Police Department

Project Title: Seat Pleasant COVID-19 Emergency Funding

Implementing Agency: Seat Pleasant Police Department

Award Period: **04/01/2020 - 03/31/2021**

CFDA: 16.034

Funding Summary	Grant Funds	100.0 %	\$30,500.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	Total Project Funds		\$30,500.00

Contractual Services

Description	Funding	Quantity	Unit Cost	Total Budget
ServPro Station Decon from Positive COVID Spread	Grant Funds	1	\$6,500.00	\$6,500.00

Contractual Services Total: \$6,500.00

Equipment

Description	Funding	Quantity	Unit Cost	Total Budget
COVID 19 Rapid Test Kits	Grant Funds	1	\$5,000.00	\$5,000.00

Equipment Total: \$5,000.00

Other

Description	Funding	Quantity	Unit Cost	Total Budget
PPE (N95, Gloves, Eye Protection, Respirators)	Grant Funds	1	\$19,000.00	\$19,000.00

Other Total: \$19,000.00

Approved:

Governor's Office of Crime Control and Prevention Authorized
Representative

Effective Date: 12/2/2020



Governor's Office of Crime Control and Prevention



Control Number:

40572

Regional Monitor:

Abraham, Mary

Fiscal Specialist:

Maddox, Dana

Submitted Date:

Programmatic Reporting

Grant Award Number: CESF-2020-0084

Sub-recipient: Seat Pleasant Police Department

Project Title: Seat Pleasant COVID-19 Emergency Funding

Implementing Agency: Seat Pleasant Police Department

Award Period: 04/01/2020 - 03/31/2021

CFDA: 16.034

The information collected on this form helps us measure the progress you are making in achieving your project's goals and objectives. It also helps us determine what, if any, technical assistance you may need in implementing your project.

Performance Measures (6)

1	Number of individuals required to quarantine	
3	Average COVID-19 positivity rate	
4	Number of individuals that tested positive for COVID-19	
5	Number of individuals tested for COVID-19	
6	Total COVID-19 testing capacity	
7	During this reporting period, number of staff unable to work due to COVID-19	

Progress Report Questions (5)

1	Every quarterly report should provide a brief narrative assessment of the projects effectiveness thus far. The brief narrative should include qualitative and quantitative evidence, as available, and also highlight factors that the author considers to have facilitated or impaired the project's effectiveness.
3	Please list any successes and/or best practices developed through this program funded by the Governor's Office of Crime Prevention, Youth, and Victim Services.
4	Describe, in general, the level of cooperation and collaboration between partner agencies affiliated with this program.
5	Describe barriers/challenges to implementing or completing any of the objectives. Include corrective actions taken or planned to overcome described barriers (include timeline). Are there any obstacles or barriers that could prevent you from expending all grant funds? Please include any requests for technical assistance needed.
6	If no funds or minimal funds (less than 25%) were expended during this reporting period provide an explanation as to why and when you anticipate requesting funds. Your detailed explanation should address each budget category.

Signed: _____ **Date:** _____

Project Director - O'Connor, John (Project Director is preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: _____ **Phone:** _____

CESF-2020-0084



Governor's Office of Crime Control and Prevention

Property Inventory Report

Grant Award Number: CESF-2020-0084

Project Title: Seat Pleasant COVID-19 Emergency Funding

Implementing Agency: Seat Pleasant Police Department

Award Period: 04/01/2020 - 03/31/2021

Control Number:

40572

Regional Monitor:

Abraham, Mary

Fiscal Specialist:

Maddox, Dana

EXAMPLE	Property Description	Name of Vendor Purchase Order #	Serial Number	Internal Inventory Number	Date Purchased	Quantity	Unit Price	Total	Federal Funds Percent	Condition N - New, G - Good, F - Fair, P - Poor	Location and Use/Disposition
	Computer	Dell - PO# 124AB0510	6E040L071123ABC	00047876	05/16/10	1	650.00	650.00	100%	N	Main Office

List Invoices Separately	Property Description	Name of Vendor Purchase Order #	Serial Number	Internal Inventory Number	Date Purchased	Quantity	Unit Price	Total	Federal Funds Percent	Condition N - New, G - Good, F - Fair, P - Poor	Location and Use/Disposition

Notes:

If there is a change in the model/version number (i.e., it is different than the stated in the Grant Award Budget), please include a justification for this change.

Additionally, if there is a change in quantity also include that reason in a justification.

Please use the same property description as indicated in the Grant Award Budget.

I certify that the above listed property is currently, and will continue to be, used for project and/or other related purposes.

Signed: _____ Date: _____
Project Director - O'Connor, John (Project Director is Preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: _____ Phone: _____

Standard Applicant Information

Project Information

Project Title City of Seat Pleasant Police Department COPS Hiring Program (Community Policing)	Proposed Project Start Date 7/1/21	Proposed Project End Date 7/1/24
Federal Estimated Funding (Federal Share) 2125000	Applicant Estimated Funding (Non-Federal Share) 1520311	Program Income Estimated Funding 0.00
Total Estimated Funding 3645311		

Areas Affected by Project (Cities, Counties, States, etc.)

Prince George's Co
Maryland
Seat Pleasant

Type Of Applicant

Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

Other (specify):

Application Submitter Contact Information

Application POC Prefix Name Serge		
Application POC First Name John	Application POC Middle Name Edward	Application POC Last Name O'Connor
Application POC Suffix Name _____		
Organizational Affiliation Police Grants Manager	Title Sergeant	Email ID JOConnor@SeatPleasantMD.gov
Phone Number 2405850241	Fax Number _____	

OPINumber

Executive Order and Delinquent Debt Information

Is Application Subject to Review by State Under Executive Order 12372? *

c. Program is not covered by E.O. 12372.

Is the Applicant Delinquent on Federal Debt?

No

SF424 Attachments (4)

	Name manifest.txt	Date Added 6/11/21
	Name Form SFLLL_2_0-V2.0.pdf	Date Added 6/11/21
	Name Form SF424_3_0-V3.0.pdf	Date Added 6/11/21
	Name GrantApplication.xml	Date Added 6/11/21

Authorized Representative

Law Enforcement Executive Information

Title
Sergeant

Prefix Name
Other (Specify)

First Name **Middle Name** **Last Name**
John Edward OConnor

Suffix Name

Government Executive Information

Title
Sergeant

Prefix Name
Other (Specify)

First Name **Middle Name** **Last Name**
John Edward OConnor

Suffix Name

Verify Legal Name, Doing Business As, and Legal Address

Entity Legal Name
SEAT PLEASANT, CITY OF

DUNS

100015001

Legal Address**Street 1**

6011 ADDISON RD

City

CAPITOL HEIGHTS

State

MD

Zip/Postal Code

20743

Congressional District

04

Country

USA

Certification

The legal name + Doing Business As (DBA) and legal address define a unique entity in the system as represented in its entity profile. The profile name and address is applicable to ALL applications and awards associated to this fiscal agent.

1. If this information is correct confirm/acknowledge to continue with completion of this application.

I confirm this is the correct entity.

Signer Name

John OConnor

Certification Date / Time

06/16/2021 05:54 PM

2. If the information displayed does not accurately represent the legal entity applying for federal assistance:

- a. Contact your Entity Administrator.
- b. Contact the System for Award Management (SAM.gov) to update the entity legal name/address.

3. If the above information is not the entity for which this application is being submitted, Withdraw/Delete this application. Please initiate a new application in Grants.gov with using the correct DUNS/SAM profile.

Proposal Abstract**Data Requested with Application**
 **CHP Solicitation FY2021**
AGENCY ELIGIBILITY INFORMATION

Type of Agency (select one)

Law Enforcement

From the list below, please select the type of agency which best describes the applicant. Law Enforcement Entities:

Municipal Police

(Please specify)

Please indicate if your jurisdiction is primarily considered rural, urban or suburban.

Urban

Instructions: We will ask you several questions about your law enforcement agency operations and authority to determine your eligibility to apply for a COPS Hiring Program (CHP) award. Please note that CHP applicants must have a police department that is operational by the close of this solicitation or receive

Applicants must have a police department that is operational by the close of the solicitation or receive services through a new or existing contract for law enforcement services. Applicants must also maintain primary law enforcement authority for the population to be served. In addition, if funds under this program are to be used as part of a written contracting arrangement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the government agency wishing to receive law enforcement services must be the legal applicant in this application (although we will ask you to supply some information about the contract service provider later). A law enforcement agency is established and operational if the jurisdiction has passed authorizing legislation and it has a current operating budget.

Is your agency established and currently operational?

Yes

Which of the following best describes your agency (check one)?

Will your law enforcement agency be operational as of the closing date of this solicitation?

Has your jurisdiction passed legislation which authorizes the creation of a new law enforcement agency?

If awarded, does your agency plan to use funds awarded under this award to establish or supplement a written contract for law enforcement services (e.g., a town contracting for services with a nearby sheriff's department)?

No

Instructions: An agency may apply for funds under this program to be used as part of a written contracting arrangement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services). However, the agency wishing to receive law enforcement services must be the legal applicant in this application (although we will ask you to supply some information about the contract service provider later). Important Note: Two entities involved in a contracting relationship may not separately apply for funding to support the same officer position(s). For more information about contracting arrangements, please view the COPS Hiring Program Application Guide.

Is the legal applicant listed in this COPS Hiring Program (CHP) application and on the SF-424 the entity that will be receiving law enforcement services?

What is the legal name of the law enforcement agency that will be providing law enforcement services to your jurisdiction?

Instructions: An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within its jurisdiction. Agencies are not considered to have primary law enforcement authority if they only: respond to or investigate specific type(s) of crime(s), respond to or investigate crimes within a correctional institution, serve warrants, provide courthouse security, transport prisoners, have cases referred to them for investigation or investigational support or only some combination of these.

Based on the definition above, does your agency have primary law enforcement authority? [Or, if contracting to receive services, does the agency that will be providing law enforcement services have primary law enforcement authority for the population to be served?]

Yes

GENERAL AGENCY INFORMATION

Please select your U.S. Attorney's District Office from the below drop-down options.

Maryland

Enter the Fiscal Year Budgeted Sworn Force Strength for the current fiscal year below. The budgeted number of sworn officer positions is the number of sworn positions funded in your agency's budget, including funded but frozen positions, as well as state, Bureau of Indian Affairs, or locally funded vacancies. Do not include unfunded vacancies or unpaid/reserve officers. Number of officers funded in agency's current fiscal year budget:

Full-Time

34

Part-Time

Enter the number of civilian positions funded in agency's current fiscal year budget. Number of civilian positions funded in agency's current fiscal year budget:

Full-Time

3

Part-Time

EXECUTIVE/CONTACT INFORMATION

Instructions for Law Enforcement Agencies: The Law Enforcement Executive is the highest ranking official in the jurisdiction (Chief of Police, Sheriff, or equivalent) and must be assigned the role: "Authorized Representative 1" in JustGrants.

Title:

Chief of Police

First Name:

Devan

Last Name:

Martin

Phone:

3014998700

Email Address:

DMartin@SeatPleasantMD.Gov

Instructions for Government Agencies: This is the highest ranking government official within your jurisdiction (e.g., Superintendent, Mayor, City Administrator, or equivalent) and must be assigned the role: "Authorized Representative 2" in JustGrants.

Title:

Chief Operating Officer (City Administrator)

First Name:

Jeanette

Last Name:

Wallace

Phone:

3014998700

Email Address:

JWallace@SeatPleasantMD.gov

Instructions for Application Contact: Enter the application contact's name and contact information.

Title:

Sergeant

First Name:

John

Last Name:

O'Connor

Phone:

2405850241

Email Address

J.O'Connor@SeatPleasantMD.gov

COP HIRING PROGRAM OFFICER REQUEST

Instructions: Number of actual sworn officers employed by your agency as of the date of this application. The actual number of sworn officer positions is the actual number of sworn positions employed by your agency as of the date of this application. Do not include funded but currently vacant positions or unpaid positions.

Full Time

28

Part Time

Instructions: Number of budgeted sworn officers employed by your agency as of the date of this application.

Full Time

36

Part Time

0

Instructions: Number of contract sworn officers employed by your agency as of the date of this application.

Full Time

0

Part Time

0

Instructions: Number of budgeted civilian positions employed by your agency as of the date of this application.

Full-Time:

3

Part-Time:

0

What is the actual population your department serves as the primary law enforcement entity?

151000

This may or may not be the same as your census population. For example, a service population may be the census population minus incorporated towns and cities that have their own police department within your geographic boundaries or estimates of ridership (e.g., transit police) or visitors (e.g., park police). An agency with primary law enforcement authority is defined as having first responder responsibility to calls for service for all types of criminal incidents within its jurisdiction.

Instructions: Apply for the number of officer positions necessary to support their proposed community policing strategy. Please keep in mind that there is a minimum 25 percent local cash match and a 12-month retention requirement for each officer position funded. The COPS Office will fund as many positions as possible for successful applicants; however, the number of officer positions requested by an agency may be reduced based on the availability of funding and other programmatic considerations. If your agency requests officers to be deployed as school resource officers (SRO), please do not request more officer positions than your agency can expect to deploy in this capacity. A "school resource officer" is a career law enforcement officer, with sworn authority, who is engaged in community policing activities and is assigned by the employing agency to work in collaboration with schools. There must be an increase in the level of community policing activities performed in and around primary or secondary schools in the agency's jurisdiction as a result of the award. The time commitment of the funded officers must be above and beyond the amount of time that the agency devoted to the schools before receiving the award. Recipients using CHP funding to hire or deploy school resource officers into schools must submit to the COPS Office a signed memorandum of understanding (MOU) between the law enforcement agency and the school partner(s) before obligating or drawing down funds under this award. An MOU is not required at time of application; however, if the law enforcement agency already has an MOU in place that is applicable to the partnership, the MOU can be uploaded as an attachment in the section of the application titled "MOUs and other Supporting Documents." The MOU must contain the following: the

be uploaded as an attachment in the section of the application titled "MOUs and other supporting documents." The MOU must contain the following: the purpose of the MOU, clearly defined roles and responsibilities of the school district and the law enforcement agency focusing officers' roles on safety, information sharing, supervision responsibility, and chain of command for the SRO and signatures. If awarded, a recipient must submit an MOU to the COPS Office within 90 days from the date shown on the award congratulatory letter. Implementation of the COPS Hiring Program award without submission and acceptance of the required MOU may result in expenditures not being reimbursed by the COPS Office and/or award de-obligation. CHP award funds cover 75 percent of the approved entry-level salary and fringe benefits of each newly-hired and/or rehired, full-time sworn career law enforcement officer for three years (36 months) up to \$125,000 per officer position. CHP award funding will be based on your agency's current entry level salaries and fringe benefits for full-time sworn officers. Request the number of officer positions necessary to support your proposed community policing strategy. Please keep in mind, there is a minimum 25 percent local cash match and a 12 month retention period for each officer position funded. The COPS Office will fund as many positions as possible for successful applicants; however, the number of officer positions requested by an agency may be reduced based on the availability of funding and other programmatic considerations.

Is your agency requesting that all or some of these officer positions will be deployed as school resource officers (SROs)?

No

If Yes, how many of your requested positions in this application will be deployed as school resource officers (SROs)?

—

How many entry-level, full-time officer positions is your agency requesting in this application?

17

Instructions: IMPORTANT: Next, your agency must allocate the number of positions requested under each of the three hiring categories described below based on your agency's current needs at the time of this application. Be mindful of your agency's ability to fill and retain the officer positions awarded, while following your agency's established hiring policies and procedures. CHP awards will be made for officer positions requested in each of the three hiring categories, and recipients are required to use awarded funds for the specific categories awarded. It is imperative that your agency understand that the COPS Office statutory nonsupplanting requirement mandates that award funds may only be used to supplement (increase) a recipient's law enforcement budget for sworn officer positions and may not supplant (replace) state, local, or tribal funds that a recipient otherwise would have spent on officer positions if it had not received an award. This means that if your agency plans to: (a) Hire new officer positions (including filling existing vacancies that are no longer funded in your agency's budget): It must hire these new additional positions on or after the official award start date, above its current budgeted (funded) level of sworn officer positions, and otherwise comply with the nonsupplanting requirement as described in detail in the award owner's manual. (b) Rehired officers who have been laid off by any jurisdiction as a result of state, local, or tribal budget reductions: It must rehire the officers on or after the official award start date, maintain documentation showing the date(s) that the positions were laid off and rehired, and otherwise comply with the nonsupplanting requirement as described in detail in the award owner's manual. (c) Rehired officers who are (at the time of application) currently scheduled to be laid off (by your jurisdiction) on a specific future date as a result of state, local, or tribal budget reductions: It must continue to fund the officers with its own funds from the award start date until the date of the scheduled lay-off (for example, if the CHP award start date is September 1 and the lay-offs are scheduled for November 1, then the CHP funds may not be used to fund the officers until November 1, the date of the scheduled lay-off); identify the number and date(s) of the scheduled lay-off(s) in this application (see below); maintain documentation showing the date(s) and reason(s) for the lay-off; and otherwise comply with the nonsupplanting requirement as described in detail in the award owner's manual. [Please note that as long as your agency can document the date that the lay-off(s) would occur if CHP funds were not available, it may transfer the officers to the CHP funding on or immediately after the date of the lay-off without formally completing the administrative steps associated with a lay-off for each individual officer.] Documentation that may be used to prove that scheduled lay-offs are occurring for local economic reasons that are unrelated to the availability of CHP award funds may include (but are not limited to) council or departmental meeting minutes, memoranda, notices, or orders discussing the lay-offs; notices provided to the individual officers regarding the date(s) of the lay-offs; or budget documents ordering departmental or jurisdiction-wide budget reductions. These records must be maintained with your agency's CHP award records during the award period and for three years following the date of the submission of the final expenditure report in the event of an audit, monitoring, or other evaluation of your award compliance. If your agency's request is funded, your agency will have the opportunity after the award announcement to request an award modification to move awarded funding into the category or categories that meet your agency's law enforcement needs at that time (including updating the dates of future scheduled lay-offs).

Category A: New, additional officer positions (including filling existing vacancies no longer funded in your agency's budget).

Category A Request:

17

Category B: Rehired officers laid off (from any jurisdiction) as a result of state or local budget reductions.

Category B Request:

0

Category C: Rehired officers scheduled to be laid off (at the time of the application) on a specific future date as a result of state or local budget reductions.

Category C Request:

0

Instructions: We also need some information about when the layoff of officers in this category is scheduled to occur. In the space below, please indicate when

ne officer(s) specified in this category are scheduled to be laid off.

Number of Officers:

0

Date these officers are scheduled to be laid off:

Number of Officers:

Date these officers are scheduled to be laid off:

Number of Officers:

Date these officers are scheduled to be laid off:

Number of Officers:

Date these officers are scheduled to be laid off:

Since your agency plans to use CHP funds to rehire officers who are currently scheduled to be laid off on a future date (under Category C above), please certify (by checking the appropriate boxes) to the following Certification:

My agency has and will maintain documentation showing the date(s) of the scheduled lay-off(s) and demonstrating that the scheduled lay-off(s) is/are occurring for fiscal reasons that are unrelated to the availability or receipt of CHP award funds.

My agency will use its own funds to continue funding these officers until the scheduled date(s) of the lay-off(s) and will use CHP funds to rehire these officers only on or after the scheduled date of the lay-off(s).

My agency recognizes that the CHP program provides funding based on our entry-level salary and benefits package and that any additional costs for rehired officers beyond entry-level are our responsibility to pay with other sources of funding.

Instructions: Although hiring military veterans as new hires is not an award requirement, applicants who commit to hiring or rehiring at least one military veteran will receive additional consideration for CHP funding. If your agency checks "yes" to the question below, your agency will be required to maintain documentation that it made every effort possible (consistent with your internal procedures and policies) to hire at least one military veteran. Under this solicitation, a military veteran is defined as a person who served in the active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable.

Does your agency commit to hire and/or rehire at least one military veteran (as defined in the Application Guide) for the officer position(s) you have requested?

Yes

My agency will commit to hire post-September 11, 2001 veterans.

true

If selected, how many position(s)?

17

Instructions: The following questions will help Congress and the U.S. Department of Justice identify potential gaps in training. On average how many hours of IN-SERVICE (non-recruit) training (e.g. FTO, continuing professional education, roll call, standard) are required annually for each of your agency's officers/deputies in the following categories (if none, please indicate 0 hours)?

Use of force (hours):

De-escalation of conflict (hours):

40

Evidence-based cultural sensitivity training (hours):

40

Racial and ethnic bias that includes elements of implicit/unconscious bias (hours):

40

Gender bias in response to domestic violence and sexual assault (hours):

40

Bias towards lesbian, gay, bisexual, and transgender (LGBT) individuals (hours):

40

Community engagement (e.g., community policing and problem solving) (hours):

80

Does your agency administer a police training academy?

No

Instructions: How many total hours of basic/recruit ACADEMY training are required for each of your agency's officer/deputy recruits in the following categories (if none, please indicate 0 hours)?

Use of force (hours):

80

De-escalation of conflict (hours):

40

Evidence-based cultural sensitivity training (hours):

20

Racial and ethnic bias that includes elements of implicit/unconscious bias (hours):

20

Gender bias in response to domestic violence and sexual assault (hours):

20

Bias towards lesbian, gay, bisexual, and transgender (LGBT) individuals (hours):

20

Community engagement (e.g., community policing and problem solving) (hours):

80

ADDITIONAL BUDGET INFORMATION

Referencing the web-based budget in this solicitation, if there was increase in sworn office base salary in years 2 and 3 (check all that apply).

COLA

COLA

Step Raises

Step Raises

Change in benefit costs

Change in benefit costs

Not applicable

LAW ENFORCEMENT & COMMUNITY POLICING STRATEGY

Instructions for Community Policing Strategy: COPS Office funding must be used to reorient the mission and activities of law enforcement agencies through initiating community policing or enhancing their involvement in community policing with the officers hired under this award program or an equal number of veteran officers who have been redeployed to implement this plan after hiring the entry-level COPS Office-funded officers. If awarded funds, your narrative responses in the text boxes below will constitute your agency's community policing strategy under this award. Your organization may be audited or monitored to ensure that it is initiating or enhancing community policing in accordance with this strategy. The COPS Office may also use this information to understand the needs of the field, and potentially provide for training, technical assistance, problem solving and community policing implementation tools. Please note that the COPS Office recognizes that your COPS Office-funded officer(s) (or an equal number of veteran officers who are redeployed after hiring the entry-level COPS Office funded officers) will engage in a variety of community policing activities and strategies, including participating in some or all aspects of your identified community policing strategy. Your community-policing strategy may be influenced and impacted by others within and outside of your organization; this is considered beneficial to your community policing efforts. At any time during your award period, you should be prepared to demonstrate (1) the community policing activities engaged in prior to the award that are detailed in this application and (2) how the award funds and award-funded officers (or an equal number of redeployed veteran officers) were specifically used to enhance (increase) or initiate community policing activities according to your community policing strategy contained in this application. Community policing needs may change during the life of your award. Minor changes to this strategy may be made without prior approval of the COPS Office; however, the recipient will be required to report on progress or changes to the community policing strategy (if any) through required progress reports. If your agency's community policing strategy changes significantly, you must submit those changes to the COPS Office for approval. Changes are significant if they deviate from the specific crime problems originally identified and approved in the community policing strategy submitted with the application. In some cases, in reviewing progress reports, the COPS Office may identify significant changes in community policing strategies that require explanation and request for approval. Applicants that choose problem areas that receive additional priority consideration will not be able to change from these problem/focus areas if awarded CHP funding. The following is the COPS Office definition of community policing that emphasizes the primary components of community partnerships, organizational transformation, and problem solving. Please refer to the COPS Office web site (<https://cops.usdoj.gov>) for further information regarding this definition. Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem solving techniques to proactively address the immediate conditions that give rise to public safety issues, such as violent crime, non-violent crime, and fear of crime. The COPS Office has developed the following list of primary sub-elements of community policing. Please refer to the COPS Office web site Community Policing Defined publication (COPS Office: Grants and Resources for Community Policing - <https://cops.usdoj.gov/RIC/ric.php?page=detail&id=COPS-P157>) for further information regarding these sub-elements. Community Partnerships: Collaborative partnerships between the law enforcement agency and the individuals and organizations they serve to both develop solutions to problems and increase trust in police. Other Government Agencies Community Members/Groups Non-Profits/Service Providers Private Businesses Media Organizational Transformation: The alignment of organizational management, structure, personnel and information systems to support community partnerships and proactive problem solving efforts. Agency Management Climate and culture Leadership Labor relations Decision-making Strategic planning Policies Organizational evaluations Transparency Organizational Structure Geographic assignment of officers Despecialization Resources and finances Personnel Recruitment, hiring and selection Personnel supervision/evaluations Training Information Systems (Technology) Communication/access to data Quality and accuracy of data Problem Solving: The process of engaging in the proactive and systematic examination of identified problems to develop effective responses that are rigorously evaluated. Scanning: Identifying and prioritizing problems Analysis: Analyzing problems Response: Responding to problems Assessment: Assessing problem-solving initiatives Using the Crime Triangle to focus on immediate conditions (Victim/Offender/Location)

Instructions for Current Organizational Commitment to Community Policing: For each of the following statements, please answer in terms of existing agency policies and practices as they relate to collaborative partnerships and problem solving activities. (check all that apply)

The agency mission statement, vision, or goals includes references to:

Community Partnerships

Community Partnerships

Problem Solving

Problem Solving

The agency strategic plan includes specific goals or objectives relating to:

Community Partnerships

Community Partnerships

Problem Solving

Problem Solving

The agency recruitment, selection and hiring processes include elements relating to:

Community Partnerships
Community Partnerships

Problem Solving
Problem Solving

Annual line officers evaluations assess performance in:

Community Partnerships
Community Partnerships

Problem Solving
Problem Solving

Line officers receive regular (at least once every two years) training in:

Community Partnerships
Community Partnerships

Problem Solving
Problem Solving

Which of the following internal management practices does your agency currently employ? (check all that apply)

Assignment of officers to specific neighborhoods or areas for longer periods of time to enhance customer service and facilitate more contact between police and citizens.

Assignment of officers to specific neighborhoods or areas for longer periods of time to enhance customer service and facilitate more contact between police and citizens.

Assignment of officers to geographic hot spots that are defined statistically by creating incident maps to identify geographic clustering of crime and disorder.

Assignment of officers to geographic hot spots that are defined statistically by creating incident maps to identify geographic clustering of crime and disorder.

Early Intervention Systems that help identify officers who may be showing signs of stress, personal problem, and questionable work conduct.

Early Intervention Systems that help identify officers who may be showing signs of stress, personal problem, and questionable work conduct.

None of the above.

None of the above.

Which of the following do you count/measure to annually assess your agency's overall performance? (check all that apply)

Response times
Response times

Problem solving outcomes
Problem solving outcomes

Department employee satisfaction
Department employee satisfaction

Reduction of crime in identified hot spots
Reduction of crime in identified hot spots

Social disorder/nuisance problems (e.g., graffiti, panhandling, loitering)

Social disorder/nuisance problems (e.g., graffiti, panhandling, loitering)

Satisfaction with police services

Satisfaction with police services

Fear of crime

Fear of crime

Victimization (i.e., non-reported crime)

Victimization (i.e., non-reported crime)

Community meetings held/attended

Community meetings held/attended

Use of force incidents

Use of force incidents

Meeting the priorities as identified in your agency strategic plan

Meeting the priorities as identified in your agency strategic plan

My agency does not conduct annual assessments of overall performance

Through which of the following does your agency routinely share information with community members? (check all that apply)

Neighborhood, beat, and/or school meetings

Neighborhood, beat, and/or school meetings

Local media outlets

Local media outlets

Agency newsletter

Agency newsletter

Neighborhood newsletters

Neighborhood newsletters

Agency website

Agency website

Social networking (Blogs, Twitter feeds, Facebook pages, etc.)

Social networking (Blogs, Twitter feeds, Facebook pages, etc.)

Citizen alert system (telephone, email, text, etc.)

Citizen alert system (telephone, email, text, etc.)

Citizen alert system that is geographically targeted, based on updated hot spots

Citizen alert system that is geographically targeted, based on updated hot spots

Public access television/radio

Public access television/radio

Community organization board membership

Community organization board membership

Public forums with chief/sheriff/command staff

Public forums with chief/sheriff/command staff

Posters, billboards, flyers

Posters, billboards, flyers

None of the above

Through which of the following ways does your agency formally involve community members in influencing agency practices and operations? (check all that apply)

Citizen police academies

Volunteer activities

Volunteer activities

Auxiliary police programs

Auxiliary police programs

Civilian review boards (i.e. disciplinary review boards)

Civilian review boards (i.e. disciplinary review boards)

Citizen advisory groups (i.e. informal advisory function)

Citizen advisory groups (i.e. informal advisory function)

Involvement in hiring decisions (interview panels, selection boards, etc.)

Involvement in hiring decisions (interview panels, selection boards, etc.)

Involvement in contributing to annual line officer performance reviews

Involvement in contributing to annual line officer performance reviews

Representation on promotional boards

Representation on promotional boards

Participation in accountability and performance reporting and tracking meetings

Participation in accountability and performance reporting and tracking meetings

Participation in complaint resolution process (formal mediation, disciplinary boards, etc.)

Participation in complaint resolution process (formal mediation, disciplinary boards, etc.)

None of the above

Instructions for Proposed Community Policing Strategy: Problem Solving and Partnerships COPS Office awards must be used to initiate or enhance community policing activities with either the newly hired officers funded by this award program or an equivalent number of veteran officers who are redeployed to implement this community policing strategy after hiring the additional entry-level officers with COPS Office award funds. In this section you will be asked to identify the crime and disorder problem or a focus area and the partners to be engaged through your requested COPS Office funding. Identifying the specific problem/focus area and partnerships that your agency plans to focus on is important to ensure that you satisfy the requirements for COPS Office funding under this program and to ensure that ultimately the additional award-funded officers (or equivalent number of redeployed veteran officers) will initiate or enhance your agency's capacity to implement community policing strategies and approaches. Using the following list, select a problem/focus area that will be addressed by the officers requested in this application. Please choose the option that best fits your problem. You may only select one problem/focus area to address through this award funding. When identifying a problem, it is important to think about the nature of similar incidents that taken together comprise the problem and accordingly describe it in precise, specific terms (e.g. "robbery of retail establishments", rather than just "robbery"). In doing this, it can be helpful to consider all aspects of the problem, including the likely offenders, the suitable targets/victims, and how these come together in time and space. Additional consideration will be given to applicants who propose a community-based approach to one of the four following problem/ focus areas. Applicants who choose one of the community policing problems or priority focus areas listed here must devote 100% of their funded positions to that focus area, and will not be allowed to change their choice once the award has been issued. Building Legitimacy and Trust – Applicant will deploy officers to partner and engage community stakeholders including residents, businesses, and faith-based organizations to prioritize and collectively strengthen a community's response to crime and criminal activity, and focus on enhancing and maintaining community trust and legitimacy between law enforcement and the communities they serve – to include building trust in immigrant communities. Violent Crime/Gun Violence – Applicant will employ community policing strategies to address a range of violent crime problems. Community-Based approaches to combatting gun violence that build trust in underserved communities suffering from high incidents of gun crime will receive additional consideration. Applicants requesting additional consideration for gun violence issues will be asked to describe their holistic, community-based approach and may wish to review COPS Office publications such as Group Violence Intervention: An Implementation Guide, Drug Market Intervention: An Implementation Guide, and Crime Prevention Research Review No. 6: Pulling Levers Focused Deterrence Strategies to Prevent Crime for ideas on strategies. Combating Hate and Domestic Extremism – Applicant will focus on community-based strategies that combat bias-motivated acts of violence that divide our communities, intimidate our most vulnerable citizens, and erode trust in the rule of law. Police-based Response to Persons in Crisis – Applicant will focus on deploying officers in crisis intervention teams, participation in crisis intervention teams, improving response and interaction with persons in crisis – to include efforts focused on the education, prevention, addiction and interventions related to the abuse of opioids and

other substances in communities.

Building Legitimacy and Trust

Building Legitimacy and Trust

true

If Selected: Please specify your focus on deploying officers to partner and engage community stakeholders including residents, businesses, and faith-based organizations to prioritize and collectively strengthen a community's response to crime and criminal activity and focusing on enhancing and maintaining community trust and legitimacy between law enforcement and the communities they serve – to include building trust in immigrant communities. (500 characters or less)

Officers are held to an extremely high standard of community engagement. This goes above policy and leans on personality. Building trust and legitimacy starts with the hiring process. Officers must meet the criteria of understanding that building trust, engagement, and putting the community first is the priority. The agency conducts trail audits of engagements officers have. They are expected to be a part of the community. Our officers on their own with little supervision engage with faith based, immigrant communities, residents, and businesses. An officer is in the process of assisting a resident with naturalization.

Violent Crime Problems

Gun Violence

true

If Selected: Please specify your gun violence problem: for example, drug related gun violence, etc. (500 characters or less).

The City of Seat Pleasant is a transportation hub. With multiple bus stops, metro rail, and major highways. Due to this unique geographic location and proximity to the District of Columbia the City of Seat Pleasant deals with rising gun violence on a regular basis. Since January 1st, 2021 Officers have recovered over 40 illegal firearms from prohibited individuals, recovered over 25 Armed Carjacked Vehicles, and apprehended multiple armed suspects involved in robberies.

Please include the number of aggravated assaults with a firearm in your jurisdiction during the last calendar year:

10

Please include the number of reported shootings in your jurisdiction during the last two years (2019 and 2020).

Number of Reported Shootings (2019):

64

Number of Reported Shootings (2020):

97

Please also describe how you will address this issue using a holistic, community based approach that builds trust in underserved communities suffering from high incidents of gun crime Applicants may review COPS Office publications such as Group Violence Intervention: An Implementation Guide, Drug Market Intervention: An Implementation Guide, and Crime Prevention Research Review No. 6: Pulling Levers Focused Deterrence Strategies to Prevent Crime for ideas on strategies. (2,000 characters or less)

The police department actively works with community groups, churches, and community members to educate, protect, and overcome gun violence. We often pull levers with the local States Attorney's Office who is an advocate of gun violence reduction. Our patrol officers meet with community members to assure them that we are here and working diligently on the gun violence initiatives. Messages are sent to those who wish to do violence in our community that any future violence will be met with clear, concise, predictable actions with certain consequences. Our officers will follow through on all investigations and we will hold you accountable for these actions in our community. We stand shoulder to shoulder with our faith based community sending the same message. Hosting marches, community events to stop gun violence, and ensuring there is trust that our community feels safe reporting incidents to us. Which they absolutely do!

Assault

true

If Selected: Please specify your assault problem; for example, assaults in and around bars, gang violence, etc. (500 characters or less).

The City has seen a rise in assaults in and around areas that have a high homeless population. These members of our community are often victimized as many feel they will not contact the police, but based on our relationship with them they often do. These assaults are usually the result of an underlying crime of socioeconomic issue of which the department is working with social services to address. The additional impact of addiction is profound when dealing with assaults. Some of these crimes have been found to be small "click" or "low level street" gang initiations.

Homicide

true

If Selected: Please specify your homicide problem; for example, gun homicide by serious previous offenders, gang related homicide, domestic homicides, etc. (500 characters or less).

Homicides are down in the city through effective gun violence initiatives, but that is not for a lack of the criminal enterprise trying to retaliate against one another. The city works with a multitude of agencies, car jacking task force, and fusion centers in order to actively combat homicides within the jurisdiction. Even one homicide is a problem. Based on community policing strategies and trust our problem has reduced from 6 homicides to 4 homicides, and 2 undetermined as of writing the grant.

Rape

false

If Selected: Please specify your rape problem; for example, acquaintance rape, rape in college dorm rooms, child or domestic rape, etc. (500 characters or less).

Robbery

true

If Selected: Please specify your robbery problem; for example, robbery of convenience stores, robbery of taxi drivers, bank robbery, etc. (500 characters or less).

The City has seen a spike in robberies, specifically those involving firearms. A contributing factor related to this is the Covid 19 Pandemic. However it can not be completely linked to the pandemic. Based on the transient nature of our population and the crime highway of Central Ave and Martin Luther King Jr. Hwy we see offenders come into our community and victimize our residents and those traversing our city in the form of armed robbery and armed carjacking. This problem is significant to the point that we have created a gun violence reduction task force.

Domestic Violence

true

If Selected: Please specify your domestic/family violence problem; for example, domestic violence, stalking, child abuse, elder abuse, etc. (500 characters or less).

During the last year the city has seen a significant rise in domestic disputes, domestic violence, and stalking. It is an unusual spike. Studies of the calls for service show that it is not primarily single family homes, but a hot spot based on low income apartment style housing. Strangulation of victims is prevalent in these calls for service. Officers attended training on strangulation which has also highlighted what may have been an underreported crime based on victimization.

Human Trafficking

true

If selected: Please specify your focus on Investigating and Prosecuting Human Trafficking Crimes (500 characters or less).

The City of Seat Pleasant works with the Maryland State Police and Federal Agencies to combat human trafficking. Since engaging in this effort several officers have attended human trafficking training and two officers are certified federal and state commercial motor vehicle inspectors. Stopping commercial vehicles for inspection and educating the drivers on how to report human trafficking. One of the officers is the only fully certified commercial vehicle inspector for all municipal agencies in Prince George's County.

Protecting and Serving Youth in America

true

If Selected: Please specify your focus on: engaging youth through strategies that encourage positive interactions with law enforcement and discourage youth violence; addressing child sexual predators and internet safety; or addressing children exposed to violence.

Please explain in 500 characters or less:

The City of Seat Pleasant has partnered with the Police Athletic League. Offer a myriad of programs that encourage positive interactions with law enforcement and works to directly discourage youth violence. We offer training to parents and children in internet safety, avoid sexual predators, and report them immediately. Many of these children have been exposed to domestic violence or crimes of violence. It has had a significant positive impact on our community.

Criminal Gangs

true

If Selected: Please specify your criminal gang's problem (500 characters or less).

The criminal gang problem is directly related to youth theft rings and juveniles committing carjackings. The criminal gangs are employing juveniles as they face little to no consequence for the actions they take. The gangs send them into the community knowing that they either have nothing to lose or they threaten a family member.

Drug Manufacturing, Drug Dealing, Drug Trafficking

true

If Selected: Please specify your drug manufacturing, dealing, and/or trafficking problem (500 characters or less).

The drug trafficking problem has increased over the last year. Officers actively patrol Central Ave and Martin Luther King Jr. Hwy. We have seen an increase in heroin, and PCP. Officers have made several possession with intent to distribute arrests that also had a firearm involved.

Other Violent Crime Problem

false

Please specify (500 characters or less).

Combating Hate and Domestic Extremism

Combating Hate and Domestic Extremism

false

If Selected: Please describe the problem and your focus on community based approaches to combat bias-motivated acts of violence (500 characters or less).

Police-based Response to Persons in Crisis

Police Based Response to Persons in Crisis

true

If Selected: Please describe the problem and your focus on deploying officers to participate in crisis-intervention teams, improving response to and interactions with persons in crisis, and partnering with mental health providers (500 characters or less).

Dealing with Mental Health is a priority for officers. Many calls for service that officers respond to deal with someone who may be in crisis. Our officers are trained in crisis intervention, de-escalation, mental health, and work directly with the Prince George's County Mobile Crisis intervention team. This has led to a reduction in the application of force, and open access to crisis and long term mental health services.

Opioid or other Substances Education, Prevention, and Intervention

true

If selected: Please specify your focus on Education, Prevention and Intervention (500 characters or less).

The City routinely engages with community members, faith based organizations, medical professionals, and local pharmacies to help educate and prevent the abuse of opioids. Every officer in the agency is trained and carries NARCAN in order to intercede if needed to prevent an overdose.

Homeland Security

Homeland Security

true

If Selected: Please specify problem and describe focus on deploying officers to strengthen partnerships or task force participation in areas impacting homeland security (500 characters or less).

Two officers with the agency are currently certified commercial vehicle inspectors and work with other local, state, and federal agencies to ensure our nation's security. Additionally one officer is trained in physical security, anti-terrorism, and has participated in task force operations when requested in the DC area.

Protecting critical infrastructure

true

If Selected: Please specify problem and describe focus on deploying officers to strengthen partnerships on critical infrastructure issues impacting homeland security (500 characters or less).

When requested officers will be deployed to assist federal agencies in the security of critical infrastructure. This includes roadways, bridges, commercial vehicle traffic, and cyber threats.

Other/Innovations in Community Policing

Other/Innovations in Community Policing

true

If Selected: Please provide a detailed narrative specifying your new and promising approaches in community policing that can be advanced through the COPS Hiring Program (2,000 characters or less).

The City offers many approaches that are not normally found in a typical law enforcement agency. By staffing experts in their fields citizens are able to engage in training that would normally not be offered. Some training citizens can attend are Drone Pilot training, Aviation "Fly Alongs", Bike training, motor cycle training, flight simulator training, crime prevention training, Emergency Vehicle driving short course. We have found that when citizens participate with the police agency they feel they are a part of the agency and the officers get a better bond with the community. Many officers have established long term friendships with our residents that go above and beyond clocking in and out. Every officer in the agency is trained on the use of police bicycles. They ride often in the community and citizens will join them. Additionally our officers take pride in the areas they work. They routinely fix the parks, streets, remove any spray paint. All of these efforts are a part of a different style of policing. It is a part of who they are as people and the relationships with the community. These

Briefly describe the problem/focus area that you will address with these award funds and your approach to the problem. Include a long-term strategy and detailed implementation plan that reflects consultation with community groups and appropriate private and public agencies. Explain how the grant will be utilized to reorient the affected law enforcement agency's mission toward community-oriented policing or enhance its involvement in or commitment to community-oriented policing (2,000 characters or less).

The police department with these award funds will directly address the gun violence in the community as well as the added area of emphasis due to annexation of Central Ave from 495 to Southern Ave. The city realized the only way to combat the rise in gun violence was to annex an underserved area of roadway into the jurisdiction. The enforcement strategies related to this area will take the community policing approach that has been deployed in our community and push it further into Prince George's County. By serving this area in the same fashion we hope to see a reduction in violent crime that has been effecting our citizens.

This is a complete reorientation of community policing for the city. Since last year the square miles have tripled in coverage. Unfortunately the area that was underserved has not has the experience in dealing with the City's police department. In order to facilitate a strong bond with the community every business owner in this corridor will need to be contacted, new faith based groups, churches, community groups, civic associations, and other governmental agencies such as the Maryland State Highway Administration. It is an exciting time that will long term help to reduce violent crime, enhance community policing efforts, beautification, and relationships with the community. The distrust of the police outside of our city is overwhelming. It is the hope that long term during the course of this grant the department and the officers associated with it will build a trusting relationship with the community. I know that it will be successful. While we may not be able to stop all of the crime we will be able to work with the community to help reduce it, and solve it. Ensuring that the offenders understand that they are entering the City of Seat Pleasant. Our police department is the people and the people are our police department. Do not commit crimes in our community.

PERSISTENT POVERTY

Please refer to the U.S. Census Bureau's historical county level poverty estimates tool (<https://www.census.gov/library/visualizations/time-series/demo/census-poverty-tool.html>). This Excel-based tool accesses county-level poverty rates from the 1960-2000 Decennial Census as well as estimates from 2010 based on 5-year data from the ACS. Please enter your county's poverty rate for 1990, 2000, and 2010. If your agency does not service counties, please enter the state average. All figures must be rounded to the nearest whole percent.

Does your law enforcement agency serve in a COUNTY that has had 20 percent or more of its population living in poverty over the past 30 years?

Yes

Please enter your county's poverty rate for 1990, 2000, and 2010. If your agency does not service counties, please enter the state average. All figures must be rounded to the nearest whole percent.

Poverty Rate (1990):

22

Poverty Rate (2000):

20

Poverty Rate (2010):

31

POLICE AND YOUTH SUICIDE DATA

Does your agency collect data on the number of officer suicides in your agency?

Yes

In the past 12 months, how many officer suicides have you recorded in your agency?

0

Does your agency have a suicide prevention training program?

Yes

Does your agency track officers that have been exposed to 'critical incidents' such as murder, suicide, and domestic violence?

..

Yes

Does your community experience high rates of youth suicide (For the purposes of this question, high is defined as 10 suicides per 100,000 residents aged 10-19)?

No

COMMUNITY-BASED OFFICER HIRE AND RELOCATION

Does your law enforcement agency have a written policy that requires that new officers/deputies reside within the jurisdiction they serve?

No

Does your law enforcement agency have a written policy that encourages new or existing officers to relocate to areas characterized by fragmented relationships between police and residents of the community, or where there are high incidents of crime?

Yes

Check all that apply:

Reimbursed for moving expenses

☐

Sign-on bonus

Sign-on bonus

Consideration for choice of shift or district

☐

Other – Please specify

Other – Please specify

Other

Tax Credit Program (Eligible through the State of Maryland)

Which of the following information sources did you use to prioritize this problem/focus area as a problem/focus area to address through this award program (check all that apply):

Police department data (e.g. police reports, calls for service, crime data, citizen complaints)

Police department data (e.g. police reports, calls for service, crime data, citizen complaints)

Agency personnel (e.g. officer feedback, command staff priorities)

Agency personnel (e.g. officer feedback, command staff priorities)

Other local non-law enforcement government agency data

Other local non-law enforcement government agency data

Community based organizations (e.g. faith based, non-profits, social service providers)

Community based organizations (e.g. faith based, non-profits, social service providers)

Local businesses

Local businesses

Individual community members/community meetings

Individual community members/community meetings

Community survey

Community survey

Local government officials

Local government officials

None of the above

☐

If awarded funds, my agency will improve our understanding of this problem/focus area by examining (check all that apply):

Routinely collected law enforcement data/information related to the problem (e.g. arrest, incident reports, calls for service)

Routinely collected law enforcement data/information related to the problem (e.g. arrest, incident reports, calls for service)

The location and/or time aspects of the problem/focus area (e.g. mapping)

The location and/or time aspects of the problem/focus area (e.g. mapping)

The conditions and environmental factors related to the problem/focus area

The conditions and environmental factors related to the problem/focus area

The strengths and limitations of current responses to the problem/focus area

The strengths and limitations of current responses to the problem/focus area

Non-law enforcement data/information related to the problem/focus area (e.g. insurance crash data, other government agency data, census data, survey data)

Non-law enforcement data/information related to the problem/focus area (e.g. insurance crash data, other government agency data, census data, survey data)

Existing research and best practices related to the problem/focus area

Existing research and best practices related to the problem/focus area

Data/information from the community related to the problem/focus area (e.g. resident associations, business groups, non-profit community service organizations)

Data/information from the community related to the problem/focus area (e.g. resident associations, business groups, non-profit community service organizations)

Information about offenders contributing to the problem/focus area (e.g. offender interview, arrest records)

Information about offenders contributing to the problem/focus area (e.g. offender interview, arrest records)

Information about victims affected by the problem/focus area (e.g. crime reports, victim interviews)

Information about victims affected by the problem/focus area (e.g. crime reports, victim interviews)

Strengths and weaknesses of previous responses to the problem/focus area

Strengths and weaknesses of previous responses to the problem/focus area

None of the above

If awarded funds my agency will use the following information sources to assess our response to this problem/focus area to determine whether the response was implemented and achieved the desired outcomes (check all that apply):

Routinely collected law enforcement data/information related to the problem/focus area (e.g. arrests, incident reports, calls for service)

Routinely collected law enforcement data/information related to the problem/focus area (e.g. arrests, incident reports, calls for service)

Data/information regarding whether the response was implemented as planned

Data/information regarding whether the response was implemented as planned

Police data collected for this specific problem/focus area (e.g. problem-specific surveys, field interview contact cards)

Police data collected for this specific problem/focus area (e.g. problem-specific surveys, field interview contact cards)

Non-police data/information related to the problem/focus area (e.g. insurance crash data, other government agency data, census data, survey data)

Non-police data/information related to the problem/focus area (e.g. insurance crash data, other government agency data, census data, survey data)

Data/information from the community related to the problem/focus area (e.g. resident associations, business groups, non-profit community service organizations)

Data/information from the community related to the problem/focus area (e.g. resident associations, business groups, non-profit community service organizations)

Information about offenders contributing to the problem/focus area (e.g. offender interview, arrest records, probation/parole data)

Information about offenders contributing to the problem/focus area (e.g. offender interview, arrest records, probation/parole data)

Information about victims and/or stake holders affected by the problem/focus area (e.g. crime reports, victim interviews)

Information about victims and/or stake holders affected by the problem/focus area (e.g. crime reports, victim interviews)

None of the above

To the best of your ability at this time, please select from the below list what your primary goals are in responding to your selected problem/focus area (select up to 3):

Reducing the number of incidents

Reducing the number of incidents

Increasing public trust in your agency

Increasing public trust in your agency

Reducing the seriousness of the incidents or the amount of harm

Reducing the seriousness of the incidents or the amount of harm

Reducing the number of victims and repeat victims

Reducing the number of victims and repeat victims

Reducing the number of offenders and repeat offenders

Reducing the number of offenders and repeat offenders

Getting other agencies and stake holders to assume responsibility for the problem/focus area

Getting other agencies and stake holders to assume responsibility for the problem/focus area

Improving the response to the problem/focus area (i.e. more comprehensive and coordinated way of dealing with the problem/focus area, providing better services to victims, or greater efficiency in dealing with the problem/focus area)

Improving the response to the problem/focus area (i.e. more comprehensive and coordinated way of dealing with the problem/focus area, providing better services to victims, or greater efficiency in dealing with the problem/focus area)

Improving citizen perceptions of the problem/focus area

Improving citizen perceptions of the problem/focus area

None of the above

An important part of a comprehensive community policing strategy is the formation of partnerships, such as working with other public agencies, private organizations, or participation in regional law enforcement partnerships. If awarded funds, will your agency and the award funded officers (or an equivalent number of redeployed veteran officers) initiate or enhance a partnership with an external group/organization to develop responses to this problem/focus area?

Yes

If yes, how many external groups/organizations will your agency initiate or enhance a partnership with to develop responses to this problem/focus area?

3

Name the most important external groups/organizations that your agency will initiate or enhance a partnership with to develop responses to this problem/focus area (maximum of three partners). Note: you may attach optional letters of this support from any or all of these prospective partners. You will be limited to listing no more than three partners per public safety problem/focus area.

Partner Name1:

First Baptist Church of Glen Arden

For this partner, please indicate the statement that best characterizes this partner:

Community based organizations (e.g., faith based, community redevelopment groups, social service providers, resident associations)

Partner Name2:

Hill Valley Community and Civic Association

For this partner, please indicate the statement that best characterizes this partner:

Community based organizations (e.g., faith based, community redevelopment groups, social service providers, resident associations)

Partner Name3:

Prince George's County Chamber of Commerce

For this partner, please indicate the statement that best characterizes this partner:

Businesses operating in the community

Instructions for Proposed Community Policing Strategy: Organizational Transformation COPS Office awards must be used to initiate or enhance community policing activities. In this section you will be asked to identify the organizational change(s) that your agency plans to focus on through your requested COPS Office funding. Identifying the specific organizational change(s) that your agency plans to focus on is important to ensure that you satisfy the requirements for COPS Office funding under this program, and to ensure that ultimately the use of these funds will initiate or enhance your agency's capacity to implement community policing approaches. If awarded funds, will your agency initiate or enhance any of the following internal changes to personnel management? (Select no more than 2 internal changes to personnel management that will be addressed with these award funds.)

Flexibility in officer shift assignments to facilitate addressing specific problems.

true

Please explain.

Overtime is available, Grant Funding is available, and officers may "Flex" a Shift if needed to accommodate a community initiative

Assignment of officers to specific neighborhoods or areas for longer periods of time to enhance customer service and facilitate more contact between police and citizens.

false

Please explain.

Recruitment and hiring practices that reflect an orientation towards problem solving and community engagement.

false

Please explain.

In-service training for officers on basic and advanced community policing principles.

false

Please explain.

Field training officer (FTO) programs that teach and test problem solving, community engagement, and critical thinking skills.

true

Please explain.

The Field Training program undergoes annual review to address not only training needs for the officer, but how it impacts the community. Based on the strategic changes made within the City and the COPS program. There will absolutely be changes made to the Field Training Program related to enhanced community policing.

Measure and include non-enforcement proactive community engagement efforts as part of officer performance evaluations.

false

Please explain.

Provide de-escalation training to sworn personnel and promote de-escalation as an important strategy to diffuse potentially volatile situations.

false

Please explain.

Each intervention system that is to be identified for funding must be showing evidence of status, current problems, and available next steps.

Early intervention systems that help identify officers who may be showing early signs of stress, personal problems, and questionable work conduct.

false

Please explain.

Career development and/or promotional processes (i.e. sergeant exams) that reinforce problem solving and community engagement.

false

Please explain.

Implement specific programs to improve the safety and wellness of personnel throughout your organization.

false

Please explain.

None of the above.

false

If awarded funds, will your agency initiate or enhance any of the following internal changes to agency management? (Select up to 2 internal changes to agency management that will be addressed with these award funds.)

Agency strategic plan that outlines the goals and objectives around community policing and other departmental priorities.

true

Please explain.

An enhanced strategic plan based on the newly annexed area of the City. This will be comprehensive as we move forward and will be a guide for officers as well once it is condensed. It is important that we incorporate all of the new businesses and groups into our long term community policing efforts.

Organizational performance measurement systems that include community policing metrics, and conduct annual assessments of agency performance.

false

Please explain.

Technology systems that provide officers, analysts, and the community better and more timely access to data and information.

false

Please explain.

Mediation strategies to resolve citizen complaints.

false

Please explain.

Collection, analysis, and use of crime data and information in support of problem solving goals.

false

Please explain.

Formal accreditation process.

true

Please explain.

The Department will research and assess the feasibility of moving forward with formal accreditation by and outside entity.

System to capture and track problem solving and partnership efforts and activities.

false

Please explain

An organizational assessment of community policing

false

Please explain

None of the above

false

Did your agency consult with any of the following groups/organizations on the development of this community policing strategy? (check all that apply)

Local government agencies (non-law enforcement, e.g. probation/parole, parks and recreation, code enforcement)

Local government agencies (non-law enforcement, e.g. probation/parole, parks and recreation, code enforcement)

Community based organizations (e.g. faith based, community redevelopment groups, social service providers, resident associations)

Community based organizations (e.g. faith based, community redevelopment groups, social service providers, resident associations)

Businesses operating in the community

Businesses operating in the community

Tribal law enforcement agencies (outside your jurisdiction)

Tribal law enforcement agencies (outside your jurisdiction)

Other Federal, state, or local law enforcement agencies

Other Federal, state, or local law enforcement agencies

Multi-jurisdictional or regional task forces/partnerships

Multi-jurisdictional or regional task forces/partnerships

Local educational institutions (schools/colleges/universities)

Local educational institutions (schools/colleges/universities)

Local government officials

Local government officials

Individual stakeholders residing, working or with an interest in the community and/or problem

Individual stakeholders residing, working or with an interest in the community and/or problem

None of the above

To what extent are there related governmental and/or community initiatives that complement your agency's proposed community policing strategy?

There are a significant number of related initiatives

To what extent is there community support in your jurisdiction for implementing the proposed community policing strategy?

High level of support

If awarded funds, to what extent will the community policing strategy impact the other components of the criminal justice system in your jurisdiction?

Potentially increased impact

NEED FOR FEDERAL ASSISTANCE

All applicants are required to explain their inability to address the need for this award without federal assistance. Please do so in the space below. [Please limit your response to a maximum of 1,000 characters.]

Without this award the needs of the community will not be met and they will remain underserved. Implementing the community policing strategy in the large aspect of the newly annexed area will be hurt by a lack of personnel. This funding is critical to the success of our community policing initiative and combating

aspect of the newly annexed area will be met by a lack of personnel. This funding is critical to the success of our community policing initiative and combating crime.

Enter the total population of the government entity applying for this award using the latest census estimate available in the American Fact Finder at <http://FactFinder2.census.gov>.

37888

Check here if the population of the entity applying for this award is not represented by U.S. Census figures (e.g., colleges, special agencies, school police departments, etc.).

false

If the population of the entity applying for this award is not represented by U.S. Census figures, please indicate the size of the population as of the latest available estimate.

Please indicate the source of this population estimate (e.g., website address).

If applicable, please explain why the service population differs from the census population.

The service population is based on the daily population of the city, commuter traffic, visitation, and a newly annexed area which was not directly reflected in his census data.

FISCAL HEALTH AND UCR DATA

Instructions: Enter your law enforcement agency's total operating budget for the current AND the previous fiscal year. Please note: All figures must be rounded to the nearest whole dollar.

CURRENT FISCAL YEAR (2021):

4195825

PREVIOUS FISCAL YEAR (2020):

3355202

Instructions: The U.S. Census Bureau American Community Survey (ACS) provides multi-year poverty rate estimates for communities. Please go to the U.S. Census Bureau (<https://data.census.gov/cedsci/>) to determine the percentage of individuals in poverty in your jurisdiction. For jurisdictions not included in the census (e.g., schools, universities, transit, parks), please check the box for "Not Applicable." Please note: All figures must be rounded to the nearest whole percent.

Percentage of Individuals in Poverty

20

Not Applicable

false

Instructions: The Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS) program provides monthly estimates of unemployment for communities. Please go to the Bureau of Labor Statistics' LAUS website (<http://www.bls.gov/lau/data.htm>) to find detailed instructions for looking up your local area's unemployment rate. It may be necessary to select the nearest best match to your jurisdiction (for example, a city of fewer than 25,000 people may report their county level rate). For jurisdictions not included in the census (e.g., schools, universities, transit, parks), please check the box for "Not Applicable". Please note: All figures must be rounded to the nearest whole percent.

Percentage (%) unemployed for for October 2020:

35

Not Applicable

false

Since January 1, 2021, has your agency taken on additional law enforcement duties and responsibilities resulting from an agency merger or the disbanding of a neighboring law enforcement agency (which did not result in a new or supplemented funded contract to provide these law enforcement services)?

Yes

Instructions: In addition to the data collected elsewhere in this application, the COPS Office would like to capture information from jurisdictions that may have faced an unanticipated catastrophic event that had a significant impact on the delivery of law enforcement services or have experienced an unusually large

increase in the number of homicides in the past year. Examples of unanticipated catastrophic events include mass shootings, terrorist attacks, natural disasters, or other events leading to mass casualties that would not necessarily be reflected in the UCR crime statistics previously reported. Please note that

if your jurisdiction is faced with an unanticipated catastrophic event (e.g., mass shooting, terrorist attack, other mass casualty event) after submission of this application, but before the application closing date, you should contact the COPS Office immediately at 800-421-6770 to update your application to include this information.

Check the box if your agency experienced a major disaster or catastrophic event in the time period from January 1, 2020 to present.

true

Description of event (including number of casualties) Type of event (major disaster, mass shooting, bombing, etc.) Impact of the event on delivery of law enforcement services Duration of the event (how long will law enforcement services be impacted by the event until recovery) Law enforcement response and recovery efforts

Please specify (Please limit your response to a maximum of 2,000 characters.).

COVID - 19 PANDEMIC, This directly impacted law enforcement operations on a daily level. It decreased response times, decreased interactions with community members, over half of the agency contracted COVID 19 from dealing with infected individuals. It is likely that law enforcement services may be impacted over the next year.

Property/Violent Crime: Please select at least one statement below:

My agency can report crime data for both years

Instructions: Using UCR crime definitions, enter the actual number of incidents reported to your agency in the previous two calendar years (2020 and 2019) for the following crime types. Note that only those incidents for which your agency had primary response authority should be provided. Please enter 0 (zero) to indicate no incidents in a particular year/type.

Criminal Homicide (2020):

0

Please check here if the data is unavailable.

false

Criminal Homicide (2019):

4

Please check here if the data is unavailable.

false

Forcible Rape (2020):

0

Please check here if the data is unavailable.

false

Forcible Rape (2019):

0

Please check here if the data is unavailable.

false

Robbery (2020):

4

Please check here if the data is unavailable.

false

Robbery (2019):

7

Please check here if the data is unavailable.

false

Burglary (2020):

8

Please check here if the data is unavailable.

false

Burglary (2019):

16

Please check here if the data is unavailable.

false

Aggravated Assault (2020):

17

Please check here if the data is unavailable.

false

Aggravated Assault (2019):

15

Please check here if the data is unavailable.

false

Motor Vehicle Theft (2020):

30

Please check here if the data is unavailable.

false

Motor Vehicle Theft (2019):

25

Please check here if the data is unavailable.

false

Larceny (except motor vehicle theft) (2020):

5

Please check here if the data is unavailable.

false

Larceny (except motor vehicle theft) (2019):

6

Please check here if the data is unavailable.

false

If awarded funds, will your agency commit to regularly collect, analyze and report incidents of hate crimes to the FBI as part of their annual Uniform Crime Reporting?

Yes

Instructions: Agency Profile Questions (these questions are for information purposes only and will not be scored):

Does your agency have a wellness policy or program for officers?

Yes

Does your agency report crime data to the National Incident-Based Reporting System (NIBRS)?

Yes

Does your agency utilize the National Integrated Ballistic Information Network (NIBIN)?

Yes

Does your agency have a dedicated or specific investigator to investigate reported hate crimes?

Yes

CONTINUATION OF PROJECT AFTER FEDERAL FUNDING ENDS

Instructions for the Continuation of Project after Federal Funding Ends: Applicants must plan to retain all sworn officer positions awarded under your COPS Office hiring award for a minimum of 12 months at the conclusion of 36 months of federal funding for each position. The retained COPS Office-funded positions should be added to your agency's law enforcement budget with state and/or local funds at the end of award funding, over and above the number of locally-funded sworn officer positions that would have existed in the absence of the award. These additional position(s) must be retained using state, local, or other nonfederal funding only. The retention period may begin during the five year period of performance of the award, and may extend beyond the end date of the award. You may not use funds awarded by other federal awards to cover the costs of retention. At the time of award application, applicants must affirm that they plan to retain the positions and identify the planned source(s) of retention funding. We understand that your agency's source(s) of retention funding may change during the life of the award. Your agency should maintain proper documentation of any changes in the event of an audit, monitoring or other evaluation of your award compliance. Please refer to the frequently asked questions on retention which can be found here <https://cops.usdoj.gov/chp>. Note: Agencies that do not plan to retain all the positions awarded under this award are ineligible to receive CHP funding.

Will your agency plan to retain any additional positions awarded under this award for a minimum of 12 months at the conclusion of federal funding for each position?

Yes

Please identify the source(s) of funding that your agency plans to utilize to cover the costs of retention: (check all that apply)

General funds

General funds

Raise bond/tax issue

Private sources/donations

Private sources/donations

Nonfederal asset forfeiture funds (subject to approval from the state or local oversight agency)

Nonfederal asset forfeiture funds (subject to approval from the state or local oversight agency)

Fundraising efforts

State, local, or other nonfederal award funding

State, local, or other nonfederal award funding

Other

If other, please provide a brief description of the source(s) of funding not to exceed 500 characters.

If your agency received CHP funding prior to October 1, 2018, please certify that your agency has or is retaining any CHP-funded officers for the required 12 month retention period.

Has or Is Retaining

OFFICIAL PARTNER(S) CONTACT INFORMATION

Instructions: An official "partner" under the award may be a governmental, private, school district, or other applicable entity that has established a legal, contractual, or other agreement with the applicant for the purpose of supporting and working together for mutual benefits of the award.

Partner 1 Title:

Elder

First Name:

Payton

Last Name:

Winn

Name of Partner Agency (e.g., Smithville Community Center):

City of Praise Family Ministries

Type of Partner Agency (e.g., School District):

Faith Based

Street1:

8501 Jericho City Dr

Street2:

City:

Landover

State:

Maryland

Zip/Postal Code:

20785

Phone:

Email Address:

PWynne@COPFM.org

Partner 2 Title:

Pastor

First Name:

John

Last Name:

Jenkins

Name of Partner Agency (e.g., Smithville Community Center):

First Baptist Church of Glen Arden

Type of Partner Agency (e.g., School District):

Faith Based

Street1:

600 Watkins Park Dr

Street2:

City:

Largo

State:

Maryland

Zip/Postal Code:

20772

Phone:

Email Address:

fbcginfo@fbcglenarden.org

Partner 3 Title:

States Attorney

First Name:

Aiesha

Last Name:

Braveboy

Name of Partner Agency (e.g., Smithville Community Center):

Office of the States Attorney Prince George's County

Type of Partner Agency (e.g., School District):

Governmental

Street1:

14735 Main St

Street2:

City:

Upper Marlboro

State:

Maryland

Zip/Postal Code:

20774

Phone:

Email Address:

ABraveboy@co.pg.md.us

28 CFR PART 23 (CRIMINAL INTELLIGENCE)

REVIEWS AND CERTIFICATIONS Certification of Review of 28 C.F.R. Part 23/Criminal Intelligence Systems: Please review the Application Resource Guide for additional information.

Please check one of the following, as applicable to your agency's intended use of this award:

No, my agency will not use these COPS Office funds (if awarded) to operate an interjurisdictional criminal intelligence system.

CERTIFICATION OF REVIEW AND REPRESENTATION

By checking the box, the applicant indicates he or she understands that the signatures of the Law Enforcement Executive / Agency Executive, Government Executive / Financial Official, and the Person Submitting this Application on the Reviews and Certifications represent to the COPS Office that: 1. the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Office Grant Application Guide, the COPS Office award owner's manual, the DOJ Financial Guide, Assurances, Certifications and all other applicable program regulations, laws, orders, and circulars; 2. the applicant understands that as a general rule COPS Office funding may not be used for the same item or service funded through another funding source; and 3. the applicant and any required or identified official partner(s) listed in this application mutually agreed to this partnership prior to submission.

true

ACKNOWLEDGEMENT OF ELECTRONIC SIGNATURE

By checking the box, the applicant indicates that he or she understands that the use of typed names in this application and the required forms, including the Assurances, Certifications, and Disclosure of Lobbying Activities form, constitute electronic signatures and that the electronic signatures are the legal equivalent of handwritten signatures. I understand.

true

Proposal Narrative

Budget and Associated Documentation

Base Salary and Fringe Benefits for Sworn Officer

Sworn Officer

Position

Position Title

Sworn Officer

Position Description

Police Officers perform a broad range of law enforcement duties such as conducting investigations, enforcing laws preventing crime, assisting citizens, high visibility patrol, problem solving, and responding to emergency and nonemergency calls for service. Duties are carried out under the general supervision of a Sergeant or other superior Officer. This position involves considerable decision making and independent judgment in conformance with agency objectives, standards, policies, procedures, and the law

> Salary

✓ Fringe Benefits

		Year 1	Year 2	Year
Social Security				
6.2%		\$2,945.00	\$3,121.70	\$3,3
	6.20%			
Medicare				
1.45%		\$688.75	\$730.08	\$7
	1.45%			
Health Insurance				
Fixed Rate		\$2,375.00	\$2,517.50	\$2,6
		5.00%	5.00%	5
Life Insurance				
Fixed Rate		\$11.88	\$12.59	\$
		0.03%	0.03%	0
Vacation				
Included in Salary?	Hours			
No	40	\$912.00	\$966.72	\$1,0
Sick Leave				
Included in Salary?	Hours			
No	24	\$546.25	\$579.03	\$6
Retirement				
Fixed Rate		\$3,325.00	\$3,524.50	\$3,7

	7.00%	7.00%	7
Workers Compensation			
Fixed Rate	\$2,375.00	\$2,517.50	\$2,6
	5.00%	5.00%	5
Unemployment Insurance			
Fixed Rate	\$1,543.75	\$1,636.38	\$1,7
	3.25%	3.25%	3
Other Benefit			
	\$4,750.00	\$5,035.00	\$5,3
Shift Differential Pay	10.00%	10.00%	10
Other Benefit			
	\$0.00	\$0.00	
None	—	—	—
Other Benefit			
	\$0.00	\$0.00	
None	—	—	—

Summary Totals

	Year 1	Year 2	Year
Benefits	\$19,472.63	\$20,640.98	\$21,8
Salary	\$47,500.00	\$50,350.00	\$53,3
Total	\$66,972.63	\$70,990.98	\$75,2

Number of Positions

17

Total Salary and Benefits

\$3,624,638.83

Total Salary and Benefits

—

Year 1

Instructions

Travel

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost	Non-Federal Contribution	Federal Reques
-------------------	----------	-----------------	-------	------	----------	------------	------------	------------	--------------------------	----------------

No items

Travel Total Cost

\$0.00

Additional Narrative

NA

Year 1

Instructions

Equipment

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost	Non-Federal Contribution	Federal Reques
-------------------	----------	-----------------	-------	------	----------	------------	------------	------------	--------------------------	----------------

Equipment item	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Reque
----------------	------------	------	------------	--------------------------	---------------

No items

Equipment Total Cost

\$0.00

Additional Narrative

This equipment will be utilized to upfit newly hired officers

Year 1

> Instructions

Supply Items

Purpose of Supply Items	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
-------------------------	------------	-----------	------------	--------------------------	-----------------

No items

Supplies Total Cost

\$0.00

Additional Narrative

NA

Year 1

> Instructions

Construction

Purpose of Construction	Description of Work	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
-------------------------	---------------------	------------	------	------------	--------------------------	-----------------

No items

Construction Total Cost

\$0.00

Year 1

> Instructions

Subawards (Subgrants)

Description	Purpose	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Contribution	Federal Request
-------------	---------	------------	---------	----------------------	------	------------	--------------------------	-----------------

No items

Subawards Total Cost

\$0.00

Add Consultant Travel

Additional Narrative

NA

Year 1

> Instructions

Procurement Contracts

Description	Purpose	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Contribution	Federal Request
-------------	---------	------------	---------	----------------------	------	------------	--------------------------	-----------------

No items

Do you need Consultant Travel?

Yes

Procurement Cost

\$0.00

Consultant Travel

COMPUTE THE COST OF EACH TYPE OF EXPENSE X THE NUMBER OF PEOPLE TRAVELING								
Purpose of Travel	Location	Type of Expense	Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request

No items

Consultant Travel Total Cost

0.00

Procurement Total Cost

\$0.00

Additional Narrative

NA

Year 1

> Instructions

Other Costs

Description	Quantity	Basis	Costs	Length of Time	Total Costs	Non-Federal Contribution	Federal Request
-------------	----------	-------	-------	----------------	-------------	--------------------------	-----------------

Description	Quantity	Base	Costs	Length of Time	Total Costs	Contribution	Federal Reques
-------------	----------	------	-------	----------------	-------------	--------------	----------------

No items

Other Costs Total Cost
\$0.00

Additional Narrative
NA

Year 1

> Instructions

Indirect Costs

Description	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Reque
-------------	------	--------------------	------------	--------------------------	---------------

No items

Indirect Costs Total Cost
\$0.00

Additional Narrative
NA

Budget Summary

Budget Category	Total Cost	
Sworn Officer Positions	\$3,624,638.83	
Civilian or Non-Sworn Personnel	\$0.00	
Travel	\$0.00	
Equipment	\$0.00	
Supplies	\$0.00	
SubAwards	\$0.00	
Procurement Contracts	\$0.00	
Other Costs	\$0.00	
Indirect Costs	\$0.00	
Total Project Costs	\$3,624,639.00	
Federal Funds:	\$2,125,000.00	58
Match Amount:	\$1,499,639.00	41
Program Income:	\$0.00	0

Budget Detail Summary View

Budget Category

Sworn Officer

Civilian Personnel

Travel

Equipment

Supplies

SubAwards

Procurement Contracts

Other Costs

Indirect Costs

Local Match Details

Local Match Progression Table

As part of the local match requirement for the COPS Hiring Program, grantees must assume a progressively larger share of the cost of the grant with local funds over three-year grant period. This means that your local match must increase each year, while the federal share must decrease.

Please project in the chart below how your agency plans to assume a progressively larger share of the grant cost during each year of the program. The chart is only a projection of your plans. While your agency may deviate from these specific projects during the grant period, it must still ensure that the federal share decreases and the local share increases.

	Year 1	Year 2	Year 3	
Local Match	\$250,000	\$550,055	\$720,256	\$1,520,311
Federal Share	\$1,500,000	\$500,000	\$125,000	\$2,125,000
Total	\$1,750,000	\$1,050,055	\$845,256	\$3,645,311

Waiver of Local Match

The COPS Office may waive some or all of a grantee's local match requirement based on severe fiscal distress. During the application review process your agency's waiver request will be evaluated based on the availability of funding, a demonstration of severe fiscal distress as reflected through the fiscal health data provided in the application, and a comparison of your fiscal health data with that of the overall applicant pool.



Enter the maximum Local Match you would be able to contribute, if any. \$0.00

Should we continue to consider the application if the waiver request is not granted? Yes

Budget / Financial Attachments

Additional Attachments

No documents have been uploaded for Additional Attachments

Memoranda of Understanding (MOUs) and Other Supportive Documents



Name
NO DOCUMENTS TO
ATTACH3.pdf

Category
MOU Document

Created by
John O'Connor

Application
Number

Date Added
06/16/2021



Additional Application Components

Letters of Support

No documents have been uploaded for Letters of Support

Additional Attachments

No documents have been uploaded for Additional Attachments

Other

No documents have been uploaded for Other

Certified



GOVERNOR'S COORDINATING OFFICES

COMMUNITY INITIATIVES • SERVICE & VOLUNTEERISM • PERFORMANCE IMPROVEMENT
CRIME CONTROL & PREVENTION • SMALL, MINORITY & WOMEN BUSINESS AFFAIRS
CHILDREN • DEAF & HARD OF HEARING

November 26, 2021

Mr. Kinsey Weems
Chief of Police
City of District Heights
2002 Marbury Drive
District Heights, MD 20747

RE: BJAG-2020-0017

Dear Mr. Weems:

I am pleased to inform you that your grant application entitled, "**Body Worn Camera Project**," in the amount of \$100,000.00 has received approval under the Byrne - Justice Assistance Grant (JAG) Program program. Johnathan Medlock has received the grant award packet containing information and forms necessary to initiate the project.

Enclosed are the Notification of Project Commencement, Special Conditions, programmatic forms, and Budget Notice. The General Conditions for all of our awards are also located online, at www.goccp.maryland.gov. A copy of the grant award letter is also included.

It is essential, as the project director, that you submit the **Notification of Project Commencement** to indicate the starting date of your project **within 30 calendar days** after receiving your grant award packet. **No financial forms can or will be processed** unless the Notification of Project Commencement has been signed and uploaded to the Grants Management System.

Please be sure to review the grant award. As the project director you are responsible for the operation, administration, and the completion of the forms necessary to initiate and report project activities and comply with the special conditions. It is important that you understand all the Special Conditions attached to this award, as they are specific to your funding source. One General Condition that must be emphasized is that none of the principal activities of the project may be sub-awarded to another organization without written prior approval by the Governor's Office of Crime Control and Prevention.

Sample copies of your programmatic reporting questions are included with this award package, but you are required to complete **all** reporting electronically, using our web-based Grants Management System (GMS, https://grants.goccp.maryland.gov/BLIS_GOCCP). Training videos and a downloadable GMS user's guide are available online at www.goccp.maryland.gov.

Electronic programmatic reports must be submitted within 15 calendar days after the end of each quarter. Electronic financial reports must be submitted within 30 calendar days after the end of each quarter. Submitted reports that have not yet been approved may be sent back to you electronically for edits if requested.

Approved electronic financial reports may only be revised manually, not electronically, by submitting a revised financial report as a paper hard copy or a scan of the paper document. Revisions are allowed to be submitted up to 60 days after the end date of each quarter. These revisions are only accepted if the initial quarterly report was submitted within the mandatory time frame noted above.

Any request for changes or modifications to the project as awarded must be made online using the Grants Management System.

If the purchase of furniture/equipment is part of this grant project and you are a governmental agency, it is required that such purchases are made by competitive bid or through your approved governmental procurement process and that inventory records be maintained.

Should you have any questions or need any clarification regarding this award, **please have your award number when you call** so that you can be referred to the appropriate program manager (**Quentin Jones**) or fiscal team member (**Courtney Thomas**). This will enable us to provide you with technical assistance and information in a timely manner.

Sincerely,

A handwritten signature in black ink that reads "Quentin Jones". The signature is written in a cursive, flowing style.

Quentin Jones

Funding Manager

cc: Mr. Johnathan Medlock



Governor's Office of Crime Control and Prevention



Control Number:

42388

Regional Monitor:

Jones, Quentin

Fiscal Specialist:

Thomas, Courtney

Notification of Project Commencement

Grant Award Number: BJAG-2020-0017

Sub-recipient: City of District Heights

Project Title: Body Worn Camera Project

Implementing Agency: District Heights Police Department

Award Period: 10/01/2021 - 09/30/2022

CFDA: 16.738

Federal Grant #: 2020-MU-BX-0009

The verification section of this form must be completed. Additionally, this form must be signed by the project director and submitted through the Grants Management System within thirty (30) calendar days after receiving your grant award packet.

No Requests for Funds will be processed until this Notification of Project Commencement has been signed and received.

Authorized Official: Medlock, Johnathan Mayor

medlockj@districtheights.org
City of District Heights
2000 Marbury Drive
District Heights, MD 20747-2334
301-336-1402

FAX: 301-350-3660

Project Director: Weems, Kinsey Chief of Police

weemsk@districtheights.org
District Heights Police Department
2002 Marbury Drive
District Heights, MD 20747-2334
301-336-1400

FAX: 301-808-6915

Fiscal Officer: Baden, Daniel Treasurer

danbaden@comcast.net
City of District Heights
2000 Marbury Drive
District Heights, MD 20747-2334
410-980-1538

FAX: 301-699-5245

Award Information Verification - Please initial appropriate selection(s):

BJAG-2020-0017

_____ All information on this form is correct and project will commence on time. **Project Director signs below.**

_____ The contact information for all the staff on this form is **not** correct. **You must submit a Grant Modification** that provides a justification and indicates all changes/revisions.

_____ The project will not commence within forty-five (45) days of the beginning of the award period 10/01/2021. **You must submit a Grant Modification.** Grant Modification must provide justification and indicate all changes.

Signed: _____ **Date:** _____

Project Director - Weems, Kinsey (Project Director is Preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: _____ **Phone:** _____

Additional Reporting Requirements

BJAG-2020-0017

Congratulations on receiving funding under the Byrne - Justice Assistance Grant (JAG) Program. Because this funding falls under the Federal Bureau of Justice Assistance, there is additional reporting required for these grant funds/awards.

The most recent guidelines issued by the federal Office of Management and Budget (OMB) require GMS to submit reports earlier than originally anticipated. Therefore, in order for us to meet the federal reporting requirements, we must ask you to submit your reports to us according to the timeline set forth below:

1. Complete the **BJA Performance Measurement Tool** (PMT – electronic reporting via the below web site) and **GMS Programmatic Reports** (*performance measurements and progress report*) **within fifteen (15) calendar days of each quarter end date.**
2. Complete the **GMS financials** within **thirty (30) calendar days of each quarter end date.**

BJA Performance Measurement Tool (<https://bjapmt.ojp.gov>) helpdesk: 1-888-252-6867; your login information is:

User ID: *Contact Quentin Jones*

How to create a unique user account?

- Go to the BJA PMT at <https://bjapmt.ojp.gov>;
- Login with your PMT assigned temporary User ID (ex. MD####S or G) and Password;
- Enter your e-mail address;
- Create a new Password; and
- Select and answer three Security Questions.

After creating a unique user account, your e-mail address becomes your User ID.

For login assistance contact:

Quentin Jones
Program Manager

Quentin.Jones@maryland.gov
410-697-9318

As part of BJA's effort to enhance and secure the Performance Measurement Tool (PMT), a "Unique User Management" feature has been developed requiring all system users to have their own unique User ID and Password. This also allows you to reset your password if you forget it, using a "Forgot Password" option.

Forgot Password?

- Go to the BJA PMT at <https://bjapmt.ojp.gov>;
- Enter your new User ID or e-mail address, and do not enter a password;
- Select “Forgot Password”;
- Answer your Security Questions;
- Look for the link to reset your Password, which will be sent to your e-mail address; and
- Click on the link in the e-mail and follow the prompts to create a new Password.

To help keep you and all of our partners/constituents informed, our office has assigned a single person as the point of contact for all Federal Reporting issues and compliance. If you have any questions about the new requirements, please contact:

Quentin Jones
Program Manager

Quentin.Jones@maryland.gov
410-697-9318

The two reporting-related special conditions are listed below. They are also included in your award packet.

Special Condition - Additional Reporting

In addition to quarterly reports (financial and programmatic), the Sub-recipient must report specific information, as mandated by the Federal Funding Accountability and Transparency Act (FFATA), directly to the Bureau of Justice Assistance (BJA) via their performance measurement tool (PMT).

The Bureau of Justice Assistance’s reporting requirements MUST be completed NO LATER than FIFTEEN CALENDAR DAYS after the end of each quarter (via <https://bjapmt.ojp.gov>)

Login procedures are either provided with your award packet or will be made available via email. The BJA PMT helpline number is: 1-888-252-6867.

Failure to comply may result in the de-obligation of funds and/or risk future funding.

Special Condition - Reporting Timelines

Sub recipients must submit their reports following the timeline set forth below:

1. Complete the BJA Performance Measurement Tool (PMT, electronic via website noted below) and GMS Progress Report / Performance Measures within fifteen (15) calendar days of each quarter end date.
2. Complete the GMS financial report within thirty (30) calendar days of each quarter end date.

The BJA Performance Measurement Tool (<https://bjapmt.ojp.gov>) helpdesk number is: 1-888-252-6867.

Failure to comply may result in the de-obligation of funds and/or risk future funding.



Grant Award - General Conditions

Grant Award Number:	BJAG-2020-0017	Sub-Recipient:	City of District Heights
Award Period:	10/01/2021 - 09/30/2022	Implementing Agency:	District Heights Police Department
Project Title:	Body Worn Camera Project		

1 Award Period of Performance

Approved by the Governor's Office of Crime Prevention, Youth, and Victim Services (Office) of the submitted application, and the subaward that it has generated, is for the time period stated in this Subaward Package and constitutes no commitment for funding prior to the time period nor the continuation of funding beyond that time period. The subaward may be terminated by one or both parties with written notice. If the subaward is terminated before the end of the funding period, an accounting of the current quarterly and year to date expenses must be provided within 60 calendar days. Also see the General Condition related to Termination of the Subaward.

2 Statutes and Requirements of State and Federal Funds

This sub-award is subject to all State of Maryland and Federal statutes and requirements that apply to the relative funding source.

3 General and Special Conditions (POST AWARD INSTRUCTIONS)

This subaward is subject to the Special Conditions contained in your award packet and General Conditions (Post Award Instructions) referenced on the Office website, as accepted by the Authorized Official on the official Award Acceptance document. The Office retains the right to add Special Conditions, if and when needed, during the award period of performance. General Conditions (<http://www.goccp.maryland.gov/grants/general-conditions.php>) are the Post Award policies, procedures, guidelines, and business rules from the Office for grant funds, irrelevant of the funding source.

4 Sub-award Acceptance Document

The original Award Acceptance document containing the original signature of the Executive Director of the Office must be signed (electronic signature is acceptable) by the Authorized Official noted on the submitted application. This signed document must be uploaded in the Grants Management System (GMS) WITHIN 21 CALENDAR DAYS of receipt of the award package. Late submission will be accepted on a case by case basis and may result in an increased risk/monitoring level of the subaward, a delay in the project activity and related reimbursement, and/or termination of the subaward. Acceptance of this subaward constitutes a commitment. The Authorized Official on the submitted application is the County Executive, Duly Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or if agencies are permitted to apply directly, the head of the agency receiving the subaward.

5 Notification of Project Commencement Form

The Notice of Project Commencement/Delay form must be initialed in the Award Information Verification Section, AND signed at the bottom (electronic signature is acceptable) preferably by the Project Director. Alternatively, if the Project Director is unavailable, the Fiscal Contact or Authorized Official may sign. The signed document must be uploaded in the Grants Management System (GMS) within 30 calendar days of the receipt of the award package. Late submission will be accepted on a case by case basis and may result in an increased risk/monitoring level of the subaward, a delay in the project activity and related reimbursement, and/or termination of the subaward. Please be advised online reporting is not accessible until the signed Award Acceptance and Project Commencement documents have been received by the Office. NOTE: If the project will not commence within 45 calendar days of the start date of the period of performance, you may submit Grant Adjustment Notice (GAN) within the GMS for review and approval. Any delay to the start date of this project does not warrant, or necessarily allow, an extension to the end date.



Grant Award - General Conditions

Grant Award Number:	BJAG-2020-0017	Sub-Recipient:	City of District Heights
Award Period:	10/01/2021 - 09/30/2022	Implementing Agency:	District Heights Police Department
Project Title:	Body Worn Camera Project		

6 Special Conditions

It is important that you review all conditions attached to this subaward including general and special conditions. Each Special Condition page must be initialed by the Authorized Official* on the bottom right hand corner (electronic signature is acceptable). The initialed Special Condition pages must be uploaded in the Grants Management System (GMS) within 21 calendar days of receipt of the award package. Late submission will be accepted on a case by case basis and may result in an increased risk/monitoring level of the subaward, a delay in the project activity and related reimbursement, and/or termination of the subaward. *See General Conditions below related to the Authorized Official.

7 Subrecipient Organizational Capacity Questionnaire

This questionnaire (<http://goccp.maryland.gov/subrecipient-organizational-capacity-questionnaire/>) is used as an assessment tool post award for the purpose of determining the appropriate subrecipient monitoring and technical assistance level. Please note, this document assessment is not part of the criteria used in making award decisions. This completed questionnaire is required post-award and must be submitted with your Award Acceptance Document and Notification of Project Commencement. Please note, this questionnaire must be completed by the Applicant Agency. For government agencies, it may be necessary to coordinate with the State or County directly and the agency, unit or division implementing the project.

8 Civil Rights Federal Reporting Requirements

Recipients as well as subrecipients of Federal Financial Assistance through the Office of Justice Programs are subject to various Federal Civil Rights Laws such as those related to discrimination on the basis of race, color, national origin, sex, religion or disability.

The U.S. Department of Justice, Office of Justice Programs (OJP), Office for Civil Rights (OCR) developed the Equal Employment Opportunity Reporting tool to help recipients receiving funding (Safe Streets Act which authorizes VAWA, VOCA or JJDPA) comply with the Equal Employment Opportunity Plan (EEOP). The EEOP Reporting Tool is accessed online at <https://ojp.gov/about/ocr/eeop.htm>

New users will need to register for an account. Prior to registering for a new account and/or completing your report, please know the source of grant and from which year your award has been funded. Your grant number can be found on your award documents (for example: VOCA-17-XXXX would indicate VOCA 2017 funding).

Once you are registered, the EEOP Utilization Report tool will give you step-by-step guidance for preparing and submitting your EEO Utilization Report and/or certification form.

Upon submission/completion of your report, forward the confirmation email to your funding manager and include a cc: dlcivilrightscompliance_goccp@maryland.gov In your forwarded email, include in the subject line: Civil Rights/EEOP reporting and your award number so the Office can update your organization's information. If you have any questions, please email your funding manager and cc: dcivilrightscompliance_goccp@maryland.gov.

9 Sub-award Budget Notice and New Personnel

The approved Budget Notice is included in your subaward packet. This Budget Notice may have been modified from the project budget submitted in the original application and represents approved expenses for the project. Any delays in hiring must be reported to your Program Fund Manager in writing within 30 calendar days of receipt of the subaward package. If project personnel are not hired within 45 calendar days, project personnel allocations may be deobligated at the discretion of the Office. Also see General Condition related to Key Personnel.



Grant Award - General Conditions

Grant Award Number:	BJAG-2020-0017	Sub-Recipient:	City of District Heights
Award Period:	10/01/2021 - 09/30/2022	Implementing Agency:	District Heights Police Department
Project Title:	Body Worn Camera Project		

10 Personnel Costs

Support of Salaries, Wages, and Fringe Benefits: Charges made to awards for salaries, wages, and fringe benefits must be based on records that accurately reflect the work performed and comply with the established policies and practices of the organization. 2 CFR §200.430 (Compensation - personnel services) and 2 CFR §200.431 (Compensation - fringe benefits)

The use of percentages is not allowable to claim personnel costs. Records to support claimed costs in this category need to include timesheets or time and effort reports that record actual time charged to allowable grant program activities and signed by a supervisor. When necessary and as an alternative, payroll records may reflect certified after the fact work distribution of an employee's actual work activities. The certification statement must reflect the dates and number of hours charged to the award and the specific activities that were completed. The certification statement must be dated and signed by the supervisor, and the grant number must also be included in the statement.

11 Consultant Rates

The threshold for consultant rates is \$650 per day. Rates above this threshold will be considered on a case by case basis, with sufficient budget justification. Advanced approval is required.

12 Supplanting

Supplanting is the use of 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 subaward has been awarded. Any line item 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.

13 Budgeted Match Above Standard Requirements

The subrecipient's acceptance of this subaward constitutes a commitment that the budgeted match (if applicable), as stated on the Award Acceptance Form, may be above the standard requirements and will remain so throughout the life of the award. The subrecipient agrees that the required match (if applicable) will be allotted and relative expenditures reported, for each quarterly reporting period in which they are expended. It is further agreed that the full amount of the budgeted match (if applicable and over match if submitted) will be reported regardless of any subsequent adjustments to the grant funds budgeted and/or any financial modifications to this subaward. Any requested change to this match (if applicable) must be submitted electronically in the GMS through a GAN request and is subject to prior approval by the Office.

14 Expended Grant Funds During Award Period

All grant funds related to the subaward project, as well as any required match funds (if and where applicable) must be encumbered, obligated (requisitions, purchase orders, or contracts, which are negotiated purchases) or expended (payment of an invoice) by the end of the subaward period or any pre-authorized extension thereof. Failure to expend encumbered funds within 30 calendar days following the End Date of the award period may jeopardize reimbursement and/or result in the deobligation of funds. In that event, remaining obligations will be the sole responsibility of the subrecipient.

15 Property Inventory Report Form

The submission of the Property Inventory Report Form (PIRF) is a requirement for each financial reimbursement request that includes equipment with acquisition costs of \$5,000 or more per unit, that is approved under this subaward. The form is included in the Project Director's award package. Body Armor subawards (BARM and BPVP) are additionally referred to their Special Conditions for the required PIRF, all other conditions remain the same.



Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor:

Jones, Quentin

GOCCP Fiscal Specialist:

Thomas, Courtney

Grant Award - General Conditions

Grant Award Number:	BJAG-2020-0017	Sub-Recipient:	City of District Heights
Award Period:	10/01/2021 - 09/30/2022	Implementing Agency:	District Heights Police Department
Project Title:	Body Worn Camera Project		

16 Procurement

If the subrecipient does not have written procurement guidelines, the subrecipient must refer to the State of Maryland Procurement Policy and Procedures, which includes the consideration of Minority Business Enterprises (MBE). An overview of Maryland Procurement may be accessed here: <https://procurement.maryland.gov/> and the manual can be found here: <https://procurement.maryland.gov/maryland-procurement-manual-1-introduction-and-general-overview/>.

17 Issuance of Request for Proposals, Bids, Procurement Process

When issuing requests for proposals, bid solicitations, or other procurement requests, all subrecipients shall clearly state within said document that the cost of the potential purchase is being funded in part, or in its entirety, with government grant funds.



Grant Award - General Conditions

Grant Award Number:	BJAG-2020-0017	Sub-Recipient:	City of District Heights
Award Period:	10/01/2021 - 09/30/2022	Implementing Agency:	District Heights Police Department
Project Title:	Body Worn Camera Project		

18 Modifications to Subaward

You are required to submit a GAN if the budget modification changes the scope of the project, the project award period, and/or changes to Project Director or Fiscal Officer. This would include altering the period of performance, goals, activities and/or outcomes, adding budget line items, authorizing use of a subcontractor or other organization that was not identified in the original approved budget, or contracting for or transferring of grant award efforts; or if a budget modification affects more than one budget category. For example, if you wish to transfer funds between the Equipment and Personnel categories, the Office currently requires the submission of a GAN.

Requests for changes or modifications must be submitted electronically in the GMS at least 30 calendar days prior to the end of the award through a GAN and approved by the Office prior to the occurrence. To be clear, the activity may not take place until the Authorized Official and/or the Project Director receives documented approval from the Office. This approval will come via an automated email from the GMS. These changes may not be requested via telephone, fax, or email.

There are limited subaward adjustments that do not require the submission of a GAN. Subrecipients are not required to submit a GAN if the proposed changes are within both the same budget category and existing line items and if the overall changes do not exceed the total budget category (i.e. you are not requesting additional funding). Additionally, subrecipients are not required to submit a GAN to change the name(s) of approved grant funded personnel as a result of staffing changes. subrecipients should update the Program Fund Manager of staffing changes via email or by including this information on the next quarterly progress reports. See the Grant Management System Help Documents area of the Office website for more information.

The recipient should act as soon as possible to submit an GAN via the GMS. All GANs must be submitted at least 30 days prior to the end of the award period, allowing the Office sufficient time to review the GAN. Exceptions for GANs within 30 days of the end of the award period will be considered on a case by case basis. Requests for an exception must be submitted via email to the Program Fund Manager with sufficient justification for the consideration of completion of the GAN administratively by the Program Fund Manager.

There are two types of GANs as follows:

1. General GAN - must be submitted to make any type of non budgetary change to a grant to include, but not limited to, project scope, changes to the period of performance, and personnel changes.
2. Budget GAN - must be submitted to make any changes to line items within the budget to include, but not limited to, reallocating funding, adding budget line items, deobligating funds, and requesting additional funding.

Depending on the adjustments requested, the subrecipient may need to submit a general and/or a budget GAN; however only one GAN of each type may be active in the GMS at a time.

GANs must be completed by one of the following authorized personnel: authorized official, project director, the fiscal officer, or pre-approved alternative authorized signatory. GANs submitted by anyone else will be returned to the subrecipient.



Grant Award - General Conditions

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19 Authorized Official/Alternate Authorized Official

The Authorized Official must possess the authority to enter into a legal agreement on behalf of the entity and bind it to the award terms and conditions. The Authorized Official on the submitted application is the County Executive, Duly Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or if agencies are permitted to apply directly, the head of the agency receiving the subaward.

If there is a change of the person in the Authorized Official position, a letter, on letterhead, must be submitted to the Office via email at support@goccp.freshdesk.com and contain all of the following:

1. Authorized official's contact information: All of the contact information listed on the new user page (name, title, organization, address, phone, email, etc.) for the new authorized official.
2. Statement of authority: The new authorized official must state that they are the authorized official for the organization and provide their job title and the date on which they assumed the role of authorized official.
3. Signature of the new authorized official.

The Alternate Authorized Signatory is not the same as the Authorized Official. The Alternate Authorized Signatory is a person permitted to sign on behalf of the Authorized Official (county executive, mayor, town administrator, president); Authorized Point of Contact (head of any sub-unit of government, agency, division, department, or bureau); Project Director and/or Fiscal Officer. To authorize an alternate signatory, the person granting authorization for another party to sign on their behalf must follow the three steps documented above. The purpose of the request must be acknowledged in the letter (e.g. sign all award documents at all times, change of personnel, in case of illness, vacation, leave of absence, etc.). If authorization is to sign all award documents at all times please attach a copy, if applicable, of an Executive Order, or the vote from Council minute meetings.

Subrecipients may use the same directions above to make additional updates to the Alternative Authorized Signatory to include, but not limited to, removal of personnel no longer authorized to make grant changes on behalf of the organization.

20 Issuance of Statements, Press Releases, or Other Documents - GOCOPYVS role

When issuing public statements, press releases, or other documents relating to this project or when conferences, seminars, workshops, or forums are held in reference to this project, the subrecipient agrees that the source of funding of this project and the role of the Office must and will be clearly acknowledged. The subrecipient will ensure that all publications resulting from this project will have the following language on the publication: "The Governor's Office of Crime Prevention, Youth, and Victim Services funded this project under subaward number BJAG-2009-9000 (your subaward number). All points of view in this document are those of the author and do not necessarily represent the official position of any State or Federal agency."

21 Reproduction and Sharing of Subaward and Project Materials

The Office has the right to reproduce, with attribution, and share any and all materials and documents generated as a result of this subaward and project.

22 Online Reporting and Post-Award Technical Assistance

All subrecipients are required to view the Office's Grants Management System (GMS) Training Videos, which can be accessed at: <http://goccp.maryland.gov/grants/gms-help-videos/>. These videos provide step-by-step guidance through the online system, from application to reporting. If you require technical assistance relative to the online GMS Reporting software during business hours you may contact the Office IT Staff at support@goccp.freshdesk.com.



Grant Award - General Conditions

Grant Award Number:	BJAG-2020-0017	Sub-Recipient:	City of District Heights
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Project Title:	Body Worn Camera Project		

23 Privacy and Confidentiality of Client Records

The subrecipient must comply with federal regulations and state laws concerning the privacy and confidentiality of client records, including statistical information gathered for research purposes.

24 Use of GOCPYVS forms

All Governor's Office of Crime Prevention, Youth, and Victim Services' required forms must be generated electronically through the web-based Grants Management System (GMS). Only applications and/or reports that are in "Submitted" status online will be reviewed and considered.

25 Online Submission of Quarterly Report Forms inline with Project Scope

The subrecipient must implement the project in accordance with the approved narrative and budget set-forth in the subaward.

All Quarterly Report Forms (Progress Reports, Performance Measurements, and Financial Reports) must be submitted via the Office web-based Grants Management System (GMS). In accordance with policy, the Office may freeze the release of funds until a subrecipient is current in the filing of all programmatic and financial reports and said reports have been approved by the Office.

PROGRAM REPORTS: Progress Reports and Performance Measurements must be submitted via the GMS on a quarterly basis. Additionally, federal required reports, as applicable to include the Performance Measurement Tool (PMT), are due no later than 15 calendar days after the end of each quarter. This due date is prior to the submission of relative quarterly financial reports. Financial reports submitted with Programmatic reports cannot be processed for payment until programmatic reports are in "Submitted" status online. Where the start date of any subaward may vary, the quarterly time frames are constant. Those time frames and the relative due dates are:

07/01 - 09/30: reports due 10/15
10/01 - 12/31: reports due 01/15
01/01 - 03/31: reports due 04/15
04/01 - 06/30: reports due 07/15

In addition the Office may require an Annual Progress Report which would be documented in the Special Conditions. This information will be used to monitor and assess the program to determine if it is meeting the stated goals and objectives, supports the State Crime Control and Prevention Strategy Plan and complies with federal requirements. Failure to submit these reports in the prescribed time may prevent the disbursement of funds.

FINANCIAL REPORTS: The Financial Report form must be electronically submitted within 30 calendar days after the end of each quarter. The Award Acceptance, Project Commencement, Progress and Performance Measurement Reports must be submitted prior to processing the quarterly financial report. If the above noted documents and program reports have not been submitted within the required time frame, financial reports may be denied and returned. Where the start date of any subaward may vary, the quarterly time frames are constant. Those time frames and the relative due dates are:

07/01 - 09/30: reports due 10/30
10/01 - 12/31: reports due 01/30
01/01 - 03/31: reports due 04/30
04/01 - 06/30: reports due 07/30

There are two exceptions to the above timeline. The first, is if a subaward does not end at the end of a quarter. The second is for nonprofit agencies that qualify for and have been granted monthly reimbursement for a particular subaward. In these instances, the financial report is due on the 30th of the following month.



Grant Award - General Conditions

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26 Submission of Revised Financial Report

The Financial Reports must be submitted no later than 30 calendar days from the end of the reporting period. If the initial 30 calendar day submission is not your actual final report for the reporting period, the subrecipient must email the Fiscal Specialist and copy the Program Manager stating that the report is not final at the same time that the financial report is submitted electronically, which is no later than 30 calendar days from the end date of the reporting period. Submission of a "Final/Revised" report must be emailed to the Office staff described above and uploaded into the Grants Management System (GMS) for this particular subaward no later than 60 calendar days after the end of the reporting period. Revisions are a manual process that require the subrecipient to make corrections on a copy of the previously electronically submitted 30 day report, with the words "Final/Revised" labeled across the top. Additionally, the "Final/Revised" submission document must include the dated signatures from the authorized agency representative. The corrections must be actual expenditures, not the variance. At the end of the subaward period, the Office reserves the right to complete an administrative closeout and deobligate remaining funds on any subaward that does not comply with this requirement.

27 Failure to Submit Reports within allotted time frames

Failure to submit any report within the allotted time frame(s) noted in the above conditions, or any pre-authorized extension thereof, may result in the delay or prevention of payment, and/or the deobligation of funds. If late reporting occurs, the expenditure or obligation may become the responsibility of the subrecipient.

28 Holding Funds

In accordance with policy, the Office will hold the release of funds until a subrecipient is current in the filing of all reports, submission of documentation, and have resolved any remaining issues.

29 Monitoring Expenditures

In order to verify the appropriateness of all grant fund related expenditures, the Office staff will monitor the use of grant funds as reported by subrecipients. Back-up documentation must be maintained on-site, be available upon request, correlate with the mandatory quarterly reporting, and be maintained as necessary to provide that obligations under this subaward and other such standards as they apply are being met. The Office, fund source agencies, State Legislative Auditors, or any State or Federal authorized representatives must have access to any documents, papers, or other records of recipients which are pertinent to the award, in order to make audits, examinations, excerpts, and transcripts. Please also see the General Condition on Records Retention.

30 Records Retention

Retain all financial records, supporting documents, statistical records, and all other records pertinent to the award for a period of 3 years from the date of submission of the final programmatic and financial reports. Retention is required for purposes of examination and audit. Records may be retained in an electronic format. Please also see the General Condition on Monitoring Expenditures and 2 C.F.R. 200.333 regarding federal requirements.



Grant Award - General Conditions

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31 Termination of Subaward

The performance of work under this award may be terminated by the Office in accordance with this clause in whole, or in part, whenever the Office determines that such termination is in the best interest of the State. If the subrecipient fails to fulfill obligations under this award properly and on time, or otherwise violates any provisions of the subaward, the Office may terminate the award by written notice to the subrecipient. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished supplies and services provided by the subrecipient shall become Office property. The Office will pay all reasonable costs associated with this program that the subrecipient has incurred prior to the date of termination, and all reasonable costs associated with the termination of the subaward. When an award is terminated or partially terminated, the awarding agency or pass-through entity and the recipient or subrecipient remain responsible for compliance with the requirements in 2 C.F.R. § 200.343 (Closeout) and 2 C.F.R. § 200.344 (Post-closeout adjustments and continuing responsibilities).

32 Civil Rights Discrimination

The subrecipient affirms that it shall not discriminate in any manner against any employee, applicant for employment, or clients of services, because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation, pregnancy, physical or mental handicap, or limited English proficiency, so as reasonably to preclude the performance of such employment and/or services provided. The subrecipient also agrees to include a provision like that contained in the preceding sentence for any underlying sub-contract, except a sub-contract for standard commercial supplies or raw material. The subrecipient must have a non-discrimination poster, publicly displayed, acknowledging that the entity does not discriminate and provides an avenue for employees, program beneficiaries, and any relative vendors. Formal complaints may be submitted online at Maryland Commission on Civil Rights: <https://mccr.maryland.gov/>; (410)767-8600; U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights :<https://www.ojp.gov/program/civil-rights/filing-civil-rights-complaint>; (202) 307-0690, United States Equal Employment Opportunity Commission: <https://www.eeoc.gov/>; (800) 669-4000. Additionally, a complaint may be reported utilizing the form located on our website at <http://goccp.maryland.gov/grants/civil-rights-compliance/>. Also see the General Conditions related to Civil Rights Federal Reporting Requirements and Applicable Statutorily-imposed Nondiscrimination Requirements.

33 Proof of Applicable Audit Regulations - On Site

All subrecipients must have proper documentation to present to the Office upon request, to prove compliance with the Audit Regulations that apply. Local and State governments must have proof that they had an annual audit and submitted said audit to the State Legislature in September of the year of their subaward. Non-Profit Organizations must follow guidance located on the Maryland Secretary of State's website under the Charitable Division, located here: <https://sos.maryland.gov/Charity/Pages/Instructions.aspx>.

34 Single Audit Requirement

If your entity spends \$750,000 or more per fiscal year in federal funds, a Single Audit is required in accordance with 2 CFR §200.514. If the audit discloses findings on Office grants, provide a copy of the report so that we may issue a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521

35 ACORN

The subrecipient agrees and understands that it cannot use any grant funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries.



Grant Award - General Conditions

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36 Reporting Fraud, Waste and Abuse

The subrecipient must promptly report any credible evidence of fraud, waste, abuse and similar misconduct with grant funding.

37 OJP Financial Guide

In addition to the Office's General Conditions (Post Award Instructions) and Special Conditions, the subrecipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide where applicable, and to abide by any other terms and conditions imposed by the Office. The financial guide may be accessed at the following web URL:
http://www.ojp.usdoj.gov/financialguide/PDFs/OCFO_2013Financial_Guide.pdf

38 Food and Conference Costs

On October 21, 2011 the U.S. Department of Justice, Office of Justice Programs, Office of the Assistant Attorney General issued a memorandum to all Office of Justice Programs Grantees and Contractors regarding enacted conference costs and reporting requirements. In order to follow the federal guidelines, the Office will not approve any food and/or beverage costs associated with meetings, training, conferences, and/or other events. All conference costs will be thoroughly examined for compliance with the federal requirements. This restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy. The Office may consider exceptions to this General Condition for non-federal funded grants.

39 Applicable Statutorily-imposed Nondiscrimination Requirements

Subrecipients will comply (and will require any subrecipients or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include § Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d; Omnibus Crime Control and Safe Streets Act of 1968, as amended, 34 U.S.C. §§ 10228(c) & 10221(a); Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794; Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. § 1681; Title II of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132; Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102; Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 34 U.S.C. § 11182(b); Victims of Crime Act of 1984, as amended, 34 U.S.C. § 20110(e); Violence Against Women Act of 1994, as amended, 34 U.S.C. § 12291(b)(13); and Partnerships with Faith-Based and Other Neighborhood Organizations, (28 CFR Part 38).

40 DUNS and SAM.Gov Requirements

Throughout the entire period of the grant, the subrecipient must maintain a valid unique identifier (currently DUNS Number) and current registration with SAM.Gov. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. It is provided by the commercial company Dun and Bradstreet. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients.

Access to SAM.GOV: <https://sam.gov/SAM/>

41 Computer Equipment/Program/Network Procurement

No award funds may be used to maintain or establish a computer network unless such network prohibits the viewing, downloading, and exchanging of pornography, and nothing limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.



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42 Hire within 45 days

All project personnel supported with grant funding must be hired within 45 calendar days of receipt of the grant award package. Any delays in hiring must be reported in writing within 30 calendar days of receipt of the grant award package. If project personnel are not hired within 45 calendar days, project personnel allocations may be de-obligated at the discretion of the Office.

43 No distracted Driving While Performing Program Duties

Subrecipients are to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

44 Services to those with Limited English Proficiency

The subrecipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. This regulation may be accessed at: <https://www.lep.gov/>.

State Government Article, Subtitle 11- Equal Access to Public Services for Individuals with Limited English Proficiency, §§10-1101—10-1105, Annotated Code of Maryland.

45 Drug-Free Workplace Requirements

Subrecipients are subject to the applicable requirements regarding the state and federal drug free workplace requirements. The state's policy can be found here: State of Maryland Substance Abuse Policy -- <https://dbm.maryland.gov/employees/Documents/Policies/SubstanceAbusePolicy.pdf>. The Federal Government-wide Requirements for Drug-Free Workplace (Grants) is codified at 28 C.F.R. Part 83.

46 Office Name Change Effective 1.1.2020

Any reference to the Governor's Office of Crime Control and Prevention or GOCCP should now be referenced as the Governor's Office of Crime Prevention, Youth, and Victim Services (Office) per Executive Order 01.01.2020.01.



Grant Award - Special Conditions

Grant Award Number:	BJAG-2020-0017	Sub-Recipient:	City of District Heights
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Project Title:	Body Worn Camera Project		

- 1 This grant award is subject to the General Conditions (POST AWARD INSTRUCTIONS) found on the GOCOPYVS website (<http://www.goccp.maryland.gov/grants/general-conditions.php>). The aforementioned General Conditions/Post Award Instructions are REQUIRED to be reviewed, should be printed for your reference and are subject to change without written notice.

In addition, the Tips and Guidance page is provided as a resource on the GOCOPYVS website (<http://goccp.maryland.gov/grants/tips-and-guidance/>) to address frequently asked questions.

- 2 Throughout the entire period of the grant, the sub-recipient must maintain a valid DUNS Number and current registration with SAM.Gov, previously the Central Contractor Registry (CCR).

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Information about the registration procedure for SAM can be found at www.sam.gov. Note: previous CCR (Central Contract Registry) information was migrated to SAM.gov.

- 3 Throughout the entire period of the grant, the sub-recipient must maintain a valid DUNS Number and current registration with SAM.gov, previously the Central Contractor Registry (CCR). If this number expires during the life of the grant the sub-recipient will not be able to draw down any funds until this number has been re-activated.

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entries receiving federal funds. Information about the registration procedure for SAM can be found at www.SAM.gov.

- 4 In addition to GOCCP quarterly reports (financial and programmatic), the sub-recipient must report specific information, as mandated by the Federal Funding Accountability and Transparency Act (FFATA), directly to the Bureau of Justice Assistance (BJA) via their performance measurement tool (PMT).

The Bureau of Justice Assistance's reporting requirements MUST be completed NO LATER than FIFTEEN CALENDAR DAYS after the end of each quarter (via www.bjaperformancetools.org).

Login procedures are either provided with your award packet or will be made available via email. The BJA PMT helpline number is: 1-888-252-6867.

Failure to comply may result in the de-obligation of funds and/or risk future funding.

- 5 FINAL REPORT- The sub-recipient agrees to submit a final report, within 30 days at the end of this award, documenting all relevant project activities during the entire period of support under this award. This report will include the following: (1) data collected during the duration of the award; (2) a discussion of any collaborative efforts between the local government or nonprofit organization, a community-based organization, and any other entity in furtherance of the objectives of the award; and (3) an analysis of the progress made in achieving the objectives of the award.
- 6 GOCOPYVS support must be noted in any press releases, brochures, materials or RFPS related to this sub-award.

"The Governor's Office of Crime Prevention Youth and Victim Services funded this project under sub-award number BJAG-2009-9000 (your sub-award number). All points of view in this document are those of the author and do not necessarily represent the official position of any State or Federal agency."

- 7 All financial and programmatic information and receipts/back-up documentation must be retained for monitoring and auditing purposes during and after the funding period and be made available upon request.
- 8 The sub-recipient must PROMPTLY report any credible evidence of fraud, waste, abuse, and similar misconduct with grant funds.

- 9** Final quarterly programmatic reports indicating progress towards the attainment of each program/project objective must be submitted no later than 15 calendar days from the End Date of the sub-award. Financial reports will not be processed unless Programmatic Reports are in "submitted" status in the GMS.

The FINAL Financial Report must be submitted no later than 30 calendar days from the End Date of this sub-award.

If the initial 30 calendar day submission is not your actual FINAL report, send an email to the Fiscal Specialist so that the GMS can be noted.

Submission of a "Not Final" report will require a "Final/Revised" report to be submitted no later than 60 calendar days after the End Date of the sub-award. Revised reports may only be submitted if an initial 30 calendar day report was submitted as required. ALL Final financials must be submitted within the 60 days or GOCOPYVS reserves the right to complete an administrative closeout on this grant award and de-obligate all remaining funds.

Revisions are a manual process that requires hand written corrections on a copy of the previously submitted 30 day report, with the word "FINAL" written in red ink. The corrections must be actual expenditures, not the variance. New signatures and current dates are required in blue ink. The revised report can be mailed, emailed, or delivered.

- 10** The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2020 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2020 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2020 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards

("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at

any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

- 11** The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site

at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to

any business or non-profit organization that he or she may own or operate in his or her name).

- 12** 1. The recipient (and any subrecipient at any tier) must--
- A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).
- B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--
- (1) this award requirement for verification of employment eligibility, and
- (2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).
- D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.
2. Monitoring
- The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.
3. Allowable costs
- To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.
4. Rules of construction
- A. Staff involved in the hiring process
- For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.
- B. Employment eligibility confirmation with E-Verify
- For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.
- C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.
- D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.
- E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).
- Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email EVerify@E-VerifyEmployerAgent@dhs.gov.
- Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.
- 13** The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.
- 14** The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").
- The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

- 15** The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).
The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.
- 16** SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by the recipient or by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).
1. No discrimination, in procurement transactions, against associates of the federal government
Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.
2. Monitoring
The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.
3. Allowable costs
To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.
4. Rules of construction
A. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.
- 17** The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.
The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

- 18** SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age. The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status. The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.
- 19** The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences. Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").
- 20** Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.
- 21** The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.
- 22** The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."
- 23** The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations. The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.
- 24** In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.) Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations. Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

- 25** The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct. Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax). Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.
- 26** No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.
1. In accepting this award, the recipient--
 - a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
 2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--
 - a. it represents that--
 - (1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
 - b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

- 27** The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant. The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712. Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.
- 28** Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.



Governor's Office of Crime Control and Prevention

Regional Monitor:
Fiscal Specialist:

Jones, Quentin
Thomas, Courtney

Budget Notice

Grant Award Number: BJAG-2020-0017

Sub-recipient: City of District Heights

Project Title: Body Worn Camera Project

Implementing Agency: District Heights Police Department

Award Period: **10/01/2021 - 09/30/2022**

CFDA: 16.738
Federal Grant #: 2020-MU-BX-0009

Funding Summary	Grant Funds	100.0 %	\$100,000.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	Total Project Funds		\$100,000.00

Equipment

Description	Funding	Quantity	Unit Cost	Total Budget
Computer Voice Stress Analyzer	Grant Funds	1	\$5,000.00	\$5,000.00

Equipment Total: \$5,000.00

Other

Description	Funding	Quantity	Unit Cost	Total Budget
Axon Body Cameras	Grant Funds	15	\$600.00	\$9,000.00
Axon In Car Camera Systems	Grant Funds	15	\$2,000.00	\$30,000.00
Motorola APX 6000 Series Radio	Grant Funds	12	\$4,666.67	\$56,000.00

Other Total: \$95,000.00

Approved:

Governor's Office of Crime Control and Prevention Authorized
Representative

Effective Date: 11/3/2021



Governor's Office of Crime Control and Prevention



Control Number:

42388

Regional Monitor:

Jones, Quentin

Fiscal Specialist:

Thomas, Courtney

Submitted Date:

Programmatic Reporting

Grant Award Number: BJAG-2020-0017

Sub-recipient: City of District Heights

Project Title: Body Worn Camera Project

Implementing Agency: District Heights Police Department

Award Period: 10/01/2021 - 09/30/2022

CFDA: 16.738

Federal Grant #: 2020-MU-BX-0009

The information collected on this form helps us measure the progress you are making in achieving your project's goals and objectives. It also helps us determine what, if any, technical assistance you may need in implementing your project.

Performance Measures (6)

1	Additional (required) quarterly reporting was completed directly to the Bureau of Justice Assistance (BJA) via their performance measurement tool (PMT) at www.bjaperformancetools.org . Enter the calendar day (1-15) reporting was completed.	
3	Number of sworn positions that have received grant-funded body worn cameras	
4	Number of body cameras deployed during the reporting period	
5	During the reporting period, number of times body cameras assisted with prosecution of crimes	
6	During the reporting period, number of times body cameras have been used for internal investigations	
7	Total number of officers trained	

Progress Report Questions (8)

1	Every quarterly report should provide a brief narrative assessment of the projects effectiveness thus far. The brief narrative should include qualitative and quantitative evidence, as available, and also highlight factors that the author considers to have facilitated or impaired the project's effectiveness.
3	Please explain the activities that have been planned for the upcoming quarter to include dates and a brief summary of each.
4	Describe, in general, the level of cooperation and collaboration between partner agencies affiliated with this program.
5	Describe barriers/challenges to implementing or completing any of the objectives. Include corrective actions taken or planned to overcome described barriers (include timeline). Are there any obstacles or barriers that could prevent you from expending all grant funds? Please include any requests for technical assistance needed.
6	Please list any successes and/or best practices developed through this program funded by the Governor's Office of Crime Prevention, Youth, and Victim Services.

7	If no funds or minimal funds (less than 25%) were expended during this reporting period provide an explanation as to why and when you anticipate requesting funds. Your detailed explanation should address each budget category.
8	Please provide a detailed narrative describing how the award quarterly performance measures report numbers are collected and what method or system is currently used to track the required measures for this award.
9	Per the special condition a "Fiscal Year-End Report" is due 30 days after the end of your award cycle. Has this task been completed and uploaded? If, not explain why.

Signed: _____ **Date:** _____

Project Director - Weems, Kinsey (Project Director is preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: _____ **Phone:** _____

BJAG-2020-0017



Governor's Office of Crime Control and Prevention

Property Inventory Report

Grant Award Number: BJAG-2020-0017

Project Title: Body Worn Camera Project

Control Number:

42388

Regional Monitor:

Jones, Quentin

Fiscal Specialist:

Thomas, Courtney

Implementing Agency: District Heights Police Department

Award Period: 10/01/2021 - 09/30/2022

EXAMPLE	Property Description	Name of Vendor Purchase Order #	Serial Number	Internal Inventory Number	Date Purchased	Quantity	Unit Price	Total	Federal Funds Percent	Condition N - New, G - Good, F - Fair, P - Poor	Location and Use/Disposition
	Computer	Dell - PO# 124AB0510	6E040L071123ABC	00047876	05/16/10	1	650.00	650.00	100%	N	Main Office

List Invoices Separately	Property Description	Name of Vendor Purchase Order #	Serial Number	Internal Inventory Number	Date Purchased	Quantity	Unit Price	Total	Federal Funds Percent	Condition N - New, G - Good, F - Fair, P - Poor	Location and Use/Disposition

Notes:

If there is a change in the model/version number (i.e., it is different than the stated in the Grant Award Budget), please include a justification for this change.

Additionally, if there is a change in quantity also include that reason in a justification.

Please use the same property description as indicated in the Grant Award Budget.

I certify that the above listed property is currently, and will continue to be, used for project and/or other related purposes.

Signed: _____ Date: _____
Project Director - Weems, Kinsey (Project Director is Preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: _____ Phone: _____



GOVERNOR'S COORDINATING OFFICES

Community Initiatives • Service & Volunteerism • Performance Improvement
Crime Prevention, Youth, & Victim Services • Small, Minority, & Women Business Affairs
Banneker-Douglass Museum • Volunteer Maryland • Deaf & Hard of Hearing

May 25, 2023

Mr. John O'Connor
City Grants Manager
City of Glenarden
8600 Glenarden Parkway
Glenarden, MD 20706

RE: PRAR-2023-0035

Dear Mr. O'Connor:

I am pleased to inform you that your grant application entitled, "**City of Glenarden Police Department Recruitment and Retention Program**," in the amount of \$87,000.00 has received approval under the Police Recruitment and Retention program. Beverly Habada has received the grant award packet containing information and forms necessary to initiate the project.

Enclosed are the Notification of Project Commencement, Special Conditions, programmatic forms, and Budget Notice. The General Conditions for all of our awards are also located online, at www.goccp.maryland.gov. A copy of the grant award letter is also included.

It is essential, as the project director, that you submit the **Notification of Project Commencement** to indicate the starting date of your project **within 30 calendar days** after receiving your grant award packet. **No financial forms can or will be processed** unless the Notification of Project Commencement has been signed and uploaded to the Grants Management System.

Please be sure to review the grant award. As the project director you are responsible for the operation, administration, and the completion of the forms necessary to initiate and report project activities and comply with the special conditions. It is important that you understand all the Special Conditions attached to this award, as they are specific to your funding source. One General Condition that must be emphasized is that none of the principal activities of the project may be sub-awarded to another organization without written prior approval by the Governor's Office of Crime Control and Prevention.

Sample copies of your programmatic reporting questions are included with this award package, but you are required to complete **all** reporting electronically, using our web-based Grants Management System (GMS, https://grants.goccp.maryland.gov/BLIS_GOCCP). Training videos and a downloadable GMS user's guide are available online at www.goccp.maryland.gov.

Electronic programmatic reports must be submitted within 15 calendar days after the end of each quarter. Electronic financial reports must be submitted within 30 calendar days after the end of each quarter. Submitted reports that have not yet been approved may be sent back to you electronically for edits if requested.

Approved electronic financial reports may only be revised manually, not electronically, by submitting a revised financial report as a paper hard copy or a scan of the paper document. Revisions are allowed to be submitted up to 60 days after the end date of each quarter. These revisions are only accepted if the initial quarterly report was submitted within the mandatory time frame noted above.

Any request for changes or modifications to the project as awarded must be made online using the Grants Management System.

If the purchase of furniture/equipment is part of this grant project and you are a governmental agency, it is required that such purchases are made by competitive bid or through your approved governmental procurement process and that inventory records be maintained.

Should you have any questions or need any clarification regarding this award, **please have your award number when you call** so that you can be referred to the appropriate program manager (**Emily Archer**) or fiscal team member (**Dana Maddox**). This will enable us to provide you with technical assistance and information in a timely manner.

Sincerely,

A handwritten signature in black ink that reads "Quentin Jones". The signature is written in a cursive, flowing style.

Quentin Jones

Funding Manager

cc: Ms. Beverly Habada



Governor's Office of Crime Control and Prevention



Control Number:

45594

Regional Monitor:

Archer, Emily

Fiscal Specialist:

Maddox, Dana

Notification of Project Commencement

Grant Award Number: PRAR-2023-0035

Sub-recipient: City of Glenarden

Project Title: City of Glenarden Police Department Recruitment and Retention Program

Implementing Agency: City of Glenarden

Award Period: 04/01/2023 - 06/30/2023

CFDA: State General Fund

The verification section of this form must be completed. Additionally, this form must be signed by the project director and submitted through the Grants Management System within thirty (30) calendar days after receiving your grant award packet.

No Requests for Funds will be processed until this Notification of Project Commencement has been signed and received.

Authorized Official:	Habada, Beverly bhabada@cityofglenarden.org City of Glenarden 8600 Glenarden Parkway Glenarden, MD 20706-1522 301-773-2100	City Manager FAX: 301-773-4388
Project Director:	O'Connor, John joconnor@cityofglenarden.org City of Glenarden 8600 Glenarden Parkway Glenarden, MD 20706-1522 301-773-2100	City Grants Manager FAX: 301-773-4388
Fiscal Officer:	Stewart, Dean dstewart@cityofglenarden.org City of Glenarden 8600 Glenarden Parkway Glenarden, MD 20706-1522 301-773-2106	Treasurer FAX: 301-773-4388

Award Information Verification - Please initial appropriate selection(s):

PRAR-2023-0035

_____ All information on this form is correct and project will commence on time. **Project Director signs below.**

_____ The contact information for all the staff on this form is **not** correct. **You must submit a Grant Modification** that provides a justification and indicates all changes/revisions.

_____ The project will not commence within forty-five (45) days of the beginning of the award period 04/01/2023. **You must submit a Grant Modification.** Grant Modification must provide justification and indicate all changes.

Signed: _____ **Date:** _____

Project Director - O'Connor, John (Project Director is Preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: _____ **Phone:** _____



Grant Award - General Conditions

Grant Award Number:	PRAR-2023-0035	Sub-Recipient:	City of Glenarden
Award Period:	04/01/2023 - 06/30/2023	Implementing Agency:	City of Glenarden
Project Title:	City of Glenarden Police Department Recruitment and Retention Program		

1 Award Period of Performance

Approved by the Governor's Office of Crime Prevention, Youth, and Victim Services (Office) of the submitted application, and the subaward that it has generated, is for the time period stated in this Subaward Package and constitutes no commitment for funding prior to the time period nor the continuation of funding beyond that time period. The subaward may be terminated by one or both parties with written notice. If the subaward is terminated before the end of the funding period, an accounting of the current quarterly and year to date expenses must be provided within 60 calendar days. Also see the General Condition related to Termination of the Subaward.

2 Statutes and Requirements of State and Federal Funds

This sub-award is subject to all State of Maryland and Federal statutes and requirements that apply to the relative funding source.

3 General and Special Conditions (POST AWARD INSTRUCTIONS)

This subaward is subject to the Special Conditions contained in your award packet and General Conditions (Post Award Instructions) referenced on the Office website, as accepted by the Authorized Official on the official Award Acceptance document. The Office retains the right to add Special Conditions, if and when needed, during the award period of performance. General Conditions (<http://www.goccp.maryland.gov/grants/general-conditions.php>) are the Post Award policies, procedures, guidelines, and business rules from the Office for grant funds, irrelevant of the funding source.

4 Sub-award Acceptance Document

The original Award Acceptance document containing the original signature of the Executive Director of the Office must be signed (electronic signature is acceptable) by the Authorized Official noted on the submitted application. This signed document must be uploaded in the Grants Management System (GMS) WITHIN 21 CALENDAR DAYS of receipt of the award package. Late submission will be accepted on a case by case basis and may result in an increased risk/monitoring level of the subaward, a delay in the project activity and related reimbursement, and/or termination of the subaward. Acceptance of this subaward constitutes a commitment. The Authorized Official on the submitted application is the County Executive, Duly Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or if agencies are permitted to apply directly, the head of the agency receiving the subaward.

5 Notification of Project Commencement Form

The Notice of Project Commencement/Delay form must be initialed in the Award Information Verification Section, AND signed at the bottom (electronic signature is acceptable) preferably by the Project Director. Alternatively, if the Project Director is unavailable, the Fiscal Contact or Authorized Official may sign. The signed document must be uploaded in the Grants Management System (GMS) within 30 calendar days of the receipt of the award package. Late submission will be accepted on a case by case basis and may result in an increased risk/monitoring level of the subaward, a delay in the project activity and related reimbursement, and/or termination of the subaward. Please be advised online reporting is not accessible until the signed Award Acceptance and Project Commencement documents have been received by the Office. NOTE: If the project will not commence within 45 calendar days of the start date of the period of performance, you may submit Grant Adjustment Notice (GAN) within the GMS for review and approval. Any delay to the start date of this project does not warrant, or necessarily allow, an extension to the end date.



Grant Award - General Conditions

Grant Award Number:	PRAR-2023-0035	Sub-Recipient:	City of Glenarden
Award Period:	04/01/2023 - 06/30/2023	Implementing Agency:	City of Glenarden
Project Title:	City of Glenarden Police Department Recruitment and Retention Program		

6 Special Conditions

It is important that you review all conditions attached to this subaward including general and special conditions. Each Special Condition page must be initialed by the Authorized Official* on the bottom right hand corner (electronic signature is acceptable). The initialed Special Condition pages must be uploaded in the Grants Management System (GMS) within 21 calendar days of receipt of the award package. Late submission will be accepted on a case by case basis and may result in an increased risk/monitoring level of the subaward, a delay in the project activity and related reimbursement, and/or termination of the subaward. *See General Conditions below related to the Authorized Official.

7 Subrecipient Organizational Capacity Questionnaire

This questionnaire (<http://goccp.maryland.gov/subrecipient-organizational-capacity-questionnaire/>) is used as an assessment tool post award for the purpose of determining the appropriate subrecipient monitoring and technical assistance level. Please note, this document assessment is not part of the criteria used in making award decisions. This completed questionnaire is required post-award and must be submitted with your Award Acceptance Document and Notification of Project Commencement. Please note, this questionnaire must be completed by the Applicant Agency. For government agencies, it may be necessary to coordinate with the State or County directly and the agency, unit or division implementing the project.

8 Civil Rights Federal Reporting Requirements

Recipients as well as subrecipients of Federal Financial Assistance through the Office of Justice Programs are subject to various Federal Civil Rights Laws such as those related to discrimination on the basis of race, color, national origin, sex, religion or disability.

The U.S. Department of Justice, Office of Justice Programs (OJP), Office for Civil Rights (OCR) developed the Equal Employment Opportunity Reporting tool to help recipients receiving funding (Safe Streets Act which authorizes VAWA, VOCA or JJDPA) comply with the Equal Employment Opportunity Plan (EEOP). The EEOP Reporting Tool is accessed online at <https://ojp.gov/about/ocr/eeop.htm>

New users will need to register for an account. Prior to registering for a new account and/or completing your report, please know the source of grant and from which year your award has been funded. Your grant number can be found on your award documents (for example: VOCA-17-XXXX would indicate VOCA 2017 funding).

Once you are registered, the EEOP Utilization Report tool will give you step-by-step guidance for preparing and submitting your EEO Utilization Report and/or certification form.

Upon submission/completion of your report, forward the confirmation email to your funding manager and include a cc: dlcivilrightscompliance_goccp@maryland.gov In your forwarded email, include in the subject line: Civil Rights/EEOP reporting and your award number so the Office can update your organization's information. If you have any questions, please email your funding manager and cc: dcivilrightscompliance_goccp@maryland.gov.

9 Sub-award Budget Notice and New Personnel

The approved Budget Notice is included in your subaward packet. This Budget Notice may have been modified from the project budget submitted in the original application and represents approved expenses for the project. Any delays in hiring must be reported to your Program Fund Manager in writing within 30 calendar days of receipt of the subaward package. If project personnel are not hired within 45 calendar days, project personnel allocations may be deobligated at the discretion of the Office. Also see General Condition related to Key Personnel.



Grant Award - General Conditions

Grant Award Number:	PRAR-2023-0035	Sub-Recipient:	City of Glenarden
Award Period:	04/01/2023 - 06/30/2023	Implementing Agency:	City of Glenarden
Project Title:	City of Glenarden Police Department Recruitment and Retention Program		

10 Personnel Costs

Support of Salaries, Wages, and Fringe Benefits: Charges made to awards for salaries, wages, and fringe benefits must be based on records that accurately reflect the work performed and comply with the established policies and practices of the organization. 2 CFR §200.430 (Compensation - personnel services) and 2 CFR §200.431 (Compensation - fringe benefits)

The use of percentages is not allowable to claim personnel costs. Records to support claimed costs in this category need to include timesheets or time and effort reports that record actual time charged to allowable grant program activities and signed by a supervisor. When necessary and as an alternative, payroll records may reflect certified after the fact work distribution of an employee's actual work activities. The certification statement must reflect the dates and number of hours charged to the award and the specific activities that were completed. The certification statement must be dated and signed by the supervisor, and the grant number must also be included in the statement.

11 Consultant Rates

The threshold for consultant rates is \$650 per day. Rates above this threshold will be considered on a case by case basis, with sufficient budget justification. Advanced approval is required.

12 Supplanting

Supplanting is the use of 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 subaward has been awarded. Any line item 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.

13 Budgeted Match Above Standard Requirements

The subrecipient's acceptance of this subaward constitutes a commitment that the budgeted match (if applicable), as stated on the Award Acceptance Form, may be above the standard requirements and will remain so throughout the life of the award. The subrecipient agrees that the required match (if applicable) will be allotted and relative expenditures reported, for each quarterly reporting period in which they are expended. It is further agreed that the full amount of the budgeted match (if applicable and over match if submitted) will be reported regardless of any subsequent adjustments to the grant funds budgeted and/or any financial modifications to this subaward. Any requested change to this match (if applicable) must be submitted electronically in the GMS through a GAN request and is subject to prior approval by the Office.

14 Expended Grant Funds During Award Period

All grant funds related to the subaward project, as well as any required match funds (if and where applicable) must be encumbered, obligated (requisitions, purchase orders, or contracts, which are negotiated purchases) or expended (payment of an invoice) by the end of the subaward period or any pre-authorized extension thereof. Failure to expend encumbered funds within 30 calendar days following the End Date of the award period may jeopardize reimbursement and/or result in the deobligation of funds. In that event, remaining obligations will be the sole responsibility of the subrecipient.

15 Property Inventory Report Form

The submission of the Property Inventory Report Form (PIRF) is a requirement for each financial reimbursement request that includes equipment with acquisition costs of \$5,000 or more per unit, that is approved under this subaward. The form is included in the Project Director's award package. Body Armor subawards (BARM and BPVP) are additionally referred to their Special Conditions for the required PIRF, all other conditions remain the same.



Grant Award - General Conditions

Grant Award Number:	PRAR-2023-0035	Sub-Recipient:	City of Glenarden
Award Period:	04/01/2023 - 06/30/2023	Implementing Agency:	City of Glenarden
Project Title:	City of Glenarden Police Department Recruitment and Retention Program		

16 Procurement

If the subrecipient does not have written procurement guidelines, the subrecipient must refer to the State of Maryland Procurement Policy and Procedures, which includes the consideration of Minority Business Enterprises (MBE). An overview of Maryland Procurement may be accessed here: <https://procurement.maryland.gov/> and the manual can be found here: <https://procurement.maryland.gov/maryland-procurement-manual-1-introduction-and-general-overview/>.

17 Issuance of Request for Proposals, Bids, Procurement Process

When issuing requests for proposals, bid solicitations, or other procurement requests, all subrecipients shall clearly state within said document that the cost of the potential purchase is being funded in part, or in its entirety, with government grant funds.



Grant Award - General Conditions

Grant Award Number:	PRAR-2023-0035	Sub-Recipient:	City of Glenarden
Award Period:	04/01/2023 - 06/30/2023	Implementing Agency:	City of Glenarden
Project Title:	City of Glenarden Police Department Recruitment and Retention Program		

18 Modifications to Subaward

You are required to submit a GAN if the budget modification changes the scope of the project, the project award period, and/or changes to Project Director or Fiscal Officer. This would include altering the period of performance, goals, activities and/or outcomes, adding budget line items, authorizing use of a subcontractor or other organization that was not identified in the original approved budget, or contracting for or transferring of grant award efforts; or if a budget modification affects more than one budget category. For example, if you wish to transfer funds between the Equipment and Personnel categories, the Office currently requires the submission of a GAN.

Requests for changes or modifications must be submitted electronically in the GMS at least 30 calendar days prior to the end of the award through a GAN and approved by the Office prior to the occurrence. To be clear, the activity may not take place until the Authorized Official and/or the Project Director receives documented approval from the Office. This approval will come via an automated email from the GMS. These changes may not be requested via telephone, fax, or email.

There are limited subaward adjustments that do not require the submission of a GAN. Subrecipients are not required to submit a GAN if the proposed changes are within both the same budget category and existing line items and if the overall changes do not exceed the total budget category (i.e. you are not requesting additional funding). Additionally, subrecipients are not required to submit a GAN to change the name(s) of approved grant funded personnel as a result of staffing changes. subrecipients should update the Program Fund Manager of staffing changes via email or by including this information on the next quarterly progress reports. See the Grant Management System Help Documents area of the Office website for more information.

The recipient should act as soon as possible to submit an GAN via the GMS. All GANs must be submitted at least 30 days prior to the end of the award period, allowing the Office sufficient time to review the GAN. Exceptions for GANs within 30 days of the end of the award period will be considered on a case by case basis. Requests for an exception must be submitted via email to the Program Fund Manager with sufficient justification for the consideration of completion of the GAN administratively by the Program Fund Manager.

There are two types of GANs as follows:

1. General GAN - must be submitted to make any type of non budgetary change to a grant to include, but not limited to, project scope, changes to the period of performance, and personnel changes.
2. Budget GAN - must be submitted to make any changes to line items within the budget to include, but not limited to, reallocating funding, adding budget line items, deobligating funds, and requesting additional funding.

Depending on the adjustments requested, the subrecipient may need to submit a general and/or a budget GAN; however only one GAN of each type may be active in the GMS at a time.

GANs must be completed by one of the following authorized personnel: authorized official, project director, the fiscal officer, or pre-approved alternative authorized signatory. GANs submitted by anyone else will be returned to the subrecipient.



Grant Award - General Conditions

Grant Award Number:	PRAR-2023-0035	Sub-Recipient:	City of Glenarden
Award Period:	04/01/2023 - 06/30/2023	Implementing Agency:	City of Glenarden
Project Title:	City of Glenarden Police Department Recruitment and Retention Program		

19 Authorized Official/Alternate Authorized Official

The Authorized Official must possess the authority to enter into a legal agreement on behalf of the entity and bind it to the award terms and conditions. The Authorized Official on the submitted application is the County Executive, Duly Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or if agencies are permitted to apply directly, the head of the agency receiving the subaward.

If there is a change of the person in the Authorized Official position, a letter, on letterhead, must be submitted to the Office via email at support@goccp.freshdesk.com and contain all of the following:

1. Authorized official's contact information: All of the contact information listed on the new user page (name, title, organization, address, phone, email, etc.) for the new authorized official.
2. Statement of authority: The new authorized official must state that they are the authorized official for the organization and provide their job title and the date on which they assumed the role of authorized official.
3. Signature of the new authorized official.

The Alternate Authorized Signatory is not the same as the Authorized Official. The Alternate Authorized Signatory is a person permitted to sign on behalf of the Authorized Official (county executive, mayor, town administrator, president); Authorized Point of Contact (head of any sub-unit of government, agency, division, department, or bureau); Project Director and/or Fiscal Officer. To authorize an alternate signatory, the person granting authorization for another party to sign on their behalf must follow the three steps documented above. The purpose of the request must be acknowledged in the letter (e.g. sign all award documents at all times, change of personnel, in case of illness, vacation, leave of absence, etc.). If authorization is to sign all award documents at all times please attach a copy, if applicable, of an Executive Order, or the vote from Council minute meetings.

Subrecipients may use the same directions above to make additional updates to the Alternative Authorized Signatory to include, but not limited to, removal of personnel no longer authorized to make grant changes on behalf of the organization.

20 Issuance of Statements, Press Releases, or Other Documents - GOCOPYVS role

When issuing public statements, press releases, or other documents relating to this project or when conferences, seminars, workshops, or forums are held in reference to this project, the subrecipient agrees that the source of funding of this project and the role of the Office must and will be clearly acknowledged. The subrecipient will ensure that all publications resulting from this project will have the following language on the publication: "The Governor's Office of Crime Prevention, Youth, and Victim Services funded this project under subaward number BJAG-2009-9000 (your subaward number). All points of view in this document are those of the author and do not necessarily represent the official position of any State or Federal agency."

21 Reproduction and Sharing of Subaward and Project Materials

The Office has the right to reproduce, with attribution, and share any and all materials and documents generated as a result of this subaward and project.

22 Online Reporting and Post-Award Technical Assistance

All subrecipients are required to view the Office's Grants Management System (GMS) Training Videos, which can be accessed at: <http://goccp.maryland.gov/grants/gms-help-videos/>. These videos provide step-by-step guidance through the online system, from application to reporting. If you require technical assistance relative to the online GMS Reporting software during business hours you may contact the Office IT Staff at support@goccp.freshdesk.com.



Grant Award - General Conditions

Grant Award Number:	PRAR-2023-0035	Sub-Recipient:	City of Glenarden
Award Period:	04/01/2023 - 06/30/2023	Implementing Agency:	City of Glenarden
Project Title:	City of Glenarden Police Department Recruitment and Retention Program		

23 Privacy and Confidentiality of Client Records

The subrecipient must comply with federal regulations and state laws concerning the privacy and confidentiality of client records, including statistical information gathered for research purposes.

24 Use of GOCPYVS forms

All Governor's Office of Crime Prevention, Youth, and Victim Services' required forms must be generated electronically through the web-based Grants Management System (GMS). Only applications and/or reports that are in "Submitted" status online will be reviewed and considered.

25 Online Submission of Quarterly Report Forms inline with Project Scope

The subrecipient must implement the project in accordance with the approved narrative and budget set-forth in the subaward.

All Quarterly Report Forms (Progress Reports, Performance Measurements, and Financial Reports) must be submitted via the Office web-based Grants Management System (GMS). In accordance with policy, the Office may freeze the release of funds until a subrecipient is current in the filing of all programmatic and financial reports and said reports have been approved by the Office.

PROGRAM REPORTS: Progress Reports and Performance Measurements must be submitted via the GMS on a quarterly basis. Additionally, federal required reports, as applicable to include the Performance Measurement Tool (PMT), are due no later than 15 calendar days after the end of each quarter. This due date is prior to the submission of relative quarterly financial reports. Financial reports submitted with Programmatic reports cannot be processed for payment until programmatic reports are in "Submitted" status online. Where the start date of any subaward may vary, the quarterly time frames are constant. Those time frames and the relative due dates are:

07/01 - 09/30: reports due 10/15
10/01 - 12/31: reports due 01/15
01/01 - 03/31: reports due 04/15
04/01 - 06/30: reports due 07/15

In addition the Office may require an Annual Progress Report which would be documented in the Special Conditions. This information will be used to monitor and assess the program to determine if it is meeting the stated goals and objectives, supports the State Crime Control and Prevention Strategy Plan and complies with federal requirements. Failure to submit these reports in the prescribed time may prevent the disbursement of funds.

FINANCIAL REPORTS: The Financial Report form must be electronically submitted within 30 calendar days after the end of each quarter. The Award Acceptance, Project Commencement, Progress and Performance Measurement Reports must be submitted prior to processing the quarterly financial report. If the above noted documents and program reports have not been submitted within the required time frame, financial reports may be denied and returned. Where the start date of any subaward may vary, the quarterly time frames are constant. Those time frames and the relative due dates are:

07/01 - 09/30: reports due 10/30
10/01 - 12/31: reports due 01/30
01/01 - 03/31: reports due 04/30
04/01 - 06/30: reports due 07/30

There are two exceptions to the above timeline. The first, is if a subaward does not end at the end of a quarter. The second is for nonprofit agencies that qualify for and have been granted monthly reimbursement for a particular subaward. In these instances, the financial report is due on the 30th of the following month.



Grant Award - General Conditions

Grant Award Number:	PRAR-2023-0035	Sub-Recipient:	City of Glenarden
Award Period:	04/01/2023 - 06/30/2023	Implementing Agency:	City of Glenarden
Project Title:	City of Glenarden Police Department Recruitment and Retention Program		

26 Submission of Revised Financial Report

The Financial Reports must be submitted no later than 30 calendar days from the end of the reporting period. If the initial 30 calendar day submission is not your actual final report for the reporting period, the subrecipient must email the Fiscal Specialist and copy the Program Manager stating that the report is not final at the same time that the financial report is submitted electronically, which is no later than 30 calendar days from the end date of the reporting period. Submission of a "Final/Revised" report must be emailed to the Office staff described above and uploaded into the Grants Management System (GMS) for this particular subaward no later than 60 calendar days after the end of the reporting period. Revisions are a manual process that require the subrecipient to make corrections on a copy of the previously electronically submitted 30 day report, with the words "Final/Revised" labeled across the top. Additionally, the "Final/Revised" submission document must include the dated signatures from the authorized agency representative. The corrections must be actual expenditures, not the variance. At the end of the subaward period, the Office reserves the right to complete an administrative closeout and deobligate remaining funds on any subaward that does not comply with this requirement.

27 Failure to Submit Reports within allotted time frames

Failure to submit any report within the allotted time frame(s) noted in the above conditions, or any pre-authorized extension thereof, may result in the delay or prevention of payment, and/or the deobligation of funds. If late reporting occurs, the expenditure or obligation may become the responsibility of the subrecipient.

28 Holding Funds

In accordance with policy, the Office will hold the release of funds until a subrecipient is current in the filing of all reports, submission of documentation, and have resolved any remaining issues.

29 Monitoring Expenditures

In order to verify the appropriateness of all grant fund related expenditures, the Office staff will monitor the use of grant funds as reported by subrecipients. Back-up documentation must be maintained on-site, be available upon request, correlate with the mandatory quarterly reporting, and be maintained as necessary to provide that obligations under this subaward and other such standards as they apply are being met. The Office, fund source agencies, State Legislative Auditors, or any State or Federal authorized representatives must have access to any documents, papers, or other records of recipients which are pertinent to the award, in order to make audits, examinations, excerpts, and transcripts. Please also see the General Condition on Records Retention.

30 Records Retention

Retain all financial records, supporting documents, statistical records, and all other records pertinent to the award for a period of 3 years from the date of submission of the final programmatic and financial reports. Retention is required for purposes of examination and audit. Records may be retained in an electronic format. Please also see the General Condition on Monitoring Expenditures and 2 C.F.R. 200.333 regarding federal requirements.



Grant Award - General Conditions

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31 Termination of Subaward

The performance of work under this award may be terminated by the Office in accordance with this clause in whole, or in part, whenever the Office determines that such termination is in the best interest of the State. If the subrecipient fails to fulfill obligations under this award properly and on time, or otherwise violates any provisions of the subaward, the Office may terminate the award by written notice to the subrecipient. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished supplies and services provided by the subrecipient shall become Office property. The Office will pay all reasonable costs associated with this program that the subrecipient has incurred prior to the date of termination, and all reasonable costs associated with the termination of the subaward. When an award is terminated or partially terminated, the awarding agency or pass-through entity and the recipient or subrecipient remain responsible for compliance with the requirements in 2 C.F.R. § 200.343 (Closeout) and 2 C.F.R. § 200.344 (Post-closeout adjustments and continuing responsibilities).

32 Civil Rights Discrimination

The subrecipient affirms that it shall not discriminate in any manner against any employee, applicant for employment, or clients of services, because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation, pregnancy, physical or mental handicap, or limited English proficiency, so as reasonably to preclude the performance of such employment and/or services provided. The subrecipient also agrees to include a provision like that contained in the preceding sentence for any underlying sub-contract, except a sub-contract for standard commercial supplies or raw material. The subrecipient must have a non-discrimination poster, publicly displayed, acknowledging that the entity does not discriminate and provides an avenue for employees, program beneficiaries, and any relative vendors. Formal complaints may be submitted online at Maryland Commission on Civil Rights: <https://mccr.maryland.gov/>; (410)767-8600; U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights :<https://www.ojp.gov/program/civil-rights/filing-civil-rights-complaint>; (202) 307-0690, United States Equal Employment Opportunity Commission: <https://www.eeoc.gov/>; (800) 669-4000. Additionally, a complaint may be reported utilizing the form located on our website at <http://goccp.maryland.gov/grants/civil-rights-compliance/>. Also see the General Conditions related to Civil Rights Federal Reporting Requirements and Applicable Statutorily-imposed Nondiscrimination Requirements.

33 Proof of Applicable Audit Regulations - On Site

All subrecipients must have proper documentation to present to the Office upon request, to prove compliance with the Audit Regulations that apply. Local and State governments must have proof that they had an annual audit and submitted said audit to the State Legislature in September of the year of their subaward. Non-Profit Organizations must follow guidance located on the Maryland Secretary of State's website under the Charitable Division, located here: <https://sos.maryland.gov/Charity/Pages/Instructions.aspx>.

34 Single Audit Requirement

If your entity spends \$750,000 or more per fiscal year in federal funds, a Single Audit is required in accordance with 2 CFR §200.514. If the audit discloses findings on Office grants, provide a copy of the report so that we may issue a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521

35 ACORN

The subrecipient agrees and understands that it cannot use any grant funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries.



Grant Award - General Conditions

Grant Award Number:	PRAR-2023-0035	Sub-Recipient:	City of Glenarden
Award Period:	04/01/2023 - 06/30/2023	Implementing Agency:	City of Glenarden
Project Title:	City of Glenarden Police Department Recruitment and Retention Program		

36 Reporting Fraud, Waste and Abuse

The subrecipient must promptly report any credible evidence of fraud, waste, abuse and similar misconduct with grant funding.

37 OJP Financial Guide

In addition to the Office's General Conditions (Post Award Instructions) and Special Conditions, the subrecipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide where applicable, and to abide by any other terms and conditions imposed by the Office. The financial guide may be accessed at the following web URL:
http://www.ojp.usdoj.gov/financialguide/PDFs/OCFO_2013Financial_Guide.pdf

38 Food and Conference Costs

On October 21, 2011 the U.S. Department of Justice, Office of Justice Programs, Office of the Assistant Attorney General issued a memorandum to all Office of Justice Programs Grantees and Contractors regarding enacted conference costs and reporting requirements. In order to follow the federal guidelines, the Office will not approve any food and/or beverage costs associated with meetings, training, conferences, and/or other events. All conference costs will be thoroughly examined for compliance with the federal requirements. This restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy. The Office may consider exceptions to this General Condition for non-federal funded grants.

39 Applicable Statutorily-imposed Nondiscrimination Requirements

Subrecipients will comply (and will require any subrecipients or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include § Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d; Omnibus Crime Control and Safe Streets Act of 1968, as amended, 34 U.S.C. §§ 10228(c) & 10221(a); Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794; Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. § 1681; Title II of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132; Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102; Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 34 U.S.C. § 11182(b); Victims of Crime Act of 1984, as amended, 34 U.S.C. § 20110(e); Violence Against Women Act of 1994, as amended, 34 U.S.C. § 12291(b)(13); and Partnerships with Faith-Based and Other Neighborhood Organizations, (28 CFR Part 38).

40 DUNS and SAM.Gov Requirements

Throughout the entire period of the grant, the subrecipient must maintain a valid unique identifier (currently DUNS Number) and current registration with SAM.Gov. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. It is provided by the commercial company Dun and Bradstreet. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients.

Access to SAM.GOV: <https://sam.gov/SAM/>

41 Computer Equipment/Program/Network Procurement

No award funds may be used to maintain or establish a computer network unless such network prohibits the viewing, downloading, and exchanging of pornography, and nothing limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.



Grant Award - General Conditions

Grant Award Number:	PRAR-2023-0035	Sub-Recipient:	City of Glenarden
Award Period:	04/01/2023 - 06/30/2023	Implementing Agency:	City of Glenarden
Project Title:	City of Glenarden Police Department Recruitment and Retention Program		

42 Hire within 45 days

All project personnel supported with grant funding must be hired within 45 calendar days of receipt of the grant award package. Any delays in hiring must be reported in writing within 30 calendar days of receipt of the grant award package. If project personnel are not hired within 45 calendar days, project personnel allocations may be de-obligated at the discretion of the Office.

43 No distracted Driving While Performing Program Duties

Subrecipients are to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

44 Services to those with Limited English Proficiency

The subrecipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. This regulation may be accessed at: <https://www.lep.gov/>.

State Government Article, Subtitle 11- Equal Access to Public Services for Individuals with Limited English Proficiency, §§10-1101—10-1105, Annotated Code of Maryland.

45 Drug-Free Workplace Requirements

Subrecipients are subject to the applicable requirements regarding the state and federal drug free workplace requirements. The state's policy can be found here: State of Maryland Substance Abuse Policy -- <https://dbm.maryland.gov/employees/Documents/Policies/SubstanceAbusePolicy.pdf>. The Federal Government-wide Requirements for Drug-Free Workplace (Grants) is codified at 28 C.F.R. Part 83.

46 Office Name Change Effective 1.1.2020

Any reference to the Governor's Office of Crime Control and Prevention or GOCCP should now be referenced as the Governor's Office of Crime Prevention, Youth, and Victim Services (Office) per Executive Order 01.01.2020.01.



Regional Monitor:
Fiscal Specialist:

Archer, Emily
Maddox, Dana

Governor's Office of Crime Control and Prevention

Grant Award - Special Conditions

Grant Award Number:	PRAR-2023-0035	Sub-Recipient:	City of Glenarden
Award Period:	04/01/2023 - 06/30/2023	Implementing Agency:	City of Glenarden
Project Title:	City of Glenarden Police Department Recruitment and Retention Program		

1 General Conditions

This grant award is subject to the General Conditions (POST AWARD INSTRUCTIONS) found on the GOCOPYVS website (<http://www.goccp.maryland.gov/grants/general-conditions.php>). The aforementioned General Conditions/Post Award Instructions are REQUIRED to be reviewed, should be printed for your reference and are subject to change without written notice.

In addition, the Tips and Guidance page is provided as a resource on the GOCOPYVS website (<http://goccp.maryland.gov/grants/tips-and-guidance/>) to address frequently asked questions.

2 GOCOPYVS support must be noted in any press releases, brochures, materials or RFPS related to this sub-award.

"The Governor's Office of Crime Prevention Youth and Victim Services funded this project under sub-award number BJAG-2009-9000 (your sub-award number). All points of view in this document are those of the author and do not necessarily represent the official position of any State or Federal agency."

- 3 All financial and programmatic information and receipts/back-up documentation must be retained for monitoring and auditing purposes during and after the funding period and be made available upon request.
- 4 All awardees will be required to submit a detailed fiscal year-end report that reflects the overall successes that were accomplished through the use of these grant funds. The report must be in a written narrative format that describes in detail how law enforcement staffing has changed and provides a comparison of the recruitment and retention efforts over the previous year. Specifically, agencies must provide the retention rate and the average number of new hires prior to this funding, and after as a result of this funding. This fiscal year-end report will be due by July 15th and must also be uploaded into the online grants management system under the documents tab of the award.
- 5 If the SAM.gov account expires anytime during the life of the grant, GOCOPYVS reserves the right to stop all activity / payments on the grant until the account is made current.
- 6 Final quarterly programmatic reports indicating progress towards the attainment of each program/project objective must be submitted no later than 15 calendar days from the End Date of the sub-award. Financial reports will not be processed unless Programmatic Reports are in "submitted" status in the GMS.

The FINAL Financial Report must be submitted no later than 30 calendar days from the End Date of this sub-award.

If the initial 30 calendar day submission is not your actual FINAL report, send an email to the Fiscal Specialist so that the GMS can be noted.

Submission of a "Not Final" report will require a "Final/Revised" report to be submitted no later than 60 calendar days after the End Date of the sub-award. Revised reports may only be submitted if an initial 30 calendar day report was submitted as required. ALL Final financials must be submitted within the 60 days or GOCOPYVS reserves the right to complete an administrative closeout on this grant award and de-obligate all remaining funds.

Revisions are a manual process that requires hand written corrections on a copy of the previously submitted 30 day report, with the word "FINAL" written in red ink. The corrections must be actual expenditures, not the variance. New signatures and current dates are required in blue ink. The revised report can be mailed, emailed, or delivered.

- 7 A copy of all contracts associated with line items listed in the Contractual Services category must be submitted to GOCOPYVS by uploading contract under the document tab of the award.



Governor's Office of Crime Control and Prevention

Regional Monitor:
Fiscal Specialist:

Archer, Emily
Maddox, Dana

Budget Notice

Grant Award Number:	PRAR-2023-0035	
Sub-recipient:	City of Glenarden	
Project Title:	City of Glenarden Police Department Recruitment and Retention Program	
Implementing Agency:	City of Glenarden	
Award Period:	04/01/2023 - 06/30/2023	CFDA: State General Fund

Funding Summary	Grant Funds	100.0 %	\$87,000.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	Total Project Funds		\$87,000.00

Other

Description	Funding	Quantity	Unit Cost	Total Budget
College Degree From Accredited University	Grant Funds	1	\$1,000.00	\$1,000.00
LEA Branded Items -T-Shirts, Jackets, Sunglasses, Outer Carriers	Grant Funds	1	\$18,000.00	\$18,000.00
LEA Branded Items: Search Gloves, Tourniquet, Rescue Tools, Shields	Grant Funds	1	\$18,000.00	\$18,000.00
Longevity Bonus 3 Years or More of Service	Grant Funds	8	\$1,000.00	\$8,000.00
Retention Bonus 3 Years or Less of Service	Grant Funds	12	\$1,000.00	\$12,000.00
Social Media, Radio, Television, Recruiting Events, Recruiting and Retention Technology	Grant Funds	1	\$30,000.00	\$30,000.00

Other Total: \$87,000.00

Approved: _____

Governor's Office of Crime Control and Prevention Authorized Representative

Effective Date: 5/22/2023



Governor's Office of Crime Control and Prevention



Control Number:

45594

Regional Monitor:

Archer, Emily

Fiscal Specialist:

Maddox, Dana

Submitted Date:

Programmatic Reporting

Grant Award Number: PRAR-2023-0035

Sub-recipient: City of Glenarden

Project Title: City of Glenarden Police Department Recruitment and Retention Program

Implementing Agency: City of Glenarden

Award Period: 04/01/2023 - 06/30/2023

CFDA: State General Fund

The information collected on this form helps us measure the progress you are making in achieving your project's goals and objectives. It also helps us determine what, if any, technical assistance you may need in implementing your project.

Performance Measures (5)

1	Number of sworn officers who received PRAR recruitment incentives during this quarter.	
2	Number of sworn officers who received PRAR retention incentives during this quarter.	
3	Number of sworn officer vacancies at the beginning of this quarter.	
4	Number of sworn officer vacancies at the end of this quarter.	
5	Number of sworn officers who resigned during this quarter.	

Progress Report Questions (6)

1	Per the special condition a "Fiscal Year-End Narrative Report" is due July 15th of the current award cycle. Has this task been completed and uploaded? If, not explain why
2	Explain in detail how this program has increased and retained patrol officers during this reporting period. Include the total number of newly hired officers and that number of officers retained through use of incentives.
3	Describe barriers/challenges to implementing or completing any of the objectives. Include corrective actions taken or planned to overcome described barriers (include timeline). Are there any obstacles or barriers that could prevent you from expending all grant funds? Please include any requests for technical assistance needed.
4	If no funds or minimal funds (less than 25%) were expended during this reporting period provide an explanation as to why and when you anticipate requesting funds. Your detailed explanation should address each budget category.
5	Please explain the activities that have been planned for the upcoming quarter to include dates and a brief summary of each.

6	Please provide a detailed narrative describing how the quarterly performance measures report numbers are collected and what method or system is currently used to track them.
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Signed: _____ **Date:** _____

Project Director - O'Connor, John (Project Director is preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: _____ **Phone:** _____

PRAR-2023-0035



Governor's Office of Crime Control and Prevention

Property Inventory Report

Grant Award Number: PRAR-2023-0035

Project Title: City of Glenarden Police Department Recruitment and Retention Program



Control Number: 45594
Regional Monitor: Archer, Emily
Fiscal Specialist: Maddox, Dana

Implementing Agency: City of Glenarden
Award Period: 04/01/2023 - 06/30/2023

EXAMPLE	Property Description	Name of Vendor Purchase Order #	Serial Number	Internal Inventory Number	Date Purchased	Quantity	Unit Price	Total	Federal Funds Percent	Condition N - New, G - Good, F - Fair, P - Poor	Location and Use/Disposition
	Computer	Dell - PO# 124AB0510	6E040L071123ABC	00047876	05/16/10	1	650.00	650.00	100%	N	Main Office

List Invoices Separately	Property Description	Name of Vendor Purchase Order #	Serial Number	Internal Inventory Number	Date Purchased	Quantity	Unit Price	Total	Federal Funds Percent	Condition N - New, G - Good, F - Fair, P - Poor	Location and Use/Disposition

Notes:

If there is a change in the model/version number (i.e., it is different than the stated in the Grant Award Budget), please include a justification for this change.

Additionally, if there is a change in quantity also include that reason in a justification.

Please use the same property description as indicated in the Grant Award Budget.

I certify that the above listed property is currently, and will continue to be, used for project and/or other related purposes.

Signed: _____ Date: _____
Project Director - O'Connor, John (Project Director is Preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: _____ Phone: _____



Agenda Item Summary Report

Meeting Date: October 9, 2023

Submitted by: Michelle Bailey Hedgepeth
Town Administrator

Item Title: Time to Care Insurance Collaborative

Work Session Item []
Council Meeting Item [X]

Documentation Attached:
Letter 9/19/23
Information on Collaborative

Recommended Action:

Approval to allow the Town Administrator to execute a contract for the Town of Bladensburg to join the Time to Care Insurance Collaborative

Item Summary:

What is the Time to Care Act? In 2022, the Maryland Legislature passed the Time to Care Act (TCA), which affects every Maryland employee and requires contributions from almost all Maryland employers with 15 or more employees. The TCA gives Maryland workers access to paid family and medical leave through a state-administered fund financed by employee and employer contributions.

How does this affect the Town? Since Bladensburg has over 15 employees, we must contribute and can either create a managed self-fund or join an insurance program. Maryland Municipal League (MML) has established a program to assist in managing this program. The State program has broader definitions of a family than FMLA and expands to unemployment, like payments to employees who are out of work due to the care of a family member.

The program date for employees to begin receiving benefit payments was pushed back one year from January 1, 2025, to January 1, 2026—finally, the date that the Secretary of Labor is required to adopt regulations on January 1, 2024. This is an evolving issue; staff will keep the Council in the loop on this program.

MML requested that the Town Administrator send a letter expressing interest by the end of September; this letter was not binding. Staff recommends that the Council allow the Town Administrator to join the Time to Care Insurance Collaborative and pay the initial payment of \$3,000 for a deposit

Budgeted Item: Yes [] No [X]
Budgeted Amount:
One-Time Cost: Deposit \$3,000
Ongoing Cost: TBD

Continued Date:

Council Priority: Yes [] No []

Approved Date:

Town of Bladensburg

Council Members

Ward I

Trina Brown
Vacant



Mayor
Takisha James

Council Members

Ward II

Carol McBryde
Marilyn Blount

September 19, 2023

Theresa Kuhns
Chief Executive Officer
Maryland Municipal League
47 State Circle, Suite 403
Annapolis, MD 21401

Re: Time to Care Act Insurance Collaborative
Statement of Intent to Join TCA Insurance Collaborative

Dear Ms. Kuhns:

The undersigned, a duly authorized official of the Town of Bladensburg, hereby confirms that Bladensburg intends to join the Time to Care Act Insurance Collaborative in accordance with the attached Memorandum of Agreement and that the undersigned has recommended to the Town Council that the Town of Bladensburg should join the Collaborative.

The Town Council will review this agreement at their next Regular Council meeting on **October 9, 2023**.

Town of Bladensburg

By: _____

Name: Michelle Bailey Hedgepeth

Title: Town Administrator

Municipality: Town of Bladensburg, MD

Membership Fee, non-refundable (due by October 15, 2023) (payment details to be provided upon receipt of the statement of intent)

Fewer than 200 employees \$3,000

200 to 499 employees \$5,000

500 to 999 employees \$ 7,500

1,000 to 1,999 employees \$10,000

2,000 or more employees \$12,500

Town of Bladensburg

Council Members

Ward I

Trina Brown
Vacant



Mayor
Takisha James

Council Members

Ward II

Carol McBryde
Marilyn Blount

September 19, 2023

Theresa Kuhns
Chief Executive Officer
Maryland Municipal League
47 State Circle, Suite 403
Annapolis, MD 21401


Re: Time to Care Act Insurance Collaborative
Statement of Intent to Join TCA Insurance Collaborative

Dear Ms. Kuhns:

The undersigned, a duly authorized official of the Town of Bladensburg, hereby confirms that Bladensburg intends to join the Time to Care Act Insurance Collaborative in accordance with the attached Memorandum of Agreement and that the undersigned has recommended to the Town Council that the Town of Bladensburg should join the Collaborative.

The Town Council will review this agreement at their next Regular Council meeting on **October 9, 2023**.

Town of Bladensburg

By: 

Name: Michelle Bailey Hedgepeth

Title: Town Administrator

Municipality: Town of Bladensburg, MD

Membership Fee, non-refundable (due by October 15, 2023) (payment details to be provided upon receipt of the statement of intent)

Fewer than 200 employees \$3,000

200 to 499 employees \$5,000

500 to 999 employees \$ 7,500

1,000 to 1,999 employees \$10,000

2,000 or more employees \$12,500



Agenda Item Summary Report

Meeting Date: October 9, 2023

Submitted by: Michelle Bailey Hedgepeth
Town Administrator

Item Title: Roadway Salt Agreement – State Highway Administration

Work Session Item []
Council Meeting Item [X]

Documentation Attached:
OLD Contract Documents

Recommended Action:

Approval to allow the Town Administrator to renew and execute an agreement with State Highway Administration for Roadway Salt

Item Summary:

This is a contract that we enter into yearly for access to additional Roadway Salt for the Town. The Town has sent information to the State Highway Administration to draft a similar renewal agreement so that we can use an additional source as a backup in the case of a more significant or extended snow emergency.

Staff will be available to answer any questions from the Town Council.

Budgeted Item: Yes [X] No []
Budgeted Amount: Use as needed
One-Time Cost:
Ongoing Cost: On-Call Basis

Continued Date:

Council Priority: Yes [] No []

Approved Date:

THREE (3) YEAR SALT UTILIZATION AGREEMENT

by and between

State Highway Administration
of the Maryland Department of Transportation

and

Town of Bladensburg, Maryland

This AGREEMENT (**“Agreement”**) is made as of the 1st day of September 2023, executed in duplicate, by and between the State Highway Administration of the Maryland Department of Transportation (**“SHA”**) acting for, and on the behalf of the State of Maryland and the Town of Bladensburg, located in Prince George’s County Maryland, a political subdivision of the State of Maryland and a body politic and corporate (**“TOWN”**), sometimes collectively referred to as **“the Parties”**.

WHEREAS, during certain winter snow emergency operations (**“Snow Event”**) the TOWN may have a need to obtain additional salt (**“Salt”**) to effectively complete their winter snow operations; and

WHEREAS, the TOWN has requested, and SHA has agreed, to allow the TOWN to obtain Salt from SHA stockpiles during a Snow Event in accordance with the terms and conditions contained herein; and

WHEREAS the TOWN shall reimburse SHA for the cost of Salt plus other related expenses; and

WHEREAS SHA and the TOWN agree that this Agreement will benefit both parties of this Agreement and will promote the safety, health and general welfare of the citizens of the State.

NOW, THEREFORE, in consideration of the premises and of the mutual promises between SHA and the TOWN, as set forth herein, the adequacy of which is hereby acknowledged, the Parties hereby agree to the following:

I. TERM & BUDGET

The term of this Agreement is three (3) years, beginning the first (1st) day of September 2023 and ending on the thirty first (31st) day of August 2026, both dates inclusive, unless sooner terminated as set forth herein (the **“Term”**). For budgeting and planning purposes only, during the Term of this Agreement the total cost for Salt shall not exceed Fifty Five Thousand Nine Hundred Dollars (\$55,900). The TOWN shall be responsible for actual costs incurred at the time of delivery.

II. SALT COSTS

- A. The cost of Salt, at the execution of this Agreement is Eighty Five Dollars and Twenty Three Cents (\$85.23) per ton, which includes the price of the Salt, a delivery charge and an overhead charge.
- B. The Salt price listed herein is subject to change.
- C. The “**Delivery Charge**” includes the cost of fuel and mileage to transport the Salt to a SHA Salt dome. The “**Overhead Charge**” is determined by the federally approved Overhead Rate that may be adjusted on October 1st of each year. The current Overhead Rate is eight and twenty two hundredths percent (8.22%).
- D. The cost of the Salt may be adjusted weekly to account for Delivery Charge variances.

III. CHARGE NUMBER

SHA has established a charge number for the TOWN which will be used to document Salt withdrawals from SHA’s inventory system. The current charge number for the TOWN is BY **BY266M84**.

IV. PROCEDURES

- A. Salt Loading
 - 1. SHA Shop Locations: For purposes of this Agreement, the SHA shops to be used for Salt for the TOWN, as determined by SHA, are:

- Laurel Salt Dome
 - 2. Prior to a Snow Event: The TOWN will contact Rick Shagogue, SHA’s Resident Maintenance Engineer (RME), or designee, of the Laurel Shop at 301-776-7619 to arrange for the TOWN’s trucks to be loaded with the Salt at the designated location the day before a local forecasted snow if time permits; otherwise SHA and the TOWN will determine which SHA salt storage site is appropriate to use to load the Salt onto the trucks and SHA will provide an operator to facilitate the loading of the Salt.
 - 3. During the Snow Event: The TOWN will contact the appropriate SHA Shop nearest to that truck and request to be loaded at an approximate preferred time of arrival. SHA will then arrange for an operator to meet the TOWN truck at that location as close to the preferred time as possible without negatively affecting SHA operations. In addition, if a TOWN truck is in the vicinity of a specific dome during a Snow Event and a SHA

operator is present, the TOWN truck may then be topped off, if desired. In situations where the SHA Snow Event operations are already active when the TOWN operations begin, the TOWN can notify SHA as far in advance as possible and SHA will make every effort to provide an operator at all the locations requested to begin loading TOWN trucks with Salt.

4. Post Snow Event: The TOWN can contact the appropriate SHA shop to request re-loading after a Snow Event, and SHA will schedule the re-loading at the Parties' convenience.
5. The TOWN shall not return any unused Salt to any SHA shop.

B. Load Records

1. The TOWN shall ensure all vehicles picking up Salt on their behalf are identified by a sticker or placard indicating the TOWN's name.
2. Only a SHA authorized loader operator shall load the TOWN trucks.
3. SHA shall create a written loading record that must be signed by the TOWN driver. A copy shall be given to the TOWN driver to account for every load of Salt that the TOWN receives from SHA. Each load record shall contain the following information:
 - a. truck number or license tag number,
 - b. the number of scoops/ buckets loaded,
 - c. the number of tons loaded based on the scoops / bucket size value multiplied by the number of scoops /buckets.

V. PAYMENT

- A. SHA shall provide a detailed invoice to the TOWN by May 31st of each year for all actual costs incurred to provide Salt to the TOWN. The invoice shall be accompanied by normal documentation from SHA to evidence actual costs incurred.
- B. Upon request by the TOWN, SHA may provide information to include the number of buckets and estimated tonnage provided to the TOWN for each date of delivery.
- C. The estimated cost of the Salt is based on the average amount of Salt used during the previous three (3) years at the prevailing rate at the time of execution of this Agreement and will be subject to future adjustments during the Term according to costs for Salt, delivery and overhead in effect at that time.
- D. Reimbursement to SHA for the Salt during the Term, including SHA overhead, is estimated to be Fifty Five Thousand Nine Hundred Dollars (\$55,900) and is based on quantities from the previous term, however, actual costs and tonnage may vary

and the TOWN shall reimburse SHA for all actual tonnage (which includes the delivery charge) and overhead costs.

- E. In the event of extremely heavy Salt usage, SHA reserves the right to submit progress billings to the TOWN in lieu of an annual invoice.
- F. Invoices for Salt are due within thirty (30) days of receipt.
- G. In the event SHA does not receive payment of an invoice within thirty (30) days of the TOWN's receipt, SHA will notify the TOWN of the overdue payment and provide the TOWN the opportunity to pay such overdue amounts. If payment of the overdue amount is not received within thirty (30) days following notification, SHA will then notify the TOWN in writing, and the parties hereby agree that SHA may make a deduction from the TOWN's share of Highway User Revenue equal to the overdue invoice amount(s) or SHA may refer the overdue amount to the Central Collection Unit, at 300 West Preston Street, Room 500, Baltimore MD 21201-2365 for collection of any overdue amount.

VI. GENERAL

- A. SHA does not supply brine, a pretreatment salt-based mixture.
- B. Title VI Assurances. All parties to this Agreement shall comply with the requirements of **APPENDIX A** (2 pages) and **APPENDIX E** (1 page) of SHA's Standard Title VI/Non-Discrimination Assurances DOT Order No. 1050.2A which generally set forth non-discrimination regulations and other civil rights related regulations. **APPENDIX A** and **APPENDIX E** are attached hereto and incorporated herein as substantive parts of this Agreement. The term "Acts" in Appendix A refers to 49 C.F.R. Part 21 and 28 C.F.R. Section 50.3. The term "Recipient" in Appendix refers to MDOT SHA.
- C. SHA and the TOWN agree to cooperate with each other to accomplish the terms and conditions of this Agreement.
- D. The provisions contained in this Agreement shall be binding upon the parties until the earlier to occur of; (i) three (3) years from the date first written above, (ii) thirty (30) days after written notice has been given by either party to the other that they elect to no longer be bound by the terms and conditions of this Agreement, or (iii) August 31, 2026. However, termination of this Agreement, and any Amendments thereto, is contingent on all outstanding invoices being paid by the TOWN.
- E. The TOWN shall indemnify, hold harmless and defend, at SHA's option, the State of Maryland, SHA and the Maryland Department of Transportation, from and against any and all liabilities, obligations, damages, penalties, claims, costs, charges and expenses, incurred in connection with the loss of life, personal injury and/or property damage arising from or in connection with the activities

performed pursuant to this Agreement by the TOWN or its contractors, agents or assigns.

- F. SHA reserves the right to limit or deny Salt to the TOWN to avoid jeopardizing SHA's snow remediation operations.
- G. This Agreement shall inure to and be binding upon the Parties, their agents, successors and assigns.
- H. This Agreement and the rights and liabilities of the parties hereto shall be determined in accordance with Maryland law and in Maryland courts.
- I. The recitals (WHEREAS clauses) at the beginning of this Agreement are incorporated as substantive provisions of this Agreement.
- J. All notices and/or invoices, if to the TOWN, shall be addressed to:

Michelle Bailey Hedgepeth
Town Administrator
4229 Edmonson Road
Bladensburg, MD 20710
Phone: 301-927-7048
E-mail: mbaileyhedgepeth@bladensburgmd.gov

And if to SHA:

Rick Shagogue
Resident Maintenance Engineer, D-3
Maryland State Highway Administration
9300 Kenilworth Ave
Greenbelt, MD 20770
Phone: 301-513-7300
E-mail: rshagogue@mdot.maryland.gov

With copies to:

Derek Gunn
District Engineer, D-3
State Highway Administration
9300 Kenilworth Ave
Greenbelt, MD 20770
Phone: 301-513-7498
Email: dgunn@mdot.maryland.gov

And,

SHA Agreements Team
Office of Procurement and Contract Management
State Highway Administration
707 N. Calvert Street
Mailstop C-405
Baltimore, MD 21202
Phone: (410) 545-5547
E-mail: shaagreementsteam@mdot.maryland.gov

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their respective duly authorized officers on the day, month and year first above written.

**MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION**

WITNESS

By: _____ (SEAL)

Andre Futrell
Deputy Administrator for
District Operations

Date

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

RECOMMENDED FOR APPROVAL:

Assistant Attorney General

Rick Shagogue
Resident Maintenance Engineer, D-3

William J. Bertrand
Director
Office of Finance

TOWN OF BLADENSBURG, MARYLAND
a body corporate and politic

WITNESS

BY: _____ (Seal)
Takesha James
Mayor

Date

BY: _____ (Seal)
Michelle Bailey Hedgepeth
Town Administrator

Date

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Town of Bladensburg Attorney

APPENDIX A OF THE TITLE VI ASSURANCES

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees as follows:

1. Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Non-discrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Recipient or the Federal Highway Administration as appropriate and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the Contractor under the contract until the Contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Recipient

or the Federal Highway Administration may direct as a means of enforcing such. provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction; the Contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX E OF THE TITLE VI ASSURANCES

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. § 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 741 00);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).



Agenda Item Summary Report

Meeting Date: October 9, 2023

Submitted by: Michelle Bailey Hedgepeth
Town Administrator

Item Title: Roadway Salt Agreement – City of Hyattsville

Work Session Item []
Council Meeting Item [X]

Documentation Attached:
Contract Documents

Recommended Action:

Approval to allow the Town Administrator to execute a one-year agreement with the City of Hyattsville for Roadway Salt

Item Summary:

This is a contract that we enter into yearly for access to additional Roadway Salt for the Town. The Town must enter into this agreement by October 27, 2023, so we can use this source as a backup in the case of a larger or extended snow emergency.

Staff will be available to answer any questions from the Town Council.

Budgeted Item: Yes [X] No []
Budgeted Amount: Use as needed
One-Time Cost:
Ongoing Cost: On-Call Basis

Continued Date:

Council Priority: Yes [] No []

Approved Date:

Robert Croslin
Mayor



Tracey E. Nicholson
City Administrator

Department of Public Works

City of Hyattsville

4637 Arundel Place, Hyattsville, Maryland 20781

October 19, 2023

RE: Purchase of Salt from City of Hyattsville

As we look forward to the upcoming winter season, it is necessary to assess our salt inventory and projected use for snow emergencies. Our records indicate that your municipality has purchased salt from the City of Hyattsville in the past. In order for the City to continue this service, you will need to review the attached Memorandum of Understanding (MOU). The MOU should be signed by a representative of your City with signatory authority. If we have not received a signed MOU from your City by October 27th, 2023, we must assume that you no longer wish to purchase salt from the City of Hyattsville. Without a signed MOU your City will be unable to purchase salt from the City of Hyattsville, unfortunately we cannot make any exceptions.

To facilitate the salt pick-up process a meeting will be held the City of Hyattsville Department of Public Works Operations Center at 4637 Arundel Place on Friday, November 3, 2023, from 9:00 to 9:30 a.m. Your City staff responsible for picking up salt should attend this meeting.

We look forward to working with you. If you have any questions please call Shanee Richardson, Administrative Coordinator, at 301-985-5032.

Regards,

Lesley Riddle

Lesley Riddle, Director

Department of Public Works

CC: City Administrator

Robert Croslin
Mayor



Tracey E. Nicholson
City Administrator

Memorandum of Understanding

The City of Hyattsville (the "City") hereby agrees to assist your municipality during snow emergencies by providing salt from the City's salt storage shed subject to the following terms and conditions:

1. The City's ability to provide salt to your municipality depends upon the availability supply of salt for the City's own snow operations.
2. It is hereby agreed upon by both parties that the City will be reimbursed for the actual cost of salt purchased plus an administrative fee for fifteen percent (15%) to defray the cost of equipment and labor.
3. If a snow or ice event is anticipated, your municipality shall call the City's Public Works Operation Center at (301) 985-5032 between the hours of 7:00 AM and 3:00 PM, Monday through Friday, except of federal holidays, to inquire about salt availability and hours of pick up. During a snow event the City will not extend its hours of service beyond those needed to clear streets maintained by the City of Hyattsville. It is the responsibility of your municipality staff to get an anticipated shut down time from the Public Works Operations Center.
4. The City will consider accepting returns of unused salt; however, there will be no refunds.
5. The City of Hyattsville, its officials, employees, agents, and contractors shall be indemnified and held harmless by your municipality from any and all liabilities, judgement, settlements, cost or charges (including attorney's fees) incurred by the City of Hyattsville and/or any of its officials, employees, agents or contractors as a result of any claim, demand, actions or suit relating to bodily injury (including death), loss of property, damage caused by, arising out of, related to, or associated with the work and activities involved in providing salt to your municipality.

Name (please print)

Signature

Title

Date

Name of Municipality: _____ Phone: _____

Address: _____

After hours staff contact: _____ Phone: _____

Estimate of average annual requirement for salt from the City of Hyattsville: _____ Tons.

Treasurer's Report – for September FY24

October 9, 2023 Mayor and Council Meeting

Please find the financial highlights through September which is our first quarter of the fiscal year:

Revenues: The Town has received 16% of the budgeted revenues through this point which is still very early in the fiscal year. Please see the highlights below and Table 1 attached:

- Tax Collections – Real estate tax collections are slow this time of year as we wait for the large revenue stream from the County's first property tax payment deadline of September 30th to be received this month. Business Personal Property tax assessments are still exceeding budget as we were at this point last year. Income tax revenue is low until we see the results from the October 15th extended filers.
- American Rescue Plan Act (Federal) Funding is revenue recognized for expenses incurred for the ARPA program. The Town has expended \$433K through September to assist residents with rental assistance, business assistance, and salary costs. Please refer to the ARPA Dashboard for more detailed information of how these funds are helping serve the Town.
- Automated Traffic Enforcement has generated \$126K for August and September. The Town received \$271K in July but we realized these as FY23 revenues since payments were related to fines issued in June and other dates in the prior fiscal year.
- Other Revenues – The majority of the \$131K is for \$114K of interest received in the first quarter due to the high rates and strong market activity. The interest is earned on excess funds invested in the Maryland Local Government Investment Pool.

Expenses – Expenses overall are on track through the first quarter with 26% of the budget being expended. Following are the departmental highlights with financials attached:

- Mayor and Council is operating just ahead of budget because of expenditures for our summer and fall Community Events such as the July 4th Fireworks, Senior Gathering, and preparing for BladeFest and the Haunting of Town Hall.
- The Administrative departments are the smallest to include the Town Administrator, Finance, and Clerk and is only 10% of our total budget. Combined, they are operating below budget at 19% but this is attributable to timing differences of when funds will be spent during the fiscal year.
- Public Safety being our largest department has the bulk of the expenditures is overall performing according to budget. Pension and worker's compensation expenses have not been calculated yet to include in the compensation but will be in October's financials.
- Speed Camera funds were used to purchase (3) police cruisers and (2) pickup trucks. Other uses of the speed camera funds were for compensation, the temporary office trailer, and uniforms.
- Public Works is operating above budget largely for the emergency repairs to excavate and replace an underground sewer line behind our Town Hall building. We also expended \$215K of our Highway User Funds for the milling and asphalt overlay of 57th Ave.

- ARPA – We have distributed almost \$230K of funds this quarter for our Community Initiatives which was primarily for rental and mortgage assistance. Total cumulative spent since receiving these funds are \$3.1M or 64% of the total funding allocated to the Town. *(Please see the attached ARPA Dashboard).*

Other Items

- We are preparing for the FY23 annual audit which we are starting two weeks later than last year because of additional revenues and activity this fiscal year. There will be additional work and reporting required for the audit because of the large amount of federal funds received and expended through ARPA. I will be requesting a 60-day extension from the State to December 31st to complete and file our annual audit. I do not expect it will take this long and hope to have this presented at our December 11th meeting.
- The County shared their FY25 Tax Differential presentation to the municipalities. We will apply for this in November to have a decision in December.

Please contact myself or Christina Daves in our Finance Office if you should have any questions.
Thank you.

Vito Tinelli

Town Treasurer

vtinelli@bladensburgmd.gov

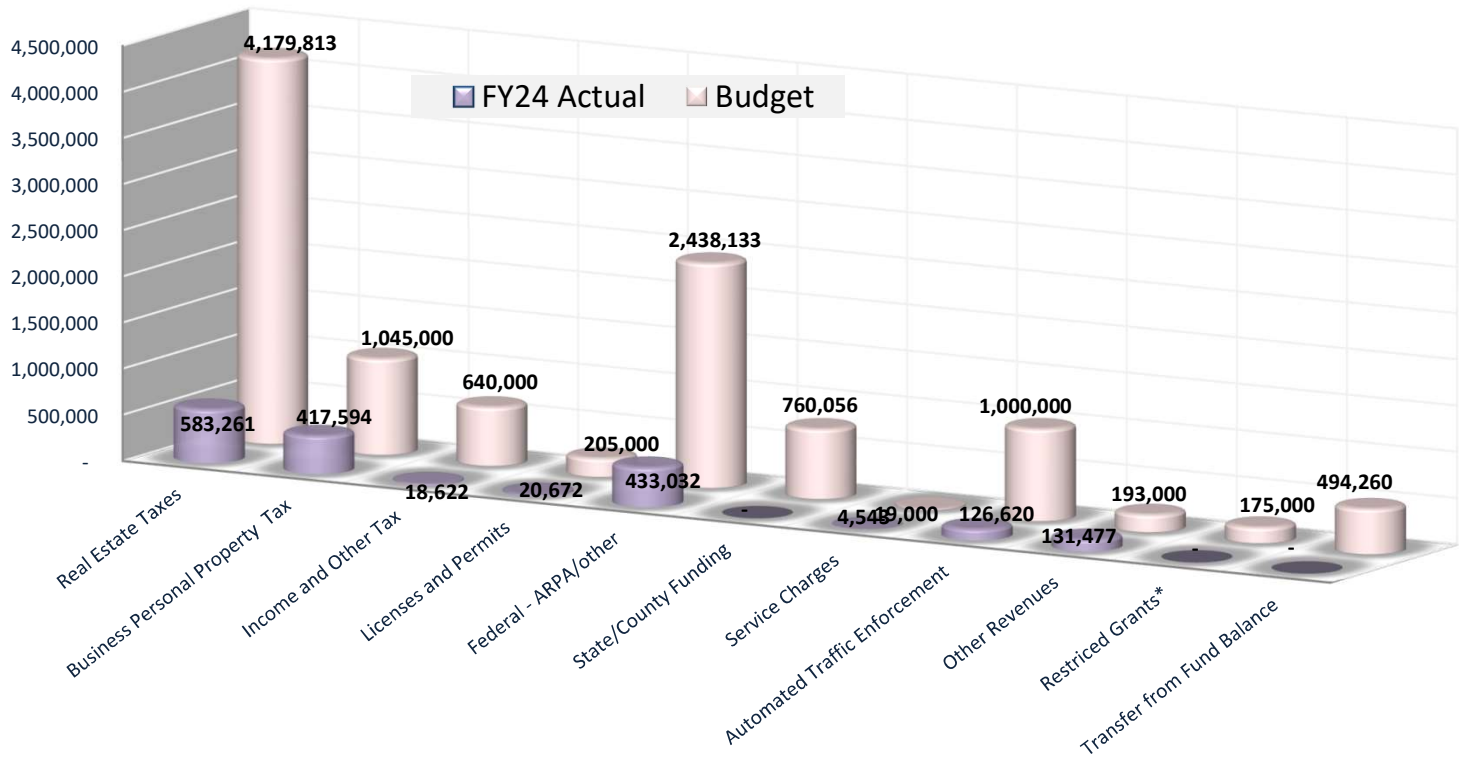
October 9, 2023

Table 1. Town of Bladensburg Financial Summary
Sep-23

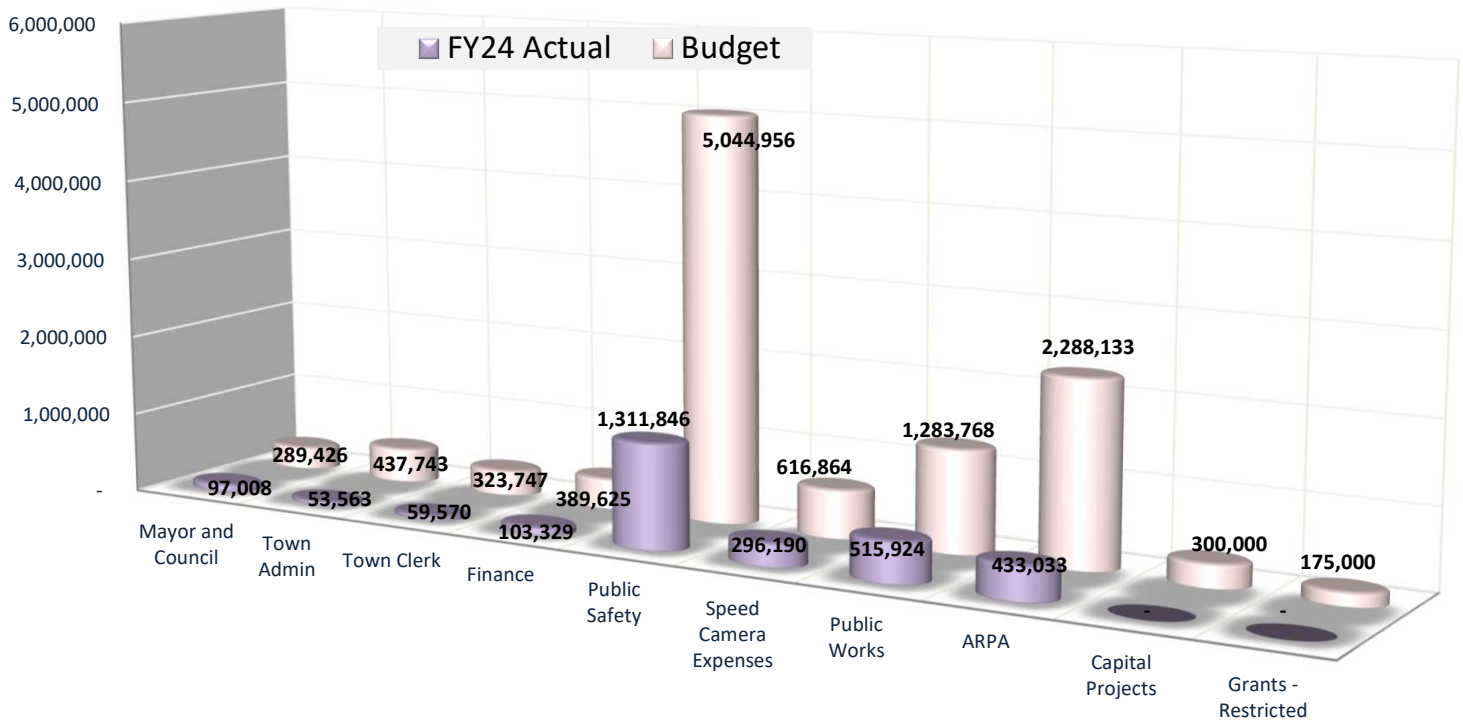
Financial Summary	FY24 1Q	Budget	Variance	Last Year 1Q	Change since prior year
Revenues					
Property Tax	583,261	4,179,813	14%	162,399	259%
Personal Property Tax	417,594	1,045,000	40%	588,877	-29%
Income and Other Tax	18,622	640,000	3%	23,433	-21%
Licenses and Permits	20,672	205,000	10%	34,916	-41%
Federal funding - ARPA	433,032	2,438,133	18%	416,377	4%
State and County Funding	-	760,056	0%	-	
Service Charges	4,543	19,000	24%	9,648	-53%
Automated Traffic Enforce.	126,620	1,000,000	13%	-	
Other Revenues	131,477	193,000	68%	51,446	156%
Restricted Grants	-	175,000	0%	4,000	-100%
Fund Balance Transfer	-	494,260	0%	-	
Total Revenues	1,735,821	11,149,262	16%	1,291,096	34%
Expenses by Dept.					
Mayor and Council	97,008	289,426	34%	67,077	45%
Town Administrator	53,563	437,743	12%	10,931	390%
Town Clerk	59,570	323,747	18%	73,073	-18%
Finance	103,329	389,625	27%	99,419	4%
Public Safety	1,311,846	5,044,956	26%	1,241,872	6%
Speed Camera Expenses	296,190	616,864	48%		
Public Works	515,924	1,283,768	40%	259,959	98%
ARPA Projects	433,033	2,288,133	19%	488,715	-11%
Grants	-	175,000	0%	-	
Capital Projects	-	300,000		-	
Total Expenses	2,870,463	11,149,262	26%	2,241,046	28%
Surplus / (Deficit)	(1,134,642)	-		(949,950)	19%

Interim Financials, Subject to Change

1Q FY24 Revenues vs Budget



1Q FY24 Expenditures vs Budget by Department



Town of Bladensburg
Mayor and Council FY24
July through September 2023

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	11,077	60,008	18%
6030 · FICA	798	4,591	17%
6040 · Health Insurance	7,895	40,468	20%
6050 · Pension		6,559	
6060 · Workers Comp		2,000	
	<u> </u>	<u> </u>	<u> </u>
Total 6000 · Compensation	19,770	113,626	17%
6140 · Professional Development			
6145 · Council Business Development	1,601	22,000	7%
	<u> </u>	<u> </u>	<u> </u>
Total 6140 · Professional Development	1,601	22,000	7%
6160 · Employee Recognition	240	8,000	3%
6210 · Council Projects		2,500	
6225 · Community Grants			
6226 · Fire Department Donation	30,000	30,000	100%
6227 · Scholarships		5,000	
6225 · Community Grants - Other		12,000	
	<u> </u>	<u> </u>	<u> </u>
Total 6225 · Community Grants	30,000	47,000	64%
6230 · Community Events	29,352	66,000	44%
6235 · Senior Citizen Projects	3,000	4,500	67%
6255 · Town Meetings	1,161	5,000	23%
6320 · Wireless Communications	400	4,800	8%
6550 · Insurance - Liability	681	3,000	23%
6825 · Membership	10,803	13,000	83%
	<u> </u>	<u> </u>	<u> </u>
Total Expense	97,008	289,426	34%
	<u> </u>	<u> </u>	<u> </u>
Net Ordinary Income	-97,008	-289,426	34%
	<u> </u>	<u> </u>	<u> </u>
Net Income	-97,008	-289,426	34%
	<u> </u>	<u> </u>	<u> </u>

Town of Bladensburg
Town Administrator FY24
July through September 2023

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	34,618	150,613	23%
6030 · FICA	2,642	11,522	23%
6040 · Health Insurance	2,700	14,686	18%
6050 · Pension		16,462	
6060 · Workers Comp		500	
Total 6000 · Compensation	39,959	193,783	21%
6110 · Tuition Reimbursement		1,000	
6140 · Professional Development	724	4,000	18%
6260 · Transportation		60,000	
6320 · Wireless Communications	830	960	86%
6560 · Legal	1,424	40,000	4%
6580 · Contractual Services	6,000	100,000	6%
6810 · Advertising	4,626	30,000	15%
6820 · Website		4,000	
6825 · Membership		1,000	
6835 · Travel		3,000	
Total Expense	53,563	437,743	12%
Net Ordinary Income	-53,563	-437,743	12%
Net Income	-53,563	-437,743	12%

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10/05/23
Accrual Basis

Town of Bladensburg
Town Clerk FY24
July through September 2023

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	41,821	203,803	21%
6020 · Overtime	1,677	3,000	56%
6030 · FICA	3,328	15,820	21%
6040 · Health Insurance	3,639	22,574	16%
6050 · Pension		24,728	
6060 · Workers Comp		500	
Total 6000 · Compensation	50,465	270,425	19%
6110 · Tuition Reimbursement		2,000	
6140 · Professional Development		3,000	
6240 · Memorials		2,000	
6270 · Historic Promotion		2,402	
6320 · Wireless Communications	160	1,920	8%
6460 · Software Contract		10,000	
6570 · Equipment Lease	1,651	5,000	33%
6825 · Membership		500	
6835 · Travel	19	1,500	1%
6850 · Office Supplies	2,256	8,000	28%
6855 · Postage	547	2,000	27%
6880 · Election Costs	3,287	8,000	41%
6890 · Utilities	1,187	7,000	17%
Total Expense	59,570	323,747	18%
Net Ordinary Income	-59,570	-323,747	18%
Net Income	-59,570	-323,747	18%

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10/05/23
Accrual Basis

Town of Bladensburg
Finance FY24
July through September 2023

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	53,406	198,468	27%
6020 · Overtime	113	1,000	11%
6030 · FICA	4,079	15,259	27%
6040 · Health Insurance	2,942	10,067	29%
6050 · Pension	2,139	24,871	9%
6060 · Workers Comp		500	
Total 6000 · Compensation	62,678	250,165	25%
6110 · Tuition Reimbursement		2,000	
6140 · Professional Development	275	2,000	14%
6150 · Payroll Service	1,553	6,000	26%
6320 · Wireless Communications	80	960	8%
6460 · Software Contract		2,000	
6510 · Audit		17,000	
6520 · Bank Charges	1,254	5,000	25%
6530 · Bad Debts		6,000	
6550 · Insurance - Liability	3,128	10,000	31%
6825 · Membership		500	
6835 · Travel	229	1,000	23%
Total Expense	69,197	302,625	23%
Net Ordinary Income	-69,197	-302,625	23%
Other Income/Expense			
Other Expense			
6950 · Debt Service	34,131	87,000	39%
Total Other Expense	34,131	87,000	39%
Net Other Income	-34,131	-87,000	39%
Net Income	<u>-103,329</u>	<u>-389,625</u>	<u>27%</u>

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Accrual Basis

Town of Bladensburg
Public Safety FY24
July through September 2023

	Jul - Sep 23	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	787,074	2,727,440	29%
6020 · Overtime	151,427	272,744	56%
6030 · FICA	69,975	229,514	30%
6040 · Health Insurance	138,482	584,108	24%
6050 · Pension		354,650	
6060 · Workers Comp		250,000	
Total 6000 · Compensation	1,146,959	4,418,456	26%
6110 · Tuition Reimbursement		20,000	
6130 · Recruitment	4,951	16,000	31%
6140 · Professional Development	9,268	35,000	26%
6160 · Employee Recognition	123	4,000	3%
6230 · Community Events	9,128	20,000	46%
6240 · Memorials	128		
6310 · Telephone	8,764	27,000	32%
6320 · Wireless Communications	4,666	40,000	12%
6350 · Internet Access	1,639	7,000	23%
6360 · Data Fees	126	2,000	6%
6420 · Computer Expense	723		
6440 · IT Support	12,237	42,000	29%
6460 · Software Contract	1,421	20,000	7%
6545 · Insurance - Auto	20,785	50,000	42%
6550 · Insurance - Liability	14,712	55,000	27%
6570 · Equipment Lease	3,318	9,000	37%
6580 · Contractual Services	5,257	15,000	35%
6620 · Fuel	36,001	100,000	36%
6640 · Vehicle Repairs and Maintenance	5,272	40,000	13%
6650 · Vehicle Body Repairs	5,439	30,000	18%
6670 · Equipment Maintenance	180	3,000	6%
6680 · Weapon Repairs and Supplies	3,275	20,000	16%
6825 · Membership	933	1,500	62%
6835 · Travel	3,045	5,000	61%
6850 · Office Supplies	3,232	15,000	22%
6855 · Postage	356	3,000	12%
6865 · Supplies	6,770	20,000	34%

Town of Bladensburg
Public Safety FY24
July through September 2023

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>% of Budget</u>
6885 · Finger Printing	366	1,000	37%
6890 · Utilities	2,770	26,000	11%
Total Expense	<u>1,311,846</u>	<u>5,044,956</u>	<u>26%</u>
Net Ordinary Income	<u>-1,311,846</u>	<u>-5,044,956</u>	<u>26%</u>
Net Income	<u><u>-1,311,846</u></u>	<u><u>-5,044,956</u></u>	<u><u>26%</u></u>

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10/05/23
Accrual Basis

Town of Bladensburg
Public Works FY24
July through September 2023

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	74,697	318,158	23%
6020 · Overtime	3,688	10,000	37%
6030 · FICA	5,959	25,104	24%
6040 · Health Insurance	16,775	69,282	24%
6050 · Pension		39,224	
6060 · Workers Comp		35,000	
Total 6000 · Compensation	101,119	496,768	20%
6110 · Tuition Reimbursement		3,500	
6120 · Uniforms		3,000	
6140 · Professional Development		2,000	
6350 · Internet Access	514	3,000	17%
6620 · Fuel	4,636	20,000	23%
6640 · Vehicle Repairs and Maintenance	4,866	20,000	24%
6670 · Equipment Maintenance	970	10,000	10%
6710 · Building Maintenance	44,875	50,000	90%
6720 · Grounds Maintenance	9,850	30,000	33%
6740 · Street Lights	12,125	50,000	24%
6750 · Sanitation Contract	73,742	300,000	25%
6760 · Landfill Fees	1,629	16,000	10%
6770 · Building Supplies	1,715	10,000	17%
6790 · Janitorial Services	7,250	30,000	24%
6835 · Travel	90	500	18%
6860 · Shop Supplies	56	3,000	2%
6890 · Utilities	4,496	28,000	16%
Total Expense	267,933	1,075,768	25%
Net Ordinary Income	-267,933	-1,075,768	25%

Town of Bladensburg
Public Works FY24
July through September 2023

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>% of Budget</u>
Other Income/Expense			
Other Expense			
6970 · Capital Outlay			
6975 · Capital Outlay - Seized Funds			
6979 · Highway User Projects	215,195	150,000	143%
6970 · Capital Outlay - Other	32,796	58,000	57%
	<u>247,991</u>	<u>208,000</u>	<u>119%</u>
Total 6970 · Capital Outlay			
	<u>247,991</u>	<u>208,000</u>	<u>119%</u>
Total Other Expense			
	<u>-247,991</u>	<u>-208,000</u>	<u>119%</u>
Net Other Income			
	<u>-515,924</u>	<u>-1,283,768</u>	<u>40%</u>
Net Income			

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10/05/23
Accrual Basis

Town of Bladensburg
Speed Camera Fund FY24
July through September 2023

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
4700 · Service Charges			
4770 · Automated Traffic Enforcement	<u>126,620</u>	<u>1,000,000</u>	<u>13%</u>
Total 4700 · Service Charges	<u>126,620</u>	<u>1,000,000</u>	<u>13%</u>
Total Income	<u>126,620</u>	<u>1,000,000</u>	<u>13%</u>
Gross Profit	126,620	1,000,000	13%
Expense			
6000 · Compensation			
6010 · Regular Pay		59,844	
6020 · Overtime		5,984	
6030 · FICA		5,036	
Total 6000 · Compensation		70,864	
6120 · Uniforms	15,755	50,000	32%
6330 · Communications Contracts		38,000	
6570 · Equipment Lease	14,812		
6580 · Contractual Services	1,650	50,000	3%
6590 · Automated Traffic Enforcement		100,000	
Total Expense	<u>32,217</u>	<u>308,864</u>	<u>10%</u>
Net Ordinary Income	94,403	691,136	14%
Other Income/Expense			
Other Expense			
6970 · Capital Outlay	<u>263,973</u>	<u>308,000</u>	<u>86%</u>
Total Other Expense	<u>263,973</u>	<u>308,000</u>	<u>86%</u>
Net Other Income	<u>-263,973</u>	<u>-308,000</u>	<u>86%</u>
Net Income	<u><u>-169,570</u></u>	<u><u>383,136</u></u>	<u><u>-44%</u></u>

4:28 PM
10/05/23
Accrual Basis

Town of Bladensburg
ARPA FY24
July through September 2023

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	146,732	546,958	27%
6020 · Overtime	25,644	49,543	52%
6030 · FICA	13,210	45,632	29%
Total 6000 · Compensation	185,586	642,133	29%
6120 · Uniforms		3,000	
6220 · Community Initiatives			
6221 · Housing Assistance	220,386	500,000	44%
6222 · Business/Non-Profit Assistance	6,000	500,000	1%
6223 · Food Assistance		20,000	
6224 · Monitoring	891	50,000	2%
Total 6220 · Community Initiatives	227,277	1,070,000	21%
6235 · Senior Citizen Projects	2,000	3,000	67%
6420 · Computer Expense		20,000	
6580 · Contractual Services	15,418	50,000	31%
6670 · Equipment Maintenance	2,752		
Total Expense	433,033	1,788,133	24%
Net Ordinary Income	-433,033	-1,788,133	24%
Other Income/Expense			
Other Expense			
6970 · Capital Outlay			
6972 · Long Term Capital Projects		500,000	
6970 · Capital Outlay - Other			
Total 6970 · Capital Outlay		500,000	
Total Other Expense		500,000	
Net Other Income		-500,000	
Net Income	<u>-433,033</u>	<u>-2,288,133</u>	<u>19%</u>

ARPA Cumulative Expense Summary

as of: 9/30/2023

Summary	FY22	FY23	FY24	Total Expended	<u>Cumulative Program Expense all years</u>		
Compensation	94,840	528,436	185,586	808,862	808,862	26%	Total Compensation
Community Asst				-	1,552,897	50%	Total Assistance
Rental/Mortgage	138,633	1,052,465	220,386	1,411,484	661,496	21%	Total Capital
Business/Non Profit		44,485	6,000	50,485	113,231	4%	Total Other
Food Assistance		17,308		17,308	3,136,486	100%	
Monitoring			891	891			
Trauma Kits		46,919		46,919			
Computer	31,521	24,831		56,352			
Capital - Police	49,331	234,048		283,379			
Capital - Other		378,117		378,117			
Contractual	11,969	29,492	15,418	56,879			
Senior Buildings		3,000	2,000	5,000			
Supplies	18,058	-	2,752	20,810			
ARPA Totals	344,352	2,359,101	433,033	3,136,486	64%		
Total Award				4,933,972			
Interest Earned				151,654			
Cumulative Expended				3,136,486	64%		
Balance of Funds Remaining as of September 30, 2023				1,949,140	40%		

FY24 Only

	FY24 Budget	FY24 Expenses	Budget Balance
Compensation	742,133	185,586	556,547
Community Asst			-
Rental/Mortgage	500,000	220,386	279,614
Business/Non Profit	250,000	6,000	244,000
Food Assistance	20,000		20,000
Monitoring	50,000	891	49,109
			-
Computer	20,000		20,000
Ground Maint.	50,000	2,752	47,248
Capital - Other	575,000		575,000
Contractual	50,000	15,418	34,582
Senior Buildings	3,000	2,000	1,000
Supplies	28,000	-	28,000
	2,288,133	433,033	1,855,100

Town of Bladensburg
Profit & Loss Budget Overview
July through September 2023

	Jul - Sep 23	Budget	% of Budget
Ordinary Income/Expense			
Income			
4000 · Property Taxes			
4020 · Real Estate Taxes	583,261	4,179,813	14%
4040 · Business Personal Property Tax	417,594	1,045,000	40%
Total 4000 · Property Taxes	1,000,855	5,224,813	19%
4100 · Income Tax	18,622	600,000	3%
4200 · Other Local Taxes			
4220 · Admissions and Amusement ...		40,000	
Total 4200 · Other Local Taxes		40,000	
4300 · Licenses and Permits			
4310 · Local Business Licenses	18,355	80,000	23%
4320 · County Traders License	119	15,000	1%
4370 · Cable Franchise Fees	1,836	110,000	2%
4300 · Licenses and Permits - Other	362		
Total 4300 · Licenses and Permits	20,672	205,000	10%
4400 · Federal Funding			
4410 · Federal Earmark		150,000	
4400 · Federal Funding - Other	433,032	2,288,133	19%
Total 4400 · Federal Funding	433,032	2,438,133	18%
4500 · State Funding			
4510 · Highway User Revenues		285,200	
4520 · Police Aid		300,000	
4550 · Bond Bill		150,000	
Total 4500 · State Funding		735,200	
4600 · County Funding			
4620 · County Disposal Fee Rebate		22,484	
4640 · Bank Stock		2,372	
Total 4600 · County Funding		24,856	
4700 · Service Charges			
4720 · Local Fines/Fees	4,273	15,000	28%
4730 · Copier Fees	270	3,000	9%
4740 · Fingerprinting		1,000	
4770 · Automated Traffic Enforcement	126,620	1,000,000	13%
Total 4700 · Service Charges	131,163	1,019,000	13%
4800 · Other Revenues			
4810 · Insurance Reimbursement	500	60,000	1%
4820 · Bus Shelter Advertising		2,000	
4830 · Property Rental	10,500	42,000	25%
4840 · Vehicle Deployment	1,750	7,000	25%
4870 · Misc. Revenues	4,772	2,000	239%
4880 · Interest Earned	113,955	80,000	142%
Total 4800 · Other Revenues	131,477	193,000	68%

Town of Bladensburg
Profit & Loss Budget Overview
 July through September 2023

	Jul - Sep 23	Budget	% of Budget
4900 · Restricted Revenues			
4950 · Community Legacy - Restricted			
4960 · CDBG Construction Grant		165,000	
4970 · Other Grants			
4900 · Restricted Revenues - Other		10,000	
Total 4900 · Restricted Revenues		175,000	
4999 · Transfer from Fund Balance		494,260	
Total Income	1,735,821	11,149,262	16%
Gross Profit	1,735,821	11,149,262	16%
Expense			
6000 · Compensation			
6010 · Regular Pay	1,149,424	4,265,292	27%
6020 · Overtime	182,550	342,271	53%
6030 · FICA	99,990	352,478	28%
6040 · Health Insurance	172,432	741,185	23%
6050 · Pension	2,139	466,494	0%
6060 · Workers Comp		288,500	
Total 6000 · Compensation	1,606,536	6,456,220	25%
6110 · Tuition Reimbursement		28,500	
6120 · Uniforms	15,755	56,000	28%
6130 · Recruitment	4,951	16,000	31%
6140 · Professional Development			
6145 · Council Business Development	1,601	22,000	7%
6140 · Professional Development - O...	10,268	46,000	22%
Total 6140 · Professional Development	11,869	68,000	17%
6150 · Payroll Service	1,553	6,000	26%
6160 · Employee Recognition	364	12,000	3%
6210 · Council Projects		2,500	
6220 · Community Initiatives			
6221 · Housing Assistance	220,386	500,000	44%
6222 · Business/Non-Profit Assistance	6,000	500,000	1%
6223 · Food Assistance		20,000	
6224 · Monitoring	891	50,000	2%
Total 6220 · Community Initiatives	227,277	1,070,000	21%
6225 · Community Grants			
6226 · Fire Department Donation	30,000	30,000	100%
6227 · Scholarships		5,000	
6225 · Community Grants - Other		12,000	
Total 6225 · Community Grants	30,000	47,000	64%

Town of Bladensburg
Profit & Loss Budget Overview
 July through September 2023

	Jul - Sep 23	Budget	% of Budget
6230 · Community Events	38,480	86,000	45%
6235 · Senior Citizen Projects	5,000	7,500	67%
6240 · Memorials	128	2,000	6%
6255 · Town Meetings	1,161	5,000	23%
6260 · Transportation		60,000	
6270 · Historic Promotion		2,402	
6310 · Telephone	8,764	27,000	32%
6320 · Wireless Communications	6,136	48,640	13%
6330 · Communications Contracts		38,000	
6350 · Internet Access	2,153	10,000	22%
6360 · Data Fees	126	2,000	6%
6420 · Computer Expense	723	20,000	4%
6440 · IT Support	12,237	42,000	29%
6460 · Software Contract	1,421	32,000	4%
6510 · Audit		17,000	
6520 · Bank Charges	1,254	5,000	25%
6530 · Bad Debts		6,000	
6545 · Insurance - Auto	20,785	50,000	42%
6550 · Insurance - Liability	18,521	68,000	27%
6560 · Legal	1,424	40,000	4%
6570 · Equipment Lease	19,781	14,000	141%
6580 · Contractual Services	28,325	215,000	13%
6590 · Automated Traffic Enforcement		100,000	
6620 · Fuel	40,637	120,000	34%
6640 · Vehicle Repairs and Maintenance	10,138	60,000	17%
6650 · Vehicle Body Repairs	5,439	30,000	18%
6670 · Equipment Maintenance	3,902	13,000	30%
6680 · Weapon Repairs and Supplies	3,275	20,000	16%
6710 · Building Maintenance	44,875	50,000	90%
6720 · Grounds Maintenance	9,850	30,000	33%
6740 · Street Lights	12,125	50,000	24%
6750 · Sanitation Contract	73,742	300,000	25%
6760 · Landfill Fees	1,629	16,000	10%
6770 · Building Supplies	1,715	10,000	17%
6790 · Janitorial Services	7,250	30,000	24%
6810 · Advertising	4,626	30,000	15%
6820 · Website		4,000	
6825 · Membership	11,736	16,500	71%
6835 · Travel	3,382	11,000	31%
6850 · Office Supplies	5,488	23,000	24%
6855 · Postage	903	5,000	18%
6860 · Shop Supplies	56	3,000	2%
6865 · Supplies	6,770	20,000	34%
6880 · Election Costs	3,287	8,000	41%
6885 · Finger Printing	366	1,000	37%
6890 · Utilities	8,452	61,000	14%
6900 · Grants - Restricted			
6930 · CDBG		165,000	
6900 · Grants - Restricted - Other		10,000	
Total 6900 · Grants - Restricted		175,000	
Total Expense	2,324,367	9,746,262	24%
Net Ordinary Income	-588,546	1,403,000	-42%
Other Income/Expense			
Other Expense			
6950 · Debt Service	34,131	87,000	39%

Town of Bladensburg
Profit & Loss Budget Overview
July through September 2023

	Jul - Sep 23	Budget	% of Budget
6970 · Capital Outlay			
6972 · Long Term Capital Projects		800,000	
6975 · Capital Outlay - Seized Funds			
6979 · Highway User Projects	215,195	150,000	143%
6970 · Capital Outlay - Other	296,769	366,000	81%
Total 6970 · Capital Outlay	511,964	1,316,000	39%
Total Other Expense	546,095	1,403,000	39%
Net Other Income	-546,095	-1,403,000	39%
Net Income	-1,134,641		100%

Department of Public Works
Report for September, 2023



Submitted By
Purnell Hall

Public Works activities for September, 2023:

During the months of, Public Works activities for July/August, 2023:

1. Public Works made sure all trucks that enter the County landfills, were able to pass inspection.
2. Meet with Will from GreenWorks to show him some location in Town where some tree can be planted.
3. Mr. Hall had a zoom meeting with Patrica from CKAR in refence tree planting on Edmonston Road Bio swale.
4. Public Works planted flowers around the Town Hall and Town of Bladensburg signs.



5. Assisted officers Harris with adjusting camera in the 5200 Block of Newton Street.
6. Public Works issued a new Town of Bladensburg trash can to a newly resident the just move to the Town.
7. Public Works assisted Council woman Blout with their senior event on the Town green.
8. Attended Employee appreciation lunch cruise. Public Works wants to say THANKS.
9. Public Works took new dump truck to get snow plow installed for the winter season.
10. Made sure janitor had supplies as needed.
11. Mr. Hall has interviewed several candidates for the part time positions at Public Works.
12. Painters have completed the Police Station.

Measured in tons

Brush	0.59
Building material	1.45
Condominium bulk pick up	5.32

Ground Maintenance:

The Public Works crew is committed to keeping the Town clean and beautiful and as a result we have picked up litter in the following areas of the Town.

- Annapolis Road Pedestrian Tunnel
- The Industrial Area
- The alley-way in between 55th Ave. and 56th Ave.

Meetings:

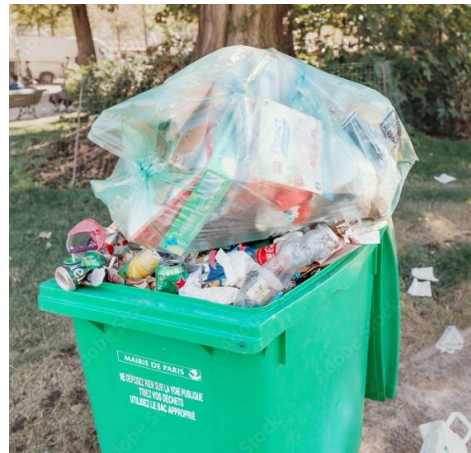
1. Department Head meeting
2. Town Engineer CPJ
3. CKR (planting trees in town)



If you have leaves for pick up, please place them in yard waste bags or trash cans marked with and X for pick up on **MONDAYS.**

Help Keep Bladensburg Clean!

- In order for the Department of Public Works to keep the Town clean and litter free, we need a little help from our residents as well.
 1. Pick up litter in front of your property. (Curb line as well)
 2. Please put trash in a trash container with the lid closed.





TOWN ADMINISTRATOR MONTHLY REPORT - September 2023

Dear Town Council, Residents, Business owners, and Employees of the Town of Bladensburg;

Happy Fall! As the seasons change, staff has worked hard on various projects.



September 2023: Projects and Activities:

Green Initiatives: In preparation for the Town's Sustainability certification renewal, we have been working on a few items to place Bladensburg at the forefront of Maryland Communities. Below are some items that the staff has been working to implement;

- **Need a Tree?** The Town has partnered with CKAR on a Tree planting project to provide shade in urban areas. Here is a link to the Flyer that outlines the trees available and how you can have them planted on your property.
- **Grant Submitted for Rain Barrels:** The Town has been working with a community partner on a joint project to fund and teach residents how to install Rain barrels at their residences.
- **WE NEED YOU! Join the Green Team!** As part of our sustainability project, we will need your help on our Green Team. Members assist the Town in making Green Policy decisions and help us to spread the word about our events and initiatives.
- **New Charging Station Update (PEPCO):** The newly installed rapid charging station is in progress; we have contacted Pepco to set up a date for a small ribbon cutting this fall. This will add two more charging spaces to the Town Hall and allow vehicles to charge faster than our existing stations.

Flood Channel Project: We are working on this project, and the next meeting date will be announced shortly. We are working hard with the County to provide information on the flood channel project.

We are Hiring! I need your help; please promote that we are hiring. We have gotten some applications, but the response has been minimal. We continue to post this notice in our online newsletter, and I reached out to Employ Prince on social media that the Town is hiring for our Public Works teams. If you know anyone who may be interested in a part-time position, please let us know.

Business Area Beatification Team (PW): An item was approved on the September Council meeting; the concept is hiring part-time labor to enhance our current public works teams during the fall and spring to give us some additional "people-power" as we close the year. ARPA funds will fund this vital project. This team will focus on commercial corridors to spruce up our curb appeal. Some work has already started!

Reminder! Security Camera Reimbursement Program: The Town started advertising the program in early August, and information is on the website. We have also posted announcements on the Town's social media. The program is funded with \$50,000 in ARPA funds. This is estimated to assist 50 households in each ward. Please make sure to apply today!

Upcoming Event Reminders:

Town of Bladensburg:

- The Haunting of Town Hall - Friday, October 13, from 7:00 pm to 9:30 pm
- Green up / Clean up: Saturday, October 21, 2023 – 8 AM - 1 PM, locations TBD
- Bladefest - Saturday, October 28, Bladensburg High School – 10:00 am – 4:00 pm
- Thanksgiving Turkey Giveaway – November 18, Bladensburg High School 9 am – 12 pm
- Yule Log – December 1, 2023
- Senior Gala – December 6, 2023

I want to thank so many of you for your support over the last few months. We are working to make the Town better and more efficient.

If you have any issues, please feel free to contact me directly.

Respectfully,

Michelle Bailey Hedgepeth
Town Administrator