

City of Annapolis Supplemental Appropriation from Surplus Funds

Fund: Grant **Control Number:** SA-33-25
Department: Mayor's Office **Date:** 05/20/2025
Source of Surplus Funds: State of Maryland - Maryland Energy Administration

Account Name	Allocation of Appropriation for
Revenue:	
State Grant Revenue	\$67,250
Expenditure:	
State Grant Expense	\$67,250

In Process

Explanation:
 The State of Maryland - Maryland Energy Administration has provided a grant of \$67,250 to the City of Annapolis to provide funding for costs associated with the Maryland Smart Energy Communities Project. The mission of the Maryland Smart Energy Communities (MSEC) program is to support local governments as they engage in sustainable, long-term clean energy policies and projects that lead to reduced energy usage and greenhouse gas emissions, increased cost savings, and robust clean energy and economic development. The City of Annapolis will use this funding to offset the costs associated with LED streetlight conversion & HVAC replacement to heat pumps. A minimum match of 15% is required. This funding will come from the CIP City Facility Improvements Project (40023).

Approved by:

Brittany Moran

6/2/2025 | 12:46 PM EDT

Finance Director

Date

Victoria Buckland

6/2/2025 | 1:34 PM EDT

City Manager

Date

Jacqueline Guild

6/2/2025 | 1:28 PM EDT

Department Director

Date

Mayor Gavin Buckley

6/2/2025 | 4:01 PM EDT

Mayor

Date

Finance Committee

Date

City Council

Date

CM: City Manager approved transfers of appropriations of \$25,000 or less from one line item to another within a fund.

CM's do no increase the total budget or the budget for any fund.

FT: Fund Transfers of appropriations greater than \$25,000 from one line item to another within a fund.

These are also used for fund transfers from the contingency account, bond proceeds, or from one fund to another, regardless of the amount. FT's do not increase the total budget.

SA: Supplemental Appropriations from revenue not anticipated in the budget or in excess of that anticipated in the budget.

SA's increase the total budget.



City of Annapolis
 160 Duke of Gloucester
 St.
 Annapolis, MD 21401

FY2025 GRANT BUDGET FORM (NEW & CONTINUING GRANT PROGRAMS)

Grant Title Maryland Smart Energy Communities Program

Grant Award (\$) 67,250.00 **Originating Department(s):** City Manager

MUNIS Org # 1121 **Dept. Contact (Name/Phone):** Dylan Laconich/ 410-263-7997 ext. 7896

Proposed Project Name LED ODL, ADOT HVAC upgrade **Proposed Project Number (Finance Entry):** _____

Expenditure Account	Revenue Source				Total	Comments
	Federal	State	Local (Matching)	Other		
Salaries					0.00	
Benefits					0.00	
Overtime					0.00	
Supplies					0.00	
Telephone					0.00	
Electricity					0.00	
Fuel and Oil					0.00	
Training & Education					0.00	
R & M - Equipment					0.00	
Special Programs					0.00	
Contract Services		7,250.00			7,250.00	labor for installation, etc.
Capital Outlay					0.00	
Clothing					0.00	
Equipment		60,000.00			60,000.00	equipment (Lights, etc)
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
Total Expenditures	0.00	67,250.00	0.00	0.00	67,250.00	

Match is not required.

 Department Director Signature/Date Department

Match is required. Match will be met in the form of: ⁽¹⁾ City contribution to HVAC, staff time

Match is budgeted in Org and Object: ⁽²⁾ 30400 - 583000 - 40023

Jackie Guild, 05/13/2025 City Manager's Office
 Department Director Signature/Date Department

 Date Received by Finance Date Project # provided to Dept

COMMENTS:

Categories may change depending on grant needs which tend to evolve.

⁽¹⁾ Examples: (include dollar amounts if applicable) : Cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency.

⁽²⁾ Example: 01120-530800 (Contractual Services)

**MARYLAND ENERGY ADMINISTRATION
MARYLAND SMART ENERGY COMMUNITIES
AREA OF INTEREST #1: CLEAN ENERGY FOR LOCAL GOVERNMENTS
GRANT AGREEMENT**

This Grant Agreement is entered into by and between

**STATE OF MARYLAND
MARYLAND ENERGY ADMINISTRATION
1800 Washington Boulevard, Suite 755
Baltimore, MD 21230
("MEA")**

In Process
and

**CITY OF ANNAPOLIS
160 Duke of Gloucester Street
Annapolis, MD 21401
Federal EIN: 52-6000764
("Grantee")**

The Maryland Energy Administration ("MEA") administers the Maryland Strategic Energy Investment Fund ("Fund") set forth in Md. Code Ann., State Government § 9-20B-05 and uses the Fund to implement the Strategic Energy Investment Program set forth in Md. Code Ann., State Government §§ 9-20B-01 et seq.

MEA has selected the Grantee to receive a grant from the Fund, and the Grantee has agreed to the provisions contained in this Grant Agreement ("Agreement").

MEA and the Grantee agree as follows:

1. Funding Opportunity Announcement

The terms, conditions, and requirements for this program stated in the Funding Opportunity Announcement for the Maryland Smart Energy Communities Program, FY 2025 ("Funding Opportunity Announcement") (Attachment D) are incorporated into and made part of this Agreement. In the event of a conflict between the Funding Opportunity Announcement and this Agreement, this Agreement shall control.

2. Purpose of the Grant

This Grant provides funding for the costs associated with the Maryland Smart Energy Communities Project described in detail in Attachment B (“Program Specific Information”) and Attachment C (“Grant Specific Information”), which are incorporated into and made part of this Agreement. In the event of a conflict between either Attachment B or Attachment C and this Agreement, this Agreement shall control.

3. Amount of Grant

The Grant shall not be greater than Sixty-Seven Thousand, Two Hundred Fifty Dollars (\$67,250)

4. Grant Term

The term of the Grant begins on the Effective Date, as defined in Section 2 of the General Provisions (Attachment A). The Grantee shall complete the Project and submit to MEA all required reports as described in Attachment B by the final report due date specified in Attachment C.

5. Costs Eligible for Reimbursement; Invoicing

- A. Only those costs and expenditures the Grantee incurs to complete the Project described in the Scope of Work in Attachment C are eligible for reimbursement under this Grant.
- B. MEA will reimburse the Grantee for eligible costs and expenditures as provided in the General Provisions.
- C. MEA will not reimburse Grantee for costs incurred prior to the Effective Date of the Grant Agreement unless MEA agrees otherwise in writing.

6. Communication with MEA

Consistent with Section 5 of the General Provisions (Attachment A), Grantee shall conduct all communications regarding the Project, this Agreement, and any applicable related matters via email to msec.mea@maryland.gov, or to the MEA Program Manager’s email address listed in Section 7 of this Agreement. Any written or printed correspondence regarding the Project, this Agreement, or any applicable related matters shall be sent to:

Maryland Energy Administration
Attn: Maryland Smart Energy Communities
1800 Washington Boulevard, Suite 755
Baltimore, MD 21230

7. Party Representatives

The following individuals are authorized to act under this Agreement for their respective parties, subject to all necessary approvals:

Lacey Allor, MEA Program Manager

Maryland Energy Administration

Phone: (410) 507-7143

Email: lacey.allor@maryland.gov

(Or any other person as may be designated by the Director of MEA).

Jacqueline Guild, Deputy City Manager for Resilience and Sustainability

City of Annapolis

Phone: (410) 263-7997

Email: dlaconich@annapolis.gov

(Or any other person as may be designated in writing by Grantee's Deputy City Manager for Resilience and Sustainability)

8. General Provisions

The General Provisions set forth in Attachment A are incorporated into and made part of this Agreement.

THIS AGREEMENT HAS BEEN APPROVED BY THE ATTORNEY GENERAL'S OFFICE AT MEA. NO CHANGES, MODIFICATIONS, ADDITIONS OR DELETIONS TO THIS AGREEMENT ARE AUTHORIZED ABSENT SPECIFIC WRITTEN AGREEMENT BY THE PARTIES AND APPROVAL BY THE ATTORNEY GENERAL'S OFFICE AT MEA. ANY UNAUTHORIZED CHANGES, MODIFICATIONS, OR DELETIONS TO THIS FORM AGREEMENT WILL RENDER MEA'S OBLIGATIONS UNDER THIS AGREEMENT VOIDABLE AT MEA'S ELECTION.

IN TESTIMONY WHEREOF, WITNESS the hands and seals of the parties.

CITY OF ANNAPOLIS

By: _____ Date: _____
Jacqueline Guild,
Deputy City Manager for Resilience and Sustainability

MARYLAND ENERGY ADMINISTRATION

Signed by:
By: Jennifer Aiosa Date: 5/6/2025
FB7964DD6C67498...
Jennifer Aiosa,
Chief of Staff

In Process

Approved for Form and Legal Sufficiency

This 5th day of May, 2025.

DocuSigned by:
By: David Shapiro
C427111F887A444...
David Shapiro,
Assistant Attorney General

ATTACHMENT A

General Provisions

1. Definitions

- A. “Grant Agreement” means a written agreement between MEA and a grantee with respect to a grant.
- B. “Grantee” means a recipient of a grant under an MEA grant program.
- C. “Environmental Standards” means all applicable environmental laws, rules, or regulations set by federal, state, or local jurisdictions that are applicable to a Project and related directly to the performance of the Grantee’s obligations pursuant to a Grant Agreement.
- D. “MEA Program Manager” means the individual specified in writing as the MEA representative for a Program or other person designated in writing by MEA to act on behalf of MEA regarding the Grant Agreement.
- E. “Program” means an MEA grant program identified and detailed on the MEA website.
- F. “Project” means an activity or undertaking that is consistent with the requirements of an MEA Program and for which a Grant has been awarded. A project includes all activities specified in the Scope of Work and all reporting required in the Grant Agreement except for submitting invoices.
- G. “Project Site” means the location of a Project or a portion of a Project.

2. MEA Grant Timeframes

- A. Unless the MEA Program Manager approves an extension in writing, a Grant Agreement executed by the Grantee(s) shall be received by MEA no later than ten business days from the date MEA electronically transmits the Grant Agreement to the Grantee for execution. If the properly executed Grant Agreement is not received by MEA within the required time as indicated above, the Grant Award will automatically be revoked.
- B. The Effective Date of a Grant Agreement is the date that the fully executed Grant Agreement is received by MEA, as determined by the official MEA date stamp on the first page of the Grant Agreement.
- C. To be eligible for reimbursement, all reimbursement requests for Project costs pursuant to a Grant Agreement must be received no later than 60 days after the completion of the Project, unless the MEA Program Manager approves an extension in writing.

Maryland Energy Administration
Grant Agreement General Provisions
Attachment A

3. Extensions

An extension may be requested in writing by the Grantee in advance of a deadline but is not guaranteed. The MEA Program Manager may extend a deadline in writing up to 60 days, for good cause shown, such as circumstances outside of the Grantee's control.

4. Retention of documents

The Grantee shall retain bills of sale or other satisfactory evidence of the acquisition of any real or personal property, as well as reports, activity logs, timelines, estimated energy savings and/or generation, supporting documentation for any other expenses that are covered in whole or in part by any Grant funds, and any other information related to Grant activities for at least three years from the date that the Grantee receives final reimbursement from MEA. MEA, MEA's representatives, the Department of Budget and Management, the State Comptroller, and the Legislative Auditor may examine and audit this evidence on request, at any reasonable time within the retention period. In addition, the Grantee shall also make the worksite available to MEA or its representatives, upon request at any reasonable time, for at least three years from the date that the Grantee receives final reimbursement from MEA.

5. Communications with MEA; Updating IRS W-9 form

A. The Grantee shall submit to MEA all reimbursement requests and other documentation required under the Grant Agreement at the MEA email address specified in the Grant Agreement, unless MEA has received as part of the application process notification that the Grantee has opted out of electronic communications. If the Grantee has opted out of electronic communications, the Grantee shall submit all reimbursement requests and other documentation required under the Grant Agreement by mail or hand-delivery to the applicable program at MEA.

B. The Grantee shall promptly provide MEA with an updated IRS W-9 form when information on a prior IRS W-9 form has changed.

6. Subject to Funding Availability

Prior to execution of the Grant Agreement, Grant funds are subject to change in amount and availability.

7. Location within Maryland

A Project must be located in Maryland or undertaken for the direct benefit of a Maryland resident, business, community, campus, or facility located entirely within the State of Maryland.

8. Payment of Grant Funds

A. After review of the reports, requests for reimbursement, and any supporting documents or information requested by MEA, MEA shall make a final determination whether the Grantee has

Maryland Energy Administration
Grant Agreement General Provisions
Attachment A

met all Program requirements, terms, and conditions, and shall process the Grant Award for payment as promptly as possible, if warranted.

B. MEA payments to Grantee are not assignable and all grant funds will be disbursed to the Grantee consistent with the Grant Agreement.

9. Non-payment of Grant Funds; Disallowance of Grant Funds for Violation of Grant Agreement; Reconsideration of Non-payment or Disallowance of Grant Funds

A. Unless otherwise specified in the Grant Agreement, MEA will not disburse grant funds for work that has yet to be performed; costs that have yet to be incurred or are not sufficiently documented; or costs that are inconsistent with the purpose, terms, and conditions of the Grant, as determined by MEA.

B. Any expenditure of Grant funds that is not consistent with the purposes of the Program, or that violates any requirement, term, or condition of a Program or the Grant Agreement, may, in the sole judgment of MEA, be disallowed. If MEA determines any expenditure to be ineligible after MEA has disbursed funds to the Grantee, the State may require repayment to MEA for reimbursement of the Strategic Energy Investment Fund, an offset from any State grant to the Grantee in the current or succeeding fiscal year, or other appropriate action. The Grantee shall immediately repay to the State any part of the Grant that is not used for the purposes of the Program.

C. If MEA withholds or disallows payment of Grant funds, MEA shall provide Grantee with its determination in writing and set forth a summary of the reasons for its determination. A Grantee may request reconsideration of a determination by MEA to withhold or disallow payment of Grant funds within 15 business days of the date of the written determination notifying the Grantee of the decision.

10. Nondiscrimination Provision

The Grantee may not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or any other characteristic forbidden as a basis for discrimination by applicable laws, and certifies that its Constitution, by-laws, or policies prohibit discrimination consistent with the Governor's Code of Fair Employment Practices.

11. Compliance with Relevant Certifications, Licenses, And Requirements

A. The Grantee shall be responsible for compliance with the following:

(1) All work performed on behalf of the Grantee pursuant to a Grant Agreement shall be carried out by the Grantee's staff and contractors holding all necessary Maryland certifications and licenses.

Maryland Energy Administration
Grant Agreement General Provisions
Attachment A

(2) Any business or non-profit organization operating in Maryland with which the Grantee contracts or partners to carry out the purposes of the Grant shall be registered and in good standing with the Maryland State Department of Assessments and Taxation, if applicable.

(3) All work performed pursuant to a Grant shall comply with all applicable local, State, and federal building codes and other applicable laws and regulations.

B. If MEA determines that any activity undertaken under the Grant Agreement is inconsistent with subsection A of this section, MEA may rescind the Grant or take any other appropriate action, as determined by MEA.

12. False Statement or Report

A person may not knowingly make or cause to be made any false statement or report in any document required to be furnished by MEA in relation to the Program. For a SEIF-funded Grant, any violation of this provision is a misdemeanor and on conviction is subject to a fine not exceeding \$50,000.00 or imprisonment not exceeding 1 year or both, as specified in State Government Article §9-20B-11 of the Annotated Code of Maryland.

13. Historic Preservation Review

For each project being funded in whole or in part through a Grant Agreement, a historic preservation review must first be completed by the Maryland Historical Trust (MHT) or MEA's historic preservation expert. This review ensures that no historic property is "adversely affected" through building improvements, equipment installations, and related property modifications proposed for Projects funded wholly or in-part by a Program. Prior to starting construction, the Grantee shall ensure that MEA has received documentation from MHT or MEA's historic preservation expert indicating that the Project will have no adverse effect on a historic property.

14. Maryland Saved Harmless

To the extent allowed by Maryland law, and subject to appropriations if applicable, the Grantee agrees to defend, indemnify, and hold MEA harmless from and against any and all damages, claims, lawsuits, actions, and reasonable out-of-pocket costs and expenses, in whatever form, arising from or related to the Grant. MEA expressly reserves the right of any immunity MEA or its employees may possess under State or federal law. If the Grantee is a Maryland State agency or local government, then each party shall be responsible for its own liability associated with the Grant, and neither party waives any applicable immunities.

15. Environmental Standards and Liability

A. As relevant to the Project, the Grantee shall ascertain and comply with all applicable Environmental Standards, monitor compliance, and immediately halt and correct any incident of non-compliance. The Grantee is solely responsible for all steps in obtaining any required permits including, but not limited to, those related to air quality requirements, as applicable.

Maryland Energy Administration
Grant Agreement General Provisions
Attachment A

B. In the event of any incident of non-compliance with Environmental Standards, the Grantee shall:

- (1) Immediately notify the MEA Program Manager or designee of the incident, providing as much detail as possible;
- (2) If requested by MEA, submit a written report to MEA, identifying the source or cause of the non-compliance and the method or action required to correct the problem; and
- (3) Cooperate with MEA and its designated representatives or contractors with respect to investigation of the incident.

C. Subject to Section 14 and to the limits allowed by Maryland law, the Grantee shall be liable for:

- (1) All environmental losses, including but not limited to, costs, expenses, losses, damages, actions, claims, penalties, fines and remedial or cleanup obligations arising from its failure to comply with Environmental Standards; and
- (2) Any hazardous material located or placed in the Project and any requirements imposed by any governmental authority with respect to hazardous materials, arising in connection with the Grant or the Project.

16. Liability Insurance

A. For all work performed by the Grantee that is to be funded in whole or in part with grant funds provided by MEA, the Grantee shall purchase and maintain comprehensive third-party legal liability insurance or its equivalent, with minimum coverage of \$1,000,000 per occurrence. The Grantee shall also maintain other such insurance as is appropriate for the work to be performed. For a self-insured entity, such as a Maryland State or local government entity, a document detailing the basis for self-insurance, including when applicable, the statutory basis, may be accepted by MEA as an equivalent form of insurance under this paragraph.

B. The State shall be listed as an additional insured on the faces of the certificates associated with the coverages listed above, including umbrella policies, excluding Workers' Compensation Insurance and professional liability. The Grantee shall maintain insurance documentation in a Grantee-owned facility and shall provide to MEA, upon demand, a certificate or other documentation deemed appropriate by MEA, evidencing MEA's status as an additional insured.

(1) Insurance requirements may be waived or modified by MEA in writing, for good cause shown. Any such written waiver or modification shall be signed by the parties and incorporated as part of the Grant Agreement.

(2) The Grantee shall include in all of its contracts for work that is to be funded in whole or in part with grant funds provided by MEA a provision or provisions requiring all contractors to

purchase and maintain comprehensive third-party legal liability insurance and other such insurance as is appropriate for the work to be performed, with minimum coverage of \$1,000,000 per occurrence. All insurance provided by the contractor must name MEA as an additional insured.

(3) The Grantee shall maintain insurance documentation in a Grantee-owned facility and shall provide to MEA, upon demand, a certificate or other documentation deemed appropriate by MEA, evidencing MEA's status as an additional insured. Insurance requirements may be waived by MEA in writing, for good cause shown. Any such written waiver or modification shall be signed by the parties and incorporated into the Grant Agreement.

17. Monitoring and Evaluation

For monitoring and evaluation purposes, the Grantee shall make available to MEA or its representatives, during regular business hours, all applicable reports, activities logs, timelines, estimated energy savings and generated energy, operating hours, projected system efficiencies and other technical and engineering specifications, and other information related to the Grant.

18. MEA Access to Project Site

A. If a Project Site is controlled by the Grantee:

(1) Upon reasonable notice, the Grantee shall allow MEA employees or representatives access to the Project Site to monitor the Project and provide technical assistance to verify that Project requirements are fully satisfied.

(2) Except as provided in paragraph (5) of this subsection, the Grantee shall allow MEA employees or representatives access to the Project Site to take photographs or video of the Project for MEA use, upon request by MEA.

(3) Upon reasonable notice from MEA, the Grantee shall assist MEA in any efforts to remotely monitor and inspect the Project, including but not limited to supplying MEA with any relevant photograph or document.

(4) Except as provided in paragraph (5) of this subsection, the Grantee shall participate in recorded remote monitoring of the Project to verify that Project requirements are fully satisfied, upon request by MEA.

(5) MEA may in its sole discretion modify the requirements in paragraphs (2) and (4) of this subsection if the Grantee provides a written request due to concerns, including but not limited to security concerns.

B. If a Project Site is controlled by a third party at any time during the Grant period:

The Grantee shall be responsible for obtaining written permission from the third party to allow MEA access to the Project Site for all purposes described in the Grant Agreement. Unless the Grantee provides good cause, to be determined solely by MEA, MEA shall not provide any further reimbursement of funds under the Grant Agreement until the Grantee provides the required written permission.

19. Participation in Marketing and Public Events; Signage

A. To the extent possible, and as requested by MEA, the Grantee shall participate in MEA-organized press events and host State government officials for visits and tours of the Project Site. MEA shall provide reasonable notice to the Grantee and coordinate with the Grantee prior to scheduling a press event or official visit.

B. The Grantee shall invite MEA in writing, which can include email, to any Grantee-organized media event regarding the Project.

C. The Grantee shall notify MEA prior to any media coverage regarding the Project including but not limited to press releases and announcements; and, unless otherwise specified in the Grant Agreement, shall reference MEA grant funds under the Grant Agreement in any such media coverage.

D. Within 90 days following the effective date of the Grant Agreement, the Grantee shall consult with MEA regarding the feasibility of displaying signage indicating MEA sponsorship of the Project. Based upon this consultation, MEA may require the Grantee to place signage indicating MEA's role in the Project in a prominent location and, if applicable, near the Project. If applicable, MEA may provide the official MEA logo for incorporation on existing Grantee-produced project signage and may elect to provide any required signage.

20. Maryland Public Information Act; Use of Project Information

A. All information submitted to MEA is subject to the Maryland Public Information Act, Md. Code Ann., General Provisions §§ 4-101 to 4-601, ("PIA"). If a grantee believes information is confidential and therefore should be exempt from disclosure under the PIA, the grantee should clearly mark this information and identify it by page and section or line number. Upon request for information from a third party, MEA is required to make an independent determination whether the information must be disclosed under the PIA. Designating information as confidential does not guarantee that it will be exempt from disclosure.

B. The Grantee understands and agrees that MEA may use information about the Project for reporting and marketing purposes, including but not limited to the project description, building type, energy measures, project costs, leveraged funds, energy and financial savings, and pictures and videos of the premises. MEA shall provide the Grantee an opportunity to review and consult

with MEA to ensure that a written case study, photo, or video taken of its facility will not disclose confidential personal and/or business information.

21. Project Location Workforce Requirement

The Grant shall comply with State Government Article § 9-20B-05, Annotated of Maryland, which requires that at least 80 percent of workers participating in a project or program that receives money from the SEIF must reside within 50 miles of the project or program. As the Program is a statewide program, MEA will determine compliance based on whether at least 80 percent of worksite workers reside in Maryland, or within 50 miles of Maryland's borders.

22. American Manufactured Goods

If the Grantee is a unit of State or local government, the Grant must comply with State Finance and Procurement Article §§ 14-416 and 17-303, Annotated Code of Maryland.

23. Maryland Law Prevails

The internal laws of Maryland shall govern the interpretation and enforcement of the Grant Agreement, except for any choice of law provisions utilized by Maryland.

24. Grant Agreement Binding on Successors and Assigns

The Grant Agreement shall bind the respective successors and assigns of the parties.

25. Transfer of Grant Agreement

The Grantee may not sell, transfer, or delegate any of its obligations under the Grant Agreement to another entity without prior written consent of MEA. Consent is not guaranteed and is at the sole discretion of MEA. Examples of factors that might lead to a denial of consent include a change in the Grantee's federal tax identification number, or a requested modification that is inconsistent with the requirements of the Program.

26. Amendments to the Grant Agreement

Other than an extension of up to 60 days approved pursuant to Section 3 of these General Provisions, no amendment to the Grant Agreement is binding unless it is in writing and signed by both parties.

27. Merger

The Grant Agreement and any terms and conditions expressly incorporated by reference herein embodies the whole agreement of the parties. There are no promises, terms, conditions, or

Maryland Energy Administration
Grant Agreement General Provisions
Attachment A

obligations referring to the subject matter, other than those contained herein or incorporated herein by reference.

28. Non-waiver of Rights; Remedies

No failure on the part of the State or MEA to exercise, and no delay in exercising, any right under the Grant Agreement shall operate as a waiver thereof; nor shall any single or partial exercise of any such right preclude the State or MEA from further exercising that or any other right. The remedies provided under the Grant Agreement are cumulative and not exclusive of any remedies provided by law.

29. Attestations

A person executing an Agreement on behalf of the Grantee certifies, to the best of that person's knowledge and belief, that:

- A. The person is authorized to sign the Agreement on behalf of the Grantee and to commit the Grantee to the obligations set forth in the Agreement;
- B. Neither the Grantee, nor any of its officers or directors, nor any employee of the Grantee involved in obtaining contracts with or grants from the State or any subdivision of the State, has engaged in collusion with respect to the Grantee's application for the Grant or this Agreement or has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or the United States;
- C. Neither the Grantee, nor any of its officers or directors, nor any employee of the Grantee has engaged in any practice regarding this Grant that is inconsistent with General Provisions Article § 5-502, Annotated Code of Maryland;
- D. The Grantee has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Grantee, to solicit or secure the Grant or the Agreement, and the Grantee has not paid or agreed to pay any such entity any fee or other consideration contingent on the making of the Grant or the Agreement;
- E. The Grantee, if a health or social welfare organization as defined by State Finance and Procurement Article § 7-403, Annotated Code of Maryland, shall keep financial records in accordance with uniform accounting standards, as more fully described in Section 7-403;
- F. Neither the Grantee, nor any of its officers or directors, nor any person substantially involved in the contracting or fund-raising activities of the Grantee, is currently suspended or debarred from contracting with the State or any other public entity or subject to debarment under Regulation 21.08.04.04 of the Code of Maryland Regulations; and
- G. The Grantee is not in default on any financial obligation to the State or MEA.

Attachment B

Program Specific Information	
Name of Program:	Maryland Smart Energy Communities
Area of Interest (if applicable):	AOI 1- Clean Energy for Local Governments
Statutory basis for program:	State Government Article, §9-20B-01 et seq., Annotated Code of Maryland
SEIF Category of Spending (if applicable):	SEIF- RGGI EE
Purpose of program, including purpose of the Area of Interest (if applicable):	The mission of the Maryland Smart Energy Communities (MSEC) program is to support local governments as they engage in sustainable, long-term clean energy policies and projects that lead to reduced energy usage and greenhouse gas emissions, increased cost savings, and robust clean energy and economic development
Additional Program Specific Requirements:	N/A
Type of Program:	Competitive
How many invoices may be submitted:	3
What documentation is required with each invoice:	Monthly MEA Progress Report, project description, estimated energy savings.
What documentation must accompany the final invoice:	Invoice from contractor/grantee, estimates energy savings (actual), any additional supporting documents.
Required Reports	Monthly MEA Progress Report, Final Report
Reporting Frequency	Monthly
Required contents of final report	Project description, estimated energy savings, Invoice.
Other Dates and Deadlines:	<p>September 30, 2025: Deadline for grantees to submit project development documents to MEA</p> <p>October 25, 2026: Date by which construction must be completed</p> <p>November 28, 2026: Deadline for all final reports, invoices and reimbursement requests to be submitted to MEA</p>

Attachment C

Grant Specific Information

Grantee Name:	City of Annapolis	
Program Name:	Maryland Smart Energy Communities AOI1- CELG	
Project being funded:	2025-15-420S1 Streetlight LED Conversion across various neighborhoods in Annapolis and HVAC replacement to heat pumps	
Description of how the project fulfills the purpose of the program	Reducing energy usage in Annapolis	
Description of Project (Scope of Work)	The City of Annapolis will convert 73 street lights to LED's and replace the existing 12-ton HVAC system with 12-ton VRF heat pump system. This project also includes the installation of two new 6 ton air handler units and associated components: new multi zone branch box controller, ductwork, and thermostats.	
Address where Project will be located	308 Chinquapin Round Rd. Annapolis, MD 21401 for HVAC measure	
Project Milestones (add % of grant amount allocated for each milestone or deliverable, as applicable)	Construction must be completed by 10/25/2026 Final report and invoice due by 11/28/2026	
By what date must MEA receive the final invoice	11/28/2026	
By what date must MEA receive the final report	11/28/2026	



Wes Moore, Governor
Aruna Miller, Lt. Governor
Paul G. Pinsky, Director

Funding Opportunity Announcement- Attachment D

FY2025 Clean Energy for Local Governments (CELG) Grant Program

Program Description: The mission of the Clean Energy for Local Governments (CELG) program is to support local governments as they engage in sustainable, long-term clean energy policies and projects that lead to reduced energy usage and greenhouse gas emissions, increased cost savings, and robust clean energy and economic development.

Types of Grant Programs: The CELG program offers awards on a competitive basis.

Eligible Applicants: Eligible applicants include all incorporated towns, cities, and counties of Maryland. Applicants are either NEW or EXISTING communities. Any incorporated town, city, or county previously engaged in the MSEC program during fiscal years FY13-FY24 that have completed all “New Community” deliverables and are in good standing with the MSEC Program are eligible to apply for funding as Existing Communities.

Application Deadline: January 31, 2025, at 5:00 p.m. Eastern time.

Required Activities : New CELG communities must adopt two of three energy policy goals, complete an energy baseline, and develop an action plan for achieving the adopted energy goals. Each new CELG community **MUST** adopt the energy efficiency goal as one of its two initial energy policies, unless it can document to MEA substantial prior energy efficiency improvements.

The energy policy goals consist of the following:

1. **Energy Efficiency:** Establish an energy efficiency policy with the goal of reducing energy usage in city-/town- or county-owned facilities by 15% within five years of the baseline year through efficiency policies.
2. **Renewable Energy:** Establish a renewable energy

policy to meet 20% of the total electricity demand with distributed, renewable generation within five years of the baseline year.

3. **Transportation Petroleum Reduction:** Establish a transportation-focused policy to reduce petroleum consumption for local government vehicles ¹, and put in place a comprehensive program designed to reduce the baseline consumption by 20% within five years of the baseline year.

Any New community that applies to the program and commits to meeting the three deliverable requirements may subsequently be eligible to receive Program funding, subject to availability of funds at that time. The grant funds are made available ONLY after a community completes the deliverables noted above. To be reimbursed under the Program for eligible costs, a participating community must receive approval from MEA prior to spending funds on an eligible project. Note: project funding is not available for New communities until the CELG policy goals have been adopted, and the energy baseline and energy action plan developed.

For Local Governments:

CELG funding is available only for projects located at government-owned buildings or facilities. Funding is available for projects that involve energy efficiency. The MSEC program adheres to the Maryland Renewable Portfolio Standard (RPS) Tier 1-eligible renewable energy generation, or petroleum transportation fuel reduction.

1. Examples of Tier 1 renewable energy projects includes:
 - a. Solar PV projects are funded through MEA's [Solar Technical Assistance Program](#); or [The Public Facility Solar Grant Program \(PFS\)](#).
2. Examples of Transportation projects include:
 - a. EV Infrastructures¹ are funded through MEA's [Electric Vehicle Supply Equipment \(EVSE\) Equity Program](#)
 - b. EV Vehicles are funded through MEA's [Medium-Duty and Heavy-Duty Zero Emission Vehicle Program](#)²

¹ To help ensure EVSE incentives are directed to a more permanent build-out of EVSE infrastructure, EVSE rebates will no longer be issued to Level 1 EVSE purchased on or after 10/1/2023

² Please note that at this time MEA cannot guarantee availability of funds, budget amount, eligible technology, rebate structure, or incentive amount

Program Budget:

MEA anticipates that up to \$1,500,000.00 total will be available in FY25

Evaluation Criteria:

For New Community Application:

- a) Applicant's capacity to pass policies within the given timeframe;
- b) Ability to commit staff to completing the project/s in the time provided;
- c) Application completeness.

For Existing Community Award:

Awards are subject to availability of funding, and applications meeting the criteria below are considered for awards on a competitive basis.

As energy savings are the most important criteria, the metrics used include:

- A. Simple payback (Total Project Cost / Annual \$ Savings), with total project costs being inclusive of MEA incentives and/or other rebates.
- B. Applicant's cost share percentage (minimum is 15%; a higher applicant share is preferred)
- C. Lifetime reduction of greenhouse gas emissions (GHGEs) per MEA \$ spent.
- D. Lifetime reduction of kWh (or MMBTUs) per MEA \$ spent (or gallons per MEA \$ spent for transportation, or kWh generated per MEA \$ spent for renewable energy projects).
- E. Past grantee performance
- F. Accuracy and completeness of application
- G. Innovativeness of energy reduction measures

Program Details:

CELG awards for energy efficiency projects are offered via two funding options.

Awards for Energy Efficiency Projects:

CELG awards for **energy efficiency projects** are offered as follows:

Option 1 provides funding up to \$100,000 per project or measure with multiple **Option 1 awards available per community**.

Option 2 can provide funding up to \$250,000 per project or measure, but only one **Option 2 award is available per community**.

**Awards For Energy
Efficiency Funding:**

- a. An applicant may apply for funding of more than one energy efficiency project, or more than one energy efficiency measure per project. A clean energy project entails a specific site location; while a clean energy measure entails a specific type of technology at that location (e.g., a lighting measure and an HVAC measure in one building). Any single project or any single measure cannot be awarded a combination of Option 1 and Option 2 funding.
- b. A project that involves more than one measure can apply for one measure that may be awarded up to \$100,000, and also apply for a separate measure that may be awarded up to \$250,000.
- c. An energy efficiency project application must provide for a cost share by the applicant of at least 15% of the total project cost (net utility rebates). Rebates, other non-MEA grants, etc. can be used by the grantee to meet the 15% cost share.
- d. MEA funding for any specific project and/or measure is not guaranteed. MEA may opt to fund one, some, or none of the proposed clean energy projects or measures.
- e. Funding for CELG projects cannot be combined with other MEA funding mechanisms for the same project, with the exception of the Jane E. Lawton Loan Program.

**CELG awards for Energy Efficient: Street Lighting
Funding:**

- a. An applicant may apply for funding of more than one pole-mounted street lighting for any vehicular or pedestrian rights-of-way, as well as parking lots.
- b. An energy efficiency project application must

provide for a cost share by the applicant of at least 15% of the total project cost³ (net utility rebates). Rebates, other non-MEA grants, etc. can be used by the grantee to meet the 15% cost share .

- c. MEA funding for any specific project and/or measure is not guaranteed. MEA may opt to fund one, some, or none of the proposed clean energy projects or measures.
- d. Street lighting projects are awarded per fixture type and by wattage of lamp type being replaced.
 - i. REPLACING EXISTING MV, MH or HPS LUMINAIRE UNDER 250 WATTS: \$200
 - ii. REPLACING EXISTING MV, MH or HPS LUMINAIRE OVER 250 WATTS: \$300

Bonus Incentives:

- i. FOR SOLAR POWERED LAMPS: \$100
- ii. FOR DIMMING OR MOTION CONTROL (NOT INCLUDING PHOTOCELLS): \$50
- e. Funding for CELG projects cannot be combined with other MEA funding mechanisms for the same project, with the exception of the Jane E. Lawton Loan.
- f. While a single applicant may submit applications for multiple projects, the aggregate maximum award per applicant is capped at \$250,000. MEA is targeting projects of a certain minimum size and therefore does not intend to award projects valued at less than \$20,000.

For Renewables Energy Projects

Applicants seeking support of solar PV systems should apply via MEA's [Solar Technical Assistance Program](#); or the [Public Facility Solar Grant Program](#) (PFS)

For EV Projects

Applicants seeking support of EV Infrastructure⁴ should apply through MEA's [Electric Vehicle Supply Equipment \(EVSE\) Equity Program](#)

³ The Applicant's SOLE award combined with any utility incentives, state, federal or other grant or rebate funds shall not exceed 85% of the total Project costs (inclusive of equipment, materials, and labor); in a circumstance where the 85% threshold would be exceeded if the maximum SOLE incentive were used, the MEA SOLE incentive will be lowered to make the combined SOLE plus utility incentive total 85% of total project costs

⁴ To help ensure EVSE incentives are directed to a more permanent build-out of EVSE infrastructure, EVSE rebates will no longer be issued to Level 1 EVSE purchased on or after 10/1/2023

- b. Applicants seeking support of EV Vehicles should apply through MEA's [Medium-Duty and Heavy-Duty Zero Emission Vehicle Program](#)⁵

Award Amount & Formula

The number and size of awards granted in FY25 ultimately will depend on the number and type of overall CELG applications received, an applicant's past experience with other MEA programs (if applicable), and the likelihood that the potential projects listed in the application will have an acceptable payback period relative to the anticipated system life. All applications received by the deadline will be considered.

Partial awards

Partial awards are possible under the CELG Program and could be made under the following conditions:

- If the number of eligible applications and their funding requests exceeds the total amount of program funding available, the Review Team may decide to offer proportional awards based on project size, scope and overall greenhouse gas emissions reductions.
- If the Review Team deems an applicant's proposal is worthy of funding, but the project proposed could be accomplished with less MEA funding than requested.

Review Process

1. The review process for CELG applications includes the following procedures: A Review Team will be assembled and composed of MEA staff.
2. The CELG program manager will produce an application score sheet that includes a list of all applicants, a scoring rubric, and the assessment criteria (that are also published in the application form) for assessing each proposal. Copies of all applications and a copy of the score sheet will be distributed to each member of the Review Team.
3. A contractual technical consultant will complete an engineering-type review of each project, reviewing the accuracy of the project energy outcomes (e.g., GHGEs reduced, kWh saved, kWh generated from PV, avoided gallons of gasoline, etc.)
4. Each Review Team member will receive a copy of the contractual technical consultant's technical review, and then independently assess the applications according to the established criteria and scoring rubric. Each reviewer then submits the score sheets to the Program Manager for tabulation. The Review Team then meets as a group to discuss their assessments and to make a consensus recommendation for funding support.

Required Application Documents: If you are not sure which application to use, please contact the Program Manager before filling one out.

Existing CELG (MSEC) communities must fill out an Existing Community application, Communities seeking to join the CELG program for the first time must fill out a New Community application.

Note: Applicants may submit energy data pertaining to their proposed project(s) as separate documents or spreadsheets.

⁵ Please note that at this time MEA cannot guarantee availability of funds, budget amount, eligible technology, rebate structure, or incentive amount

Submission Instructions:

The complete application is due no later than January 8th, 2025 and requires authorization from the individual with signatory authority for the community (i.e., local government) indicating that the community intends to complete the project(s) proposed in the application.

Electronic Communication:

Electronic communication provides the fastest and most efficient method of interacting with MEA; therefore, MEA intends to use electronic communication as the primary way to communicate with each applicant. If you do not agree to using electronic communication, you must indicate your decision to opt out in the space provided on the application.

Please submit applications via email to MSEC.MEA@maryland.gov; or if email is not available, send them via mail to this address:

Maryland Energy Administration
Attn: MSEC Program – FY25 Application
1800 Washington Boulevard, Suite 755
Baltimore, MD 21230

Applications submitted by mail must be postmarked by the due date.

Submission Instructions: Applications are due by January 8th, 2025 at 5:00 PM Eastern time. MEA recommends that Applicants submit files electronically in PDF format; all electronic files should be submitted to MSEC.MEA@maryland.gov. MEA encourages the use of electronic communication, including applications, to streamline processing and reduce environmental impacts. If an applicant chooses to “opt out” of electronic communications for this program, please contact MEA no later than five (5) days prior to the application deadline to claim a place in the sequence of applications received and to establish an alternative method to apply. All applications, regardless of submission method, must be received no later than January 8th, 2025 by 5:00 PM. Eastern time. However, the program may close early if funding is fully committed. Questions can be directed to Jose Matos, Energy Program Manager, at msec.mea@maryland.gov.

A confirmation email should be sent to you within two business days of your submission. If you do not receive a confirmation email within 48 hours, contact the MSEC Program Manager at msec.mea@maryland.gov.

If an Existing CELG community would like to submit more than one project or measure for consideration, complete the Application in the following manner:

1. Complete a Project Proposal Form (Section C) for each project or measure;
2. Complete and submit only one copy of Sections A, B and D.
3. Provide a supplemental letter that ranks the multiple projects proposed based on preference.
4. Include the estimated project cost and estimated energy benefits for each proposed project on a project-by-project basis, as well as the source of that information (e.g., energy audit, vendor quote, engineering estimate).

Grant Program General Provisions:

MEA grant programs are covered by general provisions that apply to all energy programs. A copy of the General Provisions document is available on MEA's website [here](#); the most recent General Provisions document will be incorporated into all FY25 grant agreements issued by MEA.

Program-Specific Requirements:

In addition to the general provisions, the following requirements apply to this program:

1. MEA reserves the right to obligate all or none of the MSEC FY25 budgets, based on the quality and eligibility of applications submitted to MEA.
2. To be considered for an MSEC award, a project or measure should result in a simple payback lower than the total costs anticipated for the life of the project or measure.
3. An MSEC community may be able to use funds from the Jane E. Lawton Conservation Loan Program to supplement its MSEC funding for energy efficiency projects. Prospective recipients must apply separately to the Lawton program for additional funding and are not guaranteed to be awarded funds from that program. See this web site for more information: ([Jane E. Lawton Conservation Loan Program \(maryland.gov\)](http://www.maryland.gov/janeelawton)).
4. MEA expects to grant awards to each eligible community applying to the MSEC program as a New community, as long as the new MSEC community agrees to meet the program requirements.
5. To receive grant funding for a project, the grantee must enter into a Grant Agreement with MEA.
6. Prior to start of construction, each project selected for an award must be reviewed by the Maryland Historic Trust (MHT), or the qualified historical preservation expert on MEA's staff, to assure that any historic property will not be adversely affected. MEA may require the Grantee to provide additional information concerning the proposed project site to enable a proper historic preservation review. Any project deemed to cause adverse impacts on historical properties shall not be eligible for grant funding under this Program.
7. MEA will not reimburse for any costs expended prior to the Grant Agreement being fully executed by MEA and the applicant. Additionally, in order to receive reimbursement from MEA, each applicant is required to obtain written approval from MEA for its clean energy project prior to beginning construction, to ensure that the energy projects will directly contribute to the achievement of at least one MSEC clean energy policy goal.
8. Local government grants are awarded for funding from two separate budget categories: energy efficiency, and renewable energy/ transportation fuel reduction. While an applicant may receive funding from more than one of these categories, the funds are NOT interchangeable.
9. Projects that include fossil-fuel or other combustion technologies that produce greenhouse gas emissions are typically not eligible for funding.
 - a. Specific examples of projects that would not be eligible for funding under the Program include:
 - i. Efforts that expand the use of fossil fuel or natural gas technologies, except where meeting one of the exemptions or those efforts are technically infeasible;
 - o Expansion of infrastructure that results in an

- expansion of fossil fuel delivery volume;
 - ii. New installations of fossil fuel or natural gas fired technologies;
 - iii. Projects that result in significant life extension of fossil fuel fired systems, beyond basic health and safety repairs or efforts that enhance efficiency but do not extend the gas system/or fossil fueled fired equipment life. Note: Limited exceptions may be considered where there is no other technically feasible technology or where a source can be demonstrated to be zero emission. Any applications for projects involving fossil fuel should provide evidence that a technical analysis of why electrified or other zero emission alternatives cannot be implemented, this analysis should not be on the basis of operating or capital costs alone.
 - iv. While basic health and safety repairs or efforts that enhance efficiency but do not extend the gas system/or fossil fueled fired equipment life are allowable, projects must be part of a project that includes other energy efficiency improvements that reduce or eliminate fossil fuel use. This situation is anticipated to primarily, but not exclusively, be seen in residential energy efficiency projects.
- b. Exemptions:
- i. All exemption requests will be in writing and provide a thorough technical analysis of why electrification and other zero emission technologies cannot be applied from a technical perspective and consider the following:
 - Currently available commercialized technologies,
 - Ability of locationally specific existing utility infrastructure to support non-fossil fuel applications,
 - Thorough evaluation of alternatives,
 - Mitigation efforts to offset the greenhouse gas emissions of fossil fuel use,
 - A description of any efforts to make infrastructure ready for future technologies, such as green hydrogen, or phase out fossil fueled technology in the future, and
 - Statutorily directed activities.
 - ii. Operating and capital costs alone will not be considered justification for any exemption and exemptions will not be approved purely on cost saving opportunities alone.
10. Projects must comply with all applicable state and federal laws, regulations, and guidelines, including, but not limited to, following appropriate procurement policies, compliance with the National Historic Preservation Act of 1966, all applicable licenses, insurance, permits, environmental standards, etc.
11. Md. Code Ann., State Gov't §9-20B-05(m)(1) requires any new loan or grant funded by the Strategic Energy Investment Fund (SEIF) to a unit of State or local government to comply with §14-416 and §17-303 of the State Finance and Procurement Article. Applicants affected by this requirement should take this into account when developing FY25 applications to SEIF-funded programs, including MSEC. FY25 SEIF-funded grant agreements will contain a section outlining the American Manufactured Goods requirements with which impacted grantees will be required to comply and a government entity grantee will be required to attest to its compliance with Md. Code Ann. State Fin. & Procurement §§14-416 and 17-303 (as applicable).

12. Md. Code Ann. State Gov't §9-20B-05(m)(2) requires at least 80% of a Grantee's workers that are participating in a SEIF-funded project or program to reside within 50 miles of the project or program. As the SEIF funds a statewide program, MEA will determine compliance based on whether at least 80% of Grantee's workers participating in a SEIF-funded project reside in Maryland, or within 50 miles of Maryland's borders. Applicants should take this new requirement into account when developing FY25 applications to SEIF-funded programs, to include the MSEC program. FY25 SEIF-funded grant agreements will contain a section further outlining this requirement, including any documentation of compliance that will be required before grant funds are disbursed.
13. MEA will request that each Grantee agree to give MEA reasonable advance notice of, and an opportunity to potentially participate in, any Grantee-organized ribbon-cuttings or other public events highlighting the MSEC-funded project.
14. The application requires a community to identify the version of the energy code that it is currently enforcing and to provide documentation demonstrating adoption of the code. To be eligible for an MSEC FY25 Program grant funding, a community should follow the 2018 International Energy Conservation Code (IECC). If an applicant itself has not adopted the IECC but, instead, follows the IECC of another entity (e.g., a municipal government adhering to a county government's codes), it must include an explanation in its application.
15. Participation in MEA grant programs is voluntary. If selected for award and to ensure the secure transmission of grant funds, grantee recipients of MEA funding are generally required to receive electronic payments from the State of Maryland. Electronic payments are set up through the State of Maryland's Comptroller's Office. Grantees must fill out and submit the "ACH/Direct Deposit Authorization for Vendor Payments Form X-10" to the Comptroller's Office via the submission methods outlined on the X-10 form. ACH/Direct Deposit Authorization for Vendor Payment Form X-10 should not be sent to MEA.
 - a. Failure to submit ACH/Direct Deposit Authorization Form X-10 may result in award reimbursement being delayed.
 - b. If an applicant is unable to receive ACH/Direct Deposit payments, MEA may provide an exception to this requirement on a case-by-case basis, at the sole discretion of MEA.

MSEC FY25 Program Deadlines

January 31, 2025: Applications are due to MEA by 5:00 p.m. Eastern time. Applications can be submitted by email (preferred) or by mail.

Emailed applications or CELG should be sent to msec.mea@maryland.gov.

Mailed applications should be directed to:

Maryland Energy Administration
Attn: Maryland Smart Energy Communities
1800 Washington Blvd, Suite 755
Baltimore, MD 21230

Spring 2025: Anticipated timing for grant agreements to be fully executed with MEA.

September 30, 2025: Deadline for Existing Communities (local governments) grantees to complete final submission of project development documents to MEA. Note: to receive project approval from MEA, all CELG grantees must first submit a Project Development form (Attachment B) to MEA in writing by this date.

December 2025: For New CELG communities (local governments) only, this is the deadline for having:

- (1) At least two of three required energy policies passed;
- (2) Energy baselines and energy action plans developed.

October 25, 2026: Date by which construction must be completed on all AOI1 projects (not including PFS)

November 28, 2026: Deadline for all final reports, invoices and reimbursement requests to be submitted to MEA for projects funded by this grant (not including PFS).

Program Changes: Any update (e.g., extension of a deadline) or clarification about the Program and any corrections to inadvertent errors in the Program information will be available on the Program webpage. The final grant amount for each Grantee will be made after review of all proposals received and is subject to funding availability for the Program and any relevant statutory requirement applicable at that time.

- **Questions?** Contact MSEC Program Manager, Lacey Allor at msec.mea@maryland.gov or (410) 507-7143

Certificate Of Completion

Envelope Id: 374253F7-09A0-4140-996F-EF5896AD33B3
Subject: Please DocuSign: SA-33-25 Supplemental Appropriation from Surplus Funds Form
Source Envelope:
Document Pages: 28
Certificate Pages: 3
AutoNav: Enabled
Envelopeld Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Sent

Envelope Originator:
Suzanne Flaherty
160 Duke of Gloucester St
Annapolis, MD 21401
smflaherty@annapolis.gov
IP Address: 3.219.65.65

Record Tracking

Status: Original
5/20/2025 12:20:00 PM

Holder: Suzanne Flaherty
smflaherty@annapolis.gov

Location: DocuSign

Signer Events

Jake Trudeau
jtrudeau@annapolis.gov
Budget Manager
Security Level: Email, Account Authentication
(None)

Signature
Completed
Using IP Address: 96.244.10.66

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Viewed: 5/29/2025 9:15:34 AM
Signed: 5/29/2025 9:16:22 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Brittany Moran
bemoran@annapolis.gov
Finance Director
City of Annapolis
Security Level: Email, Account Authentication
(None)

Brittany Moran
Signature Adoption: Pre-selected Style
Using IP Address: 96.244.10.66

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Signed: 6/2/2025 12:46:55 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Jacqueline Guild
jsguild@annapolis.gov
Deputy City Manager, Resilience & Sustainability
City of Annapolis
Security Level: Email, Account Authentication
(None)

Jacqueline Guild
Signature Adoption: Pre-selected Style
Using IP Address: 96.244.10.66

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Signed: 6/2/2025 1:28:23 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Victoria Buckland
vjbuckland@annapolis.gov
Assistant City Manager
City of Annapolis
Security Level: Email, Account Authentication
(None)

Victoria Buckland
Signature Adoption: Pre-selected Style
Using IP Address: 96.244.10.66

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Signed: 6/2/2025 1:34:23 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Process

Signer Events	Signature	Timestamp
Mayor Gavin Buckley mayorbuckley@annapolis.gov Mayor Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 96.244.10.66	Sent: 6/2/2025 1:34:24 PM Viewed: 6/2/2025 4:01:32 PM Signed: 6/2/2025 4:01:47 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Kalyn Jackson kajackson@annapolis.gov City Council Associate City of Annapolis Security Level: Email, Account Authentication (None)	Sent: 6/2/2025 4:01:49 PM Viewed: 6/2/2025 4:02:40 PM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Harry Huntley aldhuntley@annapolis.gov Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Regina Watkins-Eldridge rceldridge@annapolis.gov Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Suzanne Flaherty smflaherty@annapolis.gov Accountant City of Annapolis Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Process

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Darren Johnson dcjohnson@annapolis.gov Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
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Kapri' Turner

kltturner@annapolis.gov

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent

Hashed/Encrypted

5/21/2025 9:37:53 AM

Envelope Updated

Security Checked

5/29/2025 9:16:23 AM

Payment Events	Status	Timestamps
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In Process