THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND
AGENDA

September 20, 2022

6:00 PM Call to Order/Pledge of Allegiance/Moment of Silence

Meeting Announcements

Building is Open for In-Person Attendance, for Remote Participation Dial 1-872-239-8359, Conference ID 767 890 011#

Consent Items

#1 - Regular Session Minutes, September 6, 2022

#2 - Liquor Minutes, September 6, 2022

#3 - Closed Session Minutes, September 6, 2022

Special Class C Licenses

Kent County Bar Association, Beer and Wine, October 5, 2022

Appointments

Sean Powell, Deputy Secretary, Consolidated Transportation Programs Tour, Maryland Department of Transportation

TSO: Sean Powell, Deputy Secretary of Operations and Homeland Security; Rashad Pinckney, Regional Planner; Pilar Helm, Director of Government Affairs
MAA: Ashish Solanki, Director, Office of Regional Aviation
MVA: Chrissy Nizer, Administrator
MTA: Travis Johnston, Director, OLTS
SHA: Tim Smith, Administrator; Ken Fender, District 1 Engineer
MDTA: Melissa Williams, Director of Planning and Program Development
MPA: No Attendance

Departmental Appointments

Penny Young-Carrasquillo, Grants Manager

Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board Grant Award

Penny Young-Carrasquillo, Grants Manager

Kent County Sheriff's Office Equipment Initiative - Police Accountability, Community and Transparency Grant program

Human Resources Director

Detention Center- Program Manager

Program Manager Vacancy

Public Works - Roads Division

MEO I Vacancies (4)

Public Works - Water and Wastewater Division

Utility Technician Vacancy

Kent Alcohol and Tobacco Enforcement KATE

Sondra M. Blackiston, Clerk/Kate Manager

Special Class "C" Per Diem License Issued

Public Comment/Media Review

Public Comments Sign In Sheet

For Your Information

Jamie Williams, Director, Economic and Tourism Development

Upper Shore Workforce Investment Board’s Rural Maryland Economic Development Fund Letter of Support - Maryland Department of Commerce

American Rescue Plan Act Funds

American Rescue Plan Act (ARPA) Funds Spend Plan

Contingency Fund

Contingency and Use of Fund Balance Report

(Meetings are conducted in Open Session unless otherwise indicated. All or part of County Commissioners' meetings can be held in closed session under the authority of the MD Open Meetings Law by vote of the Commissioners. Breaks are at the call of the President. Please note that times listed for specific items on the agenda are only estimates, and that the order of agenda items may change as time dictates or allows. Meetings are subject to audio and video recordings.)

Building is Open for In-Person Attendance, for Remote Participation Dial 1-872-239-8359, Conference ID 767 890 011#

9/20/2022

County Commissioners Meeting

#1 - Regular Session Minutes, September 6, 2022
9/20/2022
County Commissioners Meeting

ATTACHMENTS:
Description

#2 - Liquor Minutes, September 6, 2022
9/20/2022
County Commissioners Meeting

ATTACHMENTS:
Description

#3 - Closed Session Minutes, September 6, 2022
9/20/2022
County Commissioners Meeting

ATTACHMENTS:
Description

Kent County Bar Association, Beer and Wine, October 5, 2022
9/20/2022
County Commissioners Meeting

ATTACHMENTS:

Description

4851 Kent County Bar Association, Application

4851

APPLICATION FOR A SPECIAL CLASS "C" (PER DIEM) LICENSE

Application is made by the undersigned under the provisions of Sections 4-1202, 4-1208, 4-1209, 24-503, 24-1301, 24-1307 and 24-1308 of the Alcoholic Beverages Article, for a Special Class C (Per Diem) License.

Check One: Beer ( ) Beer and Wine (X) Beer, Wine, and Liquor ( )

We submit and certify to the following information and statements as required.

1. The club, society or association on behalf of which the license is desired:

Kent County Bar Association

Address PO Box 151

Type of Function Crab Feast

Location of Function Turner's Creek Pavilion

2. This function is operated exclusively for a religious, fraternal, civic, veterans', or charitable organization, association, club, or society; or hospital supporting organization.

3. The applicants are citizens of the United States, not less than twenty-one years of age, and have never been convicted of a felony.

4. The applicants have not had a license for the sale of alcoholic beverages revoked.

5. Have the applicants ever been adjudged guilty of violating the laws for the prevention of gambling in the State of Maryland and/or adjudged guilty of violating the laws governing the sale of alcoholic beverages in the State of Maryland or the United States? No
Yes or No

6. The applicants will, if granted a license, conform to all laws and regulations relating to the business with respect to which such license is desired.

7. The applicants submit herewith a statement duly executed and acknowledged by the owner of the premises in which the business is to be conducted, assenting to the granting of the license applied for, authorizing the Comptroller, his duly authorized deputies, inspectors and clerks, the Board of License Commissioners (if any) for the aforesaid County, its duly authorized agents and employees, and any peace officer of said county, to inspect and search, without warrant, the premises upon which the business is to be conducted, and any and all parts of the premises where said business is to be conducted, at any and all hours.

8. The license for which this application is made is to be for the following day(s) 10/5/22.
Begin at: 4:00PM End at: 12:00AM and the applicant tenders herewith the sum of ($ 15 Per Diem) ($ 15) in payment for the license.

Please Select One:
(X) Pick Up
( ) Mail Permit (will be mailed to above address)

9. Applicants

(1) Pamela Duke — 23575 Canvasback Rd. Chestertown, MD
Name — Residence

55 years — Pres. — 410.778.2828 — P D
Length of Residence in Kent Co. — Committee Title — Phone No. — (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 8th day of September, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Pamela L. Duke the applicant(s) named in the a foregoing application, and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

Bridget M. Mahoney
Commissioned as Bridget M. Cahall

BRIDGET MARY CAHALL
Notary Public
State of Maryland
Kent County
(SEAL)

(2) Barbara Jorgenson — 219 Washington Ave
Name — Residence

17 yrs — Treasurer — 301 646 8615 — B Jorgenson
Length of Residence in Kent Co. — Committee Title — Phone No. — (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 8th day of September, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Barbara Jorgenson the applicant(s) named in the a foregoing application, and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

Bridget M. Mahoney
Commissioned as Bridget M. Cahall

BRIDGET MARY CAHALL
Notary Public
State of Maryland
Kent County
(SEAL)

(3) Cynthia McCann — 202 Valley Rd, Chestertown, MD 21620
Name — Residence

24 yrs — Secretary — 410-708-6173 — Cynthia L. McCann
Length of Residence in Kent Co. — Committee Title — Phone No. — (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 8th day of September, 2022, before the subscriber, a Notary of the State of Maryland, personally appeared Cynthia McCann the applicant(s) named in the a foregoing application, and made oath in the due form of law that the statements therein are true to the best of (his, their) knowledge and belief.

WITNESS my hand and official seal.

Bridget M. Mahoney
Commissioned as Bridget M. Cahall

BRIDGET MARY CAHALL
Notary Public
State of Maryland
Kent County
(SEAL)

4851

The Board of License Commissioners of Kent County

P. THOMAS MASON
PRESIDENT
CHESTERTOWN, MD

RONALD H. FITHIAN
MEMBER
ROCK HALL, MD

ROBERT N. JACOB, JR.
MEMBER
WORTON, MD

R. Clayton Mitchell, Jr.
Kent County Government Center
400 High Street
Chestertown, Maryland 21620
TELEPHONE 410-778-7435

www.kentcounty.com/alcoholic-beverage

SHELLEY L. HELLER
COUNTY ADMINISTRATOR

THOMAS N. YEAGER
COUNTY ATTORNEY

INSPECTOR

SPECIAL CLASS "C" (PER DIEM) LICENSE AFFIDAVIT

In applying for this Special Class "C" (Per Diem) License it is important that you realize the responsibility that goes with the issuance of the license. All persons or groups using this license as authorized under Sections 4-1202, 4-1208, 4-1209, 24-503, 24-1301, 24-1307, and 24-1308 of the Alcoholic Beverages Article of the Annotated Code of Maryland are covered by all the laws regarding the sale and consumption of alcoholic beverages. Special care should be taken to be sure the following edicts are adhered to:

1. All persons must be 21 years of age or older to sell, purchase, to consume an alcoholic beverage.
2. All sales and the consumption of alcohol must stop promptly at 2:00 a.m.
3. No intoxicated person shall be served any alcoholic beverages.
4. No unnecessary noise or disturbance that could be a nuisance to the community shall occur.
5. The person(s) responsible for the function must see that order and decorum are kept at all times.
6. The application must be completed by three committee members; one member must be a Kent County resident.
7. License must be prominently displayed at the location where alcohol is being served. Failure to comply with the laws of the State of Maryland may make the responsible person(s) subject to a fine.

The issuance of this license may be issued to a religious, fraternal, civic, veterans', or charitable organization, association, club, or society; or hospital supporting organization. This license shall not be transferred or reassigned.

Cost of a Special Class "C" Per Diem License: **Beer $5.00, Beer and Wine $15.00, and Beer, Wine, and Liquor $25.00.** Make checks payable to: **The County Commissioners of Kent County**, along with the completed application.

Name of organization, club, etc. Kent County Bar Association

Address [redacted] PO Box 151

Name Pamela L. Duke Phone # 410-778-2828
(Please Print)

(Signature) Date 9.7.2022

County Commissioners
Office
Date 9/12/23
SLB

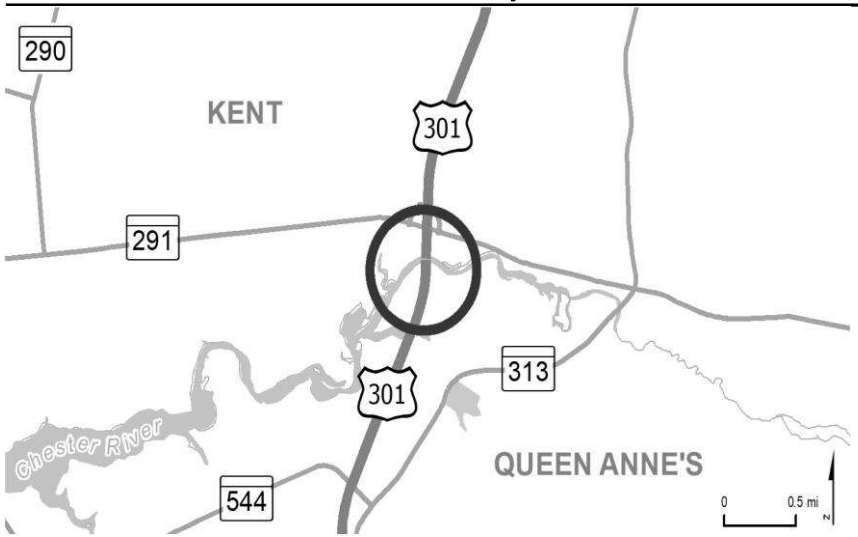
Sean Powell, Deputy Secretary, Consolidated Transportation Programs Tour, Maryland Department of Transportation
9/20/2022
County Commissioners Meeting

ATTACHMENTS:

Description

09.20.2022 301 Bridge Repair - MDOT Consolidated Plan

09.20.22 Public Comments Sign In Sheet



PROJECT: US 301, Blue Star Memorial Highway

DESCRIPTION: Replacement of the northbound US 301 Bridge No. 1701401 over the Chester River.

PURPOSE & NEED SUMMARY STATEMENT: The existing structure, built in 1955, is rated poor.

SMART GROWTH STATUS: ☐ Project Not Location Specific ☐ Not Subject to PFA Law

- ☐ Project Inside PFA
- ☒ Project Outside PFA
- ☐ PFA Status Yet to Be Determined

- ☐ Grandfathered
- ☐ Exception Will Be Required
- ☐ Exception Granted

STATUS: Construction underway.

SIGNIFICANT CHANGE FROM FY 2022 - 27 CTP: None.

STATE GOALS : Maryland Transportation Plan (MTP) Goals/Selection Criteria:

- ☐ Safe, Secure, and Resilient
- ☒ Maintain & Modernize
- ☐ Economic Opportunity & Reduce Congestion
- ☐ Better Transportation Choices & Connections
- ☐ Quality & Efficiency
- ☐ Environmental Protection
- ☐ Fiscal Responsibility

EXPLANATION: The bridge is nearing the end of its useful service life and is rated poor.

POTENTIAL FUNDING SOURCE: ☒ SPECIAL ☒ FEDERAL ☐ GENERAL ☐ OTHER

PHASE	TOTAL ESTIMATED COST ($000)	EXPENDED THRU 2022	EXPENDED IN 2022	CURRENT YEAR 2023	BUDGET YEAR 2024	PROJECTED CASH REQUIREMENTS FOR PLANNING PURPOSES ONLY ...2025...	...2026...	...2027...	...2028...	SIX YEAR TOTAL	BALANCE TO COMPLETE
Planning	0	0	0	0	0	0	0	0	0	0	0
Engineering	2,390	2,390	802	0	0	0	0	0	0	0	0
Right-of-way	0	0	0	0	0	0	0	0	0	0	0
Utilities	0	0	0	0	0	0	0	0	0	0	0
Construction	9,715	2	2	6,721	2,992	0	0	0	0	9,713	0
Total	**12,105**	**2,392**	**804**	**6,721**	**2,992**	**0**	**0**	**0**	**0**	**9,713**	**0**
Federal-Aid	10,654	981	768	6,694	2,979	0	0	0	0	9,673	0
Special	1,451	1,411	36	27	12	0	0	0	0	40	0
Other	0	0	0	0	0	0	0	0	0	0	0

STIP REFERENCE #QA1841 8/01/2022

Classification:

STATE - Principal Arterial
FEDERAL - Freeway/Expressway
STATE SYSTEM: Primary

Estimated Annual Average Daily Traffic (vehicles per day)

CURRENT (2022)	13,200
PROJECTED (2042)	17,200

Emily Moseman
419 High St.
Ctown MD
Traffic Noise, large trucks on High

PUBLIC COMMENTS
SIGN IN SHEET
September 20, 2022

NAME (please print)	ADDRESS	TOPIC
MICHAEL MCDONELL	137 N. QUEEN ST. CITOWN	MAPLE/WASHINGTON AVE TRAFFIC CRISIS
Tim OBrien Town Councilmember	219 Philosophers terrace Chestertown	Implement SHA 2014 traffic study recommendations
Jim Bogden	214 Calvert Street Chestertown,	Transportation issues
DR. DAVID BOWERING	289 WASHINGTON AVE	WASHINGTON AVE/MAPLE ~~TRAFFIC~~ ISSUES ~~SAFETY~~ ISSUES COMMUNITY TASK FORCE
DWIGHT ZILINSKAS EILEEN ZILINSKAS	207 BIRCH RUN RD-	By Boss

Jim Gatto
MAYOR DAVID FOSTER

528 N Kent St
Chestertown MD
17 BYFORD COURT
CHESTERTOWN

FAST TRUCK TRAFFIC THROUGH CHESTERTOWN

Penny Young-Carrasquillo, Grants Manager
9/20/2022
County Commissioners Meeting

Item Summary:
Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board Grant Award

ATTACHMENTS:

Description

09.20.22 Kunle Adeyemo, Executive Director, Governor's Coordinating Offices, Police Accountability, Community and Transparency Grant Program, PACT-2023-0042, Grant Award & Acceptance

September 13, 2022

Mr. P. Thomas Mason
President
Kent County Board of County Commissioners
R. Clayton Mitchell, Jr. Kent County Government Center
400 High Street
Chestertown, MD 21620

RE: PACT-2023-0042

Dear Mr. Mason:

I am pleased to inform you that your grant application entitled, **"The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board,"** in the amount of $37,375.00 has received approval under the Police Accountability, Community and Transparency Grant program.

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,

Quentin Jones

Quentin Jones

Funding Manager

Governor's Office of Crime Control and Prevention

Control Number: 43917
Regional Monitor: Jones, Quentin
Fiscal Specialist: Thomas, Courtney

Notification of Project Commencement

Grant Award Number:	PACT-2023-0042
Sub-recipient:	Kent County Board of County Commissioners
Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board
Implementing Agency:	Kent County Board of County Commissioners
Award Period:	**07/01/2022 - 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:	Mason, P. Thomas kentcounty@kentgov.org Kent County Board of County Commissioners R. Clayton Mitchell, Jr. Kent County Government Center 400 High Street Chestertown, MD 21620-1312 410-778-4600	President FAX: 410-778-7482
Project Director:	Mason, P. Thomas kentcounty@kentgov.org Kent County Board of County Commissioners R. Clayton Mitchell, Jr. Kent County Government Center 400 High Street Chestertown, MD 21620-1312 410-778-4600	President FAX: 410-778-7482
Fiscal Officer:	Merritt, Patricia M pmerritt@kentgov.org Kent County Board of County Commissioners R. Clayton Mitchell, Jr. Kent County Government Center 400 High Street Chestertown, MD 21620-1312 410-778-7456	Chief Finance Officer FAX: 410-810-2947

September 13, 2022

Mr. P. Thomas Mason
President
Kent County Board of County Commissioners
R. Clayton Mitchell, Jr. Kent County Government Center
400 High Street
Chestertown, MD 21620

RE: PACT-2023-0042

Dear Mr. Mason:

I am pleased to inform you that your grant application submitted by **Kent County Board of County Commissioners**, entitled **"The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board,"** in the amount of $37,375.00 has received approval under the Police Accountability, Community and Transparency Grant program. Enclosed is the grant award packet containing information and forms necessary to initiate the project.

The grant will fund the program described below:

> Following the Kent County Board of Commissioners Resolution 2022-11, the Kent County Law Enforcement Accountability Initiative aims to promote accountability, transparency, and improved community relations between the public and local law enforcement through the creation of a Police Accountability Board (PAB), an Administrative Charging Committee, and Trial Boards. This initiative enables the County to conduct outreach and recruitment, develop the boards, establish the committee, manage processes and meetings, determine the role of a victim's rights advocate in local law enforcement agencies, and evaluate the need for future staffing and/or programming.

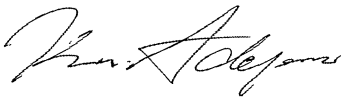
Please pay particular attention to the instructions included on the grant award. It is important that you **carefully review all Special Conditions** attached to this award. Additionally, the General Conditions for all grant awards issued by our office are also located online, at www.goccp.maryland.gov. The chief elected official, or another legally authorized official of the jurisdiction, state agency, or 501(c)(3) receiving the grant award, must sign the original Grant Award & Acceptance Form, initial each page of the Special Conditions document, and upload them in the Grants Management System within **twenty-one (21) calendar days**. Should the acceptance form not be received, requests for reimbursement will not be honored.

A copy of the grant award, Notification of Project Commencement, and individual project reports has also been sent to you as the project director. The project director is responsible for completing these and other required forms now and at the end of each reporting period. If the project director changes, we must be notified immediately to avoid potential reporting problems.

Projects may commence as soon as the grant award is signed and you have reviewed and accepted all of the General and Special Conditions. No funds may be encumbered or expended prior to this time without the specific written approval of the Governor's Office of Crime Control and Prevention.

If you have any questions or need any clarification regarding this grant award, please contact **Quentin Jones**, your program manager, or **Courtney Thomas**, fiscal specialist. We look forward to working with you on this project and anticipate its success in helping to address criminal justice problems in our state.

Sincerely,



Kunle Adeyemo, Esq.
Executive Director

9/13/2022

Governor's Office of Crime Control and Prevention

Control Number: 43917
Regional Monitor: Jones, Quentin
Fiscal Specialist: Thomas, Courtney

Grant Award & Acceptance Form

Grant Award Number: PACT-2023-0042
Sub-recipient: Kent County Board of County Commissioners
Project Title: The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board
Implementing Agency: Kent County Board of County Commissioners
Award Period: **07/01/2022 - 06/30/2023**
CFDA: State General Fund

Funding Summary			
	Grant Funds	59.9 %	**$37,375.00**
	Cash Match	40.1 %	**$25,000.00**
	In-Kind Match	0.0 %	**$0.00**
	Total Project Funds		**$62,375.00**

This Grant Award is hereby made for financial assistance by the Governor's Office of Crime Control and Prevention in accordance with the

Police Accountability Fund

This Grant Award is subject to the General Conditions and any Special Conditions attached to this award, as well as all statutes and requirements of the State of Maryland.

This Grant Award incorporates all the information, conditions, representations and Certified Assurances contained in the grantee's application.

The Grant Award shall become effective as of the start date of the award, unless otherwise specified, and upon submission to the Grants Management System, within twenty-one (21) calendar days, of a fully executed original of this document signed by the duly authorized official of the sub-recipient unit of government or sub-recipient agency receiving this Grant Award. Copies and faxes are not acceptable.

FOR THE STATE OF MARYLAND:

Executive Director

Governor's Office of Crime Control and Prevention

SUB-RECIPIENT ACCEPTANCE:

P. Thomas Mason
Signature of Authorized Official

P. Thomas Mason, President
Typed Name And Title

09/ 20/ 2022
Date

To submit, sign in blue ink and scan and upload the document to the grant award Documents section in the Grants Management System.

D21A01.02 STATE

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:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board		

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.

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:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board		

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.

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:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board		

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:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Board of County Commissioners
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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.

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:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Board of County Commissioners
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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.

Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor: Jones, Quentin
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Grant Award - General Conditions

Grant Award Number:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
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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 - GOCPYVS 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: Jones, Quentin
GOCCP Fiscal Specialist: Thomas, Courtney

Grant Award - General Conditions

Grant Award Number:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
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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.

Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor: Jones, Quentin
GOCCP Fiscal Specialist: Thomas, Courtney

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.

Governor's Office of Crime Control and Prevention

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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.

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:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
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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.

Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor: Jones, Quentin
GOCCP Fiscal Specialist: Thomas, Courtney

Grant Award - General Conditions

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Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board		

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

PTM

Regional Monitor: Jones, Quentin
Fiscal Specialist: Thomas, Courtney

Grant Award - Special Conditions

Grant Award Number:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board		

1 General Conditions

This grant award is subject to the General Conditions (POST AWARD INSTRUCTIONS) found on the GOCPYVS 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 GOCPYVS website (http://goccp.maryland.gov/grants/tips-and-guidance/) to address frequently asked questions.

2 If the SAM.gov account expires anytime during the life of the grant, GOCPYVS reserves the right to stop all activity / payments on the grant until the account is made current.

3 GOCPYVS 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."

4 A copy of all contracts associated with line items listed in the Contractual Services category must be submitted to GOCPYVS by uploading contract under the document tab of the award.

5 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.

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 GOCPYVS 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.

Governor's Office of Crime Control and Prevention

Regional Monitor: Jones, Quentin
Fiscal Specialist: Thomas, Courtney

Budget Notice

Grant Award Number: PACT-2023-0042
Sub-recipient: Kent County Board of County Commissioners
Project Title: The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board
Implementing Agency: Kent County Board of County Commissioners
Award Period: **07/01/2022 - 06/30/2023**
CFDA: State General Fund

Funding Summary			
	Grant Funds	59.9 %	**$37,375.00**
	Cash Match	40.1 %	**$25,000.00**
	In-Kind Match	0.0 %	**$0.00**
	Total Project Funds		**$62,375.00**

Operating Expenses

Description	Funding	Quantity	Unit Cost	Total Budget
General operating expenses--office supplies, meeting costs, administrative support	Cash Match	1	$0.00	$25,000.00

Operating Expenses Total: $25,000.00

Travel

Description	Funding	Quantity	Unit Cost	Total Budget
Mileage, hotel stays (trainings) and meals	Grant Funds	1	$3,375.00	$3,375.00

Travel Total: $3,375.00

Contractual Services

Description	Funding	Quantity	Unit Cost	Total Budget
Consultant	Grant Funds	1	$26,000.00	$26,000.00
Trial Board Chair (consultant)	Grant Funds	1	$6,500.00	$6,500.00

Contractual Services Total: $32,500.00

Other

Description	Funding	Quantity	Unit Cost	Total Budget
Laptop	Grant Funds	1	$1,500.00	$1,500.00

Other Total: $1,500.00

Approved: _____

Governor's Office of Crime Control and Prevention Authorized Representative

Effective Date: 9/12/2022

Governor's Office of Crime Control and Prevention

Programmatic Reporting

Control Number: 43917
Regional Monitor: Jones, Quentin
Fiscal Specialist: Thomas, Courtney
Submitted Date:

Grant Award Number:	PACT-2023-0042
Sub-recipient:	Kent County Board of County Commissioners
Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board
Implementing Agency:	Kent County Board of County Commissioners
Award Period:	**07/01/2022 - 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 (8)

1	Number of sworn officer vacancies at the end of this quarter.	
2	Number of trainings held.	
3	Number of trainings attended.	
4	Number of program participants who reported a better understanding of the topic	
5	Number of law enforcement officers that utilized the grant funded equipment	
6	Number of instances that involved use of force (deadly and non-deadly), during the reporting quarter.	
7	Number of body cameras deployed during the reporting quarter.	
8	During the reporting quarter, number of times body cameras have been used for internal investigations.	

Progress Report Questions (9)

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.
2	Summarize the progress of completed goals for the quarter, including program highlights or strategy activities (special events, program achievements, etc.) and dates of completion, if applicable. Also, highlight the status of any objectives that were delayed the previous quarter.

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	Is your agency following the spending plan described in your application? If not, please explain.
6	Did your agency experience any problems or delays from the time equipment was ordered to the time it was received?
7	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.
8	Please explain the activities that have been planned for the upcoming quarter to include dates and a brief summary of each.
9	Only Required to be Completed in the Final Quarter of the Grant Period: What projects have you accomplished with the grant award? List accomplishments/successes and/or best practices developed through this grant funded program. Have all intended projects been completed? Please note any delays in project completions.

Signed: P. Thomas Mason **Date:** 09/20/2022

Project Director - Mason, P. Thomas *(Project Director is preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)*

Printed Name: P. Thomas Mason **Phone:** 410-778-4600

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:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board		

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.

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:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board		

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.

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:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board		

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:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board		

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.

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:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board		

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.

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:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board		

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 - GOCPYVS 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: Jones, Quentin
GOCCP Fiscal Specialist: Thomas, Courtney

Grant Award - General Conditions

Grant Award Number:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board		

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.

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:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board		

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.

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:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board		

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.

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:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board		

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.

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:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board		

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: Jones, Quentin
Fiscal Specialist: Thomas, Courtney

Grant Award - Special Conditions

Grant Award Number:	PACT-2023-0042	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board		

1 General Conditions

This grant award is subject to the General Conditions (POST AWARD INSTRUCTIONS) found on the GOCPYVS 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 GOCPYVS website (http://goccp.maryland.gov/grants/tips-and-guidance/) to address frequently asked questions.

2 If the SAM.gov account expires anytime during the life of the grant, GOCPYVS reserves the right to stop all activity / payments on the grant until the account is made current.

3 GOCPYVS 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."

4 A copy of all contracts associated with line items listed in the Contractual Services category must be submitted to GOCPYVS by uploading contract under the document tab of the award.

5 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.

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 GOCPYVS 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.

Governor's Office of Crime Control and Prevention

Regional Monitor: Jones, Quentin
Fiscal Specialist: Thomas, Courtney

Budget Notice

Grant Award Number:	PACT-2023-0042
Sub-recipient:	Kent County Board of County Commissioners
Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board
Implementing Agency:	Kent County Board of County Commissioners
Award Period:	**07/01/2022 - 06/30/2023**

CFDA: State General Fund

Funding Summary			
	Grant Funds	59.9 %	**$37,375.00**
	Cash Match	40.1 %	**$25,000.00**
	In-Kind Match	0.0 %	**$0.00**
	Total Project Funds		**$62,375.00**

Operating Expenses

Description	Funding	Quantity	Unit Cost	Total Budget
General operating expenses--office supplies, meeting costs, administrative support	Cash Match	1	$0.00	$25,000.00

Operating Expenses Total: $25,000.00

Travel

Description	Funding	Quantity	Unit Cost	Total Budget
Mileage, hotel stays (trainings) and meals	Grant Funds	1	$3,375.00	$3,375.00

Travel Total: $3,375.00

Contractual Services

Description	Funding	Quantity	Unit Cost	Total Budget
Consultant	Grant Funds	1	$26,000.00	$26,000.00
Trial Board Chair (consultant)	Grant Funds	1	$6,500.00	$6,500.00

Contractual Services Total: $32,500.00

Other

Description	Funding	Quantity	Unit Cost	Total Budget
Laptop	Grant Funds	1	$1,500.00	$1,500.00

Other Total: $1,500.00

Approved: _____

Governor's Office of Crime Control and Prevention Authorized Representative

Effective Date: 9/12/2022

Governor's Office of Crime Control and Prevention

Programmatic Reporting

Control Number: 43917
Regional Monitor: Jones, Quentin
Fiscal Specialist: Thomas, Courtney
Submitted Date:

Grant Award Number:	PACT-2023-0042
Sub-recipient:	Kent County Board of County Commissioners
Project Title:	The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board
Implementing Agency:	Kent County Board of County Commissioners
Award Period:	**07/01/2022 - 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 (8)

1	Number of sworn officer vacancies at the end of this quarter.	
2	Number of trainings held.	
3	Number of trainings attended.	
4	Number of program participants who reported a better understanding of the topic	
5	Number of law enforcement officers that utilized the grant funded equipment	
6	Number of instances that involved use of force (deadly and non-deadly), during the reporting quarter.	
7	Number of body cameras deployed during the reporting quarter.	
8	During the reporting quarter, number of times body cameras have been used for internal investigations.	

Progress Report Questions (9)

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.
2	Summarize the progress of completed goals for the quarter, including program highlights or strategy activities (special events, program achievements, etc.) and dates of completion, if applicable. Also, highlight the status of any objectives that were delayed the previous quarter.

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	Is your agency following the spending plan described in your application? If not, please explain.
6	Did your agency experience any problems or delays from the time equipment was ordered to the time it was received?
7	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.
8	Please explain the activities that have been planned for the upcoming quarter to include dates and a brief summary of each.
9	Only Required to be Completed in the Final Quarter of the Grant Period: What projects have you accomplished with the grant award? List accomplishments/successes and/or best practices developed through this grant funded program. Have all intended projects been completed? Please note any delays in project completions.

Signed: P. Thomas Mason **Date:** 09/20/2022

Project Director - Mason, P. Thomas *(Project Director is preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)*

Printed Name: P. Thomas Mason **Phone:** 410-778-4600

Award Information Verification - Please initial appropriate selection(s): PACT-2023-0042

PTM — 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 07/01/2022. **You must submit a Grant Modification.** Grant Modification must provide justification and indicate all changes.

Signed: P. Thomas Mason **Date:** 09/20/2022

Project Director - Mason, P. Thomas (Project Director is Preferred, FIscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: P. Thomas Mason **Phone:** 410-778-4600

PACT-2023-0042

Governor's Office of Crime Control and Prevention

Property Inventory Report

Control Number: 43917
Regional Monitor: Jones, Quentin
Fiscal Specialist: Thomas, Courtney

Grant Award Number: PACT-2023-0042

Implementing Agency: Kent County Board of County Commissioners

Project Title: The Kent County Board of Commissioners Law Enforcement Accountability Initiative: Police Accountability Board, Administrative Charging Committee, and Trial Board

Award Period: 07/01/2022 - 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 - **Mason, P. Thomas*** *(Project Director is Preferred, FIscal Contact or Authorized Official if Project Director is unavailable)*

Printed Name: _____ **Phone:** _____

Penny Young-Carrasquillo, Grants Manager
9/20/2022
County Commissioners Meeting

Item Summary:
Kent County Sheriff's Office Equipment Initiative - Police Accountability, Community and Transparency Grant program

ATTACHMENTS:

Description

09.20.22 Kunle Adeyemo, Executive Director, Governor's Coordinating Offices, KC Sheriff's Office Equipment Initiative, Police Accountability, Community and Transparency Grant Program, PACT-2023-0028

September 13, 2022

Mr. P. Thomas Mason
President
Kent County Board of County Commissioners
R. Clayton Mitchell, Jr. Kent County Government Center
400 High Street
Chestertown, MD 21620

RE: PACT-2023-0028

Dear Mr. Mason:

I am pleased to inform you that your grant application submitted by **Kent County Board of County Commissioners**, entitled **"Kent County Sheriff's Office Equipment Initiative,"** in the amount of $34,358.00 has received approval under the Police Accountability, Community and Transparency Grant program. Enclosed is the grant award packet containing information and forms necessary to initiate the project.

The grant will fund the program described below:

> The Kent County Sheriff's Office Equipment Initiative seeks to further enhance transparency and accountability by providing accounts of interactions between law enforcement and the public through body-worn camera service upgrades, footage storage, and the purchase of two vehicle cameras. Program funds will provide equipment and necessary equipment upgrades.

Please pay particular attention to the instructions included on the grant award. It is important that you **carefully review all Special Conditions** attached to this award. Additionally, the General Conditions for all grant awards issued by our office are also located online, at www.goccp.maryland.gov. The chief elected official, or another legally authorized official of the jurisdiction, state agency, or 501(c)(3) receiving the grant award, must sign the original Grant Award & Acceptance Form, initial each page of the Special Conditions document, and upload them in the Grants Management System within **twenty-one (21) calendar days**. Should the acceptance form not be received, requests for reimbursement will not be honored.

A copy of the grant award, Notification of Project Commencement, and individual project reports has also been sent to the project director. The project director is responsible for completing these and other required forms now and at the end of each reporting period. If the project director changes, we must be notified immediately to avoid potential reporting problems.

Projects may commence as soon as the grant award is signed and you have reviewed and accepted all of the General and Special Conditions. No funds may be encumbered or expended prior to this time without the specific written approval of the Governor's Office of Crime Control and Prevention.

If you have any questions or need any clarification regarding this grant award, please contact **Quentin Jones**, your program manager, or **Courtney Thomas**, fiscal specialist. We look forward to working with you on this project and anticipate its success in helping to address criminal justice problems in our state.

Sincerely,



Kunle Adeyemo, Esq.
Executive Director

cc: The Honorable John F Price

9/13/2022

Governor's Office of Crime Control and Prevention

Control Number: 43903
Regional Monitor: Jones, Quentin
Fiscal Specialist: Thomas, Courtney

Grant Award & Acceptance Form

Grant Award Number: PACT-2023-0028
Sub-recipient: Kent County Board of County Commissioners
Project Title: Kent County Sheriff's Office Equipment Initiative
Implementing Agency: Kent County Sheriff's Office
Award Period: **07/01/2022 - 06/30/2023**

CFDA: State General Fund

Funding Summary			
	Grant Funds	100.0 %	**$34,358.00**
	Cash Match	0.0 %	**$0.00**
	In-Kind Match	0.0 %	**$0.00**
	Total Project Funds		**$34,358.00**

This Grant Award is hereby made for financial assistance by the Governor's Office of Crime Control and Prevention in accordance with the

Police Accountability Fund

This Grant Award is subject to the General Conditions and any Special Conditions attached to this award, as well as all statutes and requirements of the State of Maryland.

This Grant Award incorporates all the information, conditions, representations and Certified Assurances contained in the grantee's application.

The Grant Award shall become effective as of the start date of the award, unless otherwise specified, and upon submission to the Grants Management System, within twenty-one (21) calendar days, of a fully executed original of this document signed by the duly authorized official of the sub-recipient unit of government or sub-recipient agency receiving this Grant Award. Copies and faxes are not acceptable.

FOR THE STATE OF MARYLAND:

Executive Director

Governor's Office of Crime Control and Prevention

SUB-RECIPIENT ACCEPTANCE:

P. Thomas Mason
Signature of Authorized Official

P. Thomas Mason, President
Typed Name And Title

9/20/2022
Date

To submit, sign in blue ink and scan and upload the document to the grant award Documents section in the Grants Management System.

September 13, 2022

The Honorable John F Price
Sheriff
Kent County Board of County Commissioners
Unit B
104 Vickers Drive
Chestertown, MD 21620

RE: PACT-2023-0028

Dear Sheriff Price:

I am pleased to inform you that your grant application entitled, **"Kent County Sheriff's Office Equipment Initiative,"** in the amount of $34,358.00 has received approval under the Police Accountability, Community and Transparency Grant program. P. Thomas Mason 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,

Quentin Jones

Funding Manager

cc: Mr. P. Thomas Mason

Governor's Office of Crime Control and Prevention

Control Number: 43903
Regional Monitor: Jones, Quentin
Fiscal Specialist: Thomas, Courtney

Notification of Project Commencement

Grant Award Number: PACT-2023-0028
Sub-recipient: Kent County Board of County Commissioners
Project Title: Kent County Sheriff's Office Equipment Initiative
Implementing Agency: Kent County Sheriff's Office
Award Period: **07/01/2022 - 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:	Mason, P. Thomas kentcounty@kentgov.org Kent County Board of County Commissioners R. Clayton Mitchell, Jr. Kent County Government Center 400 High Street Chestertown, MD 21620-1312 410-778-4600	President FAX: 410-778-7482
Project Director:	Price, John F sheriff@kentgov.org Kent County Sheriff's Office Unit B 104 Vickers Drive Chestertown, MD 21620-3358 410-778-2279	Sheriff FAX: 410-778-7488
Fiscal Officer:	Merritt, Patricia M pmerritt@kentgov.org Kent County Board of County Commissioners R. Clayton Mitchell, Jr. Kent County Government Center 400 High Street Chestertown, MD 21620-1312 410-778-7456	Chief Finance Officer FAX: 410-810-2947

Award Information Verification - Please initial appropriate selection(s): PACT-2023-0028

JP ~~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 07/01/2022. **You must submit a Grant Modification.** Grant Modification must provide justification and indicate all changes.

Signed: Sheriff John F. Price **Date:** September 15, 2022
Project Director - Price, John (Project Director is Preferred, FIscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: Sheriff John F. Price **Phone:** 410-778-2279

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:	PACT-2023-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Sheriff's Office
Project Title:	Kent County Sheriff's Office Equipment Initiative		

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.

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:	PACT-2023-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Sheriff's Office
Project Title:	Kent County Sheriff's Office Equipment Initiative		

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.

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:	PACT-2023-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Sheriff's Office
Project Title:	Kent County Sheriff's Office Equipment Initiative		

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:	PACT-2023-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Sheriff's Office
Project Title:	Kent County Sheriff's Office Equipment Initiative		

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:	PACT-2023-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Sheriff's Office
Project Title:	Kent County Sheriff's Office Equipment Initiative		

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.

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:	PACT-2023-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Sheriff's Office
Project Title:	Kent County Sheriff's Office Equipment Initiative		

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 - GOCPYVS 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: Jones, Quentin
GOCCP Fiscal Specialist: Thomas, Courtney

Grant Award - General Conditions

Grant Award Number:	PACT-2023-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Sheriff's Office
Project Title:	Kent County Sheriff's Office Equipment Initiative		

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.

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:	PACT-2023-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Sheriff's Office
Project Title:	Kent County Sheriff's Office Equipment Initiative		

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.

Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor: Jones, Quentin
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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.

Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor: Jones, Quentin
GOCCP Fiscal Specialist: Thomas, Courtney

Grant Award - General Conditions

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Project Title:	Kent County Sheriff's Office Equipment Initiative		

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.

Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor: Jones, Quentin
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Grant Award - General Conditions

Grant Award Number:	PACT-2023-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Sheriff's Office
Project Title:	Kent County Sheriff's Office Equipment Initiative		

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: Jones, Quentin
Fiscal Specialist: Thomas, Courtney

Grant Award - Special Conditions

Grant Award Number:	PACT-2023-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2022 - 06/30/2023	**Implementing Agency:**	Kent County Sheriff's Office
Project Title:	Kent County Sheriff's Office Equipment Initiative		

1 General Conditions

This grant award is subject to the General Conditions (POST AWARD INSTRUCTIONS) found on the GOCPYVS 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 GOCPYVS website (http://goccp.maryland.gov/grants/tips-and-guidance/) to address frequently asked questions.

2 If the SAM.gov account expires anytime during the life of the grant, GOCPYVS reserves the right to stop all activity / payments on the grant until the account is made current.

3 GOCPYVS 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."

4 A copy of all contracts associated with line items listed in the Contractual Services category must be submitted to GOCPYVS by uploading contract under the document tab of the award.

5 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.

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 GOCPYVS 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.

Governor's Office of Crime Control and Prevention

Regional Monitor: Jones, Quentin
Fiscal Specialist: Thomas, Courtney

Budget Notice

Grant Award Number: PACT-2023-0028
Sub-recipient: Kent County Board of County Commissioners
Project Title: Kent County Sheriff's Office Equipment Initiative
Implementing Agency: Kent County Sheriff's Office
Award Period: **07/01/2022 - 06/30/2023**

CFDA: State General Fund

Funding Summary			
	Grant Funds	100.0 %	**$34,358.00**
	Cash Match	0.0 %	**$0.00**
	In-Kind Match	0.0 %	**$0.00**
	Total Project Funds		**$34,358.00**

Other

Description	Funding	Quantity	Unit Cost	Total Budget
BWC Footage Storage	Grant Funds	22	$961.00	$21,142.00
BWC Service Upgrades	Grant Funds	22	$400.00	$8,800.00
In-Car Cameras	Grant Funds	2	$2,208.00	$4,416.00
			Other Total:	$34,358.00

Approved: _____

Governor's Office of Crime Control and Prevention Authorized Representative

Effective Date: 9/12/2022

Governor's Office of Crime Control and Prevention

Programmatic Reporting

Control Number: 43903
Regional Monitor: Jones, Quentin
Fiscal Specialist: Thomas, Courtney
Submitted Date:

Grant Award Number: PACT-2023-0028
Sub-recipient: Kent County Board of County Commissioners
Project Title: Kent County Sheriff's Office Equipment Initiative
Implementing Agency: Kent County Sheriff's Office
Award Period: **07/01/2022 - 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 (8)

1	Number of sworn officer vacancies at the end of this quarter.	
2	Number of trainings held.	
3	Number of trainings attended.	
4	Number of program participants who reported a better understanding of the topic	
5	Number of law enforcement officers that utilized the grant funded equipment	
6	Number of instances that involved use of force (deadly and non-deadly), during the reporting quarter.	
7	Number of body cameras deployed during the reporting quarter.	
8	During the reporting quarter, number of times body cameras have been used for internal investigations.	

Progress Report Questions (9)

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.
2	Summarize the progress of completed goals for the quarter, including program highlights or strategy activities (special events, program achievements, etc.) and dates of completion, if applicable. Also, highlight the status of any objectives that were delayed the previous quarter.
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	Is your agency following the spending plan described in your application? If not, please explain.
6	Did your agency experience any problems or delays from the time equipment was ordered to the time it was received?
7	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.
8	Please explain the activities that have been planned for the upcoming quarter to include dates and a brief summary of each.
9	Only Required to be Completed in the Final Quarter of the Grant Period: What projects have you accomplished with the grant award? List accomplishments/successes and/or best practices developed through this grant funded program. Have all intended projects been completed? Please note any delays in project completions.

Signed: _____ **Date:** _____

Project Director - Price, John *(Project Director is preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)*

Printed Name: _____ **Phone:** _____

PACT-2023-0028

Governor's Office of Crime Control and Prevention

Property Inventory Report

Control Number: 43903
Regional Monitor: Jones, Quentin
Fiscal Specialist: Thomas, Courtney

Grant Award Number: PACT-2023-0028
Project Title: Kent County Sheriff's Office Equipment Initiative
Implementing Agency: Kent County Sheriff's Office
Award Period: 07/01/2022 - 06/30/2023

	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
EXAMPLE	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 - ***Price, John*** *(Project Director is Preferred, FIscal Contact or Authorized Official if Project Director is unavailable)*

Printed Name: _____ **Phone:** _____

Detention Center- Program Manager
9/20/2022
County Commissioners Meeting

Item Summary:
Program Manager Vacancy

ATTACHMENTS:
Description

Public Works - Roads Division
9/20/2022
County Commissioners Meeting

Item Summary:
MEO I Vacancies (4)

ATTACHMENTS:
Description

Public Works - Water and Wastewater Division
9/20/2022
County Commissioners Meeting

Item Summary:
Utility Technician Vacancy

ATTACHMENTS:
Description

Sondra M. Blackiston, Clerk/Kate Manager
9/20/2022
County Commissioners Meeting

Item Summary:
Special Class "C" Per Diem License Issued

ATTACHMENTS:

Description

4850 Millington Volunteer Fire Company License

№ 4850

STATE OF MARYLAND

ALCOHOLIC BEVERAGE LICENSE

BOARD OF LICENSE COMMISSIONERS OF KENT COUNTY

SPECIAL CLASS "C" PER DIEM LICENSE

_____ Beer _____ Beer and Wine __X__ Beer, Wine, Liquor

Effective Date(s): **September 10, 2022**

Cost: **$25.00**

****

This is to certify that: **Julie Amando, Vice President**
John Amando, Jr., Associate
Samuel A. Manning, Resident

Club, Society, or Association: **MillingtonVolunteer Fire Company**
Address of Club, Society, or Association: **185 Sassafras Street, Millington, MD 21651**

is licensed by the STATE OF MARYLAND, to keep for sale and sell alcoholic beverages for the class indicated.

Location of event: 185 Sassafras Street, Millington, MD 21651

This license is issued under Authority of the Alcoholic Beverages Article of the Annotated Code of Maryland.

Issued the 9th day of September, 20 22

License fee $25.00

Patricia Merritt

Kent County Chief Finance Officer

The license holder shall display the license conspicuously at the licensed premises during the date(s) of the event.

Public Comments Sign In Sheet
9/20/2022
County Commissioners Meeting

ATTACHMENTS:

Description

09.20.22 Public Comments Sign In Sheet

Emily Moseman
419 High St.
Ctown MD
Traffic Noise, large trucks on High

PUBLIC COMMENTS
SIGN IN SHEET
September 20, 2022

NAME (please print)	ADDRESS	TOPIC
MICHAEL MCDONELL	137 N. QUEEN ST. CITOWN	MAPLE/WASHINGTON AVE TRAFFIC CRISIS
Tim OBrien Town Councilmember	219 Philosophers terrace Chestertown	Implement SHA 2014 traffic study recommendations
Jim Bogden	214 Calvert Street Chestertown,	Transportation issues
DR. DAVID BOWERING	289 WASHINGTON AVE	WASHINGTON AVE/MAPLE ~~TRAFFIC~~ ISSUES ~~SAFETY~~ ISSUES COMMUNITY TASK FORCE
DWIGHT ZILINSKAS EILEEN ZILINSKAS	207 BIRCH RUN RD-	By Boss

Jim Gatto
MAYOR DAVID FOSTER

528 N Kent St
Chestertown MD
17 BYFORD COURT
CHESTERTOWN

FAST TRUCK TRAFFIC THROUGH CHESTERTOWN

Jamie Williams, Director, Economic and Tourism Development
9/20/2022
County Commissioners Meeting

Item Summary:
Upper Shore Workforce Investment Board's Rural Maryland Economic Development Fund Letter of Support - Maryland Department of Commerce

ATTACHMENTS:

Description

09.20.22 Jamie Williams, Director of Economic and Tourism Letter of Support

Kent County MARYLAND

Department of Economic and Tourism Development

August 30, 2022

Maryland Department of Commerce
Lori Ratzburg, Senior Director, Regional Growth & Retention
401 E. Pratt Street
Baltimore, MD 21202

Dear Ms. Ratzburg,

The Kent County Department of Economic and Tourism Development support the Upper Shore Workforce Investment Board's (USWIB) application to the Rural Maryland Economic Development Fund for customized employee training designed to meet our businesses unique requirements.

Two of the five Kent County 2022 Economic and Tourism Development Strategic Plan Goals Advocate for Workforce Development and Strengthen Partnerships are addressed in this proposal. The effort aligns with the needs we hear from our employers, employees don't have the basic skills for entry-level positions and upskilling current employees. The USWIB's proposal would assist businesses in training and retaining the workforce needed to grow and thrive.

The Kent County Department of Economic and Tourism Development appreciates the opportunity to support the USWIB's application for the Rural Maryland Economic Development Fund. We believe this project will be beneficial for local employers.

Sincerely,

Jamie Williams, CEcD
Director

cc: The County Commissioners of Kent County

American Rescue Plan Act (ARPA) Funds Spend Plan
9/20/2022
County Commissioners Meeting

ATTACHMENTS:

Description

9-6-2022 ARPA Fund Commissioner Report

AMERICAN RESCUE PLAN ACT FUND
AS OF COMMISSIONER MEETING MINUTES DATED
9/6/2022

Project	Department	Project Estimate	Date Approved	Amount Approved
Feed the Elderly Year 1	Local Management Board	112,800	08/31/21	112,800
Feed the Elderly Year 2 and 3	Local Management Board	204,115	03/08/22	204,115
Clariflocculator Replacement Project	Water & Wastewater Fund	275,000	08/31/21	275,000
Clariflocculator Replacement Project Cng Ord #1		2,817	01/11/22	2,817
Clariflocculator Replacement Project Cng Ord #2		90,642	01/11/22	90,642
AV System	Information Technology	67,429	10/26/21	67,429
IT Software	Information Technology	27,095	10/26/21	27,095
Neighborhood & Infrastructure Grants	Information Technology	665,000	12/14/21	665,000
A/V Equipment in EOC	Emergency Operation Center	14,087	02/01/22	14,087
SCADA Pump Station Monitoring	Water & Wastewater Fund	110,065	02/08/22	110,065
Millington/RT301 Wastewater Feasibility Study	Water & Wastewater Fund	57,500	02/08/22	57,500
Tolchester Wastewater-design svcs influent screen	Water & Wastewater Fund	52,910	02/08/22	52,910
Worton WWTP influent lagoon enginer design & bid services	Water & Wastewater Fund	32,981	03/22/22	32,981
Total Amount of Funds Committed		$ 1,712,441		$ 1,712,441
Amount of ARPA Funds		3,766,777		3,766,777
Balance of ARPA Funds Remaining		$ 2,054,336		$ 2,054,336

Contingency and Use of Fund Balance Report
9/20/2022
County Commissioners Meeting

ATTACHMENTS:

Description

9-6-2022 Commissioner Report Contingency

FY23 CONTINGENCY & USE OF FUND BALANCE
AS OF COMMISSIONERS MEETING MINUTES DATED
September 6, 2022

CONTINGENCY

DATE APPROVED	DEPARTMENT	AMOUNT APPROVED	DESCRIPTION
6/14/22	Upper Shore Aging	$ 15,000	To secure a grant funded prgram
6/14/22	Circuit Court/Building and Grounds	25,000	Arch Design-lobby expansion design phase
8/9/22	Circuit Court/Building and Grounds	11,291	Asbestors Abatement - Court House - asbestors insulation around exposed heat pipes
9/6/22	Kent Ag Center, Inc.	9,600	Kent Ag Center-pavilion electrical work
9/6/22	Local Management Board	15,546	Local Management Board-office furniture
9/6/22	LPPI Parks	20,000	Worton Park multipurpose field lighting project
		-	
		-	
		-