THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND
AGENDA

September 10, 2024

10:00 AM Call to Order/Pledge of Allegiance/Moment of Silence

Meeting Announcements - Time Is Allotted At The End Of Each Meeting For The Commissioners To Receive Comments From The Public

Consent Items

#1 - Regular Session Minutes, August 27, 2024

#2 - Liquor Minutes, August 27, 2024

#3 - Closed Session Minutes, August 27, 2024

4 - Roland Sheppard, Acting Director of Operations, Kent County Detention Center

FY2025 Performance Incentive Grand Fund for the Medication Assisted Treatment Program

5 - Pete Landon, Director Office of Emergency Services

FY2025 Kent County Law Enforcement Accountability Initiative Grant

6 - Jillyn Coleman, Director of Parks and Recreation

Smoking/Vaping Community Outreach Mini-Grants

7 - Jillyn Coleman, Director of Parks and Recreation

Weed Control at Turner's Creek Farmland

Special Class C Licenses

Kent Cultural Alliance, Beer, Wine, and Liquor, September 28, 2024

County Attorney

Thomas N. Yeager, County Attorney

Public Hearing Protocols

Public Hearing

Rob Tracey, Associate Planner, Planning, Housing, and Zoning

Code Home Rule Bill No. 7-2024 Self-Storage Centers In The Industrial District

Recognition

Department of Human Services - Kent County Department of Social Services

Certificate of Appreciation - Margaret Lively

Proclamation

Harry Kettner, Captain, Kent County Sheriff's Office, and Andy Meehan, Chestertown Rotary Club

Kent Goes Purple

Pete Landon, Director, Office of Emergency Services

2024 Kent County Preparedness Month "Start a Conversation"

Karen Stevens, Americanism Chair, Chestertown Elks Lodge #2474

National Patriotism Week Proclamation - September 9-15, 2024

Appointments

Harry Kettner, Captain, Kent County Sheriff's Office

Police Accountability, Community, and Transparency Grant Program - Grant Award and Acceptance

Herb Cain, Director, Upper Shore Aging, Inc., and Kay Bodie, President, Upper Shore Aging Board of Directors

Meals on Wheels Program

Departmental Appointments

Pete Landon, Director Office of Emergency Services

National Opioids Settlement - 3rd Settlement: Kroger

Jillyn Coleman, Director of Parks and Recreation

Program Open Space Local Grant

Public Works Director

Dan Mattson, Director, Public Works

Sheriff's Department Vehicles - Aftermarket Outfitting

Dan Mattson, Director, Public Works

HVAC Status & Repairs - Various Buildings

Dan Mattson, Director, Public Works

Public Works - Project Updates

Dan Mattson, Director, Public Works

Nicholson Drop-Off Center: Wood Processing Contract Approval

County Administrator

Carolyn Sorge, Vice-Chair, Commission on Aging

Request To Appoint Member

Kent Alcohol and Tobacco Enforcement KATE

Bonnie S. Pearsall, Inspector, Kent Alcohol and Tobacco Enforcement

Compliance Check Results - 21 or None Tobacco Campaign

Letters for Signature

Commission on Aging

Thank You For Your Service Letter

Wes Moore, Governor, State of Maryland

Property Tax Assessment Appeals Board

Public Comment/Media Review

Procedures For Public Comment

For Your Information

Maryland Department of Housing and Community Development

Grant Management Training

Robert Peoples, Water Supply Program, Maryland Department of the Environment

Publication of Permit Decision

Stephanie Gosman, Chairman and Treasurer, Museums of Kent County

Thank You Letter

American Rescue Plan Act Funds

American Rescue Plan Act (ARPA) Funds Spend Plan

Contingency Fund

Contingency and Use of Fund Balance Report

Closed Session

Thomas N. Yeager, County Attorney, and Dan Mattson, Director, Public Works

Legal Advice and Potential Litigation
This meeting will be closed under the Annotated Code of Maryland General Provisions Article § 3-305 (b) (7) To consult with counsel to obtain legal advice; and (8) To consult with staff, consultants, or other individuals about pending or potential litigation

(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.)

#1 - Regular Session Minutes, August 27, 2024
9/10/2024
County Commissioners Meeting

ATTACHMENTS:

Description

#2 - Liquor Minutes, August 27, 2024
9/10/2024
County Commissioners Meeting

ATTACHMENTS:

Description

#3 - Closed Session Minutes, August 27, 2024
9/10/2024
County Commissioners Meeting

ATTACHMENTS:

Description

4 - Roland Sheppard, Acting Director of Operations, Kent County Detention Center
9/10/2024
County Commissioners Meeting

Item Summary:
FY2025 Performance Incentive Grand Fund for the Medication Assisted Treatment Program

ATTACHMENTS:

Description

09.10.24 FY2025 Performance Incentive Grant Fund PIGF-2025-0009 Kent County Detention Center and UM Opioid Use Disorder Telemedicine Treatment Initiative

WES MOORE
Governor

ARUNA MILLER
Lieutenant Governor

DOROTHY LENNIG
Executive Director

August 26, 2024

The Honorable Ronald H. Fithian
President
Kent County Board of County Commissioners
R. Clayton Mitchell, Jr. Kent County Government Center
400 High Street
Chestertown, MD 21620

RE: PIGF-2025-0009

Dear President Fithian:

I am pleased to inform you that your grant application submitted by **Kent County Board of County Commissioners**, entitled **"Kent County Detention Center and University of Maryland Opioid Use Disorder Telemedicine Treatment Initiative,"** in the amount of $226,396.00 has received approval under the PERFORMANCE INCENTIVE GRANT FUND (AKA JUSTICE REINVESTMENT FUND SF) 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 KCDC and UMB "Kent County Detention Center and University of Maryland Opioid Use Disorder Telemedicine Treatment Initiative" program will support an ongoing collaborative clinical service program for screening, referral, and treatment (with medications) for opioid use disorder-diagnosed individuals incarcerated in Kent County Detention Center. Overdose risk associated with discharge is a leading cause of death for incarcerated individuals. This program provides new, continuing, and post-discharge bridge treatment, thus curtailing this risk, and ensuring compliance with state HB-116 mandates. Program funds provide personnel, medication costs, urine toxicology testing costs, and equipment.

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 Prevention and Policy.

If you have any questions or need any clarification regarding this grant award, please contact **Jacqueline Adams**, your program manager, or **Dorothy Lee**, 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,

Dorothy Lennig, Esq.
Executive Director

cc: Dr. Annabelle Belcher

8/26/2024

Governor's Office of Crime Prevention and Policy

Control Number: 49383
Regional Monitor: Adams, Jacqueline
Fiscal Specialist: Lee, Dorothy

Grant Award & Acceptance Form

Grant Award Number: PIGF-2025-0009
Sub-recipient: Kent County Board of County Commissioners
Project Title: Kent County Detention Center and University of Maryland Opioid Use Disorder Telemedicine Treatment Initiative
Implementing Agency: University of Maryland, Baltimore
Award Period: **07/01/2024 - 06/30/2025**

CFDA: Special

Funding Summary			
	Grant Funds	100.0 %	**$226,396.00**
	Cash Match	0.0 %	**$0.00**
	In-Kind Match	0.0 %	**$0.00**
	Total Project Funds		**$226,396.00**

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

Performance Incentive Grant Fund-Justice Reinvestment 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:

Dorothy J. R

Executive Director

Governor's Office of Crime Prevention and Policy

SUB-RECIPIENT ACCEPTANCE:

Ronnie Fithian
Signature of Authorized Official

Ronald H. Fithian, President
Typed Name And Title

September 10, 2024
Date

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

Governor's Office of Crime Prevention and Policy

GOCCP Regional Monitor: Adams, Jacqueline
GOCCP Fiscal Specialist: Lee, Dorothy

Grant Award - General Conditions

Grant Award Number:	PIGF-2025-0009	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	University of Maryland, Baltimore
Project Title:	Kent County Detention Center and University of Maryland Opioid Use Disorder Telemedicine Treatment Initiative		

1 General and Special Conditions (Post Award Instructions)

General Conditions and Special Conditions in this subaward package are the Maryland Governor's Office of Crime Prevention and Policy's (Office) Post Award instructions and procedures for managing and monitoring grants, irrelevant of the funding source. This subaward is subject to the General Conditions (https://www.goccp.maryland.gov/grants/general-conditions.php) posted on the website, and additional Special Conditions as accepted by the Applicant Agency's (Subrecipient) Authorized Official, Project Director, and Fiscal Officer. Also, refer to General Condition #21 below.

See additional guidance posted on the Office website such as the specific Grant Program Notice of Funding Availability (NOFA) and the GMS Application Instructions https://goccp.maryland.gov/wp-content/uploads/gms-application-instructions.pdf

2 Statutes and Requirements of State and Federal Funds

This subaward is subject to applicable State of Maryland (COMAR) and Federal Regulations (2 CFR) and requirements for the relative funding source. For updates to the Code of Federal Regulations (CFR) visit https://www.ecfr.gov/. The Office retains the right to add Special Conditions, if and when needed, during the subaward period of performance. Refer to the grant award letter in the electronic Grants Management System (GMS).

3 Federal Financial Guide

In addition to the post-award conditions, the subrecipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Department of Justice, Office of Justice Programs (OJP) Financial Guide where applicable, and to abide by any other terms and conditions imposed by the Office. The DOJ financial guide may be accessed at the following web URL: https://www.ojp.gov/funding/financialguidedoj/overview.

4 Award Period of Performance

Approved by the Office of the submitted application, the subaward that it has generated is for the time period stated in the 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, refer to the General Condition #32 below.

5 Subaward Acceptance Document

To fully execute the grant with the Office, the subrecipient must upload signed documents to the GMS. 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, de-obligation of funds and/or termination of the subaward. Acceptance of this subaward constitutes a commitment.

The Grant Award and Acceptance Form containing the original signature of the Executive Director of the Office must be signed by the Authorized Official (electronic signature is acceptable) noted on the submitted application. This signed document must be uploaded within 21 CALENDAR DAYS of receipt of the award package. 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.

Governor's Office of Crime Prevention and Policy

GOCCP Regional Monitor: Adams, Jacqueline
GOCCP Fiscal Specialist: Lee, Dorothy

Grant Award - General Conditions

Grant Award Number:	PIGF-2025-0009	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	University of Maryland, Baltimore
Project Title:	Kent County Detention Center and University of Maryland Opioid Use Disorder Telemedicine Treatment Initiative		

6 Special Conditions

It is important that the subrecipient review all Special Conditions attached to this subaward. The Authorized Official must initial each Special Condition page at the bottom right-hand corner. The initialed Special Condition pages must be uploaded to the GMS within 21 CALENDAR DAYS of receipt of the award package.

7 Notification of Project Commencement Form

The Notice of Project Commencement Form/Delay Form must be initialed in the Award Information Verification Section, AND signed at the bottom 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 within 30 CALENDAR DAYS of the receipt of the award package. The subrecipient's progress report modules will not be accessible until the signed Award Acceptance, initialed Special Condition and Project Commencement documents are submitted in the GMS. NOTE: If the project will not commence within 45 calendar days of the start date of the period of performance, subrecipients may submit a 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.

8 Subrecipient Organizational Capacity Questionnaire (SOCQ)

This questionnaire (https://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. Effective SFY 25, this completed questionnaire must be available in the GMS. The Applicant agency must upload all supporting documents to the GMS before the award is accepted by the Authorized Official. See Section L. of the GMS Application Instructions: https://goccp.maryland.gov/wp-content/uploads/gms-application-instructions.pdf

9 Online Reporting and Post-Award Technical Assistance

All subrecipients are required to view the Office's GMS Training Videos, which can be accessed at: https://goccp.maryland.gov/grants/gms-help-videos/. These videos provide step-by-step guidance on the application, submission of modifications (GAN), and progress reports within the period of performance. Subrecipients who require technical assistance relative to the online GMS during business hours may contact the Office IT Staff at support@goccp.freshdesk.com.

10 Post-award Required Documentation and Grant Adjustment Notification (GAN)

Post-award, finalized contracts must be uploaded into the GMS, and approved by the Office before any reimbursement for the related expense is requested.

Conference and training logistics must be provided when information becomes available for review and approval by the Office. Provide the dates, times, and locations of each conference or training 30 days in advance. Please submit a Grant Adjustment Notice (GAN) in the GMS to include the logistics, as well as an adjustment of costs, fees, and rates in the justification. Also, see other post-award guidance available in the GMS Application Instructions: https://goccp.maryland.gov/wp-content/uploads/gms-application-instructions.pdf.

11 Subaward Budget Notice and New Personnel

The approved Budget Notice is included in subaward packets. 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 the Program Manager for the applicable funding source 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 de-obligated at the discretion of the Office. Also, refer to the General Condition #12 below.

Grant Award - General Conditions

Grant Award Number:	PIGF-2025-0009	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	University of Maryland, Baltimore
Project Title:	Kent County Detention Center and University of Maryland Opioid Use Disorder Telemedicine Treatment Initiative		

12 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 within the current financial reporting period. 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.

13 Consultant Rates

The requirements related to consultant rates apply to all Office awards whether funded by State or federal funds. The maximum allowable compensation rate for consultant services is $81.25 per hour or $650 per day. Rates above this threshold will be considered on a case-by-case basis and require prior approval. Additional information and the required procedures for requesting prior approval are found at https://goccp.maryland.gov/preauth-for-consultant-fees/. Please note that charges at a rate above the established maximum rate that are incurred prior to the issuance of a GOCPP written approval will be disallowed.

14 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/.

15 Issuance of Request for Proposals, Bids, Procurement Process

When issuing requests for proposals, bid solicitations, or other procurement requests, all subrecipients must clearly state that the cost of the potential purchase is being funded in part, or in its entirety, with government grant funds. For example, "The Governor's Office of Crime Prevention and Policy funded this project under subaward number BJAG-2009-9000."

16 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.

17 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 the organization's existing budget, and may not replace any funds that were already included in the entity's existing or projected budget.

Grant Award - General Conditions

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18 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.

19 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 de-obligation of funds. In that event, remaining obligations will be the sole responsibility of the subrecipient.

Grant Award - General Conditions

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20 Modifications to Subaward and Grant Adjustment Notices (GAN) Submission

Depending on the modifications 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. Subrecipient must act as soon as possible to submit a GAN electronically in the GMS to minimize after-the-fact modification requests, which will be reviewed on a case-by-case basis for extenuating circumstances only, as determined by Office staff.

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

There are two types of GANs as follows:

1. General GAN - A 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 performance period, and designated roles identified in the FACE SHEET of the GMS.

Transfer or addition of professional/consultant services must be included in this GAN. Other key personnel/staff changes should be emailed to the grant manager. All documentation submitted to the Office is subject to the Public Information Act (PIA). Alterations to the goals, activities and/or outcomes as applicable must be outlined in this GAN. Subrecipients must also submit an associated Budget GAN separately if significant budget changes are required to accomplish tasks.

2. Budget GAN - A Budget GAN must be submitted to make any changes to budget line items within the budget to include, but not limited to, reallocating funding, adding budget line items, de-obligating funds, and requesting additional funding. Justification must be sufficient and must include a detailed description of each line item requesting a change, both the reasoning for the savings/unused line items and the need/justification for each increased or new item requested.

GAN Approval Timeline: The subrecipient should submit a GAN electronically in the GMS as soon as possible. Requests for changes or modifications must be submitted at least 30 calendar days prior to the end of the award period, allowing the Office sufficient time to review and approve the GAN. This approval will be communicated via an automated email (goccpgms.daemon@maryland.gov) from the GMS. The activity may not take place until the Authorized Official and/or the Project Director receives documented approval from the Office. These changes may not be requested via telephone, fax, or email.

Administrative GAN Exceptions: Exceptions for GAN requests within 30 days of the end of the award period will be considered on a case-by-case basis, for extenuating circumstances, as determined by Office staff only. A request for an exception and consideration of an Office administrative GAN must be emailed to the Program Manager with sufficient justification. Sufficient justification must include a detailed description of each line item requesting a change, both the reasoning for the savings/unused line items and the need/justification for each increased or new item requested. The subrecipient must submit revised progress, performance measures, and financial reports.

Grant Award - General Conditions

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Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	University of Maryland, Baltimore
Project Title:	Kent County Detention Center and University of Maryland Opioid Use Disorder Telemedicine Treatment Initiative		

21 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 (https://goccp.maryland.gov/grants/changing-authorized-official/), 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.

22 Issuance of Statements, Press Releases, or Other Documents - GOCPP 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 and Policy funded this project under subaward number BJAG-2009-9000 (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."

23 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.

24 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.

Grant Award - General Conditions

Grant Award Number:	PIGF-2025-0009	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	University of Maryland, Baltimore
Project Title:	Kent County Detention Center and University of Maryland Opioid Use Disorder Telemedicine Treatment Initiative		

25 Use of GOCPP Forms

All required Office forms must be generated electronically in the GMS. Only application and/or reports that are submitted electronically in the GMS will be reviewed and considered.

26 Online Submission of Quarterly Report Forms in line 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, Financial Reports) must be submitted in the GMS. In accordance with the policy the Office may freeze the release of funds until a subrecipient is current in the filing of all programmatic and financial reports, and 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 and/or result in termination of the subaward.

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

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

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

Governor's Office of Crime Prevention and Policy

GOCCP Regional Monitor: Adams, Jacqueline
GOCCP Fiscal Specialist: Lee, Dorothy

Grant Award - General Conditions

Grant Award Number:	PIGF-2025-0009	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	University of Maryland, Baltimore
Project Title:	Kent County Detention Center and University of Maryland Opioid Use Disorder Telemedicine Treatment Initiative		

27 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 the 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 de-obligate remaining funds on any subaward that does not comply with this requirement.

28 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 de-obligation of funds. If late reporting occurs, the expenditure or obligation may become the responsibility of the subrecipient.

29 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.

30 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 and/or monthly 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. Also, refer to the General Condition #31 below.

31 Records Retention

Retain all financial records, supporting documents, statistical records, and all other records pertinent to the award for a period of 5 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. Also, refer to the General Condition #30 above.

Grant Award - General Conditions

Grant Award Number:	PIGF-2025-0009	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	University of Maryland, Baltimore
Project Title:	Kent County Detention Center and University of Maryland Opioid Use Disorder Telemedicine Treatment Initiative		

32 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).

33 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 cognitive disability, 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 to submit formal complaints. 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 https://goccp.maryland.gov/grants/civil-rights-compliance/.

Also, refer to the non-discrimination and General Condition #34 below.
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).

For regulations pertaining to civil rights, visit
https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/standardassurances.pdf

Grant Award - General Conditions

Grant Award Number:	PIGF-2025-0009	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	University of Maryland, Baltimore
Project Title:	Kent County Detention Center and University of Maryland Opioid Use Disorder Telemedicine Treatment Initiative		

34 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 the report, please know the source of grant and from which year the award has been funded. Grant number can be found in the award package (for example: VOCA-17-XXXX would indicate VOCA 2017 funding).

Once registered, the EEOP Utilization Report tool will give step-by-step guidance for preparing and submitting applicant agency's EEO Utilization Report and/or certification form.

Upon submission/completion of the report, forward the confirmation email to the Program manager and include a cc: dlcivilrightscompliance_goccp@maryland.gov In the forwarded email, include in the subject line: Civil Rights/EEOP reporting and the subaward number so the Office can update the organization's information.

35 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. Noncompliance with a request for proof can result in forfeiture of grant funds.

36 Single Audit Requirement

If the subrecipient spends $750,000 or more per fiscal year in federal funds, a Single Audit is required in accordance with 2 CFR §200.514. Provide a copy of the Single Audit Report and audited financial statements so that we may issue a management decision letter for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521. Also see SOCQ required documentation as noted in the GMS Application Instructions. https://goccp.maryland.gov/certification-of-applicable-financial-reporting-requirements-form.

37 Reporting Fraud, Waste and Abuse

The subrecipient must promptly report any credible evidence of fraud, waste, abuse, or other misconduct related to the use of grant funds to the Program Manager of the applicable funding source. Also, refer to https://www.ola.state.md.us/fraud/ola-fraud-hotline

38 Food and Conference Costs

The Office will not approve any food and/or beverage costs associated with meetings, training, conferences, and/or other events with federal funds. 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 the organization's travel policy.

Grant Award - General Conditions

Grant Award Number:	PIGF-2025-0009	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	University of Maryland, Baltimore
Project Title:	Kent County Detention Center and University of Maryland Opioid Use Disorder Telemedicine Treatment Initiative		

39 SAM.gov and Unique Entity ID (UEI) Requirements

Throughout the entire period of this grant, the subrecipient must maintain a current registration at the federal System for Award Management website, SAM.gov, and the valid Unique Entity ID (UEI) that is associated with the SAM.gov registration. If the SAM.gov registration expires during the life of the grant, the subrecipient will not be able to draw down grant funds until the SAM.gov registration and the UEI have been reactivated.

A UEI is a universal identifier of entities that receive federal funds. The UEI facilitates the verification of an entity's good standing and the tracking of federal funds received by the entity. Information about the SAM.gov and its registration procedures can be found at www.SAM.gov.

40 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.

41 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.

42 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.

43 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/Substance%20Abuse%20Policy%202023.pdf). The Federal Government-wide Requirements for Drug-Free Workplace (Grants) is codified at 28 C.F.R. Part 83 (https://www.gpo.gov/fdsys/pkg/CFR-2010-title28-vol2/pdf/CFR-2010-title28-vol2-part83.pdf).

44 Office Name Change Effective 1.18.2024

Any reference to the Governor's Office of Crime Prevention, Youth and Victim Services (GOCPYVS or GOCCP) should now be referenced as the Governor's Office of Crime Prevention and Policy (GOCPP/Office) per Executive Order 01.01.2024.05. This change does not invalidate previous, current, or future agreements or documents referencing the agency as GOCPYVS. Specific concerns for the Executive Director must be emailed to GOCPPgrants.Admin@maryland.gov.

Governor's Office of Crime Prevention and Policy

Regional Monitor: Adams, Jacqueline
Fiscal Specialist: Lee, Dorothy

Grant Award - Special Conditions

Grant Award Number:	PIGF-2025-0009	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	University of Maryland, Baltimore
Project Title:	Kent County Detention Center and University of Maryland Opioid Use Disorder Telemedicine Treatment Initiative		

1 General Conditions

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

2 SAM.gov and Unique Entity ID (UEI) Requirements

Throughout the entire period of this grant, the subrecipient must maintain a current registration at the federal System for Award Management website, SAM.gov, and the valid Unique Entity ID (UEI) that is associated with the SAM.gov registration. If the SAM.gov registration expires during the life of the grant, the subrecipient will not be able to draw down grant funds until the SAM.gov registration and the UEI have been reactivated.

A UEI is a universal identifier of entities that receive federal funds. The UEI facilitates the verification of an entity's good standing and the tracking of federal funds received by the entity. Information about the SAM.gov and its registration procedures can be found at www.SAM.gov.

3 GOCPP support must be noted in any press releases, brochures, printed materials, and/or RFPs related to this subaward.

"The Governor's Office of Crime Prevention and Policy (GOCPP) funded this project under subaward number CACS-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."

4 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 GOCPP 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.

5 The recipient understands and agrees that the GOCPP may withhold award funds, or may impose other related requirements, if the recipient does not satisfactorily and promptly address outstanding issues from audits required by GOCPP, or other outstanding issues that arise in connection with audits and Single Audit Management Decisions.

RHP

6 If the recipient currently has other active awards (federal or state), or if the recipient receives any other award during the period of performance for this award, the recipient promptly must determine whether funds from any of those other awards have been, are being, or are to be used(in whole or in part) for one or more of the identifical cost items for which funds are provided under this awards. If so, the recipient must promptly notify GOCPP in writing of the potential duplication, and, if so requested by the awarding agency, must seek a budget-modification or change-of-project-scope Grant Award Notification (GAN) to eliminate any inappropriate duplication of funding.

7 Post-award, finalized contracts must be uploaded into the GMS, and before any reimbursement for the related expense is requested. See Contractual Services guidance available in GOCPP's GMS Application Instructions. https://goccp.maryland.gov/wp-content/uploads/gms-application-instructions.pdf

RHP

Governor's Office of Crime Prevention and Policy

Regional Monitor: Adams, Jacqueline
Fiscal Specialist: Lee, Dorothy

Budget Notice

Grant Award Number: PIGF-2025-0009
Sub-recipient: Kent County Board of County Commissioners
Project Title: Kent County Detention Center and University of Maryland Opioid Use Disorder Telemedicine Treatment Initiative
Implementing Agency: University of Maryland, Baltimore
Award Period: **07/01/2024 - 06/30/2025**
CFDA: Special

Funding Summary			
	Grant Funds	100.0 %	**$226,396.00**
	Cash Match	0.0 %	**$0.00**
	In-Kind Match	0.0 %	**$0.00**
	Total Project Funds		**$226,396.00**

Personnel

Description of Position	Salary Type	Funding	Total Budget
Nurse- Fringe	Fringe	Grant Funds	$14,625.00
Nurse- Salary	Salary	Grant Funds	$48,750.00
Peer Recovery Specialist- Fringe	Fringe	Grant Funds	$6,675.00
Peer Recovery Specialist- Salary	Salary	Grant Funds	$22,250.00
		Personnel Total:	$92,300.00

Contractual Services

Description	Funding	Quantity	Unit Cost	Total Budget
Counseling	Grant Funds	1	$26,250.00	$26,250.00
University of Maryland School of Medicine - IT Support	Grant Funds	1	$5,000.00	$5,000.00
University of Maryland School of Medicine - Project Director	Grant Funds	1	$2,815.00	$2,815.00
University of Maryland School of Medicine- Clinical Research Assistant	Grant Funds	1	$7,130.54	$7,130.00
University of Maryland School of Medicine - telemedicine physician with prescribing support	Grant Funds	1	$36,113.00	$36,113.00
University of Maryland School of Medicine- Administrative Costs	Grant Funds	1	$7,777.00	$7,777.00
			Contractual Services Total:	$85,085.00

Other

Description	Funding	Quantity	Unit Cost	Total Budget
Indirect Costs	Grant Funds	1	$9,819.00	$9,819.00
Medication- Buprenophine	Grant Funds	1	$3,832.00	$3,832.00
Medication- Methadone	Grant Funds	1	$8,400.00	$8,400.00
Medication- Testing	Grant Funds	1	$2,000.00	$2,000.00
Medication-Sublocade	Grant Funds	13	$1,920.00	$24,960.00
			Other Total:	$49,011.00

Governor's Office of Crime Prevention and Policy

Regional Monitor: Adams, Jacqueline
Fiscal Specialist: Lee, Dorothy

Budget Notice

Grant Award Number:	PIGF-2025-0009
Sub-recipient:	Kent County Board of County Commissioners
Project Title:	Kent County Detention Center and University of Maryland Opioid Use Disorder Telemedicine Treatment Initiative
Implementing Agency:	University of Maryland, Baltimore
Award Period:	**07/01/2024 - 06/30/2025**

CFDA: Special

Funding Summary			
	Grant Funds	100.0 %	**$226,396.00**
	Cash Match	0.0 %	**$0.00**
	In-Kind Match	0.0 %	**$0.00**
	Total Project Funds		**$226,396.00**

Approved: _____ **Effective Date: 7/1/2024**

Governor's Office of Crime Prevention and Policy Authorized Representative

Governor's Office of Crime Prevention and Policy

Programmatic Reporting

Control Number: 49383
Regional Monitor: Adams, Jacqueline
Fiscal Specialist: Lee, Dorothy
Submitted Date:

Grant Award Number:	PIGF-2025-0009
Sub-recipient:	Kent County Board of County Commissioners
Project Title:	Kent County Detention Center and University of Maryland Opioid Use Disorder Telemedicine Treatment Initiative
Implementing Agency:	University of Maryland, Baltimore
Award Period:	**07/01/2024 - 06/30/2025**

CFDA: Special

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 (12)

1	Number of persons referred to the program	
2	Number of persons who enrolled in program	
3	Number of persons who complete program	
4	Number of persons screened for housing services	
5	Number of persons connected to housing services	
6	Number of persons screened for behavioral healthcare needs	
7	Number of persons connected to a behavioral health provider	
8	Number of persons screened for benefit and medical insurance eligibility	
9	Number of persons connected to benefits and medical insurance	
10	Number of persons prescribed methadone	
11	Number of persons prescribed vivitrol/naltrexone	
12	Number of persons prescribed buprenorphine	

Progress Report Questions (9)

1	Describe any barriers/challenges to implementing or completing any of the objectives. Include any corrective actions taken or planned to overcome the noted barriers (include timeline if applicable). Are there any obstacles or barriers that could prevent you from expending all grant funds? Please include any requests for technical assistance, if needed.
2	Please list any success and/or best practices developed through this program funded by the Governor's Office of Crime Prevention and Policy (GOCPP).
3	Describe, in general, the level of cooperation and collaboration between partner agencies affiliated with this project.
4	If no funds or minimal funds (less than 25%) were expended during this quarter, provide an explanation as to why and when you anticipate requesting funds. Your detailed explanation should address each budget category.
5	Provide a brief narrative assessment of the project's effectiveness thus far. This should include qualitiative and quantitative evidence, including performance metrics (outputs and outcomes) and impacts, as identified in the project application to highlight factors considered to have facilitated or impaired the project's effectiveness.
6	Please explain the activities that have been planned for the upcoming quarter, include dates and a brief summary of each activity.
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	Only required to be completed in the Final Quarter of your Project: Do you have any noteworthy accomplishments, success stories, or program results that was completed during this project? List out all accomplishments, successes, and/or best practices developed through this grant-funded project. Have all intended activities been completed for this project? Please note any delays in project completions.
9	Please share noteworthy accomplishments, success stories, or program results from this reporting period that you would like to showcase in GOCPP's newsletter.

Signed: _____ **Date:** _____

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

Printed Name: _____ **Phone:** _____

5 - Pete Landon, Director Office of Emergency Services
9/10/2024
County Commissioners Meeting

Item Summary:
The Fiscal Year 2025 Police Accountability, Community and Transparency grant application submitted by Kent County Board of County
Commissioners, entitled "Kent County Law Enforcement Accountability Initiative," in the amount of $103,821.00 has received approval under the Police Accountability, Community and Transparency Grant program.
The Kent County Board of County Commissioners Law Enforcement Accountability Initiative in 2025 will continue building our program to establish full accountability, transparency, and community relations measures in accordance with the Maryland Police Accountability Act of 2021. Grant funds will be directed to hiring a halftime administrative specialist; contracting with a technical consultant (accountability officer); recruiting a trial board chair (contract); purchasing equipment and office
furniture; and funding required trainings and meetings.

ATTACHMENTS:

Description

PAB Novus Cover Page

09.10.24 FY2025 PACT-2025-0028 Kent County Law Enforcement Accountability Initiative Police Accountability, Community and Transparency Grant Program

Kent County Police Accountability Board
Administrative Charging Committee

WES MOORE
Governor

ARUNA MILLER
Lieutenant Governor

DOROTHY LENNIG
Executive Director

August 30, 2024

The Honorable Ronald H. Fithian
President
Kent County Board of County Commissioners
R. Clayton Mitchell, Jr. Kent County Government Center
400 High Street
Chestertown, MD 21620

RE: PACT-2025-0028

Dear President Fithian:

I am pleased to inform you that your grant application submitted by **Kent County Board of County Commissioners**, entitled **"Kent County Law Enforcement Accountability Initiative,"** in the amount of $103,821.00 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 Board of County Commissioners Law Enforcement Accountability Initiative continues proposing to build our program to establish full accountability, transparency, and community relations measures in accordance with the Maryland Police Accountability Act of 2021. To do this, program funds have been and will be directed to hiring a half-time administrative specialist; contracting with a technical consultant (accountability officer); recruiting and identifying a trial board chair (contract); purchasing equipment and office supplies; and funding all required trainings and meetings.

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 Prevention and Policy.

If you have any questions or need any clarification regarding this grant award, please contact **Paula Fitzpatrick**, 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,

Dorothy L. R

Dorothy Lennig, Esq.
Executive Director

cc: Mr. Pete Landon

8/30/2024

Governor's Office of Crime Prevention and Policy

Control Number: 49438
Regional Monitor: Fitzpatrick, Paula
Fiscal Specialist: Thomas, Courtney

Grant Award & Acceptance Form

Grant Award Number: PACT-2025-0028
Sub-recipient: Kent County Board of County Commissioners
Project Title: Kent County Law Enforcement Accountability Initiative
Implementing Agency: Kent County Board of County Commissioners
Award Period: **07/01/2024 - 06/30/2025**

CFDA: State General Fund

Funding Summary			
	Grant Funds	100.0 %	**$103,821.00**
	Cash Match	0.0 %	**$0.00**
	In-Kind Match	0.0 %	**$0.00**
	Total Project Funds		**$103,821.00**

This Grant Award is hereby made for financial assistance by the Governor's Office of Crime Prevention and Policy 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:

Dorothy J. R

Executive Director

Governor's Office of Crime Prevention and Policy

SUB-RECIPIENT ACCEPTANCE:

Ronnie Fithian

Signature of Authorized Official

Ronald N. Fithian, President

Typed Name And Title

09/10/24

Date

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

Governor's Office of Crime Prevention and Policy

GOCCP Regional Monitor: Fitzpatrick, Paula
GOCCP Fiscal Specialist: Thomas, Courtney

Grant Award - General Conditions

Grant Award Number:	PACT-2025-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	Kent County Law Enforcement Accountability Initiative		

1 General and Special Conditions (Post Award Instructions)

General Conditions and Special Conditions in this subaward package are the Maryland Governor's Office of Crime Prevention and Policy's (Office) Post Award instructions and procedures for managing and monitoring grants, irrelevant of the funding source. This subaward is subject to the General Conditions (https://www.goccp.maryland.gov/grants/general-conditions.php) posted on the website, and additional Special Conditions as accepted by the Applicant Agency's (Subrecipient) Authorized Official, Project Director, and Fiscal Officer. Also, refer to General Condition #21 below.

See additional guidance posted on the Office website such as the specific Grant Program Notice of Funding Availability (NOFA) and the GMS Application Instructions https://goccp.maryland.gov/wp-content/uploads/gms-application-instructions.pdf

2 Statutes and Requirements of State and Federal Funds

This subaward is subject to applicable State of Maryland (COMAR) and Federal Regulations (2 CFR) and requirements for the relative funding source. For updates to the Code of Federal Regulations (CFR) visit https://www.ecfr.gov/. The Office retains the right to add Special Conditions, if and when needed, during the subaward period of performance. Refer to the grant award letter in the electronic Grants Management System (GMS).

3 Federal Financial Guide

In addition to the post-award conditions, the subrecipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Department of Justice, Office of Justice Programs (OJP) Financial Guide where applicable, and to abide by any other terms and conditions imposed by the Office. The DOJ financial guide may be accessed at the following web URL: https://www.ojp.gov/funding/financialguidedoj/overview.

4 Award Period of Performance

Approved by the Office of the submitted application, the subaward that it has generated is for the time period stated in the 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, refer to the General Condition #32 below.

5 Subaward Acceptance Document

To fully execute the grant with the Office, the subrecipient must upload signed documents to the GMS. 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, de-obligation of funds and/or termination of the subaward. Acceptance of this subaward constitutes a commitment.

The Grant Award and Acceptance Form containing the original signature of the Executive Director of the Office must be signed by the Authorized Official (electronic signature is acceptable) noted on the submitted application. This signed document must be uploaded within 21 CALENDAR DAYS of receipt of the award package. 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.

Grant Award - General Conditions

Grant Award Number:	PACT-2025-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	Kent County Law Enforcement Accountability Initiative		

6 Special Conditions

It is important that the subrecipient review all Special Conditions attached to this subaward. The Authorized Official must initial each Special Condition page at the bottom right-hand corner. The initialed Special Condition pages must be uploaded to the GMS within 21 CALENDAR DAYS of receipt of the award package.

7 Notification of Project Commencement Form

The Notice of Project Commencement Form/Delay Form must be initialed in the Award Information Verification Section, AND signed at the bottom 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 within 30 CALENDAR DAYS of the receipt of the award package. The subrecipient's progress report modules will not be accessible until the signed Award Acceptance, initialed Special Condition and Project Commencement documents are submitted in the GMS. NOTE: If the project will not commence within 45 calendar days of the start date of the period of performance, subrecipients may submit a 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.

8 Subrecipient Organizational Capacity Questionnaire (SOCQ)

This questionnaire (https://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. Effective SFY 25, this completed questionnaire must be available in the GMS. The Applicant agency must upload all supporting documents to the GMS before the award is accepted by the Authorized Official. See Section L. of the GMS Application Instructions: https://goccp.maryland.gov/wp-content/uploads/gms-application-instructions.pdf

9 Online Reporting and Post-Award Technical Assistance

All subrecipients are required to view the Office's GMS Training Videos, which can be accessed at: https://goccp.maryland.gov/grants/gms-help-videos/. These videos provide step-by-step guidance on the application, submission of modifications (GAN), and progress reports within the period of performance. Subrecipients who require technical assistance relative to the online GMS during business hours may contact the Office IT Staff at support@goccp.freshdesk.com.

10 Post-award Required Documentation and Grant Adjustment Notification (GAN)

Post-award, finalized contracts must be uploaded into the GMS, and approved by the Office before any reimbursement for the related expense is requested.

Conference and training logistics must be provided when information becomes available for review and approval by the Office. Provide the dates, times, and locations of each conference or training 30 days in advance. Please submit a Grant Adjustment Notice (GAN) in the GMS to include the logistics, as well as an adjustment of costs, fees, and rates in the justification. Also, see other post-award guidance available in the GMS Application Instructions: https://goccp.maryland.gov/wp-content/uploads/gms-application-instructions.pdf.

11 Subaward Budget Notice and New Personnel

The approved Budget Notice is included in subaward packets. 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 the Program Manager for the applicable funding source 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 de-obligated at the discretion of the Office. Also, refer to the General Condition #12 below.

Grant Award - General Conditions

Grant Award Number:	PACT-2025-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	Kent County Law Enforcement Accountability Initiative		

12 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 within the current financial reporting period. 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.

13 Consultant Rates

The requirements related to consultant rates apply to all Office awards whether funded by State or federal funds. The maximum allowable compensation rate for consultant services is $81.25 per hour or $650 per day. Rates above this threshold will be considered on a case-by-case basis and require prior approval. Additional information and the required procedures for requesting prior approval are found at https://goccp.maryland.gov/preauth-for-consultant-fees/. Please note that charges at a rate above the established maximum rate that are incurred prior to the issuance of a GOCPP written approval will be disallowed.

14 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/.

15 Issuance of Request for Proposals, Bids, Procurement Process

When issuing requests for proposals, bid solicitations, or other procurement requests, all subrecipients must clearly state that the cost of the potential purchase is being funded in part, or in its entirety, with government grant funds. For example, "The Governor's Office of Crime Prevention and Policy funded this project under subaward number BJAG-2009-9000."

16 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.

17 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 the organization's existing budget, and may not replace any funds that were already included in the entity's existing or projected budget.

Grant Award - General Conditions

Grant Award Number:	PACT-2025-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	Kent County Law Enforcement Accountability Initiative		

18 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.

19 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 de-obligation of funds. In that event, remaining obligations will be the sole responsibility of the subrecipient.

Governor's Office of Crime Prevention and Policy

GOCCP Regional Monitor: Fitzpatrick, Paula
GOCCP Fiscal Specialist: Thomas, Courtney

Grant Award - General Conditions

Grant Award Number:	PACT-2025-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	Kent County Law Enforcement Accountability Initiative		

20 Modifications to Subaward and Grant Adjustment Notices (GAN) Submission

Depending on the modifications 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. Subrecipient must act as soon as possible to submit a GAN electronically in the GMS to minimize after-the-fact modification requests, which will be reviewed on a case-by-case basis for extenuating circumstances only, as determined by Office staff.

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

There are two types of GANs as follows:

1. General GAN - A 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 performance period, and designated roles identified in the FACE SHEET of the GMS.

Transfer or addition of professional/consultant services must be included in this GAN. Other key personnel/staff changes should be emailed to the grant manager. All documentation submitted to the Office is subject to the Public Information Act (PIA). Alterations to the goals, activities and/or outcomes as applicable must be outlined in this GAN. Subrecipients must also submit an associated Budget GAN separately if significant budget changes are required to accomplish tasks.

2. Budget GAN - A Budget GAN must be submitted to make any changes to budget line items within the budget to include, but not limited to, reallocating funding, adding budget line items, de-obligating funds, and requesting additional funding. Justification must be sufficient and must include a detailed description of each line item requesting a change, both the reasoning for the savings/unused line items and the need/justification for each increased or new item requested.

GAN Approval Timeline: The subrecipient should submit a GAN electronically in the GMS as soon as possible. Requests for changes or modifications must be submitted at least 30 calendar days prior to the end of the award period, allowing the Office sufficient time to review and approve the GAN. This approval will be communicated via an automated email (goccpgms.daemon@maryland.gov) from the GMS. The activity may not take place until the Authorized Official and/or the Project Director receives documented approval from the Office. These changes may not be requested via telephone, fax, or email.

Administrative GAN Exceptions: Exceptions for GAN requests within 30 days of the end of the award period will be considered on a case-by-case basis, for extenuating circumstances, as determined by Office staff only. A request for an exception and consideration of an Office administrative GAN must be emailed to the Program Manager with sufficient justification. Sufficient justification must include a detailed description of each line item requesting a change, both the reasoning for the savings/unused line items and the need/justification for each increased or new item requested. The subrecipient must submit revised progress, performance measures, and financial reports.

Grant Award - General Conditions

Grant Award Number:	PACT-2025-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	Kent County Law Enforcement Accountability Initiative		

21 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 (https://goccp.maryland.gov/grants/changing-authorized-official/), 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.

22 Issuance of Statements, Press Releases, or Other Documents - GOCPP 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 and Policy funded this project under subaward number BJAG-2009-9000 (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."

23 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.

24 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.

Grant Award - General Conditions

Grant Award Number:	PACT-2025-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
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Project Title:	Kent County Law Enforcement Accountability Initiative		

25 Use of GOCPP Forms

All required Office forms must be generated electronically in the GMS. Only application and/or reports that are submitted electronically in the GMS will be reviewed and considered.

26 Online Submission of Quarterly Report Forms in line 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, Financial Reports) must be submitted in the GMS. In accordance with the policy the Office may freeze the release of funds until a subrecipient is current in the filing of all programmatic and financial reports, and 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 and/or result in termination of the subaward.

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

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

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

Grant Award - General Conditions

Grant Award Number:	PACT-2025-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
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Project Title:	Kent County Law Enforcement Accountability Initiative		

27 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 the 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 de-obligate remaining funds on any subaward that does not comply with this requirement.

28 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 de-obligation of funds. If late reporting occurs, the expenditure or obligation may become the responsibility of the subrecipient.

29 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.

30 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 and/or monthly 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. Also, refer to the General Condition #31 below.

31 Records Retention

Retain all financial records, supporting documents, statistical records, and all other records pertinent to the award for a period of 5 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. Also, refer to the General Condition #30 above.

Grant Award - General Conditions

Grant Award Number:	PACT-2025-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
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32 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).

33 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 cognitive disability, 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 to submit formal complaints. 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 https://goccp.maryland.gov/grants/civil-rights-compliance/.

Also, refer to the non-discrimination and General Condition #34 below.
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).

For regulations pertaining to civil rights, visit
https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/standardassurances.pdf

Grant Award - General Conditions

Grant Award Number:	PACT-2025-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	Kent County Law Enforcement Accountability Initiative		

34 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 the report, please know the source of grant and from which year the award has been funded. Grant number can be found in the award package (for example: VOCA-17-XXXX would indicate VOCA 2017 funding).

Once registered, the EEOP Utilization Report tool will give step-by-step guidance for preparing and submitting applicant agency's EEO Utilization Report and/or certification form.

Upon submission/completion of the report, forward the confirmation email to the Program manager and include a cc: dlcivilrightscompliance_goccp@maryland.gov In the forwarded email, include in the subject line: Civil Rights/EEOP reporting and the subaward number so the Office can update the organization's information.

35 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. Noncompliance with a request for proof can result in forfeiture of grant funds.

36 Single Audit Requirement

If the subrecipient spends $750,000 or more per fiscal year in federal funds, a Single Audit is required in accordance with 2 CFR §200.514. Provide a copy of the Single Audit Report and audited financial statements so that we may issue a management decision letter for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521. Also see SOCQ required documentation as noted in the GMS Application Instructions. https://goccp.maryland.gov/certification-of-applicable-financial-reporting-requirements-form.

37 Reporting Fraud, Waste and Abuse

The subrecipient must promptly report any credible evidence of fraud, waste, abuse, or other misconduct related to the use of grant funds to the Program Manager of the applicable funding source. Also, refer to https://www.ola.state.md.us/fraud/ola-fraud-hotline

38 Food and Conference Costs

The Office will not approve any food and/or beverage costs associated with meetings, training, conferences, and/or other events with federal funds. 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 the organization's travel policy.

Governor's Office of Crime Prevention and Policy

GOCCP Regional Monitor: Fitzpatrick, Paula
GOCCP Fiscal Specialist: Thomas, Courtney

Grant Award - General Conditions

Grant Award Number:	PACT-2025-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
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39 SAM.gov and Unique Entity ID (UEI) Requirements

Throughout the entire period of this grant, the subrecipient must maintain a current registration at the federal System for Award Management website, SAM.gov, and the valid Unique Entity ID (UEI) that is associated with the SAM.gov registration. If the SAM.gov registration expires during the life of the grant, the subrecipient will not be able to draw down grant funds until the SAM.gov registration and the UEI have been reactivated.

A UEI is a universal identifier of entities that receive federal funds. The UEI facilitates the verification of an entity's good standing and the tracking of federal funds received by the entity. Information about the SAM.gov and its registration procedures can be found at www.SAM.gov.

40 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.

41 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.

42 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.

43 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/Substance%20Abuse%20Policy%202023.pdf). The Federal Government-wide Requirements for Drug-Free Workplace (Grants) is codified at 28 C.F.R. Part 83 (https://www.gpo.gov/fdsys/pkg/CFR-2010-title28-vol2/pdf/CFR-2010-title28-vol2-part83.pdf).

44 Office Name Change Effective 1.18.2024

Any reference to the Governor's Office of Crime Prevention, Youth and Victim Services (GOCPYVS or GOCCP) should now be referenced as the Governor's Office of Crime Prevention and Policy (GOCPP/Office) per Executive Order 01.01.2024.05. This change does not invalidate previous, current, or future agreements or documents referencing the agency as GOCPYVS. Specific concerns for the Executive Director must be emailed to GOCPPgrants.Admin@maryland.gov.

Governor's Office of Crime Prevention and Policy

Regional Monitor: Fitzpatrick, Paula
Fiscal Specialist: Thomas, Courtney

Grant Award - Special Conditions

Grant Award Number:	PACT-2025-0028	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	Kent County Board of County Commissioners
Project Title:	Kent County Law Enforcement Accountability Initiative		

1 General Conditions

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

2 SAM.gov and Unique Entity ID (UEI) Requirements

Throughout the entire period of this grant, the subrecipient must maintain a current registration at the federal System for Award Management website, SAM.gov, and the valid Unique Entity ID (UEI) that is associated with the SAM.gov registration. If the SAM.gov registration expires during the life of the grant, the subrecipient will not be able to draw down grant funds until the SAM.gov registration and the UEI have been reactivated.

A UEI is a universal identifier of entities that receive federal funds. The UEI facilitates the verification of an entity's good standing and the tracking of federal funds received by the entity. Information about the SAM.gov and its registration procedures can be found at www.SAM.gov.

3 GOCPP support must be noted in any press releases, brochures, printed materials, and/or RFPs related to this subaward.

"The Governor's Office of Crime Prevention and Policy (GOCPP) funded this project under subaward number CACS-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."

4 All positions under the Personnel Budget Category, submitted under the methodology of a 12 month budget projection, must expend and draw down their personnel funds quarterly or be subject to de-obligation of funds. Exceptions include, but are not limited to, overtime and on-call services.

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 GOCPP reserves the right to complete an administrative closeout on this grant award and de-obligate all remaining funds.

Revisions are a manual process that requires hand written corrections on a copy of the previously submitted 30 day report, with the word "FINAL" written in red ink. The corrections must be actual expenditures, not the variance. New signatures and current dates are required in blue ink. The revised report can be mailed, emailed, or delivered.

7 According to Public Safety Article § 3-514, Annotated Code of Maryland, if a law enforcement agency has not submitted the required aggregate data of police officers' use of force to the Maryland Police and Correctional Training Commissions (MPCTC) by July 1 for the previous calendar year, the Governor's Office of Crime Prevention, Youth, and Victim Services (GOCPYVS) may not make any grant funds available to that law enforcement agency.

8 The recipient understands and agrees that the GOCPP may withhold award funds, or may impose other related requirements, if the recipient does not satisfactorily and promptly address outstanding issues from audits required by GOCPP, or other outstanding issues that arise in connection with audits and Single Audit Management Decisions.

9 If the recipient is designated "high-risk" by any grant-making agency (state and federal) outside of GOCPP, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to GOCPP by emailing goccpgrants.admin@maryland.gov. For purpose of this disclosure, high risk includes any status under which an awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at the awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the awarding agency.

10 If the recipient currently has other active awards (federal or state), or if the recipient receives any other award during the period of performance for this award, the recipient promptly must determine whether funds from any of those other awards have been, are being, or are to be used(in whole or in part) for one or more of the identifical cost items for which funds are provided under this awards. If so, the recipient must promptly notify GOCPP in writing of the potential duplication, and, if so requested by the awarding agency, must seek a budget-modification or change-of-project-scope Grant Award Notification (GAN) to eliminate any inappropriate duplication of funding.

11 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 GOCPP(Office) retains the right to add Special Conditions, if and when needed, during the award period of performance. General Conditions (https://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.

12 Post-award, finalized contracts must be uploaded into the GMS, and before any reimbursement for the related expense is requested. See Contractual Services guidance available in GOCPP's GMS Application Instructions. https://goccp.maryland.gov/wp-content/uploads/gms-application-instructions.pdf

13 Conference and training logistics must be provided once identified and information becomes available. Provide GOCPP with the dates, times, and locations of each conference or training 30 days in advance. Submit a Grant Adjustment Notice (GAN) in the GMS to include the logistics, as well as an adjustment of costs, fees, and rates in the justification.

Governor's Office of Crime Prevention and Policy

Regional Monitor: Fitzpatrick, Paula
Fiscal Specialist: Thomas, Courtney

Budget Notice

Grant Award Number: PACT-2025-0028
Sub-recipient: Kent County Board of County Commissioners
Project Title: Kent County Law Enforcement Accountability Initiative
Implementing Agency: Kent County Board of County Commissioners
Award Period: **07/01/2024 - 06/30/2025**

CFDA: State General Fund

Funding Summary			
	Grant Funds	100.0 %	**$103,821.00**
	Cash Match	0.0 %	**$0.00**
	In-Kind Match	0.0 %	**$0.00**
	Total Project Funds		**$103,821.00**

Personnel

Description of Position	Salary Type	Funding	Total Budget
Administrative Specialist - .50	Fringe	Grant Funds	$7,288.00
Administrative Specialist - .50	Salary	Grant Funds	$25,783.00

Personnel Total: $33,071.00

Operating Expenses

Description	Funding	Quantity	Unit Cost	Total Budget
Communications- Telephone	Grant Funds	1	$750.00	$750.00
Office supplies including paper, staples, file folders, U.S. Postage, envelopes, copying, promotional and presentation materials	Grant Funds	1	$2,500.00	$2,500.00

Operating Expenses Total: $3,250.00

Travel

Description	Funding	Quantity	Unit Cost	Total Budget
Administrative Support Training	Grant Funds	1	$1,000.00	$1,000.00
Police Trial Board Chair Travel	Grant Funds	1	$2,000.00	$2,000.00
Travel/Training/Meetings	Grant Funds	1	$5,000.00	$5,000.00

Travel Total: $8,000.00

Contractual Services

Description	Funding	Quantity	Unit Cost	Total Budget
Consultant: Accountability Officer	Grant Funds	800	$58.00	$46,400.00
Consultant: Trial Board Chair (AHO Hearing Official)	Grant Funds	40	$200.00	$8,000.00

Contractual Services Total: $54,400.00

Equipment

Description	Funding	Quantity	Unit Cost	Total Budget
Computer equipment, software and programs	Grant Funds	1	$5,100.00	$5,100.00

Equipment Total: $5,100.00

Governor's Office of Crime Prevention and Policy

Regional Monitor: Fitzpatrick, Paula
Fiscal Specialist: Thomas, Courtney

Budget Notice

Grant Award Number:	PACT-2025-0028
Sub-recipient:	Kent County Board of County Commissioners
Project Title:	Kent County Law Enforcement Accountability Initiative
Implementing Agency:	Kent County Board of County Commissioners
Award Period:	**07/01/2024 - 06/30/2025**

CFDA: State General Fund

Funding Summary	Grant Funds	100.0 %	**$103,821.00**
	Cash Match	0.0 %	**$0.00**
	In-Kind Match	0.0 %	**$0.00**
	Total Project Funds		**$103,821.00**

Approved: _____ **Effective Date: 8/22/2024**

Governor's Office of Crime Prevention and Policy Authorized Representative

Governor's Office of Crime Prevention and Policy

Programmatic Reporting

Control Number: 49438
Regional Monitor: Fitzpatrick, Paula
Fiscal Specialist: Thomas, Courtney
Submitted Date:

Grant Award Number: PACT-2025-0028
Sub-recipient: Kent County Board of County Commissioners
Project Title: Kent County Law Enforcement Accountability Initiative
Implementing Agency: Kent County Board of County Commissioners
Award Period: **07/01/2024 - 06/30/2025** 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 (16)

1	Number of cases identified by a law enforcement peer(s) and referred to internal affairs	
2	Number of officers identified in the Early Intervention System	
3	Number of times the public-facing Misconduct Database was utilized by complainants	
4	Number of Use of Force incidents that were out of policy	
5	Number of citizens served by a law enforcement-based victim advocate	
6	Number of officers referred to an Employee Assistance Program	
7	Number of Police Accountability Board (PAB) hearings held	
8	Number of times body-worn cameras were utilized in an internal investigation	
9	Percent of change in the number of Use of Force complaints because of early intervention	
10	Percent of public-facing misconduct database complaints were unfounded or non-sustained	
11	Percent of change for Use of Force complaints that were not according to agency policy	
12	Percent of officers who received employee assistance from an agency or agency-approved program	
13	Percent of cases BWC video footage exonerated the officer(s)	

14	Percent of complainants who reported a positive attitude toward law enforcement after receiving assistance from a law enforcement-based victim advocate	
15	Percent of PAB cases recommended administrative charges	
16	Percent of PAB cases that resulted in criminal charges	

Progress Report Questions (9)

1	Provide a brief narrative assessment of the project's effectiveness thus far. This should include qualitiative and quantitative evidence, including performance metrics (outputs and outcomes) and impacts, as identified in the project application to highlight factors considered to have facilitated or impaired the project's effectiveness.
2	Describe any barriers/challenges to implementing or completing any of the objectives. Include any corrective actions taken or planned to overcome the noted barriers (include timeline if applicable). Are there any obstacles or barriers that could prevent you from expending all grant funds? Please include any requests for technical assistance, if needed.
3	Please list any success and/or best practices developed through this program funded by the Governor's Office of Crime Prevention and Policy (GOCPP).
4	Describe, in general, the level of cooperation and collaboration between partner agencies affiliated with this project.
5	If no funds or minimal funds (less than 25%) were expended during this quarter, provide an explanation as to why and when you anticipate requesting funds. Your detailed explanation should address each budget category.
6	Please explain the activities that have been planned for the upcoming quarter, include dates and a brief summary of each activity.
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 share noteworthy accomplishments, success stories, or program results from this reporting period that you would like to showcase in GOCPP's newsletter.
9	Only required to be completed in the Final Quarter of your Project: Do you have any noteworthy accomplishments, success stories, or program results that was completed during this project? List out all accomplishments, successes, and/or best practices developed through this grant-funded project. Have all intended activities been completed for this project? Please note any delays in project completions.

Signed: _____ **Date:** _____

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

Printed Name: _____ **Phone:** _____

FY 2025 Police Accountability, Community, and Transparency (PACT) Grant Program (PACT)

Applicant: Kent County Board of County Commissioners

Grant Application Form

Governor's Office of Crime Control and Prevention

Submitted: 5/22/2024

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

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

Application Contents

- [x] Cover Sheet
- [x] Face Sheet
- [x] Summary / Narrative
- [x] Budget Summary
  - [x] Personnel
  - [x] Operating
  - [x] Travel
  - [x] Services
  - [x] Equipment
  - [x] Other
- [x] Civil Rights
- [x] Service Sites
- [x] Assurances
- [x] Anti-Lobbying

Date Stamp:	OFFICE USE ONLY	
	Control Number:	Application Number: 2024-PT-0027
	Received By:	Date:

48537 / 2024-PT-0027

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

FY 2025 Police Accountability, Community, and Transparency (PACT) Grant Program (PACT)

Applicant: Kent County Board of County Commissioners

Project Title: Kent County Law Enforcement Accountability Initiative

Kent **Local Government**

Start Date: 07/01/2024 **Submitted:** 5/22/2024 9:06:33 AM **DUNS Number:** 086131901

End Date: 06/30/2025 **Funding Year:** **SAM Expiration:** 2/13/2025

Applicant:

Kent County Board of County Commissioners
R. Clayton Mitchell, Jr. Kent County Government Center
400 High Street
Chestertown, MD 21620 1312
(410) 778-4600 FAX: (410) 778-7482

Implementing Agency:

Kent County Board of County Commissioners
R. Clayton Mitchell, Jr. Kent County Government Center
400 High Street
Chestertown, MD 21620 1312
(410) 778-4600 FAX: (410) 778-7482

Authorized Official: Fithian, Ronald H. President
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 FAX: (410) 778-7482

Project Director: Landon, Pete Director - Kent County Office of Emergency Service
plandon@kentgov.org
Kent County Board of County Commissioners
104 Vickers Drive, Unit D
Chestertown, MD 21620
(410) 778-7458 FAX: (410) 778-4601

Fiscal Officer: Merritt, Patricia M Chief Finance Officer
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 FAX: (410) 810-2947

Funding Summary					
	100.0 %	Grant Funds	**$103,821.00**		
	0.0 %	Cash Match	**$0.00**		
	0.0 %	In-Kind Match	**$0.00**		
		Total Project Funds	**$103,821.00**		

Project Summary

The Kent County Board of County Commissioners Law Enforcement Accountability Initiative continues proposing to build our program to establish full accountability, transparency, and community relations measures in accordance with the Maryland Police Accountability Act of 2021. To do this, program funds have been and will be directed to hiring a half-time administrative specialist; contracting with a technical consultant (accountability officer); recruiting and identifying a trial board chair (contract); purchasing equipment and office supplies; and funding all required trainings and meetings.

Problem Statement/Needs Justification

The Kent County Law Enforcement Accountability Initiative, previously funded to establish a Police Accountability Board, an Administrative Charging Committee, and a Trial Board, now has the infrastructure in place to continue a full initiative, but still needs to complete recruitment for additional members of the Administrative Charging Committee to ensure we are not disabled due to the citizen chair being unable to sit on a trial board for various reasons, finalize the appointment of the Trial Board Chair signing an memorandum of understanding with the Maryland Office of Administrative Hearings, and maintain a half-time Administrative Specialist to take on the day-to-day administrative tasks required of this initiative (including the victim advocate role) who will support the contracted Accountability Officer.

Fully establishing such a program over the past grant periods in Kent County, a sparsely populated rural county, has continued presenting challenges, particularly regarding board member recruitment as well as retention, but we are confident that with appropriate staffing, time, and funding, we will continue working towards ensuring this initiative is fully operating in the near future, able to effectively complete an Administrative Charging Committee review of a police officer complaint. More importantly, Kent County will continue to be in a position to consistently improve and enhance programming centered around police accountability and transparency.

Program Goals and Objectives

To meet the goal (PACT goal #3) of identifying programs promoting police accountability as it is a vital element of modern-era American policing, Kent County intends to continue fully implementing as well as maintaining our Law Enforcement Accountability Initiative to create greater transparency and trust between law enforcement and the communities served, establishing processes and procedures related to the Maryland Police Accountability Act of 2021 and the Kent County Board of Commissioners Resolution 2022-11. We currently have in place a Police Accountability Board, and we are in process of fully establishing the Administrative Charging Committee as well as finalizing appointment of a Trial Board Chair. We will also evaluate the need for designing or implementing additional program components if deemed appropriate.

Objective 1: Fully establish the Administrative Charging Committee (ACC)

- Kent County has filled all vacancies on the five-member Administrative Charging Committee however, mandatory training attendance has been hampered by session cancellations and the lack of decentralized training locations. Kent County ACC members are fully voluntary that must take time off from full-time employment to attend week long training with travel, lodging, etc. Kent County needs to recruit additional members to create a pool of eligible ACC members in the event of resignation(s) or conflicts of interest precluding participation in a police misconduct complaint investigation review and disposition.

Objective 2: Finalize appointment of the Kent County Police Trial Board Chairperson

-Kent County has attempted to identify, recruit and appoint a qualified individual to serve as the Kent County Police Trial Board Chair unsuccessfully at this time. Kent County is in the process of finalizing a Memorandum of Agreement with the Maryland Office of Administrative Hearings to ensure that a qualified judicial officer is readily available to oversee Kent County Police Trial Boards.

Objective 3: Continue Utilizing the services of the contracted Accountability Officer for up to 16 hours a week to work with the Police Accountability Board in reviewing by-laws, procedures and policies; oversee/coordinate the full commencement of the Administrative Charging Committee; finalize appointment of the Trial Board Chair for the subsequent commencement of the Kent County Police Trial Boards; coordinate all Trial Board activities when necessary; coordinate required trainings; remain up-to-date on laws and requirements; and act as the subject matter expert when complaints are received.

-Kent County has created the infrastructure necessary to ensure police accountability and transparency in Kent County. The Accountability Officer will ensure that all activities are coordinated and consistent with contemporary statutory requirements.

Objective 4: Maintain and continue the appointment of a half-time Administrative Specialist to work 20 hours a week.

-This position is responsible for the day-to-day tasks required for the successful operation of the Kent County Law Enforcement Accountability Initiative. The Administrative Specialist remains the primary contact with the Accountability Officer, Police Accountability Board Chair, Police Accountability Board members, and Administrative Charging Committee Chair and Administrative Charging Committee members regarding meeting materials and attendance; will be responsible for staffing the quarterly PAB meetings as well as the monthly ACC meetings; will assist the PAB with preparing the required annual report; and will work with law enforcement agencies to perform the duties of the required victim advocate role.

Objective 5: Kent County will Research and evaluate additional strategies that improve law enforcement accountability and community relations, and implement approved strategies.

-For example, research the feasibility and design of community outreach activities; investigate programs that provide counseling services, including crisis and stress management and peer support for law enforcement; look into additional innovative strategies to further public trust and law enforcement accountability.

Program Strategy/Program Logic

The overarching goal of the Kent County Law Enforcement Accountability Initiative is to continue working towards increasing greater transparency, accountability, and trust between local law enforcement and the citizens of Kent County. Kent County remains having a standing and fully appointed Police Accountability Board, the final development and commencement of the Administrative Charging Committee as well as Kent County Police Trial Boards remain central to meeting the aforementioned goal.

In order to be successful, the following positions and entities are intrinsically involved in the Kent County Law Enforcement Initiative: The Kent County Board of Commissioners, the contracted consultant (Accountability Officer), the Administrative Specialist, local law enforcement agencies including the Kent County Sheriff's Office, Chestertown Police Department, Rock Hall Police Department, as well as the Kent County Police Accountability Board, the Kent County Administrative Charging Committee and the Kent County Police Trial Board(s) (led by the Kent County Police Trial Board Chairperson). Additional needs include office supplies and equipment, office furniture, computer equipment including software, communications expenses and training/meeting expenses.

The Police Accountability Board Chairperson additionally serves as an Administrative Charging Committee member and the Police Accountability Board has appointed two civilian members to the Administrative Charging Committee, while the President of the Kent Count Board of Commissioners has selected and appointed two additional civilian members to serve on this Committee. We will also finalize the appointment of a qualified Kent County Police Trial Board Chair, via a memorandum of agreement with the Office of Administrative Hearings.

Although appointment of a replacement Accountability Officer consultant was delayed during the past grant period, the Accountability Officer will continue investigating and recommending the implementation additional innovative, and appropriate methods to increase law enforcement accountability, visibility while improving community relations, including a possible outreach program, and exploring stress management programming for law enforcement, and other training strategies.

Program Measurement

• A contract with the consultant (the contracted Accountability Officer) will be prepared immediately upon funding award notification to ensure that there is no lapse with ongoing activities.
• The five-member Administrative Charging Committee (with alternates) will be fully trained and operational by August 15, 2024.
• A Police Trial Board Chair has been theoretically identified by the OAH and will be available by memorandum of agreement by July 15, 2024.
• The half-time Administrative Specialist has been hired and will be retained upon program funding availability.
• This Administrative Specialist has been appointed and will fully establish the Victim Advocate role, including appropriate training or associated activities by October 2024.
• By October 31, 2024, the Accountability Officer will provide another full report of his recommendations and evaluations regarding additional program components for future implementation to the County Commissioners of Kent County. Recommendations will be ongoing.
• Public outreach along with surveys will continue to measure program progress/impact will actually be created: September 2024 and again in December 2024.
Of course, Kent County will continue to remain aware of any complaints and ensure that the complaint process runs smoothly.

Impacts: The ongoing operation and enhancement of this initiative will continue to improve relations between the public and law enforcement. With citizens further engaged in oversight regarding police accountability, public trust is always inherently enhanced. Public outreach and surveys will gauge public support and trust in this initiative, helping to measure its success.

Timeline

- *May - June, 2024: Develop FY25 contract with consultant (Accountability Officer)*
- *July 2024: Retain Administrative Specialist*
- *July 2024: Finalize appointment of the Kent County Police Trial Board Chair (OAH judicial officer)*
- *July 2024 and quarterly throughout FY 25: Police Accountability Board meets with Law Enforcement Agency leadership to discuss issues and/or suggested changes to improve policing. The PAB meets quarterly to review outcomes of any disciplinary matters, if necessary.*
- *August 2024: Public survey*
- *August 2024: Ensure all vacancies on the five-member Administrative Charging Committee are filled along with alternate members. Additionally, ensure mandatory training is completed by all ACC members.*
- *September 2024: Public survey re: Year Two of fully operational Kent County Police Accountability Initiative.*
- *October 2024: Administrative Specialist refines the Kent County Police Accountability Board Victim Advocate role, policies and procedures to their duties.*
- *October 2024: Consultant continues reporting on suggested strategies to implement to further positive relationships and trust between law enforcement and the citizens of Kent County. Recommendations are ongoing.*
- *December 2024: The PAB prepares an annual report to the County Commissioners of Kent County.*

Spending Plan

Annual salary: 50% Administrative Specialist at an annual salary of $25,783 for 20 hours/week in addition to 30% benefits ($7,288) for a total of $33,071.00

- Payment throughout the year: Contracted Accountability Officer for 16 hours/week at $58 per hour for 50 weeks, or $46,400 annually.
- Periodic payment throughout the year: Trial Board Chair (MOA with OAH @ $200/hour for 40 hours is $8000) plus miscellaneous travel expenses $2000 for a total of $10,000.00
- Periodic payment throughout the year: Mileage, hotel stays and meals for mandatory training and meetings - $5,000.00
- Payment throughout the year: Office Supplies- $2,500.00
- July 2024 and payment throughout the year: Computer equipment, programs and software- $5,100.00
- Payment throughout the year: Administrative Support Training- $1,000.00
- July 2024 and payment throughout the year: Cellular Communications for 24/7 hotline- $750.00 Total Funding Requested: $103,821.00

Management Capabilities

Kent County has received and successfully managed several federal and state grants over the past several years.

Project Director and Grant Writer:
Walter F. "Pete" Landon was appointed Director of the Kent County Office of Emergency Services in May 2022. He served the citizens of Maryland as a Maryland State Police Trooper from 1985-2015, retiring after 30 years as a Lieutenant Colonel. He then further served Maryland from 2015 through 2023 as the Governor's Deputy Chief of Staff overseeing Public Safety as well as Director of the Governor's Office of Homeland Security and the Governor's Homeland Security Advisor. He has acquired extensive experience in budgeting, contract implementation, and project management. Within Kent County, he oversees the Office of Emergency Services and is responsible for a variety of units, including the 9-1-1 center, Emergency Medical Services, Emergency Planning, as well as overseeing the Local Drug and Alcohol Abuse Committee and Police Accountability Board. Director earned his Associate of Arts degree in law enforcement from Chesapeake College and BS degree from Towson State University.

Fiscal Officer:
Patricia M. Merritt, Kent County Chief Financial Officer, began her career with the County 28 years ago as Director of Budget and Accounting, and was promoted to CFO in 2007. She has been a CPA since 1990, having graduated from Rider University with a bachelor's degree in science of commerce. Ms. Merritt will oversee all finances related to this program.

Accountability Officer (Consultant):
Francis McGarvey headed all Security Investigations (HSI) field offices in Baltimore and Cambridge, Maryland and U.S Customs Service District Offices in Miami, Florida and Baltimore, Maryland from 1987-July, 2023. He conducted numerous money laundering investigations that required gathering and analyzing large amounts of information, including Suspicious Activity Reports, account ledgers, Currency Transaction Reports (CTRs), Currency or Monetary Instrument Reports (CMIRs) and trade data, leading to arrests and successful prosecution of members of criminal organizations. He was the case agent on drug/money laundering investigation that received a national High Intensity Drug Trafficking Area (HIDTA) award. He has employed knowledge and expertise in the area of economic based activities and selected as an office representative to participate in multi-agency working group to review Suspicious Activity Reports to identify money laundering and other criminal activity. He has extensive knowledge in police operations, discipline and accountability measures.

Sustainability

Kent County has been and will continue to research alternative and appropriate funding sources in the future with the goal of sustaining and enhancing this initiative in future years when support is not available

Applicant Disclosure of Pending Applications Statement

Although the Kent County Board of Commissioners is submitting a grant application for PACT funding for the Kent County Sheriff's Office (Equipment Program), the County has no pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support this same project and activities proposed under this solicitation and will continue to cover the identified cost items outlined in this budget narrative and worksheet in the application under this solicitation.

Unique Entity Identifier and SAM.GOV Expiration Date

UEI: 086131901
SAM: C8C6GAZ67CA9 (Expiration: 2/13/2025)

Person Completing the Project Narrative

Walter F. "Pete" Landon

Director, Kent County Office of Emergency Services & PAB Liaison

Telephone: (410)778-1241

Facsimile: (410)778-7459

Email: plandon@kentgov.org

Control Number: 2024-PT-0027

Project Budget

A. Budget Summary

	Grant Funds	Cash Match	In-Kind Match	Total Award
Personnel	$33,071.00	$0.00	$0.00	$33,071.00
Operating Expenses	$2,500.00	$0.00	$0.00	$2,500.00
Travel	$8,000.00	$0.00	$0.00	$8,000.00
Contractual Services	$54,400.00	$0.00	$0.00	$54,400.00
Equipment	$5,100.00	$0.00	$0.00	$5,100.00
Other	$750.00	$0.00	$0.00	$750.00
Grand Total	**$103,821.00**	**$0.00**	**$0.00**	**$103,821.00**

Category A - Personnel

Control Number: 2024-PT-0027

	Description of Position	Priority	Salary Type	Funding Type	Total
1	Administrative Specialist - .50	1	Salary	Grant Funds	$25,783.00
2	Administrative Specialist - Benefits	2	Fringe	Grant Funds	$7,288.00
					$33,071.00

1. The administrative specialist will remain responsible for the day-to-day administrative tasks related to this initiative: This employee will be the primary contact with Board members regarding meeting materials, attendance, and minutes. The administrative specialist will assist the PAB prepare the required annual report and will work with law enforcement agencies to perform the victim advocate duties.
2. 2.30% fringe for administrative specialist.

Category B - Operating Expenses

Control Number: 2024-PT-0027

	Operating Expenses	Priority	Funding Type	Quantity	Cost / Unit	Total
1	Office supplies including paper, staples, file folders, U.S. Postage, envelopes, copying, promotional and presentation materials	3	Grant Funds	1	$2,500.00	$2,500.00
						$2,500.00

1. The Kent County PAB requires minimal office supplies including but not limited to: Computer paper, Computer printing cartridges, file folders, paperclips, staples, pens, pencils, scotch tape, meeting presentation and promotional materials.

Category C - Travel

Control Number: 2024-PT-0027

	Travel	Priority	Funding Type	Quantity	Cost / Unit	Total
1	Travel/Training/Meetings	4	Grant Funds	1	$5,000.00	$5,000.00
2	Police Trial Board Chair Travel	5	Grant Funds	1	$2,000.00	$2,000.00
3	Administrative Support Training	6	Grant Funds	1	$1,000.00	$1,000.00
						$8,000.00

1. 1.1. 110 miles RT per person (11) @.655/mile = $722.55
   2.Per diem meal allowance per (11) person at a (11) total @of $72 = $792
   3.Lodging per person @ $200/night per day (11) days= $2200
   4.Miscellaneous meeting/training travel, per diem and lodging+ $1,285.45

   Grand total= $5,000,00
2. The Kent County PAB is responsible for any travel and per diem related expenses for the Trial Board Chair that will be provided by the OAH. This cost is estimated at approximately $2000
3. The PAB Administrative Specialist must keep contemporary with word processing such as Microsoft Office, Presentation such as Powerpoint, Canva and future police accountability and discipline tracking programs.

Category D - Contractual Services

Control Number: 2024-PT-0027

	Contractual Services	Priority	Funding Type	Quantity	Cost / Unit	Total
1	Consultant: Accountability Officer	7	Grant Funds	800	$58.00	$46,400.00
2	Consultant: Trial Board Chair (AHO Hearing Official)	8	Grant Funds	40	$200.00	$8,000.00
						$54,400.00

1. The contracted Accountability Officer will work 16 hours a week for 50 weeks at $58/hour, or $46500 annually. He will be responsible for working with the PAB to review by-laws, policies and policies, act as the subject matter expert when complaints are received, help facilitate meeting agenda content, assist with board recruitment, coordinate required training, remain updated on laws and requirements, research additional program strategies, and coordinate Trial Board activities as necessary.
2. The Trial Board Chair will be guaranteed for assignment from the OAH at $200/hour for an estimated 40 hours.

Category E - Equipment

Control Number: 2024-PT-0027

	Equipment	Priority	Funding Type	Quantity	Cost / Unit	Total
1	Computer equipment, software and programs	9	Grant Funds	1	$5,100.00	$5,100.00
						$5,100.00

1. Contemporary computer equipment and software streamlines tasks, saving time and resources.

With the right tools, employees can accomplish tasks more quickly and effectively. Software suites like Microsoft Office facilitate document creation, collaboration, and communication, boosting overall productivity.

Contemporary software and programs enables the PAB to offer better services, respond to emergent conditions.

Communication tools like email clients, messaging apps, and video conferencing software facilitate seamless communication within teams and with PAB members and citizens.

Data is a valuable asset for the PAB, and software tools for data management and analysis help in organizing, interpreting, and leveraging this data effectively. This can lead to better decision-making and strategic planning.
Investing in cybersecurity software and equipment protects sensitive data from cyber threats such as malware, ransomware, and phishing attacks. Data breaches can have severe consequences, including financial losses and damage to the PAB reputation.

Contemporary computer equipment and software are designed to scale with office needs.

The PAB has specific compliance requirements and regulations regarding data protection, privacy, and reporting. Using appropriate software helps ensure compliance and avoid legal issues.

Category F - Other

Control Number: 2024-PT-0027

	Other	Priority	Funding Type	Quantity	Cost / Unit	Total
1	Coomunications - Telephone	10	Grant Funds	1	$750.00	$750.00
						$750.00

1. Cellular Communications recurring cost @ approximately $62.50 per month. Total= $750

Control Number: 2024-PT-0027

V. Civil Rights Requirements

1. Civil rights contact person: Miller, Jim - Director, Human Resources
2. Organization: Kent County Board of County Commissioners
3. Address: R. Clayton Mitchell, Jr. Kent County Government Center
   400 High Street
   Chestertown, MD 21620-1312
4. Telephone Number: (410) 778-7481
5. Number of persons employed by the organization unit responsible for implementation of this grant: 23

Project Service Sites

Site 1

Service Site	Kent County
Apt. Suite, No. Street	
City	
State & Zip	MD

Control Number

Certified Assurances

THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this formula grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

3. That following the first year covered by a Grant Award and each year thereafter, a performance evaluation and assessment report will be submitted to the Governor's Office of Crime Control & Prevention.

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Control & Prevention may reasonably require to administer the program.

6. Sub-recipients will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. º 3789d); the Victims of Crime Act (42 U.S.C. º 10604 (e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. º 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. º 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. º 704); the Americans with Disabilities Act of 1990 (42 U.S.C. º 12131-34); the Education Amendments of 1972 (20 U.S.C. º 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. º 6101-07); and the Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Control & Prevention.

8. Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of $500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEOP) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEOP Certification Form may access this form at: http://www.ojp.usdoj.gov/about/ocr/eeop.htm.

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

10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreement.

11. Sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: http://www.archives.gov/eeo/laws/title-vi.html

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

Ronnie Fithian 05/21/24

Signature of Authorized Official **Date**

Fithian, Ronald H. - President

Name and Title

Control Number: 2024-PT-0027

Certified Assurances

THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this formula grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

3. That following the first year covered by a Grant Award and each year thereafter, a performance evaluation and assessment report will be submitted to the Governor's Office of Crime Control & Prevention.

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Control & Prevention may reasonably require to administer the program.

6. Sub-recipients will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. ° 3789d): the Victims of Crime Act (42 U.S.C. ° 10604 (e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. ° 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. ° 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. ° 704); the Americans with Disabilities Act of 1990 (42 U.S.C. ° 12131-34); the Education Amendments of 1972 (20 U.S.C. ° 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. ° 6101-07); and the Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Control & Prevention.

8. Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of $500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEOP) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEOP Certification Form may access this form at: http://www.ojp.usdoj.gov/about/ocr/eeop.htm.

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

10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreement.

11. Sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: http://www.archives.gov/eeo/laws/title-vi.html

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

Signature of Authorized Official **Date**

Fithian, Ronald H. - President

Name and Title

Certification Regarding Lobbying

Control Number: 2024-PT-0027

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

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

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

1. LOBBYING

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

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

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

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

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

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

A. The applicant certifies that it and its principals:

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

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

_____

_____

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

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

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

DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)

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

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

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

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

Applicant:	Kent County Board of County Commissioners
Address:	R. Clayton Mitchell, Jr. Kent County Government Center 400 High Street Chestertown, MD 21620 1312
Project Title:	Kent County Law Enforcement Accountability Initiative
Federal ID Number:	52-6000974
Authorized Representative:	Fithian, Ronald H. - President
Signature:	Ronnie Fithian 05/21/24 **Signature of Authorized Official** **Date**

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 406/1/2, AMD 406/14 WHICH ARE OBSOLETE.

Control Number: 2024-PT-0027

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

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

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

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

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4671. Notice shall include the identification number(s) of each affected grant.

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

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

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

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

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

_____

_____

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

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

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

DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)

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

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

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

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

Applicant:	Kent County Board of County Commissioners
Address:	R. Clayton Mitchell, Jr. Kent County Government Center 400 High Street Chestertown, MD 21620 1312
Project Title:	Kent County Law Enforcement Accountability Initiative
Federal ID Number:	52-6000974
Authorized Representative:	Fithian, Ronald H. - President
Signature:	_____

Signature of Authorized Official **Date**

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 406/1/2, AMD 406/14 WHICH ARE OBSOLETE.

6 - Jillyn Coleman, Director of Parks and Recreation
9/10/2024
County Commissioners Meeting

Item Summary:
Smoking/Vaping Community Outreach Mini-Grants

ATTACHMENTS:

Description

Cover Page

Department of Parks and Recreation
11041 Worton Road
P.O. Box 67
Worton, MD 21678
410-778-1948
info@KentParksAndRec.org

Smoking/Vaping Community Mini-Grant

Preventing Teen Tobacco use: Tobacco uses often begins during adolescence, and early intervention can significantly reduce the likelihood of teens developing lifelong addiction. A grant can help fund programs that educate tens about the dangers of tobacco use, helping to prevent initiation.

7 - Jillyn Coleman, Director of Parks and Recreation
9/10/2024
County Commissioners Meeting

Item Summary:
Weed Control at Turner's Creek Farmland

ATTACHMENTS:

Description

Cover Page

Department of Parks and Recreation
11041 Worton Road
P.O. Box 67
Worton, MD 21678
410-778-1948
info@KentParksAndRec.org

Turner's Creek Farmland

Kent Cultural Alliance, Beer, Wine, and Liquor, September 28, 2024
9/10/2024
County Commissioners Meeting

ATTACHMENTS:

Description

2024 PD-37 Kent Cultural Alliance, Beer, Wine, and Liquor, September 28, 2024, Application

2024 PD-37

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 ( )** **Beer, Wine, and Liquor (✓)** Sun B

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 Cultural Alliance

Address 101 Spring Ave, Chestertown

Type of Function Karaoke Night / Latino Festival

Location of Function La Cascada Restaurant, Millington

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? _____ 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) Sept 28.
Begin at: 5pm End at: 10pm and the applicant tenders herewith the sum of ($ 25 Per Diem) ($ 25) in payment for the license.

Please Select One:
(✓) Pick Up – Call John S. 778 3700
( ) Mail Permit (will be mailed to above address)

RECEIVED
AUG 26 2024
By

9. Applicants

(1) Hester Elizabeth Sachse — 127 Washington Ave. Chestertown MD 21620
Name — Residence

8 years — Member — (410)778-3200 — [signature]
Length of Residence in Kent Co. — Committee Title — Phone No. — (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 23RD day of AUGUST, 2024, before the subscriber, a Notary of the State of Maryland, personally appeared HESTER ELIZABETH SACHSE the applicant(s) named in the 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.

[signature] (SEAL)

DAVID KELLY LECLAIR NOTARY PUBLIC MY COMMISSION EXPIRES JANUARY 31, 2025 QUEEN ANNE'S COUNTY

(2) Rosemary Lyla Ramsey Granillo — 103 Pine St. Chestertown
Name — Residence

8 years — Member — 410-490-6168 — [signature]
Length of Residence in Kent Co. — Committee Title — Phone No. — (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 23RD day of AUGUST, 2024, before the subscriber, a Notary of the State of Maryland, personally appeared ROSEMARY LYLA RAMSEY GRANILLO the applicant(s) named in the 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.

[signature] (SEAL)

DAVID KELLY LECLAIR NOTARY PUBLIC MY COMMISSION EXPIRES JANUARY 31, 2025 QUEEN ANNE'S COUNTY

(3) Marcelina Villalta — 120 Cedarwood Dr. Galena MD 21635
Name — Residence

18 year — members — 410-9200725 — [signature]
Length of Residence in Kent Co. — Committee Title — Phone No. — (Signature of Applicant)

STATE OF MARYLAND

This certifies, that on the 23rd day of August, 2024, before the subscriber, a Notary of the State of Maryland, personally appeared Marcelina Villalta the applicant(s) named in the 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.

[signature] (SEAL)

KAYLA JOSIE LAMBDEN
Notary Public - State of Maryland
Queen Anne's County
My Commission Expires Oct 10, 2027

STATEMENT OF OWNER/ENTITY OF PREMISES REQUIRED IN CONNECTION WITH ALCOHOLIC BEVERAGES LAWS OF MARYLAND

I, WE) HEREBY CERTIFY, That (I am, we are) the owner(s) OR (I, We) have been given authorization by the Entity to act on their behalf of the property named with the submission of this application under the Alcoholic Beverages Laws of Maryland and agrees to the issuance of the license. This statement does hereby authorize a warrantless inspection and search of the premises at any time in any part of the building in which the business is to be conducted by the Comptroller, the Commission, the Board of License Commissioners of Kent County and its authorized agents and employees, or a peace officer of the county or municipality where the business is located.

SIGNATURE OF OWNER: _____ PRINT NAME: Rosmery Bamaca

SIGNATURE OF OWNER: _____ PRINT NAME: _____

NAME OF ENTITY: la cascada Restaurante

AUTHORIZED AGENT SIGNATURE: _____ PRINT NAME: _____

TITLE OF AUTHORIZED AGENT: _____

NOTARY
OWNER/ENTITY OF PREMISES

STATE OF MARYLAND, COUNTY OF QUEEN ANNES :

THIS CERTIFIES, That on the 23RD day of AUGUST, 2024, before the subscriber, a Notary of the State of Maryland, personally appeared ROSMERY BAMACA and acknowledged the execution of the foregoing statement to be a true act.

WITNESS my hand and official seal.

DAVID KELLY LECLAIR
COMMISSION EXPIRES
NOTARY PUBLIC
JANUARY 31, 2025
QUEEN ANNE'S COUNTY
(SEAL)

Board of License Commissioners
Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

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, or 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.

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 completedapplication.

Name of organization, club, etc. Kent Cultural Alliance

Address 101 Spring Ave, Chestertown MD 21620

Name John Schnatwiese (Please Print) [signature] (Signature)

Phone # 410.778.3700 Date 8.8.2024

RECEIVED
AUG 23 2024
KENT COUNTY
COMMISSIONERS OFFICE

Real Property Data Search ( )
Search Result for KENT COUNTY

View Map **View GroundRent Redemption** **View GroundRent Registration**

Special Tax Recapture: None

Account Identifier: **District -** 01 **Account Number -** 003135

Owner Information

Owner Name:	BAMACA ROSMERY BERDUO FROILAN	**Use:** **Principal Residence:**	COMMERCIAL NO
Mailing Address:	PO BOX 169 MILLINGTON MD 21651-0169	**Deed Reference:**	/01295/ 00023

Location & Structure Information

Premises Address:	401 CYPRESS ST MILLINGTON 21651-0000	**Legal Description:**	LOT 4,230 SQ FT 401 CYPRESS ST MILLINGTON

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0400	0015	0136	30000.15	0000				2024	Plat Ref:

Town: MILLINGTON

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
1933	2,067 SF		4,230 SF	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
		RESTAURANT	/	C3			

Value Information

	Base Value	Value As of 01/01/2024	Phase-in Assessments As of 07/01/2024	As of 07/01/2025
Land:	[redacted]	[redacted]		
Improvements	[redacted]	[redacted]		
Total:	[redacted]	[redacted]	[redacted]	[redacted]
Preferential Land:	0	0		

Transfer Information

Seller: HAGER ROBERT DENNIS **Type:** ARMS LENGTH IMPROVED	**Date:** 02/09/2023 **Deed1:** /01295/ 00023	**Price:** [redacted] **Deed2:**
Seller: HAGER R DENNIS **Type:** NON-ARMS LENGTH OTHER	**Date:** 04/15/2016 **Deed1:** /00861/ 00448	**Price:** $0 **Deed2:**
Seller: JACKL, WAYNE E & RUTH C **Type:** ARMS LENGTH IMPROVED	**Date:** 09/08/2003 **Deed1:** MLM /00328/ 00058	**Price:** [redacted] **Deed2:**

Exemption Information

Partial Exempt Assessments:	Class	07/01/2024	07/01/2025
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application **Date:**

Thomas N. Yeager, County Attorney
9/10/2024
County Commissioners Meeting

Item Summary:
Public Hearing Protocols

ATTACHMENTS:

Description

09.10.24 Procedures for Testifying - CHR Bill No. 7-2024 Self-Storage Centers In The Industrial District

BOARD OF COUNTY COMMISSIONERS OF KENT COUNTY
PROCEDURES FOR TESTIFYING

It is our desire that everyone who wishes to contribute to this democratic process is given a fair and uninterrupted opportunity to be heard. To ensure equal opportunity for individual input for the topic under discussion, certain rules must be followed by all persons who are to testify.

The rules to govern our hearings are few but are intended to guide our proceedings. The hope is that each person testifying will be self-governed, thereby contributing to fairness for all.

The Chair will remind anyone who testifies when he/she has violated the rules of the proceeding.

Rule 1. Please sign the "testimony log" if you desire to speak during the hearing(s).

Rule 2. All speakers must identify themselves and use the area designated for purposes of testifying and will use the microphone.

Rule 3. Each person testifying will have three minutes for his/her remarks.

Rule 4. The Chair will maintain order via voice commands.

Rule 5. Stick to the issues at hand.

Written comments will be accepted until the close of business on Friday, September 13, 2024, by the following methods:

By Email:
kentcounty@kentgov.org

By letter:
The County Commissioners of Kent County
400 High Street
Chestertown, MD 21620

Rob Tracey, Associate Planner, Planning, Housing, and Zoning
9/10/2024
County Commissioners Meeting

Item Summary:
AN ACT to amend Chapter 222, Zoning, of the Code of Public Local Laws of Kent County, Maryland, also known as the Kent County Land Use Ordinance, to add self-storage centers as a permitted use in the Industrial district by (a) amending Article V, District Regulations, Section 15. Industrial District, §15.2 Permitted Principal Uses and Structures, by adding a new #20 as follows: "Self-storage centers provided the front façade of the center and any other façade visible from adjoining public roads reflect the scale, materials and design features common to residential or historic structures in the County. Self-storage centers are subject to site plan review;" (b) by amending Article V, District Regulations, Section 11 Commercial, §11.2 Permitted Principal Uses and Structures, by replacing #6 with: "Self-storage centers provide the front façade of the center and any other façade visible from adjoining public roads reflect the scale materials and design features common to residential or historic structures in the County. Self-storage centers are subject to site plan review;" and (c) by including a certain, non-codified provision to instruct County staff to make similar changes in the upcoming re-adoption of the Land Use Ordinance.

The proposed amendment would add self-storage centers as a permitted use in the Industrial District. This use would extend to the Industrial District, a permitted use that is currently permitted within the Village, Intense Village, and Commercial districts. The Kent County Comprehensive Plan recognizes the importance of supporting existing businesses and providing for more diversity in the size, number, and types of businesses by promoting the development of small, locally owned businesses.

On July 11, 2024, the Planning Commission held a public hearing and favorably recommended the zoning text amendment to the County Commissioners. A letter from the Planning Commission is attached.

On August 20, 2024, the County Commissioners voted to introduce CHRB 7-2024, in order to schedule the public hearing.

The item is presented for a Public Hearing before the County Commissioners.

ATTACHMENTS:

Description

Cover page_Zoning Text Amendment

09.10.24 CHR Bill No. 7-2024 Self-Storage Centers In The Industrial District, Public Hearing Notice

CHR Bill No. 7-2024 Self-Storage Centers In The Industrial District, DRAFT Legislation

Planning Commission Recommendation Letter

Kent County
MARYLAND

Department of Planning, Housing, and Zoning

The County Commissioners of Kent County
Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

August 20, 2024
Legislative Session Day

Legislative Session Day
August 20, 2024

CODE HOME RULE
BILL NO. 7-2024

INTRODUCED BY: Ronald H. Fithian, President of the Board of County Commissioners for Kent County, Maryland.

AN ACT to amend Chapter 222, Zoning, of the Code of Public Local Laws of Kent County, Maryland, also known as the Kent County Land Use Ordinance, to add self-storage centers as a permitted use in the Industrial district by (a) amending Article V, District Regulations, Section 15. Industrial District, §15.2 Permitted Principal Uses and Structures, by adding a new #20, as follows: "Self-storage centers provided the front façade of the center and any other façade visible from adjoining public roads reflect the scale, materials, and design features common to residential or historic structures in the County. Self-storage centers are subject to site plan review;" (b) by amending Article V, District Regulations, Section 11. Commercial, §11.2 Permitted Principal Uses and Structures, by replacing #6 with: "Self-storage centers provided the front façade of the center and any other façade visible from adjoining public roads reflect the scale, materials, and design features common to residential or historic structures in the County. Self-storage centers are subject to site plan review;" and (c) by including a certain, non-codified provision to instruct County staff to make similar changes in the upcoming re-adoption of the Land Use Ordinance.

A hearing will be held on September 10, 2024, at 10:00 a.m. in the Commissioners' Hearing Room, R. Clayton Mitchell, Jr., Kent County Government Center, 400 High Street, Chestertown, Maryland. The agenda for the meeting will be published online 24 hours in advance of the meeting at www.kentcounty.com/commissioners/meeting-agenda. Citizens are encouraged to participate in the public hearing process. If you require communication assistance, please contact the County Commissioner's Office at (410) 778-4600 and press 4 or visit Maryland Relay at www.mdrelay.org no later than noon on Friday, September 6, 2024.

A complete copy of the proposed legislative bill is available in the Commissioner's Office, 400 High Street, Chestertown, MD, Monday through Friday, 8:30 a.m. to 4:30 p.m., and on the County's website at www.kentcounty.com/commissioners/draft-legislation.

By order of:

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

Sondra M. Blackiston

Sondra M. Blackiston
Clerk

PUBLISH: KCN 08/22/24, 08/29/24

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

August 20, 2024
Legislative Session Day

Legislative Session Day
August 20, 2024

CODE HOME RULE
BILL NO. 7-2024

INTRODUCED BY: Ronald H. Fithian, President of the Board of County Commissioners for Kent County, Maryland.

AN ACT to amend Chapter 222, Zoning, of the Code of Public Local Laws of Kent County, Maryland, also known as the Kent County Land Use Ordinance, to add self-storage centers as a permitted use in the Industrial district by (a) amending Article V, District Regulations, Section 15. Industrial District, §15.2 Permitted Principal Uses and Structures, by adding a new #20, as follows: "Self-storage centers provided the front façade of the center and any other façade visible from adjoining public roads reflect the scale, materials, and design features common to residential or historic structures in the County. Self-storage centers are subject to site plan review;" (b) by amending Article V, District Regulations, Section 11. Commercial, §11.2 Permitted Principal Uses and Structures, by replacing #6 with: "Self-storage centers provided the front façade of the center and any other façade visible from adjoining public roads reflect the scale, materials, and design features common to residential or historic structures in the County. Self-storage centers are subject to site plan review;" and (c) by including a certain, non-codified provision to instruct County staff to make similar changes in the upcoming re-adoption of the Land Use Ordinance.

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

_____
Ronald H. Fithian, President

INTRODUCED, read the first time, August 20, 2024, ordered posted and public hearing scheduled on September 10, 2024, at 10:00 a.m. in the County Commissioners Hearing Room, R. Clayton Mitchell, Jr., Kent County Government Center, 400 High Street, Chestertown, Maryland.

By order of:

_____
Sondra M. Blackiston, Clerk

PUBLIC HEARING

HAVING been posted and notice of the time and place of the hearing and copies having been made available to the public and the press, a public hearing was held on September 10, 2024. Reported

DRAFT

favorably [with] OR [without] amendments; read the second time and ordered to be considered on September 17, 2024, a legislative session day.

DRAFT

A BILL ENTITLED CHR 7-2024
SELF-STORAGE CENTERS IN THE INDUSTRIAL DISTRICT

SECTION 1.

NOW, THEREFORE, BE IT ENACTED by the County Commissioners of Kent County, Maryland, that the Kent County Land Use Ordinance is hereby amended as follows:

ARTICLE V.
DISTRICT REGULATIONS

SECTION 15. INDUSTRIAL DISTRICT
. . .
15.2 Permitted Principal Uses and Structures
. . .
19. Data processing centers, subject to the alternate design provisions of Section 15.9
20. SELF-STORAGE CENTERS PROVIDED THE FRONT FAÇADE OF THE CENTER, AND ANY OTHER FAÇADE VISIBLE FROM ADJOINING PUBLIC ROADS REFLECT THE SCALE, MATERIALS, AND DESIGN FEATURES COMMON TO RESIDENTIAL OR HISTORIC STRUCTURES IN THE COUNTY. SELF-STORAGE CENTERS ARE SUBJECT TO SITE PLAN REVIEW.

SECTION 2.

BE IT FURTHER ENACTED by the County Commissioners of Kent County, Maryland, that the Kent County Land Use Ordinance is hereby amended as follows:

ARTICLE V.
DISTRICT REGULATIONS

SECTION 11. COMMERICAL DISTRICT
. . .
11.2 Permitted Principal Uses and Structures
. . .
5. Data processing centers, subject to the alternate design provisions of Section 15.9
~~**6. Mini storage facilities.**~~
6. SELF-STORAGE CENTERS PROVIDED THE FRONT FAÇADE OF THE CENTER, AND ANY OTHER FAÇADE VISIBLE FROM ADJOINING PUBLIC ROADS REFLECT THE SCALE, MATERIALS, AND DESIGN FEATURES COMMON TO RESIDENTIAL OR HISTORIC STRUCTURES IN THE COUNTY. SELF-STORAGE CENTERS ARE SUBJECT TO SITE PLAN REVIEW.

7. Machinery and equipment sales, service, and rental
. . .

DRAFT

SECTION 3.

BE IT FURTHER ENACTED by the County Commissioners of Kent County that the County planning staff are hereby instructed to prepare corresponding text amendments and include them within the body of any proposed legislation related to re-adoption of the Land Use Ordinance via Comprehensive Rezoning, which is to be prepared by County staff following review and comment by the Critical Area Commission.

SECTION 4.

BE IT FURTHER ENACTED by the County Commissioners of Kent County that this Act shall take effect on the _____ day of_____, 2024.

Read Third Time _____

PASSED this _____ day of _____, 2024.

Failed of Passage _____

By order of:

_____
Sondra M. Blackiston, Clerk

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

(SEAL)

_____
Ronald H. Fithian, President

_____
Albert H. Nickerson, Member

_____
John F. Price, Member

DRAFT

ORDERED a fair summary thereof or the entire bill shall be published in at least one newspaper of general circulation in the County, not less than three times at weekly intervals within a four-week period.

DRAFT

Kent County
MARYLAND

Planning Commission
Department of Planning, Housing, and Zoning

July 17, 2024

The Honorable Ronald H. Fithian, President
Kent County Board of County Commissioners
400 High Street
Chestertown, MD 21620

RE: Zoning Text Amendment regarding self-storage centers

Dear President Fithian:

At its meeting on July 11, 2024, the Planning Commission reviewed an application by John Stoltzfus for a zoning text amendment to amend the Kent County Land Use ordinance to include self-storage centers as a permitted use within the Industrial (I) district.

Following its discussion, the Planning Commission voted 5-0 to provide a favorable recommendation to the County Commissioners on the proposed zoning text amendment, citing consistency with the Comprehensive Plan and that the public need for the amendment is to allow for a greater diversity of where businesses may locate.

The Planning Commission also sends a favorable recommendation on staff's administrative amendment, as follows:

1. For consistency within the Land Use Ordinance, replacing "mini storage," which is the identical use within the Commercial Zoning District (C), with the proposed terminology of "self-storage centers".

Sincerely,

Kent County Planning Commission

Joe Hickman
Chairman

cc: Shelley L. Heller, County Administrator

Department of Human Services - Kent County Department of Social Services
9/10/2024
County Commissioners Meeting

Item Summary:
Certificate of Appreciation - Margaret Lively

ATTACHMENTS:

Description

09.10.24 Margaret Lively, Certificate of Appreciation

Certificate of Appreciation

This is to certify that

Margaret Lively

is hereby recognized

for twenty-six (26) years of service as a Family Services Caseworker in the Department of Human Services, Kent County Department of Social Services. Such commitment and loyalty are admired and well respected by all those who have had the honor of working with her. We, the County Commissioners of Kent County, Maryland, thank you for your continued devotion, dedication, and public service to Kent County and the community.

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

Ronald H. Fithian, President

Albert H. Nickerson, Member

John F. Price, Member

September 10, 2024

Harry Kettner, Captain, Kent County Sheriff's Office, and Andy Meehan, Chestertown Rotary Club
9/10/2024
County Commissioners Meeting

Item Summary:
Kent Goes Purple

ATTACHMENTS:

Description

09.10.24 Kent Goes Purple Proclamation

Kent County, Maryland

Proclamation

KENT GOES PURPLE
SEPTEMBER 2024

WHEREAS, **Kent Goes Purple** is a substance abuse awareness and prevention initiative sponsored by the Kent County Sheriff's Office, the Chestertown Rotary Club, and Kent County Behavioral Health Prevention Office and created to engage our community and youth to stand up against substance abuse; and

WHEREAS, **Kent Goes Purple** focuses on community engagement activities, including educational messages, a 5K Color Fun Run/Walk, a community Jamboree, and an educational speaker in our middle and high school; and

WHEREAS, The project is supported by many local businesses, resources, treatment centers, support groups, three 24-hour drop boxes to dispose of unused prescription and non-prescription medications, and our Kent County Public Schools; and

WHEREAS, **Kent Goes Purple** encourages everyone to: Get the Facts, Get Involved, Get Talking, and Join the Movement.

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND, do hereby proclaim September 2024 as "**Kent Goes Purple**" in Kent County and encourage all citizens to recognize that many of our community members are struggling with addiction. We also call upon government agencies, public and private institutions, businesses, and schools in Kent County to recommit our community to increasing awareness and understanding of addiction. Together, the community and committed service providers in our region can positively impact addiction and to help raise awareness of Opioid Abuse, Recovery, and Prevention by lighting up the businesses, homes, offices, and churches of Kent County with purple during September!!

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

Ronnie Fithian
Ronald H. Fithian, President

Albert H. Nickerson
Albert H. Nickerson, Member

John F. Price
John F. Price, Member

September 10, 2024

Pete Landon, Director, Office of Emergency Services
9/10/2024
County Commissioners Meeting

Item Summary:
September is National Preparedness month and the County Commissioners of Kent County will support the Nation and State by proclaiming September 2024 as Kent County Preparedness Month. This month serves as a timely reminder that emergencies can happen at anytime, anywhere without advance notice.
The County Commissioners of Kent County join the Office of Emergency Services encouraging all residents, visitors, and businesses to plan and
prepare for all hazards before they happen. This month serves as a timely reminder that the time to prepare is before a disaster happens.

This year's motto: "Start a Conversation", serves as a reminder that we must take action to plan and prepare now, and throughout the year, for the types of emergencies that could affect us where we live, work, and where we visit. Starting a conversation today can help you and your family to take more actions to prepare, you build your preparedness at your own pace: Talk about steps you've taken to prepare and encourage others to ask questions about preparedness actions that might work for everyone.

ATTACHMENTS:

Description

OES NA Coversheet

09.10.24 2024 Kent County Preparedness Month "Start a Conversation" Proclamation

Kent County
MARYLAND

Office of Emergency Services

KENT COUNTY
MARYLAND
9-1-1
EMERGENCY
SERVICES

Kent County, Maryland

Proclamation

KENT COUNTY PREPAREDNESS MONTH
"START A CONVERSATION"

SEPTEMBER 2024

WHEREAS, National Preparedness Month, has occurred annually in September since September 11, 2001, and is also recognized as Maryland Preparedness Month; and

WHEREAS, "Start a Conversation" serves as a reminder that we must take action to plan and prepare now, and throughout the year, for the types of emergencies that could affect us where we live, work, and where we visit; and

WHEREAS, Starting a conversation today can help you and your family to take more actions to prepare, you build your preparedness at your own pace: Talk about steps you've taken to prepare and encourage others to ask questions about preparedness actions that might work for everyone; and

WHEREAS, The Kent County Office of Emergency Services encourages the residents, visitors, and businesses to plan and prepare for all hazards before they happen. This month serves as a timely reminder that emergencies can happen anywhere and anytime, without advance notice. The time to prepare is before a disaster happens; and

WHEREAS, All residents of Kent County, Maryland are urged to plan ahead for disasters by participating in neighborhood preparedness activities, registering their contact information in the Everbridge mass notification system, and visiting the County's preparedness campaign on social media outlets.

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND, do hereby support the Nation and State in proclaiming September 2024 as Kent County Preparedness Month, and call on all government agencies, private organizations, businesses, and the people of Kent County to develop their own emergency preparedness plan, and work together toward creating a stronger, more resilient community.

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

Ronnie Fithian

Ronald H. Fithian, President

Albert H. Nickerson

Albert H., Nickerson, Member

John F. Price

John F. Price, Member

September 10, 2024

Karen Stevens, Americanism Chair, Chestertown Elks Lodge #2474
9/10/2024
County Commissioners Meeting

Item Summary:
National Patriotism Week Proclamation - September 9-15, 2024

ATTACHMENTS:

Description

09.10.24 National Patriotism Week Proclamation

Kent County, Maryland

Proclamation

PATRIOTISM WEEK
SEPTEMBER 9-15, 2024

WHEREAS, The Benevolent and Protective Order of Elks, through its Constitution, is a Patriotic Order; and

WHEREAS, The Order promotes the ideals that the citizens of this nation live in freedom, won through the great sacrifices and many tribulations that have provided the foundation for a free, prosperous, and independent life; and

WHEREAS, We realize that each generation must work to maintain this freedom, otherwise, through carelessness or indifference, the rights and liberties enjoyed may vanish; and

WHEREAS, It is fitting and proper to recognize this freedom and honor the nation that provides it.

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND, join the nation, and hereby proclaim September 9-15, 2024, as **"PATRIOTISM WEEK"** in Kent County, and recognize and acknowledge the importance of bringing awareness to our community.

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

Ronald H. Fithian, President

Albert H. Nickerson, Member

John F. Price, Member

September 10, 2024

Harry Kettner, Captain, Kent County Sheriff's Office
9/10/2024
County Commissioners Meeting

Item Summary:
The Kent County Sheriff's Office has applied for and been granted the 2025 Police Accountability, Community, and Transparency (PACT) Grant Program in the amount of $35,000.00

ATTACHMENTS:

Description

09.10.24 PACT-2025 0029 Grant Award & Acceptance Form KCSO Equipment Program $35,000.00

WES MOORE
Governor

ARUNA MILLER
Lieutenant Governor

Maryland
GOVERNOR'S OFFICE OF CRIME PREVENTION AND POLICY

DOROTHY LENNIG
Executive Director

August 30, 2024

The Honorable Ronald H. Fithian
President
Kent County Board of County Commissioners
R. Clayton Mitchell, Jr. Kent County Government Center
400 High Street
Chestertown, MD 21620

RE: PACT-2025-0029

Dear President Fithian:

I am pleased to inform you that your grant application submitted by **Kent County Board of County Commissioners**, entitled **"KCSO EQUIPMENT PROGRAM,"** in the amount of $35,000.00 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 Program enhances transparency and trust between law enforcement and the citizens it serves, ultimately creating a safer community. The program provides funds for equipment, equipment installation and training, and cloud-based footage storage fees related to vehicles cameras.

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 Prevention and Policy.

If you have any questions or need any clarification regarding this grant award, please contact **Paula Fitzpatrick**, 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,

Dorothy Lennig, Esq.
Executive Director

cc: Sheriff Dennis Hickman

8/30/2024

Governor's Office of Crime Prevention and Policy

Control Number: 49433
Regional Monitor: Fitzpatrick, Paula
Fiscal Specialist: Thomas, Courtney

Grant Award & Acceptance Form

Grant Award Number:	PACT-2025-0029
Sub-recipient:	Kent County Board of County Commissioners
Project Title:	KCSO EQUIPMENT PROGRAM
Implementing Agency:	Kent County Sheriff's Office
Award Period:	**07/01/2024 - 06/30/2025**

CFDA: State General Fund

Funding Summary			
	Grant Funds	100.0 %	**$35,000.00**
	Cash Match	0.0 %	**$0.00**
	In-Kind Match	0.0 %	**$0.00**
	Total Project Funds		**$35,000.00**

This Grant Award is hereby made for financial assistance by the Governor's Office of Crime Prevention and Policy 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:

Dorothy J. R

Executive Director

Governor's Office of Crime Prevention and Policy

SUB-RECIPIENT ACCEPTANCE:

Ronnie Fithian

Signature of Authorized Official

Ronald H. Fithian, President

Typed Name And Title

09/10/24

Date

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

A0102

Governor's Office of Crime Prevention and Policy

GOCCP Regional Monitor: Fitzpatrick, Paula
GOCCP Fiscal Specialist: Thomas, Courtney

Grant Award - General Conditions

Grant Award Number:	PACT-2025-0029	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	Kent County Sheriff's Office
Project Title:	KCSO EQUIPMENT PROGRAM		

1 General and Special Conditions (Post Award Instructions)

General Conditions and Special Conditions in this subaward package are the Maryland Governor's Office of Crime Prevention and Policy's (Office) Post Award instructions and procedures for managing and monitoring grants, irrelevant of the funding source. This subaward is subject to the General Conditions (https://www.goccp.maryland.gov/grants/general-conditions.php) posted on the website, and additional Special Conditions as accepted by the Applicant Agency's (Subrecipient) Authorized Official, Project Director, and Fiscal Officer. Also, refer to General Condition #21 below.

See additional guidance posted on the Office website such as the specific Grant Program Notice of Funding Availability (NOFA) and the GMS Application Instructions https://goccp.maryland.gov/wp-content/uploads/gms-application-instructions.pdf

2 Statutes and Requirements of State and Federal Funds

This subaward is subject to applicable State of Maryland (COMAR) and Federal Regulations (2 CFR) and requirements for the relative funding source. For updates to the Code of Federal Regulations (CFR) visit https://www.ecfr.gov/. The Office retains the right to add Special Conditions, if and when needed, during the subaward period of performance. Refer to the grant award letter in the electronic Grants Management System (GMS).

3 Federal Financial Guide

In addition to the post-award conditions, the subrecipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Department of Justice, Office of Justice Programs (OJP) Financial Guide where applicable, and to abide by any other terms and conditions imposed by the Office. The DOJ financial guide may be accessed at the following web URL: https://www.ojp.gov/funding/financialguidedoj/overview.

4 Award Period of Performance

Approved by the Office of the submitted application, the subaward that it has generated is for the time period stated in the 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, refer to the General Condition #32 below.

5 Subaward Acceptance Document

To fully execute the grant with the Office, the subrecipient must upload signed documents to the GMS. 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, de-obligation of funds and/or termination of the subaward. Acceptance of this subaward constitutes a commitment.

The Grant Award and Acceptance Form containing the original signature of the Executive Director of the Office must be signed by the Authorized Official (electronic signature is acceptable) noted on the submitted application. This signed document must be uploaded within 21 CALENDAR DAYS of receipt of the award package. 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.

Governor's Office of Crime Prevention and Policy

GOCCP Regional Monitor: Fitzpatrick, Paula
GOCCP Fiscal Specialist: Thomas, Courtney

Grant Award - General Conditions

Grant Award Number:	PACT-2025-0029	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	Kent County Sheriff's Office
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6 Special Conditions

It is important that the subrecipient review all Special Conditions attached to this subaward. The Authorized Official must initial each Special Condition page at the bottom right-hand corner. The initialed Special Condition pages must be uploaded to the GMS within 21 CALENDAR DAYS of receipt of the award package.

7 Notification of Project Commencement Form

The Notice of Project Commencement Form/Delay Form must be initialed in the Award Information Verification Section, AND signed at the bottom 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 within 30 CALENDAR DAYS of the receipt of the award package. The subrecipient's progress report modules will not be accessible until the signed Award Acceptance, initialed Special Condition and Project Commencement documents are submitted in the GMS. NOTE: If the project will not commence within 45 calendar days of the start date of the period of performance, subrecipients may submit a 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.

8 Subrecipient Organizational Capacity Questionnaire (SOCQ)

This questionnaire (https://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. Effective SFY 25, this completed questionnaire must be available in the GMS. The Applicant agency must upload all supporting documents to the GMS before the award is accepted by the Authorized Official. See Section L. of the GMS Application Instructions: https://goccp.maryland.gov/wp-content/uploads/gms-application-instructions.pdf

9 Online Reporting and Post-Award Technical Assistance

All subrecipients are required to view the Office's GMS Training Videos, which can be accessed at: https://goccp.maryland.gov/grants/gms-help-videos/. These videos provide step-by-step guidance on the application, submission of modifications (GAN), and progress reports within the period of performance. Subrecipients who require technical assistance relative to the online GMS during business hours may contact the Office IT Staff at support@goccp.freshdesk.com.

10 Post-award Required Documentation and Grant Adjustment Notification (GAN)

Post-award, finalized contracts must be uploaded into the GMS, and approved by the Office before any reimbursement for the related expense is requested.

Conference and training logistics must be provided when information becomes available for review and approval by the Office. Provide the dates, times, and locations of each conference or training 30 days in advance. Please submit a Grant Adjustment Notice (GAN) in the GMS to include the logistics, as well as an adjustment of costs, fees, and rates in the justification. Also, see other post-award guidance available in the GMS Application Instructions: https://goccp.maryland.gov/wp-content/uploads/gms-application-instructions.pdf.

11 Subaward Budget Notice and New Personnel

The approved Budget Notice is included in subaward packets. 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 the Program Manager for the applicable funding source 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 de-obligated at the discretion of the Office. Also, refer to the General Condition #12 below.

Governor's Office of Crime Prevention and Policy

GOCCP Regional Monitor: Fitzpatrick, Paula
GOCCP Fiscal Specialist: Thomas, Courtney

Grant Award - General Conditions

Grant Award Number:	PACT-2025-0029	**Sub-Recipient:**	Kent County Board of County Commissioners
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Project Title:	KCSO EQUIPMENT PROGRAM		

12 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 within the current financial reporting period. 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.

13 Consultant Rates

The requirements related to consultant rates apply to all Office awards whether funded by State or federal funds. The maximum allowable compensation rate for consultant services is $81.25 per hour or $650 per day. Rates above this threshold will be considered on a case-by-case basis and require prior approval. Additional information and the required procedures for requesting prior approval are found at https://goccp.maryland.gov/preauth-for-consultant-fees/. Please note that charges at a rate above the established maximum rate that are incurred prior to the issuance of a GOCPP written approval will be disallowed.

14 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/.

15 Issuance of Request for Proposals, Bids, Procurement Process

When issuing requests for proposals, bid solicitations, or other procurement requests, all subrecipients must clearly state that the cost of the potential purchase is being funded in part, or in its entirety, with government grant funds. For example, "The Governor's Office of Crime Prevention and Policy funded this project under subaward number BJAG-2009-9000."

16 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.

17 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 the organization's existing budget, and may not replace any funds that were already included in the entity's existing or projected budget.

Governor's Office of Crime Prevention and Policy

GOCCP Regional Monitor: Fitzpatrick, Paula
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Grant Award - General Conditions

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18 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.

19 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 de-obligation of funds. In that event, remaining obligations will be the sole responsibility of the subrecipient.

Governor's Office of Crime Prevention and Policy

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Grant Award - General Conditions

Grant Award Number:	PACT-2025-0029	**Sub-Recipient:**	Kent County Board of County Commissioners
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20 Modifications to Subaward and Grant Adjustment Notices (GAN) Submission

Depending on the modifications 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. Subrecipient must act as soon as possible to submit a GAN electronically in the GMS to minimize after-the-fact modification requests, which will be reviewed on a case-by-case basis for extenuating circumstances only, as determined by Office staff.

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

There are two types of GANs as follows:

1. General GAN - A 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 performance period, and designated roles identified in the FACE SHEET of the GMS.

Transfer or addition of professional/consultant services must be included in this GAN. Other key personnel/staff changes should be emailed to the grant manager. All documentation submitted to the Office is subject to the Public Information Act (PIA). Alterations to the goals, activities and/or outcomes as applicable must be outlined in this GAN. Subrecipients must also submit an associated Budget GAN separately if significant budget changes are required to accomplish tasks.

2. Budget GAN - A Budget GAN must be submitted to make any changes to budget line items within the budget to include, but not limited to, reallocating funding, adding budget line items, de-obligating funds, and requesting additional funding. Justification must be sufficient and must include a detailed description of each line item requesting a change, both the reasoning for the savings/unused line items and the need/justification for each increased or new item requested.

GAN Approval Timeline: The subrecipient should submit a GAN electronically in the GMS as soon as possible. Requests for changes or modifications must be submitted at least 30 calendar days prior to the end of the award period, allowing the Office sufficient time to review and approve the GAN. This approval will be communicated via an automated email (goccpgms.daemon@maryland.gov) from the GMS. The activity may not take place until the Authorized Official and/or the Project Director receives documented approval from the Office. These changes may not be requested via telephone, fax, or email.

Administrative GAN Exceptions: Exceptions for GAN requests within 30 days of the end of the award period will be considered on a case-by-case basis, for extenuating circumstances, as determined by Office staff only. A request for an exception and consideration of an Office administrative GAN must be emailed to the Program Manager with sufficient justification. Sufficient justification must include a detailed description of each line item requesting a change, both the reasoning for the savings/unused line items and the need/justification for each increased or new item requested. The subrecipient must submit revised progress, performance measures, and financial reports.

Governor's Office of Crime Prevention and Policy

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Grant Award - General Conditions

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Project Title:	KCSO EQUIPMENT PROGRAM		

21 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 (https://goccp.maryland.gov/grants/changing-authorized-official/), 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.

22 Issuance of Statements, Press Releases, or Other Documents - GOCPP 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 and Policy funded this project under subaward number BJAG-2009-9000 (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."

23 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.

24 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.

Governor's Office of Crime Prevention and Policy

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Grant Award - General Conditions

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25 Use of GOCPP Forms

All required Office forms must be generated electronically in the GMS. Only application and/or reports that are submitted electronically in the GMS will be reviewed and considered.

26 Online Submission of Quarterly Report Forms in line 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, Financial Reports) must be submitted in the GMS. In accordance with the policy the Office may freeze the release of funds until a subrecipient is current in the filing of all programmatic and financial reports, and 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 and/or result in termination of the subaward.

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

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

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

Governor's Office of Crime Prevention and Policy

GOCCP Regional Monitor: Fitzpatrick, Paula
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Grant Award - General Conditions

Grant Award Number:	PACT-2025-0029	**Sub-Recipient:**	Kent County Board of County Commissioners
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Project Title:	KCSO EQUIPMENT PROGRAM		

27 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 the 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 de-obligate remaining funds on any subaward that does not comply with this requirement.

28 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 de-obligation of funds. If late reporting occurs, the expenditure or obligation may become the responsibility of the subrecipient.

29 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.

30 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 and/or monthly 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. Also, refer to the General Condition #31 below.

31 Records Retention

Retain all financial records, supporting documents, statistical records, and all other records pertinent to the award for a period of 5 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. Also, refer to the General Condition #30 above.

Grant Award - General Conditions

Grant Award Number:	PACT-2025-0029	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	Kent County Sheriff's Office
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32 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).

33 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 cognitive disability, 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 to submit formal complaints. 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 https://goccp.maryland.gov/grants/civil-rights-compliance/.

Also, refer to the non-discrimination and General Condition #34 below.
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).

For regulations pertaining to civil rights, visit
https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/standardassurances.pdf

Grant Award - General Conditions

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Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	Kent County Sheriff's Office
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34 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 the report, please know the source of grant and from which year the award has been funded. Grant number can be found in the award package (for example: VOCA-17-XXXX would indicate VOCA 2017 funding).

Once registered, the EEOP Utilization Report tool will give step-by-step guidance for preparing and submitting applicant agency's EEO Utilization Report and/or certification form.

Upon submission/completion of the report, forward the confirmation email to the Program manager and include a cc: dlcivilrightscompliance_goccp@maryland.gov In the forwarded email, include in the subject line: Civil Rights/EEOP reporting and the subaward number so the Office can update the organization's information.

35 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. Noncompliance with a request for proof can result in forfeiture of grant funds.

36 Single Audit Requirement

If the subrecipient spends $750,000 or more per fiscal year in federal funds, a Single Audit is required in accordance with 2 CFR §200.514. Provide a copy of the Single Audit Report and audited financial statements so that we may issue a management decision letter for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521. Also see SOCQ required documentation as noted in the GMS Application Instructions. https://goccp.maryland.gov/certification-of-applicable-financial-reporting-requirements-form.

37 Reporting Fraud, Waste and Abuse

The subrecipient must promptly report any credible evidence of fraud, waste, abuse, or other misconduct related to the use of grant funds to the Program Manager of the applicable funding source. Also, refer to https://www.ola.state.md.us/fraud/ola-fraud-hotline

38 Food and Conference Costs

The Office will not approve any food and/or beverage costs associated with meetings, training, conferences, and/or other events with federal funds. 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 the organization's travel policy.

Governor's Office of Crime Prevention and Policy

GOCCP Regional Monitor: Fitzpatrick, Paula
GOCCP Fiscal Specialist: Thomas, Courtney

Grant Award - General Conditions

Grant Award Number:	PACT-2025-0029	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	Kent County Sheriff's Office
Project Title:	KCSO EQUIPMENT PROGRAM		

39 SAM.gov and Unique Entity ID (UEI) Requirements

Throughout the entire period of this grant, the subrecipient must maintain a current registration at the federal System for Award Management website, SAM.gov, and the valid Unique Entity ID (UEI) that is associated with the SAM.gov registration. If the SAM.gov registration expires during the life of the grant, the subrecipient will not be able to draw down grant funds until the SAM.gov registration and the UEI have been reactivated.

A UEI is a universal identifier of entities that receive federal funds. The UEI facilitates the verification of an entity's good standing and the tracking of federal funds received by the entity. Information about the SAM.gov and its registration procedures can be found at www.SAM.gov.

40 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.

41 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.

42 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.

43 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/Substance%20Abuse%20Policy%202023.pdf). The Federal Government-wide Requirements for Drug-Free Workplace (Grants) is codified at 28 C.F.R. Part 83 (https://www.gpo.gov/fdsys/pkg/CFR-2010-title28-vol2/pdf/CFR-2010-title28-vol2-part83.pdf).

44 Office Name Change Effective 1.18.2024

Any reference to the Governor's Office of Crime Prevention, Youth and Victim Services (GOCPYVS or GOCCP) should now be referenced as the Governor's Office of Crime Prevention and Policy (GOCPP/Office) per Executive Order 01.01.2024.05. This change does not invalidate previous, current, or future agreements or documents referencing the agency as GOCPYVS. Specific concerns for the Executive Director must be emailed to GOCPPgrants.Admin@maryland.gov.

Governor's Office of Crime Prevention and Policy

Regional Monitor: Fitzpatrick, Paula
Fiscal Specialist: Thomas, Courtney

Grant Award - Special Conditions

Grant Award Number:	PACT-2025-0029	**Sub-Recipient:**	Kent County Board of County Commissioners
Award Period:	07/01/2024 - 06/30/2025	**Implementing Agency:**	Kent County Sheriff's Office
Project Title:	KCSO EQUIPMENT PROGRAM		

1 General Conditions

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

2 SAM.gov and Unique Entity ID (UEI) Requirements

Throughout the entire period of this grant, the subrecipient must maintain a current registration at the federal System for Award Management website, SAM.gov, and the valid Unique Entity ID (UEI) that is associated with the SAM.gov registration. If the SAM.gov registration expires during the life of the grant, the subrecipient will not be able to draw down grant funds until the SAM.gov registration and the UEI have been reactivated.

A UEI is a universal identifier of entities that receive federal funds. The UEI facilitates the verification of an entity's good standing and the tracking of federal funds received by the entity. Information about the SAM.gov and its registration procedures can be found at www.SAM.gov.

3 GOCPP support must be noted in any press releases, brochures, printed materials, and/or RFPs related to this subaward.

"The Governor's Office of Crime Prevention and Policy (GOCPP) funded this project under subaward number CACS-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."

4 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 GOCPP 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.

5 According to Public Safety Article § 3-514, Annotated Code of Maryland, if a law enforcement agency has not submitted the required aggregate data of police officers' use of force to the Maryland Police and Correctional Training Commissions (MPCTC) by July 1 for the previous calendar year, the Governor's Office of Crime Prevention, Youth, and Victim Services (GOCPYVS) may not make any grant funds available to that law enforcement agency.

RAF

6 The recipient understands and agrees that the GOCPP may withhold award funds, or may impose other related requirements, if the recipient does not satisfactorily and promptly address outstanding issues from audits required by GOCPP, or other outstanding issues that arise in connection with audits and Single Audit Management Decisions.

7 If the recipient is designated "high-risk" by any grant-making agency (state and federal) outside of GOCPP, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to GOCPP by emailing goccpgrants.admin@maryland.gov. For purpose of this disclosure, high risk includes any status under which an awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at the awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the awarding agency.

8 If the recipient currently has other active awards (federal or state), or if the recipient receives any other award during the period of performance for this award, the recipient promptly must determine whether funds from any of those other awards have been, are being, or are to be used(in whole or in part) for one or more of the identifical cost items for which funds are provided under this awards. If so, the recipient must promptly notify GOCPP in writing of the potential duplication, and, if so requested by the awarding agency, must seek a budget-modification or change-of-project-scope Grant Award Notification (GAN) to eliminate any inappropriate duplication of funding.

9 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 GOCPP(Office) retains the right to add Special Conditions, if and when needed, during the award period of performance. General Conditions (https://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.

RHF

Governor's Office of Crime Prevention and Policy

Regional Monitor: Fitzpatrick, Paula
Fiscal Specialist: Thomas, Courtney

Budget Notice

Grant Award Number: PACT-2025-0029
Sub-recipient: Kent County Board of County Commissioners
Project Title: KCSO EQUIPMENT PROGRAM
Implementing Agency: Kent County Sheriff's Office
Award Period: **07/01/2024 - 06/30/2025**

CFDA: State General Fund

Funding Summary			
	Grant Funds	100.0 %	**$35,000.00**
	Cash Match	0.0 %	**$0.00**
	In-Kind Match	0.0 %	**$0.00**
	Total Project Funds		**$35,000.00**

Equipment

Description	Funding	Quantity	Unit Cost	Total Budget
Patrol Car Camera, Licensing, and Installation	Grant Funds	3	$13,299.60	$35,000.00

Equipment Total: $35,000.00

Approved: _____ **Effective Date: 8/30/2024**

Governor's Office of Crime Prevention and Policy Authorized Representative

Governor's Office of Crime Prevention and Policy

Programmatic Reporting

Control Number: 49433
Regional Monitor: Fitzpatrick, Paula
Fiscal Specialist: Thomas, Courtney
Submitted Date:

Grant Award Number: PACT-2025-0029
Sub-recipient: Kent County Board of County Commissioners
Project Title: KCSO EQUIPMENT PROGRAM
Implementing Agency: Kent County Sheriff's Office
Award Period: **07/01/2024 - 06/30/2025**

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 (7)

1	Number of body-worn cameras deployed	
2	Number of weapon/holster enabled detection/notification systems for unholstering and/or discharging of a firearm deployed	
3	Number of officers trained on virtual reality devices or scenario-based systems	
4	Percent of cases body cameras assisted with the prosecution of criminal cases	
5	Percent of complaints in which BWC video footage exonerated the officer(s)	
6	Number of officers who received remedial training following a supervisory review of BWC video footage	
7	Number of officers who received remedial training because of unholstering and/or discharging of a firearm upon detection/notification	

Progress Report Questions (9)

1	Provide a brief narrative assessment of the project's effectiveness thus far. This should include qualitiative and quantitative evidence, including performance metrics (outputs and outcomes) and impacts, as identified in the project application to highlight factors considered to have facilitated or impaired the project's effectiveness.
2	Describe any barriers/challenges to implementing or completing any of the objectives. Include any corrective actions taken or planned to overcome the noted barriers (include timeline if applicable). Are there any obstacles or barriers that could prevent you from expending all grant funds? Please include any requests for technical assistance, if needed.
3	Please list any success and/or best practices developed through this program funded by the Governor's Office of Crime Prevention and Policy (GOCPP).
4	Describe, in general, the level of cooperation and collaboration between partner agencies affiliated with this project.

5	If no funds or minimal funds (less than 25%) were expended during this quarter, provide an explanation as to why and when you anticipate requesting funds. Your detailed explanation should address each budget category.
6	Please explain the activities that have been planned for the upcoming quarter, include dates and a brief summary of each activity.
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 share noteworthy accomplishments, success stories, or program results from this reporting period that you would like to showcase in GOCPP's newsletter.
9	Only required to be completed in the Final Quarter of your Project: Do you have any noteworthy accomplishments, success stories, or program results that was completed during this project? List out all accomplishments, successes, and/or best practices developed through this grant-funded project. Have all intended activities been completed for this project? Please note any delays in project completions.

Signed: _____ **Date:** _____

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

Printed Name: _____ **Phone:** _____

Herb Cain, Director, Upper Shore Aging, Inc., and Kay Bodie, President, Upper Shore Aging Board of Directors
9/10/2024
County Commissioners Meeting

Item Summary:
Meals on Wheels Program

ATTACHMENTS:

Description

09.10.24 Herb Cain, Executive Director, Upper Shore Aging, Meals on Wheels Program Funding Request Information

Upper Shore Aging
Serving Caroline, Kent & Talbot Counties

Upper Shore Aging, Inc currently serves in Kent County 26,780 meals a year.

Currently Serving	Year	Week
Congregate at the senior center	6,500	125
Meals on Wheels to homebound seniors and those with food insecurity	20,280	390
Total	26,780	515

The food bid recently expired, and the new bids have a substantial increase for the cost of the meals along with increased quality.

Program	Prior Cost per meal	New Cost per meal	Increase per Meal
Congregate	$6.29	$8.50	$2.21
Meals on Wheels	$6.89	$8.50	$1.61

Program	Prior annual meal cost	New annual meal cost	Increase in meal cost
Congregate	$40,885	$55,250	$14,365
Meals on Wheels	$139,729	$172,380	$32,651
Total	$180,614	$227,630	$47,016

Upper Shore is anticipating growth of both programs as inflation increases for all families.

Seniors on fixed incomes are especially vulnerable to increases in inflation and cost of living affecting their ability to secure necessary nutritional food. In addition, changes in the Meals on Wheels regulations will allow more seniors to take advantage of the program.

This increase in food costs also comes at a time when the ARP funds from the Department of Aging have ended. There are no ARP funds remaining for Kent County food purchases.

ARP FUNDS	FY23	FY24	FY25
Congregate	$14,695	$5,610.50	0
MOW	$10,456.00	$9,226	0
Total	$25,151	$14,836.50	0

Upper Shore is planning a few fundraisers to benefit the Meals on Wheels program. Upper Shore respectfully requests $50,000 or any amount you can assist with to help feed the seniors of Kent County.

Thank you for your time and consideration.

100 Schauber Road Chestertown, Maryland 21620 / www.uppershoreaging.org
410-778-6000 / fax 410-778-3562

Pete Landon, Director Office of Emergency Services
9/10/2024
County Commissioners Meeting

Item Summary:
National Opioids Settlement - 3rd Settlement: Kroger

ATTACHMENTS:

Description

OES NA Cover Sheet

09.10.24 3rd ORF Settlement State-Subdivision Agreement Between The State Of Maryland And Participating Local Governments On Proceeds From Settlement Of Opioids Litigation Against KroegerHarris Teeter

Kent County
MARYLAND

Office of Emergency Services

KENT COUNTY
MARYLAND
9-1-1
EMERGENCY
SERVICES

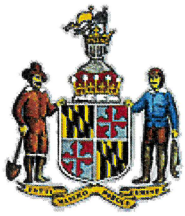
Docusign Envelope ID: 22C97EE0-C575-4A23-8241-7A12732F31F2

CANDACE MCLAREN LANHAM
Chief Deputy Attorney General

CAROLYN A. QUATTROCKI
Deputy Attorney General

LEONARD J. HOWIE III
Deputy Attorney General

ZENITA WICKHAM HURLEY
Chief, Equity, Policy, and Engagement



STATE OF MARYLAND
OFFICE OF THE ATTORNEY GENERAL

WILLIAM D. GRUHN
Division Chief

PETER V. BERNS
General Counsel

CHRISTIAN E. BARRERA
Chief Operating Officer

BRIAN T. EDMUNDS
Senior Assistant Attorney General

ANTHONY G. BROWN
Attorney General

August 23, 2024

Dear Eligible Maryland Subdivision:

The Office of the Attorney General ("OAG") has tentatively joined a national opioids settlement with Kroger which operates 18 Harris Teeter pharmacies in Maryland. Maryland's participation in this settlement is contingent upon the receipt of sufficient participation among eligible subdivisions and the entry of acceptable consent judgments reflecting the settlement agreements' terms. The settlement is part of a $1.2 billion, 11-year settlement of state and subdivision claims in the jurisdictions across the country in which Kroger operates pharmacies. Maryland's total share, to be divided among the State and its subdivisions, is approximately $13.1 million (about 1.08 percent of the national abatement amount). Maryland's share has been adjusted downward from Maryland's usual 2.11 percent allocation under previous settlements to reflect Kroger's minimal presence in Maryland relative to other states (Maryland has about .7 percent of Kroger's pharmacies in the United States). The settlement also provides injunctive relief that will help protect Marylanders from future harm.

Given that it is favorable relative to Kroger's activity in the State, the OAG has decided to recommend the settlement. The State has been investigating Harris Teeter's practices in Maryland and, based on that investigation, is willing to accept the settlement.

You are receiving a sign-on packet that accompanies this letter and contains the Kroger Settlement Agreement and a State-Subdivision Agreement ("SSA") incorporating the same intrastate allocation as in prior settlements. That allocation provides (a) for the State to receive 30 percent of all base and incentive payments for direct opioid remediation spending (including on any discretionary grants to subdivisions ineligible to participate directly in the settlement); (b) another 45 percent of the settlement for the State to use to make nondiscretionary Targeted Abatement Grants to eligible participating subdivisions that submit local abatement plans under the SSA; and (c) for eligible participating subdivisions to receive, in addition to the grants, 25 percent of the settlement in the form of a direct payment from the settlement administrator. Subdivisions may sign on to both the State-Subdivision Agreement and the National Settlement Agreement by returning (electronically or physically) the participation forms included in the sign-on packet.

Docusign Envelope ID: 22C97EE0-C575-4A23-8241-7A12732F31F2

Exhibit A shows the estimated amounts that will be paid to each subdivision over the 11-year life of the $13.1 million settlement.

Please feel free to contact your outside counsel, Catherine Kellogg (ckellogg@oag.state.md.us), or me (bedmunds@oag.state.md.us) should you have any questions concerning the sign on process. We look forward to continuing to work with you as we all try to combat this deadly opioids epidemic and provide relief for Marylanders who continue to suffer from its harms.

Sincerely,

Brian T. Edmunds

Docusign Envelope ID: 22C97EE0-C575-4A23-8241-7A12732F31F2

EXHIBIT A – KROGER SETTLEMENT

The following are *estimates* of projected total payments after 11 years to participating Exhibit G subdivisions. The projections assume 100 percent subdivision participation and obtaining Incentives BC and D. *Payment amounts are subject to further refinement.*

Qualifying Subdivision	Allocation	25% Direct Payment ($3,250,403.75)	45% Abatement Grant ($5,850,726.75)	Total ($9,101,130.50)
Aberdeen	0.09419928211	$3,061.86	$5,511.34	$8,573.20
Allegany County	1.38529610802	$45,027.72	$81,049.89	$126,077.61
Annapolis	0.34318182012	$11,154.79	$20,078.63	$31,233.43
Anne Arundel County	9.42173557153	$306,244.45	$551,240.00	$857,484.45
Baltimore City	18.20189243951	$591,634.99	$1,064,942.99	$1,656,577.9
Baltimore County	16.73863001615	$544,073.06	$979,331.50	$1,523,404.56
Bel Air	0.06602000343	$2,145.92	$3,862.65	$6,008.57
Berlin	0.02831392086	$920.32	$1,656.57	$2,576.89
Bowie	0.26223770417	$8,523.78	$15,342.81	$23,866.60
Calvert County	1.65372229719	$53,752.65	$96,754.77	$150,507.42
Cambridge	0.06545181194	$2,127.45	$3,829.41	$5,956.85
Caroline County	0.57801218708	$18,787.73	$33,817.91	$52,605.64
Carroll County	2.83987831084	$92,307.51	$166,153.52	$258,461.03
Cecil County	3.16932884041	$103,015.98	$185,428.77	$288,444.75
Charles County	2.14983334487	$69,878.26	$125,780.87	$195,659.14
Charlestown	0.00598402700	$194.51	$350.11	$544.61
College Park	0.13677108086	$4,445.61	$8,002.10	$12,447.71
Cottage City	0.00680504446	$221.19	$398.14	$619.34
Cumberland	0.20177544860	$6,558.52	$11,805.33	$18,363.85
Dorchester County	0.37663020835	$12,242.00	$22,035.60	$34,277.61
Easton	0.11619372996	$3,776.77	$6,798.18	$10,574.94
Elkton	0.13090618521	$4,254.98	$7,658.96	$11,913.94
Forest Heights	0.01171321010	$380.73	$685.31	$1,066.03
Frederick City	0.41355004366	$13,442.05	$24,195.68	$37,637.73
Frederick County	3.39630932456	$110,393.77	$198,708.78	$309,102.54
Frostburg	0.04976959952	$1,617.71	$2,911.88	$4,529.60
Gaithersburg	0.29941964179	$9,732.35	$17,518.23	$27,250.57
Garrett County	0.36382418202	$11,825.75	$21,286.36	$33,112.11
Grantsville	0.00374235848	$121.64	$218.96	$340.60
Greenbelt	0.12377800916	$4,023.29	$7,241.91	$11,265.20
Hagerstown	0.30301555983	$9,849.23	$17,728.61	$27,577.84
Harford County	4.78707491504	$155,599.26	$280,078.67	$435,677.94
Havre De Grace	0.09231603016	$3,000.64	$5,401.16	$8,401.80
Howard County	3.78328905341	$122,972.17	$221,349.90	$344,322.07
Hyattsville	0.08493547949	$2,760.75	$4,969.34	$7,730.09
Kent County	0.43160006647	$14,028.74	$25,251.74	$39,280.49
Laurel	0.12852448493	$4,177.56	$7,519.62	$11,697.18
Montgomery County	10.12681051290	$329,162.23	$592,492.01	$921,654.24
Mountain Lake Park	0.00865144992	$281.21	$506.17	$787.38

Qualifying Subdivision	Allocation	Share of 25% Subdivision Fund ($3,250,403.75)	Share of 45% Abatement Fund ($5,850,726.75)	Total ($9,101,130.50)
New Carrollton	0.05816264550	$1,890.52	$3,402.94	$5,293.46
North Brentwood	0.00232812007	$75.67	$136.21	$211.89
North East	0.0288459813	$937.61	$1,687.70	$2,625.31
Oakland	0.00838844472	$272.66	$490.78	$763.44
Perryville	0.03208489351	$1,042.89	$1,877.20	$2,920.09
Prince George's County	8.36661176767	$271,948.66	$489,507.59	$761,456.26
Queen Anne's County	0.76196294922	$24,766.87	$44,580.37	$69,347.24
Rockville	0.32733925982	$10,639.85	$19,151.73	$29,791.57
Salisbury	0.23727373642	$7,712.35	$13,882.24	$21,594.59
Seat Pleasant	0.02260157970	$734.64	$1,322.36	$2,057.00
Somerset County	0.39655838594	$12,889.75	$23,201.55	$36,091.30
St. Mary's County	1.49571296436	$48,616.71	$87,510.08	$136,126.79
Takoma Park	0.0879636924	$2,859.18	$5,146.52	$8,005.69
Talbot County	0.45207196521	$14,694.16	$26,449.50	$41,143.66
Upper Marlboro	0.0034911731	$113.48	$204.26	$317.74
Vienna	0.0012144918	$39.48	$71.06	$110.53
Washington County	2.74436767265	$89,203.03	$160,565.45	$249,768.48
Westminster	0.11008410533	$3,578.18	$6,440.72	$10,018.90
Wicomico County	1.54432298314	$50,196.73	$90,354.12	$140,550.85
Worcester County	0.93674557261	$30,448.01	$54,806.42	$85,254.44

Docusign Envelope ID: 22C97EE0-C575-4A23-8241-7A12732F31F2

New National Opioids Settlement: Kroger
Opioids Implementation Administrator
opioidsparticipation@rubris.com

Kent County, MD
Reference Number: CL-793416

TO LOCAL POLITICAL SUBDIVISIONS:

THIS PACKAGE CONTAINS DOCUMENTATION TO PARTICIPATE IN THE NEW NATIONAL OPIOIDS SETTLEMENT. YOU MUST TAKE ACTION IN ORDER TO PARTICIPATE.

Deadline: September 11, 2024

A new proposed national opioids settlement ("*New National Opioids Settlement*") has been reached with Kroger ("Settling Defendant"). This *Participation Package* is a follow-up communication to the *Notice of National Opioids Settlement* recently received electronically by your subdivision.

You are receiving this *Participation Package* because Maryland is participating in the Kroger settlement.

If a state does not participate in a particular Settlement, the subdivisions in that state are not eligible to participate in that Settlement.

This electronic envelope contains:

- A letter from the Office of the Attorney General ("OAG") concerning the Kroger/Harris Teeter settlement and State-Subdivision Agreement;
- An exhibit to the OAG letter presenting OAG's estimates of total projected payments to eligible subdivisions over the life of the settlement agreement;
- The Kroger Settlement Agreement;
- The Kroger/Harris Teeter State-Subdivision Agreement for Maryland, with a signature block to be completed, signed, and returned by the subdivision's authorized representative;
- The *Participation Form* for the Kroger settlement, including a release of any claims.

The *Participation Form* must be executed, without alteration, and submitted on or before September 11, 2024, in order for your subdivision to be considered for initial participation calculations and payment eligibility.

Based upon subdivision participation forms received on or before September 11, 2024, the subdivision participation rate will be used to determine whether participation is sufficient for the settlement to move forward and whether a state earns its maximum potential payment under the settlement. If the settlement

moves forward, your release will become effective. If a settlement does not move forward, that release will not become effective.

Any subdivision that does not participate cannot directly share in the settlement funds, even if the subdivision's state is settling and other participating subdivisions are sharing in settlement funds. Any subdivision that does not participate may also reduce the amount of money for programs to remediate the opioid crisis in its state. Please note, a subdivision will not necessarily directly receive settlement funds by participating; decisions on how settlement funds will be allocated within a state are subject to intrastate agreements or state statutes.

You are encouraged to discuss the terms and benefits of the *New National Opioids Settlement* with your counsel, your Attorney General's Office, and other contacts within your state. Many states are implementing and allocating funds for this new settlement the same as they did for the prior opioids settlements with McKesson, Cardinal, Cencora (formerly AmerisourceBergen), J&J/Janssen, Teva, Allergan, CVS, Walgreens, and Walmart but states may choose to treat this settlement differently.

Information and documents regarding the *New National Opioids Settlement* and how it is being implemented in your state and how funds will be allocated within your state can be found on the national settlement website at https://nationalopioidsettlement.com/. This website will be supplemented as additional documents are created.

How to return signed forms:

There are three methods for returning the executed *Participation Form* and any supporting documentation to the Implementation Administrator:

(1) *Electronic Signature via DocuSign*: Executing the *Participation Form* electronically through DocuSign will return the signed form to the Implementation Administrator and associate your form with your subdivision's records. Electronic signature is the most efficient method for returning the *Participation Form*, allowing for more timely participation and the potential to meet higher settlement payment thresholds, and is therefore strongly encouraged.

(2) *Manual Signature returned via DocuSign*: DocuSign allows forms to be downloaded, signed manually, then uploaded to DocuSign and returned automatically to the Implementation Administrator. Please be sure to complete all fields. As with electronic signature, returning a manually signed *Participation Form* via DocuSign will associate your signed forms with your subdivision's records.

(3) *Manual Signature returned via electronic mail*: If your subdivision is unable to return an executed *Participation Form* using DocuSign, the signed *Participation Form* may be returned via electronic mail to opioidsparticipation@rubris.com. Please include the name, state, and reference ID of your subdivision in the body of the email and use the subject

Docusign Envelope ID: 22C97EE0-C575-4A23-8241-7A12732F31F2

line Settlement Participation Form – [Subdivision Name, Subdivision State] – [Reference ID].

Detailed instructions on how to sign and return the *Participation Form*, including changing the authorized signer, can be found at https://nationalopioidsettlement.com. You may also contact opioidsparticipation@rubris.com.

The sign-on period for subdivisions ends on September 11, 2024.

If you have any questions about executing the *Participation Form*, please contact your counsel, the Implementation Administrator at opioidsparticipation@rubris.com, or Catherine S. Kellogg, Assistant Attorney General, at ckellogg@oag.state.md.us.

Thank you,

New National Opioids Settlement Implementation Administrator

The Implementation Administrator is retained to provide the settlement notice required by the New National Opioids Settlement and to manage the collection of the Participation Form.

Docusign Envelope ID: 22C97EE0-C575-4A23-8241-7A12732F31F2

Subdivision Participation and Release Form

Governmental Entity: Kent County	State: MD
Authorized Signatory: Shelley L. Heller	
Address 1: 400 High Street	
Address 2:	
City, State, Zip: Chestertown, Maryland 21620	
Phone: 410-778-4600	
Email: KentCounty@Kentgov.org	

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated March 22, 2024 ("*Kroger Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the Kroger Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Kroger Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the Kroger Settlement and become a Participating Subdivision as provided therein.

2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at *https://nationalopioidsettlement.com/*.

3. The Governmental Entity agrees to the terms of the Kroger Settlement pertaining to Participating Subdivisions as defined therein.

4. By agreeing to the terms of the Kroger Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.

5. The Governmental Entity agrees to use any monies it receives through the Kroger Settlement solely for the purposes provided therein.

6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Kroger Settlement. The Governmental Entity likewise agrees to arbitrate before the National

Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the Kroger Settlement.

7. The Governmental Entity has the right to enforce the Kroger Settlement as provided therein.

8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Kroger Settlement, including without limitation all provisions of Section XI (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Kroger Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Kroger Settlement shall be a complete bar to any Released Claim.

9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Kroger Settlement.

10. In connection with the releases provided for in the Kroger Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

    > **General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

    A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Kroger Settlement.

Docusign Envelope ID: 22C97EE0-C575-4A23-8241-7A12732F31F2

11. Nothing herein is intended to modify in any way the terms of the Kroger Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the Kroger Settlement in any respect, the Kroger Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: _____

Name: Shelley L. Heller

Title: County Administrator

Date: September 10, 2024

Docusign Envelope ID: 22C97EE0-C575-4A23-8241-7A12732F31F2

STATE-SUBDIVISION AGREEMENT BETWEEN THE STATE OF MARYLAND AND PARTICIPATING LOCAL GOVERNMENTS ON PROCEEDS FROM SETTLEMENT OF OPIOIDS LITIGATION AGAINST KROGER/HARRIS TEETER

INTRODUCTION

WHEREAS, the State of Maryland ("State") and its participating subdivisions previously reached a STATE-SUBDIVISION AGREEMENT BETWEEN THE STATE OF MARYLAND AND LOCAL GOVERNMENTS ON PROCEEDS RELATING TO THE SETTLEMENT OF OPIOIDS LITIGATION, effective January 21, 2022 (the "2022
State-Subdivision Agreement") (Exhibit A), and a STATE-SUBDIVISION AGREEMENT BETWEEN THE STATE OF MARYLAND AND PARTICIPATING LOCAL GOVERNMENTS ON PROCEEDS FROM SETTLEMENT OF OPIOIDS LITIGATION AGAINST TEVA, ALLERGAN, WALMART, AND WALGREENS, effective April 15, 2023 ("the 2023 State-Subdivision Agreement"), that applied by its terms to the Janssen and Distributors National Settlement Agreements and/or the Teva, Allergan, Walmart, and Walgreen National Settlement Agreements.

WHEREAS, the General Assembly implemented the terms of the 2022 State-Subdivision Agreement and 2023 State-Subdivision Agreement by enacting legislation codified at Md. Code Ann., State Finance & Procurement, Section 7-331 (2022);

WHEREAS, the State and its participating subdivisions wish at this time to participate in the Kroger Settlement Agreement (March 22, 2024, as amended) ("Kroger Agreement"); and

WHEREAS, the State and its participating subdivisions wish to incorporate the terms of the 2022 State- Subdivision Agreement, as modified by the 2023 State-Subdivision Agreement, as closely as possible in this STATE-SUBDIVISION AGREEMENT BETWEEN THE STATE OF MARYLAND AND PARTICIPATING LOCAL GOVERNMENTS ON PROCEEDS FROM SETTLEMENT OF OPIOIDS LITIGATION AGAINST KROGER/HARRIS
TEETER ("Kroger/Harris Teeter State-Subdivision Agreement");

The State and its participating subdivisions agree as follows:

SECTION I (INCORPORATION)

a. Except as otherwise specified in Section II below, the terms of the 2023 State-Subdivision Agreement (including all incorporated terms and modifications to the 2022 State-Subdivision Agreement contained in the 2023 State-Subdivision Agreement) are incorporated into this Kroger/Harris Teeter State-Subdivision Agreement as if fully set forth herein and shall apply to the State's and its participating subdivisions' receipt and holding of funds from the Kroger Settlement Agreement and their expenditure of funds received.

SECTION II (SPECIFIC CHANGES)

a. The definition of "National Settlement Agreements," section I(b) of the 2023 State-Subdivision Agreement, is not incorporated in this Kroger/Harris Teeter State-Subdivision Agreement. Instead, "National Settlement Agreements" for purposes of this Kroger Harris/Teeter State- Subdivision Agreement shall mean the Kroger Settlement Agreement (March 22, 2024) ("Kroger Agreement").

b. Section II(c) of the 2022 State-Subdivision Agreement is incorporated in this Kroger/Harris Teeter State-Subdivision Agreement, except that this agreement shall be dated September 11, 2024 and shall be effective on that date for all purposes under the National Settlement Agreement. Subdivisions that return Subdivision Settlement Participation Forms under the National Settlement Agreement shall be deemed to have consented to this Agreement as of September 11, 2024. Subdivisions that have returned participation forms that their outside counsel have held in escrow shall be deemed to have consented to this Kroger/Harris Teeter State-Subdivision Agreement as of September 11, 2024.

c. Section III(b) of the 2022 State-Subdivision Agreement and Section II(d) of the 2023 State- Subdivision Agreement are not incorporated in this Kroger/Harrist Teeter State-Subdivision Agreement. Instead, the following is substituted in its place: The State, and any Subdivision receiving settlement proceeds pursuant to Section IV(a)(3) of this Agreement, may use up to 5 percent of the amount received from the Kroger Settlement Agreement for opioids-related measures (including past Opioid Remediation), subject to the accounting requirements of the National Settlement Agreement and the provisions of Section VI(a) of the 2022 State-Subdivision Agreement, as incorporated in the 2023 State-Subdivision Agreement and herein. The State may use any Additional Restitution Amount or Additional Remediation Amount for any use permitted by the National Settlement Agreement and section 7-331(f) of the State Finance and Procurement Article.

d. In the event of any other potential conflict between the terms of the Kroger Settlement Agreement and the provisions of the 2022 State-Subdivision Agreement and 2023 State-Subdivision Agreement incorporated by Sections I and II of this Kroger/Harris Teeter State- Subdivision Agreement, this Kroger/Harris Teeter State-Subdivision shall be construed to reflect, as nearly as permissible, the terms of the 2022 State-Subdivision Agreement.

Signature: _____

Name: Shelley L. Heller

Title: County Administrator

Date: September 10, 2024

Jillyn Coleman, Director of Parks and Recreation
9/10/2024
County Commissioners Meeting

Item Summary:
Program Open Space Local Grant

ATTACHMENTS:

Description

Cover Page

PRAB Minutes

Slide Photo

Steps photo

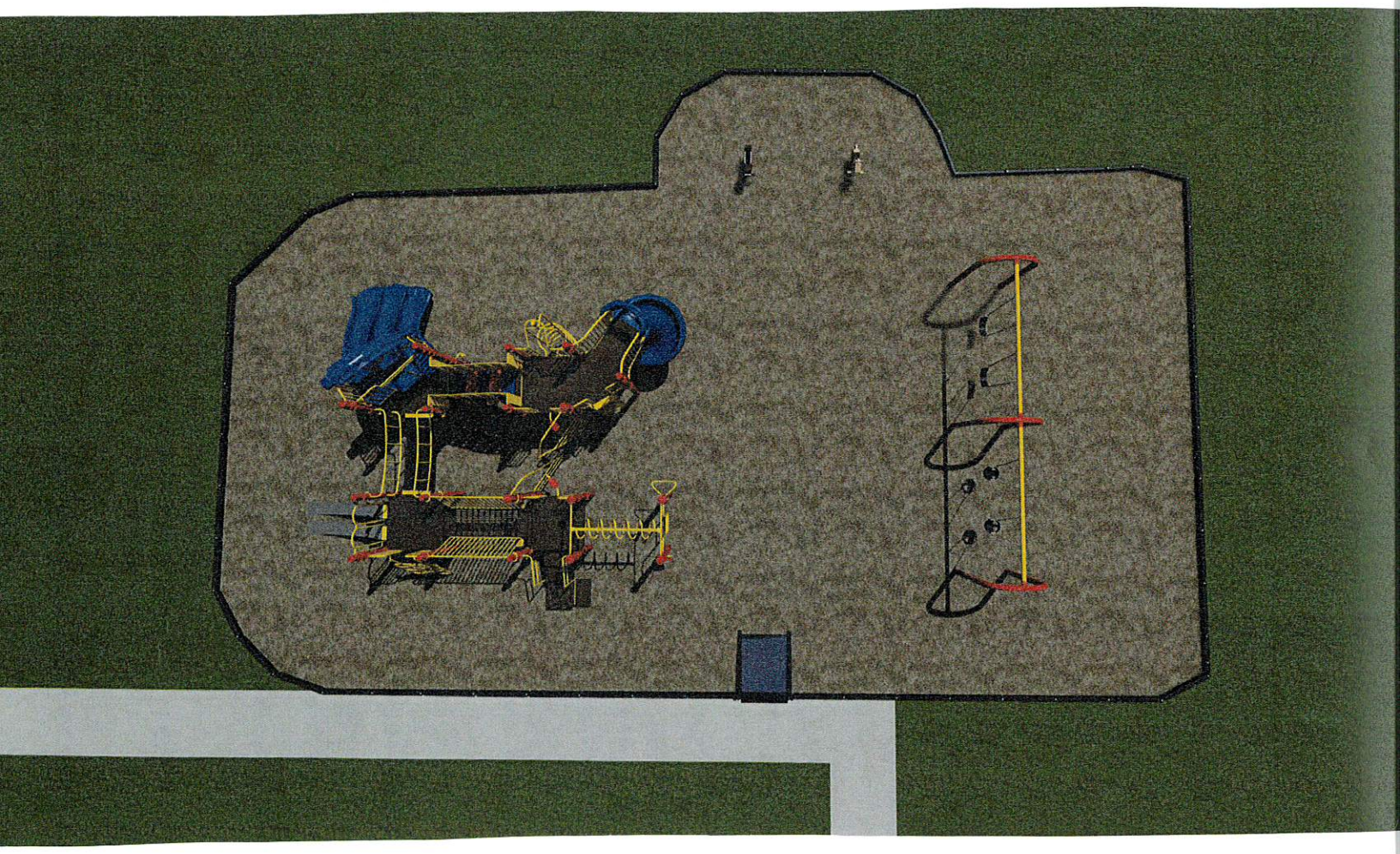
Playground pic

Playground

Kent County
MARYLAND

Department of Parks and Recreation
11041 Worton Road
P.O. Box 67
Worton, MD 21678
410-778-1948
info@KentParksAndRec.org

Edesville Park Playground



COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND
DEPARTMENT OF PARKS & RECREATION
ADVISORY BOARD MEETING

Kent County Community Center * 11041 Worton Rd., Worton * MD 21678

August 19, 2024 at 6:00 PM
Kent County Community Center

MINUTES

In Attendance: Rick Myers, Vice Chair; Aidan Butler, Student Representative; Jill Coleman, Member; Carrie Klein, Member; Faye Little, Member; Paige Miller, Student Representative; Joyce Moody, Member; Albert Nickerson, Member; Jane Welsh, Member; and Sandy Adams, Clerk.

MINUTES

The minutes from the May 20, 2024, meeting were approved by the Board electronically.

CALL TO ORDER

Mr. Myers called the board meeting to order at ~6:10 p.m.

INTRODUCTIONS

- Ms. Coleman introduced and welcomed Aidan Butler and Paige Miller, the Board's two new student representatives. Aidan is going into his junior year at Kent County High School and Paige will start her senior year.
- Ms. Coleman introduced and welcomed Carrie Klein, the new deputy director for the Department of Public Works.

OLD BUSINESS

Parks

- Program Open Space (POS) and Local Parks and Playground Infrastructure (LPPI) Grant Projects Updates (Carrie Klein):
  - Fourteen benches and new sensory panels will be installed at Worton Park at the end of September. Two (2) benches will be installed at the playground and twelve (12) will be installed along the walking path around the fitness equipment.
  - The Department of Public Works (DPW) Grounds division will paint the sensory path, along the walking trail, at Worton Park.
  - DPW is in the process of preparing a bid for ballfield fencing and backstops at Toal and Worton parks. Once this bid is out, we will review the Worton restroom renovation project, but no decisions have been made yet on this project.
  - Renovation of the basketball courts at Worton Park, a FY25 POS project, has been scheduled for early spring. This project requires paving, thus the reason why it will not be done until then.
  - Dan Mattson, Director, Department of Public Works, continues to work with the engineer on the Betterton Beach boardwalk project; an update will be provided soon.
  - Notifications continue to go out to Bayside slip holders pertaining to the piers that were damaged by the most recent hurricane. Slip holders are being asked to vacate their slip while renovations are

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being done. Repairs will take place November through March and the cost will be covered with grant funds.

- Two of the three playgrounds have received 6" of mulch. A playground instructor has been making inspections over the summer.
- The Turners Creek bulkhead needs repair, as well as the pavilion. A branch broke through the pavilion roof during the most recent storm and the repair will take place over the next couple of weeks.
- Two fields at Turners Creek will be converted to meadows. We are working hand-in-hand with Washington College to get this project off the ground. The Department of Public Works will take care of weed management and mowing, and Washington College will take care of most of the planning and the grant writing. If everything goes according to plan, this project will be grant funded.

- Development Updates (Jill Coleman)
  - We are still waiting for a response back from the Maryland Department of Transportation (MDOT) regarding the grant application that we submitted for the small (0.2 mile) outlook trail at Turners Creek. We are trying to make the trail ADA accessible.
  - The story walk project at Worton Park has been completed. A summer story was displayed throughout the summer and will soon be replaced with a fall story. In addition to the story walk, a sensory path will also be installed.

<u>Recreation</u> (Jill Coleman)

- FY24 and FY 25 Approved Capital Projects:
  - FY25: Pool furniture for the Community Center Pool and Millington Pool was received.
  - FY25: The commercial grade exercise equipment for the Community Center Fitness Room was received.
  - FY25: The (full court) basketball adjustable rims were received today. The adjustable rims will go on the main rims and can be adjusted and lowered for our youth to be able to make more baskets. Instead of shooting at 10 feet, the adjustable rims will allow them to shoot at 8 and 9 feet.
  - FY25: The two (2) new Activenet Data Card Printers have been received. These printers are used to print Facility Access Cards (FAC).
  - FY24: The new flooring has been completed at the Community Center's Kitchen, Library, and Kids' Room.
- Free Facility Access Cards were offered to all seasonal employees this year.
- This year, pool vouchers were offered in lieu of refunds. Pool vouchers can be used anytime during the current pool season.

<u>NEW BUSINESS</u> (Jill Coleman)

- Summer 2024 Attendance & Revenue Numbers are tallied daily throughout the summer and documented on a calendar. We use this information as a focal point for determining whether attendance and revenue is up or down from year-to-year.
- We struggled with lifeguards this season. We usually have 30 lifeguards to run our three pools and beach. This year we ended up with 20 lifeguards and only approximately 10 were with us full time. Moving forward my team will discuss how we can come up with a creative plan to attract more

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lifeguards for the next swim season.

- The Toal Park Survey and Results have been summed up based on the survey: Top responses were as follows: A connecting trail, a dog park, pickleball courts, a restroom facility, a bigger or another parking area, and a disc golf course. One response for a soft-landing launching for kayaks and canoes would be the most difficult to accomplish since the area is not visible and would also require the Planning Department to assess prior to deciding. We will put this topic back on the November agenda for further thoughts and discussion.
- During the summer season, we encountered a broken pipe at Millington Pool. The pool had to be closed for two days to get the pipe repaired. We also had a pump overheat at Bayside. Both repairs totaled $5,000. Fortunately, we were able to find the funds for these repairs within our current budget, instead of having to request additional funds from the Commissioners. Ms. Coleman gave kudos to her staff for being frugal with the budget.
- Ms. Coleman recommended the following Community Rental proposals for the Board to vote on:
  - A complimentary park and/or pavilion rental offered to all Kent County public service agencies for an event or picnic, subject to a deposit fee.
  - Approved by the County Commissioners: All County employees are eligible for one complimentary pavilion rental and a free Facility Access Card. In addition, if an employee rents a room at the Community Center, they will have complimentary access to the kitchen facility.
  - Kent County non-profit agencies are eligible for a 50% discount of rental costs (limited to 2 per year). Requirement: The organization's billing address must be located within Kent County.
  - Non-profit partnering agencies which are not located in Kent County but are partnering with Kent County Parks and Recreation events and programs are eligible for one complimentary rental per year.
  - All full-time Kent County Parks and Recreation and Department of Public Works' ground maintenance employees are eligible for one complimentary pavilion, Community Center rental, or athletic field rental per year.
  - Fundraisers held to aid in a (Kent County) child's medical need are eligible for an annual complimentary park or pavilion rental.
  - All Kent County departments receive a complimentary rental for parks and pavilions.
  - Outside vendors that wish to bring a new program to us, we will partner with them, advertise for them, and only charge them 50% of the rental in order to get the program up and running.
  - Kent County Public Schools do not pay rental or deposit fees; this excludes pool use.
  - All Kent County sports leagues utilizing Kent County parks are granted access to the meeting room for their league meetings and on-site registration (already in progress).
  - Any other special accommodations and pricings may be granted by the director of Kent County Parks and Recreation.

  Note: All recommended proposals exclude pool use and are subject to the payment of a deposit fee.

  Mr. Myers asked for a motion. Ms. Welsh made a motion to accept the recommended proposals as written and Commissioner Nickerson seconded the motion; the motion passed with all in favor.
- We ordered a duck for our new kiddie pool feature, and it has been received. Since we are at the end of our pool season, it is being saved for the 2025 swim season.

  Ms. Coleman talked about the qualifications for utilizing the County's Youth Sports Equipment Grant

funds. She said you can utilize the county funds for most things that you are able to keep with the sport and use from year-to-year. She said that currently Little League Softball does not qualify for use of the grant funds because they are a Parks and Recreation program. However, she said their equipment is just as expensive as football and baseball and their little league's president has asked for the league to be considered eligible to use the funds as well. Commissioner Nickerson wanted to know what other sports currently do not qualify for use of the grant funds. Ms. Coleman said basketball, softball, volleyball, and wrestling are also Parks and Recreation programs that currently are not eligible. Commissioner Nickerson said his concern would be singling out one sport over the others, and the Board decided not to approve the request at this time.

Recreation (Jill Coleman)

- A Fall 2024 Activity Guide was provided in each board member's meeting packet. The guide informs patrons of all programs and activities that are going on during the fall. Ms. Coleman announced that, same as last year, we will offer all freshman (attending Kent County public or private schools) free Facility Access Cards during the month of September.
- Our Athletes of the Week/All Star videos have been phenomenal, and everyone loves them.
- New this year: We conducted a Water Safety Week for our 3 ½ - 5-year-old kiddie campers, and it went extremely well. A lifeguard came in and taught the kids a lesson for 30 minutes and then they practiced in the pool for 35 minutes. All lessons were pertaining to safety. The kids enjoyed it so much that they asked for two weeks next year.
- Afterschool registration is now open, and patrons are actively registering their children in the program. The program is being administered at our three elementary schools: Galena, Garnett, and Rock Hall.
- New Programming: One of our staff members is a certified First Aid/CPR instructor, and we will offer the class to the public in September. Note: The class will also be offered to the Board annually.

Parks (Jill Coleman)

- Ms. Coleman said next week she will present the idea of renaming E Diamond to "Volunteer Field" to the County Commissioners. She said she wants to honor all of our volunteers that contribute and are the backbone of our community. Ms. Coleman said that most people do not know the names and locations of the fields, so she and Ms. Klein will collaborate on signage for the fields.
- The County Commissioners approved Mr. Wayne Gilchrest's garden project at Turners Creek. Ms. Coleman said it is at a low cost to the County, as we are currently just supplying water for the tanks that are there. The garden is used for service-learning projects for our summer camp kids and the vegetables grown there are donated to the food bank. Ms. Coleman said they are currently looking for a solar well and she asked for recommendations.
- We will request POS Funds for a New Playground at Edesville Park. If approved, the funds would come from the Department of Natural Resources (DNR) and the County would have to pay 10% of the cost. Ms. Coleman said we are currently asking for $103,000 which is the maximum amount that can be requested. Ms. Coleman asked the Board for a vote.

  Ms. Welsh made a motion to recommend using the funds for a new playground at Edesville Park and Ms. Little seconded the motion; the motion passed with all in favor.
- Ms. Coleman talked about her desire for the County to purchase the school land next to the Community Center. She said it would be a great opportunity to be able to use the space for converting it to a T-ball field for the kiddie camp kids. She said we would also like to redo and extend the playground area. She said we currently have 100-125 children that come to our summer camp annually, and it is a much safer

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(grassed in) area for the kids to play.

- Ms. Klein announced that Chip MacLeod presented a proposal to build (4) sand tennis courts at Worton Park. She said they are providing $80,000 towards the project and DPW will provide some labor and equipment, as well as materials to lower the contractor's cost. The proposal will go before the County Commissioners on August 27th. The project is being called "Beach Tennis Maryland," and the courts will be used for volleyball and beach tennis. Ms. Klein said it will be completely managed by Parks and Recreation and if approved, it will be a great addition to Worton Park.

REPORTS (All Members)

None.

ADJOURNMENT

Mr. Myers asked for a motion. Ms. Welsh made a motion to adjourn the meeting, and Commissioner Nickerson seconded the motion; the motion passed with all in favor. The meeting was adjourned at 7:17 p.m.

NEXT MEETING: Monday, November 18, 2024 at 6:00 PM
at the Kent County Community Center

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GameTime
Enriching Childhood Through Play
(800) 235-2440
(256) 845-5610
www.gametime.com
150 Gametime Drive
Ft. Payne, AL (USA) 35967

Dan Mattson, Director, Public Works
9/10/2024
County Commissioners Meeting

Item Summary:

Sheriff's Department Vehicles - Aftermarket Outfitting

ATTACHMENTS:

Description

Cover Sheet

Kent County
MARYLAND

Public Works

Sheriff’s Department Vehicle Aftermarket Outfitting

Dan Mattson, Director, Public Works
9/10/2024
County Commissioners Meeting

Item Summary:
HVAC Status & Repairs - Various Buildings

ATTACHMENTS:

Description

Cover Sheet

Public Works | Engineering

HVAC Status and Repairs – Various Buildings

Dan Mattson, Director, Public Works
9/10/2024
County Commissioners Meeting

Item Summary:
Public Works - Project Updates

Dan Mattson, Director, Public Works
9/10/2024
County Commissioners Meeting

Item Summary:
Nicholson Drop-Off Center: Wood Processing Contract Approval

ATTACHMENTS:

Description

Cover Sheet

09.10.24 Wood Waste Mobile Grinding Contract Harwood Grinding Service, LLC at Nicholson Landfill

Kent County
MARYLAND

Public Works | Environmental Operations

Nicholson Drop-Off Center: Wood Processing Contract

WOOD WASTE MOBILE GRINDING CONTRACT
BETWEEN COUNTY & CONTRACTOR

THIS CONTRACT, made this 10th day of September 2024, is by and between the County Commissioners of Kent County, a body corporate and politic of the State of Maryland, hereinafter referred to as the OWNER, and Harwood Grinding Service, LLC, hereinafter referred to as the CONTRACTOR.

WITNESSETH, that for and in consideration of the mutual covenants and promises between the parties hereto, it is fully agreed that:

1. In accordance with the General Terms and Conditions of Contract Between County and Contractor, as provided by the OWNER (see Exhibit A attached), the CONTRACTOR will perform onsite wood processing to grind woody organic materials at the Kent County Transfer Site, also known as Nicholson Landfill, located at 23750 Larney Nick Road, Chestertown, MD 21620.

2. LIABILITY INSURANCE. CONTRACTOR shall furnish to the OWNER, before beginning any work hereunder, an updated Certificate of Insurance certifying that the CONTRACTOR carries comprehensive, general liability insurance coverage through a policy which protects the OWNER, and names the OWNER as an Additional Insured in aggregate liability coverage of not less than Two Million ($2,000,000.00) Dollars.

3. WORKER'S COMPENSATION INSURANCE. CONTRACTOR shall furnish to the OWNER, before beginning work, an updated Certificate of Workmen's Compensation Insurance covering all employees of said Contract in amounts statutorily required.

4. COMPLETION OF WORK. The CONTRACTOR shall begin the work covered by this contract immediately following the date of full execution (see date above). Work shall be completed within sixty (60) calendar days of the Contract Execution Date.

5. CONTRACT SUM. The OWNER shall pay the CONTRACTOR for the performance of said work, subject to additions or deletions provided herein, by the unit pricing provided in Exhibit B and based on an estimated quantity in coordination with the budgeted amount of Thirty-Four Thousand ($34,000.00) Dollars.

6. CONTRACT TERM & RENEWAL. This contract will remain in effect from the date first written above until December 20th, 2024, to allow for invoicing and payment processing to finalize. This contract shall not have an option for extension or renewal.

7. The Contract Documents include the following:
   A. Exhibit A - General Terms & Conditions of Contract Between County and Contractor.
   B. Exhibit B - Contractor's Proposal.

8. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the general terms and conditions and in such amounts as required by the Contract Documents.

9. This Contract shall be governed by the Laws of the State of Maryland, without regard to its conflicts of

law principles. Jurisdiction and venue shall lie in State or Federal Courts located within the State of Maryland.

10. This Contract shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHERE OF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Contract in duplicate on the date first written above.

WITNESS/ATTEST

Linda M. Blackistone
09/10/24

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND (OWNER)

By: Ronnie Fithian
President
Kent County Commissioner's Office

HARWOOD GRINDING SERVICE, LLC
(CONTRACTOR)

By: Michael Petrella

Owner
Title

84-4481260
Employer Identification Number (EIN)

GENERAL TERMS & CONDITIONS OF CONTRACT
BETWEEN COUNTY & CONTRACTOR

1. ACCOUNTING SYSTEM AND AUDIT, ACCURATE INFORMATION

The Contractor certifies that all information the Contractor has provided or will provide to the County is true and correct and can be relied upon by the County in awarding, modifying, making payments, or taking any other action with respect to this contract including resolving claims and disputes. False or misleading information constitutes grounds for the County to terminate this contract for cause and to pursue any other appropriate remedy. The Contractor certifies that the Contractor's accounting system conforms to generally accepted accounting principles, is sufficient to comply with the contract's budgetary and financial obligations, and is sufficiently able to produce reliable financial information.

The County may examine the Contractor's and any first-tier subcontractor's records to determine and verify compliance with the contract and to resolve or decide any claim or dispute arisen under this contract. The Contractor and any first-tier subcontractor must grant the County access to these records at all reasonable times during the contract term and for three (3) years after final payment (or for such longer period as may be required pursuant to any federal, state, or other loan or grant condition). If the contract is supported to any extent with federal or state funds, the appropriate federal or state authorities may also examine these records. The Contractor must include the preceding language of this paragraph in all first-tier subcontracts.

2. AMERICANS WITH DISABILITIES ACT

The Contractor agrees to comply with the nondiscrimination requirements of Titles II and III, and other provisions, of the Americans with Disabilities Act of 1990, Pub. Law 101-336, as amended, currently found at 42 U.S.C., § 12101, et seq.

3. APPLICABLE LAWS

This contract must be construed in accordance with the applicable laws, rules, and regulations of the State of Maryland (without regard to its conflicts of laws principles) and of Kent County. All Kent County laws, rules, and regulations are incorporated by reference into, and made a part of, this contract. In the case of any inconsistency between this contract and such laws, rules, and regulations, the laws, rules, and regulations shall govern. The Contractor must, without additional cost to the County, pay any necessary fees and charges, obtain any necessary licenses and permits, and comply with applicable federal, state and local laws, codes and regulations. For purposes of litigation involving this contract, except for Contract Disputes discussed in paragraph 8 below, exclusive venue and jurisdiction must be in the Maryland State courts located in Kent County, Maryland.

4. ASSIGNMENTS AND SUBCONTRACTS

The Contractor may not assign or transfer this contract, any interest herein or any claim hereunder, except as expressly authorized in writing by County's County Administrator, or as otherwise specifically provided for in the contract. Unless performance is separately and expressly waived in writing by the County Administrator, an assignment does not release the Contractor from responsibility for performance of this contract. Unless otherwise provided in the contract, the Contractor may not contract with any other party for

furnishing any of the materials or services herein contracted for without the written approval of the County Administrator.

5. CHANGES

The County Administrator may unilaterally change the work, materials and services to be performed, in accordance with County law, rule, or regulation. The change must be in writing and within the general scope of the contract. The contract will be modified to reflect any time or money adjustment the Contractor is entitled to receive. Any claim concerning an adjustment in time or money due to a change must be given in writing to the County Administrator, or the designated Contract Administrator, within thirty (30) days from the date that the change was ordered, or the claim will be waived. Any failure to agree upon a time or money adjustment must be resolved under the "Disputes" clause (Section 8) of this contract. The Contractor must proceed with the prosecution of the work as changed, even if there is an unresolved claim. No charge for any extra work, time or material will be allowed, except as provided in this section.

6. CONTRACT ADMINISTRATION

A. The Contract Administrator, subject to paragraph B below, is the Department Representative designated by the County Administrator. The Contract Administrator is authorized to:

1) Serve as liaison between the County and Contractor;
2) Give direction to the Contractor to ensure satisfactory and complete performance;
3) Monitor and inspect the Contractor's performance to ensure acceptable timeliness and quality of service;
4) Serve as records custodian for this contract;
5) Accept or reject the Contractor's performance or service;
6) Furnish timely written notice of the Contractor's performance failures, if applicable, to the County Administrator;
7) Prepare required documents and reports;
8) Approve or reject invoices for payment;
9) Recommend contract modifications or terminations to the County Administrator; and
10) Issue Notice to Proceed.

B. The Contract Administrator is NOT authorized to make determinations (as opposed to recommendations) that alter, modify, terminate, or cancel the contract, effect a procurement, interpret ambiguities in contract language, or waive the County's contractual rights.

7. COST & PRICING DATA

The Contractor guarantees that any cost and/or pricing data provided to the County will be accurate and complete. The Contractor grants the County access to all books, records, documents, and other supporting data in order to permit adequate evaluation of the Contractor's proposed price(s). The Contractor also agrees that the price to the County, including profit or fee, may, at the option of the County, be reduced to the extent that the price was based on inaccurate, incomplete, or non-current data supplied by the Contractor.

8. DISPUTES DURING CONTRACT PERFORMANCE

Any dispute by Contractor arising during the performance of the contract, which dispute is not disposed of by mutual agreement, must be decided as provided hereunder. Pending final resolution of a dispute, the Contractor must proceed diligently with contract performance. Subject to the discretion of the County Administrator, the head of the County department, office, or agency ("Department Head") of the Contract Administrator is the designee of the County Administrator, for the purpose of dispute resolution. If the Contract Administrator is the Department Head, then the dispute shall be managed by the County Administrator. The Department Head may, with the Contractor's consent, delegate this responsibility to another person (other than the Contract Administrator). The Contractor waives any dispute or claim not made in writing and received by the Department Head within thirty (30) days of the occurrence giving rise to the dispute or claim. A dispute must be in writing, for specific relief, and any requested relief must be fully supported by affidavit and all relevant calculations, including cost and pricing information, records, and other information. The Contractor may, at the County's option, be made a party to any related dispute involving another Contractor.

9. DOCUMENTS, MATERIALS AND DATA

All documents, materials or data developed as a result of this contract are the County's property, unless specifically provided for in the contract. The County has the right to use and reproduce any documents, materials, and data, including confidential information, used in the performance of, or developed as a result of, this contract. The County may use this information for its own purposes, including reporting to state and federal agencies. The Contractor warrants that it has title to or right of use of all documents, materials or data used or developed in connection with this contract. The Contractor must keep confidential all documents, materials, and data prepared or developed by the Contractor or supplied by the County.

10. DURATION OF OBLIGATION

The Contractor agrees that all of the Contractor's obligations and warranties which, directly or indirectly, are intended by their nature or by implication to survive performance of the contract shall so survive the completion of performance, termination for cause, or the termination for convenience of the contract.

11. ENTIRE AGREEMENT

There are no promises, terms, conditions, or obligations other than those contained within the contract, including any terms, conditions, documents or exhibits thereto, and in these General Terms and Conditions. This contract supersedes all communications, representations, or agreements, either verbal or written, between the parties hereto, with the exception of express warranties given to induce the County to enter into the contract.

12. ETHICS REQUIREMENTS/ POLITICAL CONTRIBUTIONS

The Contractor must comply with the ethics provisions contained in Chapter 29 – Ethics of the Code of Public Local Laws of Kent County.

13. GUARANTEE

A. Contractor guarantees for one (1) year from acceptance, or for such other period of time as may have been expressly stated in the contract or the County's written solicitation, all goods, services, and construction offered, including those used in the course of providing the goods, services, and/or construction. This includes a guarantee that all products offered (or used in the installation of those products) carry a guarantee against any and all defects for such period. The Contractor must correct any and all defects in material and/or workmanship which may appear during the guarantee period, or any defects that occur within one (1) year of acceptance even if discovered more than one (1) year

after acceptance, by repairing (or replacing with new items or new materials, if necessary) any such defect at no cost to the County and to the County's satisfaction;

B. Should a manufacturer's or service provider's warranty or guarantee exceed the requirements stated above, that guarantee or warranty will be the primary one used in the case of defect. Copies of manufacturer's or service provider's warranties must be provided upon request;

C. All warranties and guarantees must be in effect from the date of acceptance by the County of the goods or services;

D. The Contractor guarantees that all work shall be accomplished in a workmanlike manner, and the Contractor must observe and comply with all federal, state, County and local laws, ordinances, and regulations in providing the goods and performing the services listed;

E. Goods and materials provided under this contract must be of first quality, latest model, and of current manufacture, and must not be of such age or so deteriorated as to impair their usefulness or safety. Items that are used, rebuilt, or demonstrator models are unacceptable, unless specifically requested by the County in the contract documents; and

F. All goods shall be merchantable and fit for the particular purpose, ordered or purchased, and as the Contractor so represents and warrants.

14. HAZARDOUS AND TOXIC SUBSTANCES

Manufacturers and distributors are required by federal "Hazard Communication" provisions of 29 CFR 1910.1200, and the Maryland "Access to Information About Hazardous and Toxic Substances" Law, to label each hazardous material or chemical container, and to provide Material Safety Data Sheets to the purchaser. The Contractor must comply with these laws and must provide the County with copies of all relevant documents, including Material Safety Data Sheets, prior to performance of services or contemporaneous with delivery of goods.

15. IMMIGRATION REFORM AND CONTROL ACT

The Contractor warrants that both the Contractor and any subcontractor do not and shall not hire, recruit, or refer for a fee, for employment under this contract or any subcontract, an alien while knowing the alien is an unauthorized alien, or any individual without complying with the requirements of the federal Immigration and Nationality laws, including but not limited to any verification and record keeping requirements. The Contractor further assures the County that, in accordance with those laws, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or, in the case of a citizen or intending citizen, because of such individual's citizenship status.

16. PROVISIONS

Notwithstanding any provisions to the contrary within any contract terms or conditions supplied by the Contractor, the County's General Terms and Conditions supersede the Contractor's terms and conditions in the event of any inconsistency, unless specifically waived or amended by the County.

In the case of any conflicts or ambiguities determined among the contract documents, such matters shall be resolved in favor of the following priorities:

A. Any term or condition specifically provided for within a signed agreement or exhibit to a contract, other than terms and conditions provided by the Contractor;

B. Terms and Conditions specified by the County in any Request For Proposal, Request For Qualifications, Invitation For Bid, or any other solicitation document, specifying with particularity the County's General Terms and Conditions; and

C. These General Terms and Conditions.

The lack of a specific provision in any of the documents referred to in items 16.A. and 16.B. above shall not operate to create an ambiguity with these General Terms and Conditions.

17. INDEMNIFICATION

The Contractor is responsible for any loss, personal injury, death and any other damage (including incidental and consequential) that may be done or suffered by reason of the Contractor's negligence or failure to perform any contractual obligations. The Contractor must indemnify and save the County harmless from any loss, cost, damage, and other expenses, including attorney's fees and litigation expenses, suffered or incurred due to the Contractor's negligence or failure to perform any of its contractual obligations. If requested by the County, the Contractor must defend the County in any action or suit brought against the County arising out of the Contractor's negligence, errors, acts or omissions under this contract. The negligence of any agent, subcontractor or employee of the Contractor is deemed to be the negligence of the Contractor. For the purposes of this paragraph, County includes its elected officials, employees, agents, boards, and agencies. Any incidental and consequential damages shall be limited to the amount of insurance required by the contractor hereunder.

18. INDEPENDENT CONTRACTOR

If the Contractor is an independent contractor, the Contractor and the Contractor's employees or agents are not agents or employees of the County. Neither these General Terms and Conditions nor the contract are intended to create any partnership, joint venture, agency or other relationship between the County and the Contractor.

19. INFRINGEMENT

The Contractor represents and warrants that there is no copyright or patent infringement with respect to any goods or materials furnished pursuant to the contract. The Contractor shall indemnify and hold harmless the County with respect to cost, expense, damages, and liability arising from or on account of any claim for infringement.

20. INSPECTIONS

The County has the right to monitor, inspect and evaluate or test all supplies, goods, or services called for by the contract at all reasonable places (including the Contractor's place of business) and times (including the period of preparation or manufacture).

21. INSURANCE

Prior to execution of the contract, the Contractor must obtain, at its own cost and expense, and must keep in force and effect during the term of this contract (including all extensions) the insurance specified in the contract. This must include any applicable table or attachment with an insurance company licensed or qualified to do business in the State of Maryland and with an A. M. Best rating of not less than A-. The Contractor must submit a certificate of insurance prior to award of this contract and prior to any contract modification extending

the term of the contract, as evidence of compliance with this provision. The County must be named as an additional insured on all liability policies. Forty-five (45) days written notice to the County of cancellation or material change in any of the policies is required. In no event may the insurance coverage be less than that shown on the applicable table, attachment, or contract provision for required insurance. Subject to applicable law, the County Administrator may waive or modify the requirements of this section 21 in whole or in part.

22. NON-CONVICTION OF BRIBERY

The Contractor hereby declares and affirms that, to its best knowledge, none of its officers, directors, members, partners, or employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or the federal government.

23. NONDISCRIMINATION IN EMPLOYMENT

The Contractor shall not discriminate in employment, or in the treatment of employees, or discriminate in any manner on the basis of race, color, gender, age, religion, creed, national origin, ancestry, marital status, disability, political affiliation, or lawful sexual orientation and shall follow and obey all applicable State, Federal, and County laws and regulations regarding employment discrimination. The Contractor must bind its subcontractors to the provisions of this section.

24. PAYMENTS

This contract is subject to a non-appropriations clause as provided herein. No payment may be made or is due under this contract unless funds for the payment have been appropriated and encumbered by the County. Under no circumstances will the County pay the Contractor for legal fees. The Contractor must not proceed to perform any work or provide goods, services, or construction prior to receiving written confirmation that the County has appropriated and encumbered funds for the work. If the Contractor fails to obtain this verification from the County prior to performing work, the County has no obligation to pay the Contractor for the work.

If this contract provides for an additional contract term, or for work in any period beyond the end of the County's fiscal year in which the contract is executed, continuation of this contract beyond the end of that fiscal year is contingent upon the subsequent appropriation of funds and encumbrance of those appropriated funds for payments under this contract. If funds are not appropriated and encumbered to support continued performance in a subsequent fiscal period, this contract terminates without further notice from, or cost to, the County. The Contractor acknowledges that the County Commissioners have no obligation to appropriate funds for this contract in subsequent fiscal years. Furthermore, the County has no obligation to encumber funds to this contract in subsequent fiscal years. Accordingly, for each subsequent contract term, the Contractor must take appropriate action to verify that such funds have been appropriated and encumbered. See Annotated Code of Maryland, Article 31, section 3.

25. PERSONAL PROPERTY

All furniture, office equipment, operator equipment, vehicles and other similar types of personal property specified in the contract and purchased with funds provided under the contract become the property of the County upon the termination or expiration of this contract, unless expressly stated otherwise.

26. TERMINATION FOR CAUSE

The County may terminate the contract in whole or in part, and from time to time, whenever the County determines that the Contractor is:

A. Defaulting in performance or is not complying with any provision of this contract;

B. Failing to make satisfactory progress in the prosecution of the contract; or

C. Endangering the performance of this contract.

Prior to a termination for cause, the County will send the Contractor written notice specifying the cause. The notice will give the Contractor ten (10) days from the date the notice is issued to cure the default or make progress satisfactory to the County in curing the default, unless a different time is given in the notice. If the County determines that default contributes to the curtailment of an essential service or poses an immediate threat to life, health, or property, the County may terminate the contract immediately upon issuing oral or written notice to the Contractor without any prior notice or opportunity to cure. In addition to any other remedies provided by law or the contract, the Contractor must compensate the County for additional costs incurred by the County to obtain substitute performance. A termination for cause shall be considered a termination for convenience as of the date the Contractor was advised of the termination for cause, if there was, in fact, no cause.

27. TERMINATION FOR CONVENIENCE

This contract may be terminated by the County, in whole or in part, upon written notice to the Contractor, when the County determines termination to be in the County's best interest. The termination is effective ten (10) days after the notice is issued, unless a different time is given in the notice. The County is liable only for payment for acceptable performance prior to the effective date of the termination, and for costs reasonably incurred as of the date of termination, including costs or items acquired by such costs that cannot be economically retained by the Contractor for other or future use of the Contractor.

28. TIME

Time is of the essence in the performance by Contractor of the contract and of all ancillary matters arising therefrom.

29. TITLE

All goods delivered or provided to the County or otherwise pursuant to the contract, and the title thereto, shall be free of any security interest, lien, contract restriction, or other form of encumbrance. Title shall pass to the County at the place of delivery to the County, subject to the County's right to inspect and accept or reject the goods.

30. WORK UNDER THE CONTRACT

Work may not commence under this contract until all conditions for commencement are met, including execution of the contract by both parties, compliance with insurance requirements, and issuance of any required Notice to Proceed.

EXHIBIT B

Estimate

Harwood Grinding Service, LLC
2 Swallow Lane
Harwood, MD 20776
Mike Petrella
410-562-8528
Harwoodgrindingservice@gmail.com

July 29,2024

JOB:
Wood Waste Grinding at Kent County Transfer Site
23750 Nicholson Road
Chestertown, MD 21620

DESCRIPTION	
Grinding of wood waste pile at Kent County Transfer Site	
Harwood Grinding to provide the Grinder and Loader	
Unit price @ $5.31 per yd	
Estimated Cost:	**$34,000**

THANK YOU!

Carolyn Sorge, Vice-Chair, Commission on Aging
9/10/2024
County Commissioners Meeting

Item Summary:
Request To Appoint Member

ATTACHMENTS:

Description

Bonnie S. Pearsall, Inspector, Kent Alcohol and Tobacco Enforcement
9/10/2024
County Commissioners Meeting

Item Summary:
Compliance Check Results - 21 or None Tobacco Campaign

ATTACHMENTS:

Description

FY2025 First Round of Compliance Checks, Congratulations Responsible Retailers Advertisement - ORIGINAL DRAFT

09.10.24 FY2024 Last Round Recheck, Tobacco Compliance Check Result Letter, Molly's Mart

09.10.24 FY2025 First Round, Non-Compliance and Re-Check Tobacco Compliance Result Letter, Dollar General (Chestertown)

09.10.24 FY2025 First Round, Non-Compliance and Re-Check Tobacco Compliance Result Letter, High’s

THANK YOU *for being a* Responsible RETAILER

The Board of License Commissioners of Kent County, in conjunction with the Kent County Health Department, congratulates the following establishments for ***being compliant*** during the local tobacco compliance checks conducted during the months of July and August:

7-Eleven, Acme, Bayside Market, BP, Country Liquors, C-Town Liquors, Dollar General (Millington), Dollar General (Rock Hall), Dollar General (Worton), Food Lion, Galena Mini-Mart, Great Oak Landing, Lewes Dairy Mart, Molly's Mart, PIP's Liquors, Redner's Grocery, Rock Hall Liquors, Royal Farms, Sassy River, Shore Stop, Smoke Needs, Suds N Soda, Sunny's Mart, Super Soda, Tale Gate, Walgreens (Chestertown), and Walgreens (Rock Hall).

In order to be compliant with the federal law, state and local laws, Kent County retailers should not sell tobacco products to anyone under the age of 21 – no exceptions.

Thank you for being a responsible retailer!

Board of License Commissioners
Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

September 10, 2024

Molly's Mart
12503 Augustine Herman Highway
Kennedyville, MD 21645

Re: Compliance Re-Check

Dear Licensee:

After a violation has occurred, the Kent Alcohol and Tobacco Enforcement Inspector is required to complete a re-check within thirty (30) to sixty (60) days of the date of the infraction. Inspector Pearsall conducted a re-check of your establishment and found it compliant.

The Board of License Commissioners is pleased to report that during a compliance re-check on August 21, 2024, your establishment demonstrated its commitment to checking the identification of your patrons prior to the sale of tobacco and electronic cigarette products. The Board appreciates your efforts to ensure your customers may legally purchase age-restricted products. If you should have any questions, please feel free to contact Inspector Pearsall at 443-282-5785.

Sincerely,
THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

Ronald H. Fithian, President | Albert H. Nickerson., Member | John F. Price, Member

KCC: ltc

cc: Bonnie S. Pearsall, Inspector, Kent Alcohol and Tobacco Enforcement (KATE)
Nicole Morris, MS, RN, Director, Kent County Health Department Chronic Disease

Board of License Commissioners
Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

September 10, 2024

Dollar General, Store #490
106 Philosophers Terrace
Chestertown, MD 21620

Re: Compliance Check Results, Citation No. 5Z40701897 1st Violation
Compliance Re-Check Results

Dear Licensee:

A compliance check was conducted at your establishment on July 13, 2024. A tobacco product was sold to an individual under the age of 21 in violation of Health General Article § 24-307 - Distribution of tobacco products, paraphernalia, or coupons to minors is prohibited. A civil citation was issued for Kent County District Court. Further violations by your establishment may result in additional punitive actions.

After a violation occurs, the Kent Alcohol and Tobacco Enforcement Inspector is required to complete a re-check within thirty (30) to sixty (60) days of the date of the infraction. Inspector Pearsall conducted a re-check of your establishment on August 21, 2024, and found it compliant. Your establishment demonstrated its commitment to checking the identification of your patrons prior to the sale of tobacco and electronic cigarette products. The Board appreciates your efforts to ensure your customers may legally purchase age-restricted products.

Keep in mind that an individual under the age of 21 years is a minor and cannot lawfully purchase tobacco products, tobacco paraphernalia, or electronic cigarettes. As a retailer, you are required to use a driver's license or government-issued ID to verify the age of a customer. For additional 21 or None Campaign materials or training tools, please contact Inspector Pearsall at 443-282-5785.

Sincerely,
THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

Ronald H. Fithian, President | Albert H. Nickerson., Member | John F. Price, Member

KCC: ltc

cc: Nicole Morris, MS, RN, Director, Kent County Health Department Chronic Disease
Thomas N. Yeager, County Attorney
Bonnie S. Pearsall, Inspector, Kent Alcohol and Tobacco Enforcement (KATE)

Board of License Commissioners
Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

September 10, 2024

Highs, Store #97
887 Washington Avenue
Chestertown, MD 21620

Re: Compliance Check Results, Citation No. 4Z40977976 1st Violation
Compliance Re-Check Results

Dear Licensee:

A compliance check was conducted at your establishment on July 13, 2024. A tobacco product was sold to an individual under the age of 21 in violation of Health General Article § 24-307 - Distribution of tobacco products, paraphernalia, or coupons to minors is prohibited. A civil citation was issued for Kent County District Court. Further violations by your establishment may result in additional punitive actions.

After a violation occurs, the Kent Alcohol and Tobacco Enforcement Inspector is required to complete a re-check within thirty (30) to sixty (60) days of the date of the infraction. Inspector Pearsall conducted a re-check of your establishment on August 21, 2024, and found it compliant. Your establishment demonstrated its commitment to checking the identification of your patrons prior to the sale of tobacco and electronic cigarette products. The Board appreciates your efforts to ensure your customers may legally purchase age-restricted products.

Keep in mind that an individual under the age of 21 years is a minor and cannot lawfully purchase tobacco products, tobacco paraphernalia, or electronic cigarettes. As a retailer, you are required to use a driver's license or government-issued ID to verify the age of a customer. For additional 21 or None Campaign materials or training tools, please contact Inspector Pearsall at 443-282-5785.

Sincerely,
THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

Ronald H. Fithian, President | Albert H. Nickerson., Member | John F. Price, Member

KCC: ltc

cc: Nicole Morris, MS, RN, Director, Kent County Health Department Chronic Disease
Thomas N. Yeager, County Attorney
Bonnie S. Pearsall, Inspector, Kent Alcohol and Tobacco Enforcement (KATE)

Commission on Aging
9/10/2024
County Commissioners Meeting

Item Summary:
Thank You For Your Service Letter

ATTACHMENTS:

Description

Wes Moore, Governor, State of Maryland
9/10/2024
County Commissioners Meeting

Item Summary:
Property Tax Assessment Appeals Board

ATTACHMENTS:

Description

09.10.24 Wes Moore, Governor, Property Tax Assessment Appeals Board Recommendation Eric Colliflower

09.10.24 Wes Moore, Governor Property Tax Assessment Appeals Board Recommendation Gary DiVito

09.10.24 Wes Moore, Governor, Property Tax Assessment Appeals Board Recommendation Robert McGinnis

The County Commissioners of Kent County
Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

September 10, 2024

The Honorable Wes Moore
The Governor of Maryland
100 State Circle
Annapolis, MD 21401

RE: Property Tax Assessment Appeals Board Recommendation

Dear Governor Moore:

The County Commissioners of Kent County respectfully submit Eric Colliflower for your consideration. Mr. Colliflower has excitedly agreed to our recommendation. Should you have questions, please do not hesitate to contact this office. Thank you for your consideration of this matter.

Sincerely,
THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member

cc: Christal Henry, Placement Assistant, Office of Appointments

The County Commissioners of Kent County
Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

September 10, 2024

The Honorable Wes Moore
The Governor of Maryland
100 State Circle
Annapolis, MD 21401

RE: Property Tax Assessment Appeals Board Recommendation

Dear Governor Moore:

The County Commissioners of Kent County respectfully submit Gary DiVito for your consideration. Mr. DiVito has excitedly agreed to our recommendation. Should you have questions, please do not hesitate to contact this office. Thank you for your consideration of this matter.

Sincerely,
THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member

cc: Christal Henry, Placement Assistant, Office of Appointments

The County Commissioners of Kent County
Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

September 10, 2024

The Honorable Wes Moore
The Governor of Maryland
100 State Circle
Annapolis, MD 21401

RE: Property Tax Assessment Appeals Board Recommendation

Dear Governor Moore:

The County Commissioners of Kent County respectfully submit Robert Thomas McGinnis for your consideration. Mr. McGinnis has excitedly agreed to our recommendation. Should you have questions, please do not hesitate to contact this office. Thank you for your consideration of this matter.

Sincerely,
THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member

cc: Christal Henry, Placement Assistant, Office of Appointments

R. Clayton Mitchell, Jr. Kent County Government Center
400 High Street, Chestertown, MD 21620 | (410) 778-4600 ext. 4 | kentcounty@kentgov.org | kentcounty.com/government

Procedures For Public Comment
9/10/2024
County Commissioners Meeting

ATTACHMENTS:

Description

Procedures for Public Comment

09.10.24 Public Comments Sign In Sheet

Office of The County Commissioners

Press and Public Comments

Time is allotted at the end of each meeting for the Commissioners to receive comments from the public. Anyone interested in speaking must sign up on the provided Public Comment sign-up sheet located on the table inside the meeting room.

The President of the Board will call the names of the listed individuals when it is time to speak.
When making comments, individuals are asked to speak slowly, clearly, and concisely. Precede all comments with your name and address and speak only on the subject under discussion.

Comments in writing are welcomed and should be given to the staff after your presentation.
Any person making personal, impertinent, or slanderous remarks, or whose speech or actions become disruptive, will be asked to leave the meeting.

Interested parties may address the Commissioners in writing at any time about any matter of County business. Written statements can be hand-delivered or mailed to:

The County Commissioners of Kent County, Maryland
400 High Street
Chestertown, MD 21620
kentcounty@kentgov.org

PUBLIC COMMENTS
SIGN IN SHEET
September 10, 2024

NAME **(please print)**	ADDRESS	TOPIC

Maryland Department of Housing and Community Development
9/10/2024
County Commissioners Meeting

Item Summary:
Grant Management Training

ATTACHMENTS:

Description

09.10.24 Maryland Department of Housing and Community Development, Community Development Block Grant Program, Annual Grant Management Training

Maryland
DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT

RECEIVED
AUG 26 2024
By

WES MOORE
Governor
ARUNA MILLER
Lt. Governor
JACOB R. DAY
Secretary
JULIA GLANZ
Deputy Secretary

CDBG Grant Management Training

The Maryland Community Development Block Grant Program will be holding its annual grants management training twice in October. It is open to all existing and new grantees and their subrecipients. *Recipients of new grants are required to attend.*

October 11th - Crownsville
State Office Building
100 Community Place
10:30 a.m.

October 18th - Virtual
10:30 a.m.

Please R.S.V.P. to LaWanda Jones at lawanda.jones@maryland.gov or via phone at 301/429-7495.

For virtual option, information will be provided a few days before the training.

If you have any other questions, please contact Dona Sorce, Program Officer at dona.sorce@maryland.gov or via phone at 301/429-7502.

Subjects to be covered include:

- Labor Standards
- Section 3
- Procurement
- Build America Buy America Requirements
- Documenting the National Objective
- Grant Management/Reporting
- Financial Process

Robert Peoples, Water Supply Program, Maryland Department of the Environment
9/10/2024
County Commissioners Meeting

Item Summary:
Publication of Permit Decision

ATTACHMENTS:

Description

08.21.24 Maryland Department of the Environment Water Appropriation and Use Permit Notification

Maryland
Department of
the Environment

Wes Moore, Governor
Aruna Miller, Lt. Governor

Serena McIlwain, Secretary
Suzanne E. Dorsey, Deputy Secretary

August 21, 2024

RE: Water Appropriation and Use Permit No.: KE1999G014(04)
Publication of Permit Decision

Dear Property Owner, Public Official, Interested Person or Applicant:

On August 16, 2024, the Water and Science Administration (Administration) issued Water Appropriation and Use Permit No. KE1999G014(04) to Duck Puddle Farming Enterprises, LLC to appropriate and use an annual average of 173,000 gallons of water per day (gpd) and an average of 1,053,000 gpd during the month of maximum use for crop irrigation at Duck Puddle Farm. Water is to be withdrawn from two wells in the Aquia aquifer. The site is located on the north side of Carroll Clark Road, 0.2 mile east of the intersection with Blue Star Memorial Highway, Massey, Kent County, Maryland.

After examination and consideration of the documents received and evidence in the application file and record, the Administration has determined that the application meets the statutory and regulatory criteria necessary for issuance of a Water Appropriation and Use Permit. The Impact Analysis Summary used in reaching this determination is enclosed with this permit decision.. A copy of Water Appropriation and Use Permit No. KE1999G014(04) is available upon request.

This is a final agency determination; there is no further opportunity for administrative review. The applicant or any person with standing who participated in the public participation process through the submission of written or oral comments may petition for judicial review in the Circuit Court in the County where the permitted activity is to occur. The petition for judicial review must be filed within 30 days of the publication of the permit decision. Please see the attached fact sheet for additional information about the judicial review process.

If you have any questions or need any additional information, please do not hesitate to contact me at (410) 537-3590.

Sincerely,

Robert Peoples

Robert Peoples
Water Supply Program

Enclosures

RECEIVED
AUG 23 2024
KENT COUNTY
COMMISSIONERS OFFICE

Duck Puddle Farming Enterprises, LLC
(Name of Applicant)

KE1999G014/04
(Application No.)

Matthew Murphy
(Assigned WSA Project Manager)

June 6, 2024
(Date Form Completed)

IMPACT ANALYSIS SUMMARY

I. REASONABLENESS OF THE AMOUNT OF WATER REQUESTED IN RELATION TO THE ANTICIPATED LEVEL OF USE DURING THE PERMIT PERIOD.

The applicant requests to increase an existing water appropriation from an annual average of 81,000 gallons of groundwater per day (gpd) and 490,000 gpd during the month of maximum use to an annual average of 173,000 gpd and 1,053,000 gpd during the month of maximum use for crop irrigation. Water will be withdrawn from two existing wells in the Aquia aquifer. Water demand is based on the type of crops to be irrigated, irrigated acreage, soil type(s), and type of irrigation system to be used. The applicant requests to irrigate approximately 173 acres of grain corn (water demand = 11.7 inches) in silt loam soil, using a low-pressure center pivot system, with a water loss factor of 15 percent. The proposed quantities are reasonable for the requested use.

II. REASONABLENESS OF THE IMPACT OF THE REQUESTED WITHDRAWAL ON THE RESOURCE.

Based on information obtained from the on-site well KE-94-1158, Maryland Geological Survey's Report of Investigations Number 68, and the Aquifer Information System (AIS), it was determined that the surficial aquifer and the Aquia aquifer form one unconfined hydrologic unit in the area. The impact of the requested withdrawal on a water table (unconfined) aquifer like the Aquia is based on the annual rainfall (47.38 inches, PRISM) that falls in the area, the amount of recharge (infiltration) on the applicant's property during a drought year, and the amount of groundwater set aside to maintain stream baseflow. In addition, 15% of the irrigation water which is not used by crops infiltrates back into the aquifer. Based on the factors above, the Administration's analysis indicates that the long-term consumptive use of the proposed withdrawal is 60% of the drought year recharge available at the site. Hence the proposed withdrawal from the Aquia aquifer is sustainable. No unreasonable impact to the resource is expected.

III. REASONABLENESS OF THE IMPACT OF THE REQUESTED WITHDRAWAL ON OTHER USERS OF THE RESOURCE.

The wells are drilled to depths of approximately 170 and 210 feet. Impacts due to the withdrawal were evaluated using data from geological reports and investigations available to the Water and Science Administration. Projections of aquifer drawdown were developed using a transmissivity of 2773 ft^2/day calculated from on-site well KE-94-1158 and a storage coefficient of 0.01. Pumping the well at the maximum rate of 1,053,000 gpd for 60 days with no recharge to the aquifer produces a total drawdown of less than 13 feet at the nearest domestic well, KE-88-0863 (about 1300 feet away). A review of the State's well database for wells in this area was conducted. There are approximately 10 wells in the vicinity drilled in the Aquia aquifer. Four wells are for domestic use, two are for farm use, and four are test wells. No domestic wells are indicated as having a 2-inch diameter casing. No unreasonable impacts to other users of the resource are anticipated.

FACT SHEET
JUDICIAL REVIEW PROCESS

Legislation passed by the 2009 General Assembly changes procedures for certain permits issued by the Department, including water appropriation permits. The judicial review procedures took effect on January 1, 2010 and applies to final permit decisions issued on and after January 1, 2010.

Under pre-existing procedures, permit applicants and third parties with standing under Maryland law could challenge the issuance of a permit or the conditions of a permit through a request for a "contested case" adjudicatory hearing conducted by the Office of Administrative Hearings. Effective January 1, 2010, the "contested case" process no longer applies to final decisions on applications for these permits. Rather, permits can be challenged through a request for direct judicial review in the Circuit Court for the county where the activity authorized by the permit will occur. Applicants, and persons who meet standing requirements under federal law and who participated in a public comment process by submitting written or oral comments (where an opportunity for public comment was provided), may seek judicial review. Judicial review will be based on the administrative record for the permit compiled by the Department and limited to issues raised in the public comment process (unless no public comment process was provided, in which case the review will be limited to issues that are connected to the permit).

Who Has Standing?
Anyone who meets the threshold standing requirements under federal law and is either the applicant or someone who participated in the public participation process through the submission of written or oral comments, as provided in Environment Article § 5-204, Annotated Code of Maryland. The three traditional criteria for establishing standing under federal law are injury, causation, and redressability, although how each criterion is applied is highly fact-specific and varies from case to case. Further, an association has standing under federal law to bring suit on behalf of its members when its members would otherwise have standing to sue in their own right, the interests at stake are related to the organization's purpose, and neither the claim asserted nor the relief requested requires the participation of individual members in the lawsuit.

What is the Procedure for Seeking Judicial Review?
Petitions for judicial review of a final determination or permit decision subject to judicial review must be filed in accordance with § 1-605 of the Environment Article no later than 30 days following publication by the Department of a notice of final determination or final permit decision and must be filed in the circuit court of the county where the permit application states that the proposed activity will occur. Petitions for judicial review must conform to the applicable Maryland Rules of Civil Procedure (Title 7, Chapter 200).

To review the legislation follow the link below:
http://mgaleg.maryland.gov/2009rs/chapters_noln/Ch_650_sb1065T.pdf

For a complete list of permits that these procedures apply to follow the link below:
http://www.mde.maryland.gov/programs/researchcenter/legislativetestimony/pages/jrproc.aspx

Stephanie Gosman, Chairman and Treasurer, Museums of Kent County
9/10/2024
County Commissioners Meeting

Item Summary:
Thank You Letter

ATTACHMENTS:

Description

08.22.24 Stephanie Gosman, Museums of Kent County Thank you Letter

Museums of Kent County

August 22, 2024

Commissioners of Kent County
400 High Street
Chestertown, MD 21620

Dear President Fithian, Commissioner Price, and Commissioner Nickerson,

Thank you so much for your continued support for the Museums of Kent County. The funds you allocated us will be used to improve our buildings and create a better experience for local and out-of-town visitors. This year we will continue to work with Washington College, and Economic and Tourism Development, to find new ways to promote the museums. If you find yourselves at "Fall Fest" or "A Dickens of a Christmas" drop by our booth and take a spin on the history wheel. Sharing the history of Kent County is what we do!

Thank you again,

Stephanie Gosman

Stephanie Gosman
Museums of Kent County, Chairman and Treasurer

RECEIVED
AUG 26 2024
KENT COUNTY
COMMISSIONERS OFFICE

American Rescue Plan Act (ARPA) Funds Spend Plan
9/10/2024
County Commissioners Meeting

ATTACHMENTS:

Description

8-27-2024 ARPA Fund Commissioner Report

AMERICAN RESCUE PLAN ACT FUND
AS OF COMMISSIONER MEETING MINUTES DATED
8/27/2024

Project	Department	Project Estimate	Date Approved	Amount Approved	Date Completed
Feed the Elderly Year 1	Local Management Board	112,800	08/31/21	112,800	9/30/2022
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	6/28/2022
Clariflocculator Replacement Project Change Order #1		2,817	01/11/22	2,817	6/28/2022
Clariflocculator Replacement Project Change Order #2		90,642	01/11/22	90,642	11/23/2022
AV System	Information Technology	71,254	10/26/21	71,254	5/17/2023
IT Software	Information Technology	27,095	10/26/21	27,095	8/10/2022
Neighborhood & Infrastructure Grants	Information Technology	258,402	12/14/21	258,402	12/30/2023
A/V Equipment in EOC	Emergency Operation Center	14,087	02/01/22	14,087	7/26/2023
SCADA Pump Station Monitoring	Water & Wastewater Fund	110,065	02/08/22	110,065	8/2/2023
Millington/RT301 Wastewater Treatment Feasibility Study	Water & Wastewater Fund	57,500	02/08/22	57,500	9/20/2023
Millington/RT301 Wastewater Conveyance System Capacity Study		9,500	09/27/22	9,500	
Tolchester Wastewater-Design Services Influent Screen	Water & Wastewater Fund	52,910	02/08/22	52,910	
Tolchester Wastewater - Bid Services and Const. Management		35,735	09/27/22	35,735	
Tolchester Wastewater Influent Screen Construction		600,914	04/25/23	600,914	
Worton WWTP Influent Lagoon Engineer Design & Bid Services	Water & Wastewater Fund	33,076	03/22/22	33,076	8/10/2023
Worton WWTP Influent Lagoon Engineer Const. Management		43,736	03/08/23	43,736	
Worton WWTP Lagoon Sludge Removal Contract		1,400,725	12/13/22	1,400,725	
Worton WWTP Lagoon Sludge Removal Contract Change Order #1		30,000	06/13/23	30,000	
Worton WWTP Lagoon Sludge Removal Contract Change Order #2		(486,784)	08/08/23	(486,784)	
Kennedyville Pump Station #2 Relocation Design	Water & Wastewater Fund	52,338	09/27/22	52,338	
Kennedyville Pump Station #2 Relocation Const. Management		*Deferred*			
Kennedyville Pump Station #2 Construction		*Deferred*			
Worton/Kennedyville GIS Water and Sewer Facilities Mapping	Water & Wastewater Fund	75,770	09/27/22	75,770	9/20/2023
Worton Vehicle Storage Building & site prep/lighting/heat	Water & Wastewater Fund	40,000	10/25/22	40,000	
Worton WWTP Solids Press Replacement Design	Water & Wastewater Fund	64,940	11/28/23	64,940	
Worton WWTP Solids Press Replacement Construction Management		*20,000*			
Worton WWTP Solids Press Replacement		*250,000*			
Sewer Jetter Camera Nozzle	Water & Wastewater Fund	14,065	04/02/24	14,065	
Major Repairs and Expenses	Water & Wastewater Fund				
Well redevelopment program		40,000	04/02/24	40,000	
Pump Stations - pump replacement program		28,000	04/02/24	28,000	
Worton Wastewater Treatment Plant - replace electrical wiring		50,000	04/02/24	50,000	
Fairlee Water Treatment Plant - design/replace actuator valve & repair piping		15,000	04/02/24	15,000	
Tolchester Wastewater Treatment Plant - replace control valves		19,000	04/02/24	19,000	
Pump Station SCADA Upgrades - convert remainder of locations		36,675	04/02/24	36,675	
Wesley Chapel Pump Station Wet Well	Water & Wastewater Fund	36,700	06/25/24	36,700	
Total Amount of Funds Committed		$ 3,686,077		$ 3,416,077	
Amount of ARPA Funds		3,766,777		3,766,777	
Balance of ARPA Funds Remaining		$ 80,700		$ 350,700	

Contingency and Use of Fund Balance Report
9/10/2024
County Commissioners Meeting

ATTACHMENTS:

Description

8-27-2024 Commissioner Report Contingency

FY25 CONTINGENCY & USE OF FUND BALANCE
AS OF COMMISSIONERS MEETING MINUTES DATED
August 27, 2024

CONTINGENCY

DATE APPROVED	DEPARTMENT	AMOUNT APPROVED	DESCRIPTION
7/9/24	Town of Millington	$ 7,550	Phase 1 of storm water needs in Millington and its relationship to the public tax ditch
7/9/24	Legal Counsel	15,000	Legal Representation
7/16/24	County Commissioner's Office	3,600	2024/2025 Spongy Moth Survey by Forest Pest Management-Maryland Dept. of Agriculture
TOTAL		**$ 26,150**	

BEGINNING CONTINGENCY BUDGET	**$ 400.000**
ENDING CONTINGENCY BALANCE	**$ 373,850**

USE OF FUND BALANCE

DATE APPROVED	DEPARTMENT	AMOUNT APPROVED	DESCRIPTION
7/9/2024	Kent County Extension Office	20,353	Master Gardener Program in Kent County
7/9/2024	Volunteer Fire Company	2,800	$400 per volunteer fire company/rescue
TOTAL		**$ 23,153**	

USE OF FUND BALANCE

Note: If expenses are not reduced or offset by the same amount of fund balance used, this will result in a decrease in fund balance below our 7.5% target.

Thomas N. Yeager, County Attorney, and Dan Mattson, Director, Public Works
9/10/2024
County Commissioners Meeting

Item Summary:
Legal Advice and Potential Litigation
This meeting will be closed under the Annotated Code of Maryland General Provisions Article § 3-305 (b) (7) To consult with counsel to obtain legal advice; and (8) To consult with staff, consultants, or other individuals about pending or potential litigation

ATTACHMENTS:

Description