

City of Annapolis Supplemental Appropriation from Surplus Funds

Fund: Grant **Control Number:** SA-27-23
Department: APD **Date:** 4/17/2023
Source of Surplus Funds: State of Maryland - Governor's Community Grant Program Fund

Account Name	Allocation of Appropriation for
Revenue:	
State Grant Revenue	\$28,600.
Expenditure:	
State Grant Expense	\$28,600.

In Process

Explanation:
 This supplemental allocation appropriates \$28,600 from the State of Maryland for "The Other Side of the Curb - Photography/Writing Program". The grant was not included in the FY2023 budget. No match is required.

Approved by:

Joanna D. Dickinson

4/20/2023 | 6:57 AM PDT

Finance Director

Date

Michael Mallinoff

4/20/2023 | 10:00 AM EDT

City Manager

Date

Edward C. Jackson

4/20/2023 | 9:57 AM PDT

Department Director

Date

Mayor Gavin Buckley

4/21/2023 | 11:23 AM EDT

Mayor

Date

Md. Eleanor Tierney

4/21/2023 | 12:41 PM EDT

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 not 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.



GOVERNOR'S COORDINATING OFFICES

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

September 12, 2022

Lieutenant Dave Miguez
Commander, Administrative Support Division
Annapolis City Police Department
199 Taylor Ave
Annapolis, MD 21401

RE: CGPF-2023-0016

Dear Lieutenant Miguez:

I am pleased to inform you that your grant application entitled, "**The Other Side of the Curb - Photography/Writing Program,**" in the amount of \$28,600.00 has received approval under the Community Grant Program Fund program. Edward Jackson has received the grant award packet containing information and forms necessary to initiate the project.

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

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

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

CGPF-2023-0016

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

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

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

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

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

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

Sincerely,



Quentin Jones

Funding Manager

cc: Chief Edward Jackson



Governor's Office of Crime Control and Prevention

Control Number:

43860

Regional Monitor:

Leason, Sharon

Fiscal Specialist:

Lee, Dorothy

Notification of Project Commencement

Grant Award Number:	CGPF-2023-0016	
Sub-recipient:	Annapolis City Police Department	
Project Title:	The Other Side of the Curb - Photography/Writing Program	
Implementing Agency:	Annapolis City Police Department	
Award Period:	07/01/2022 - 06/30/2023	CFDA: State Special Fund

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

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

Authorized Official:	Jackson, Edward ecjackson@annapolis.gov Annapolis City Police Department 199 Taylor Ave Annapolis, MD 21401-3421 410-268-9000	Chief of Police FAX: 410-268-9472
Project Director:	Miguez, Dave damiguez@annapolis.gov Annapolis City Police Department 199 Taylor Ave Annapolis, MD 21401-3421 410-268-9000	Commander, Administrative Support Division FAX: 410-263-7867
Fiscal Officer:	Maronski, Kim kemaronski@annapolis.gov City of Annapolis 160 Duke of Gloucester Street Annapolis, MD 21401-2517 410-263-7952	Accountant FAX: 410-263-1529

Award Information Verification - Please initial appropriate selection(s):	CGPF-2023-0016
_____	All information on this form is correct and project will commence on time. Project Director signs below.
_____	The contact information for all the staff on this form is not correct. You must submit a Grant Modification that provides a justification and indicates all changes/revisions.
_____	The project will not commence within forty-five (45) days of the beginning of the award period 07/01/2022. You must submit a Grant Modification. Grant Modification must provide justification and indicate all changes.

Signed: _____ **Date:** _____
Project Director - Miguez, Dave (Project Director is Preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: _____ **Phone:** _____



Governor's Office of Crime Control and Prevention

Control Number: 43860
Regional Monitor: Leason, Sharon
Fiscal Specialist: Lee, Dorothy

Notification of Project Commencement

Grant Award Number:	CGPF-2023-0016	
Sub-recipient:	Annapolis City Police Department	
Project Title:	The Other Side of the Curb - Photography/Writing Program	
Implementing Agency:	Annapolis City Police Department	
Award Period:	07/01/2022 - 06/30/2023	CFDA: State Special Fund

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

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

Authorized Official:	Jackson, Edward ecjackson@annapolis.gov Annapolis City Police Department 199 Taylor Ave Annapolis, MD 21401-3421 410-268-9000	Chief of Police FAX: 410-268-9472
Project Director:	Miguez, Dave damiguez@annapolis.gov Annapolis City Police Department 199 Taylor Ave Annapolis, MD 21401-3421 410-268-9000	Commander, Administrative Support Division FAX: 410-263-7867
Fiscal Officer:	Maronski, Kim kemaronski@annapolis.gov City of Annapolis 160 Duke of Gloucester Street Annapolis, MD 21401-2517 410-263-7952	Accountant FAX: 410-263-1529

Process

Award Information Verification - Please initial appropriate selection(s): CGPF-2023-0016

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

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

_____ The project will not commence within forty-five (45) days of the beginning of the award period 07/01/2022. **You must submit a Grant Modification.** Grant Modification must provide justification and indicate all changes.

Signed: DM **Date:** 9/23/22
Project Director - Miguez, Dave (Project Director is Preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: A/Capt. Dave Miguez **Phone:** 410-268-9000 v7248



GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Leason, Sharon
Lee, Dorothy

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	CGPF-2023-0016	Sub-Recipient:	Annapolis City Police Department
Award Period:	07/01/2022 - 06/30/2023	Implementing Agency:	Annapolis City Police Department
Project Title:	The Other Side of the Curb - Photography/Writing Program		

1 Award Period of Performance

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

2 Statutes and Requirements of State and Federal Funds

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

3 General and Special Conditions (POST AWARD INSTRUCTIONS)

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

4 Sub-award Acceptance Document

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

5 Notification of Project Commencement Form

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

GOCCP Regional Monitor:
GOCCP Fiscal Specialist:Leason, Sharon
Lee, Dorothy

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	CGPF-2023-0016	Sub-Recipient:	Annapolis City Police Department
Award Period:	07/01/2022 - 06/30/2023	Implementing Agency:	Annapolis City Police Department
Project Title:	The Other Side of the Curb - Photography/Writing Program		

6 Special Conditions

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

7 Subrecipient Organizational Capacity Questionnaire

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

8 Civil Rights Federal Reporting Requirements

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

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

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

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

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

9 Sub-award Budget Notice and New Personnel

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

GOCCP Regional Monitor:
GOCCP Fiscal Specialist:Leason, Sharon
Lee, Dorothy

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	CGPF-2023-0016	Sub-Recipient:	Annapolis City Police Department
Award Period:	07/01/2022 - 06/30/2023	Implementing Agency:	Annapolis City Police Department
Project Title:	The Other Side of the Curb - Photography/Writing Program		

10 Personnel Costs

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

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

11 Consultant Rates

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

12 Supplanting

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

13 Budgeted Match Above Standard Requirements

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

14 Expended Grant Funds During Award Period

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

15 Property Inventory Report Form

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



GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Leason, Sharon
Lee, Dorothy

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	CGPF-2023-0016	Sub-Recipient:	Annapolis City Police Department
Award Period:	07/01/2022 - 06/30/2023	Implementing Agency:	Annapolis City Police Department
Project Title:	The Other Side of the Curb - Photography/Writing Program		

16 Procurement

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

17 Issuance of Request for Proposals, Bids, Procurement Process

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

In Process



GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Leason, Sharon
Lee, Dorothy

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	CGPF-2023-0016	Sub-Recipient:	Annapolis City Police Department
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Project Title:	The Other Side of the Curb - Photography/Writing Program		

18 Modifications to Subaward

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

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

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

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

There are two types of GANs as follows:

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

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

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

GOCCP Regional Monitor:
GOCCP Fiscal Specialist:Leason, Sharon
Lee, Dorothy

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	CGPF-2023-0016	Sub-Recipient:	Annapolis City Police Department
Award Period:	07/01/2022 - 06/30/2023	Implementing Agency:	Annapolis City Police Department
Project Title:	The Other Side of the Curb - Photography/Writing Program		

19 Authorized Official/Alternate Authorized Official

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

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

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

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

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

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

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

21 Reproduction and Sharing of Subaward and Project Materials

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

22 Online Reporting and Post-Award Technical Assistance

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

GOCCP Regional Monitor:
GOCCP Fiscal Specialist:Leason, Sharon
Lee, Dorothy

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	CGPF-2023-0016	Sub-Recipient:	Annapolis City Police Department
Award Period:	07/01/2022 - 06/30/2023	Implementing Agency:	Annapolis City Police Department
Project Title:	The Other Side of the Curb - Photography/Writing Program		

23 Privacy and Confidentiality of Client Records

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

24 Use of GOCPYVS forms

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

25 Online Submission of Quarterly Report Forms inline with Project Scope

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

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

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

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

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

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

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

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

GOCCP Regional Monitor:
GOCCP Fiscal Specialist:Leason, Sharon
Lee, Dorothy

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	CGPF-2023-0016	Sub-Recipient:	Annapolis City Police Department
Award Period:	07/01/2022 - 06/30/2023	Implementing Agency:	Annapolis City Police Department
Project Title:	The Other Side of the Curb - Photography/Writing Program		

26 Submission of Revised Financial Report

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

27 Failure to Submit Reports within allotted time frames

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

28 Holding Funds

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

29 Monitoring Expenditures

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

30 Records Retention

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

GOCCP Regional Monitor:
GOCCP Fiscal Specialist:Leason, Sharon
Lee, Dorothy

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	CGPF-2023-0016	Sub-Recipient:	Annapolis City Police Department
Award Period:	07/01/2022 - 06/30/2023	Implementing Agency:	Annapolis City Police Department
Project Title:	The Other Side of the Curb - Photography/Writing Program		

31 Termination of Subaward

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

32 Civil Rights Discrimination

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

33 Proof of Applicable Audit Regulations - On Site

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

34 Single Audit Requirement

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

35 ACORN

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

GOCCP Regional Monitor:
GOCCP Fiscal Specialist:Leason, Sharon
Lee, Dorothy

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	CGPF-2023-0016	Sub-Recipient:	Annapolis City Police Department
Award Period:	07/01/2022 - 06/30/2023	Implementing Agency:	Annapolis City Police Department
Project Title:	The Other Side of the Curb - Photography/Writing Program		

36 Reporting Fraud, Waste and Abuse

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

37 OJP Financial Guide

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

38 Food and Conference Costs

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

39 Applicable Statutorily-imposed Nondiscrimination Requirements

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

40 DUNS and SAM.Gov Requirements

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

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

41 Computer Equipment/Program/Network Procurement

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



GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Leason, Sharon
Lee, Dorothy

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	CGPF-2023-0016	Sub-Recipient:	Annapolis City Police Department
Award Period:	07/01/2022 - 06/30/2023	Implementing Agency:	Annapolis City Police Department
Project Title:	The Other Side of the Curb - Photography/Writing Program		

42 Hire within 45 days

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

43 No distracted Driving While Performing Program Duties

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

44 Services to those with Limited English Proficiency

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

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

45 Drug-Free Workplace Requirements

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

46 Office Name Change Effective 1.1.2020

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

Regional Monitor:
Fiscal Specialist:Leason, Sharon
Lee, Dorothy

Governor's Office of Crime Control and Prevention

Grant Award - Special Conditions

Grant Award Number:	CGPF-2023-0016	Sub-Recipient:	Annapolis City Police Department
Award Period:	07/01/2022 - 06/30/2023	Implementing Agency:	Annapolis City Police Department
Project Title:	The Other Side of the Curb - Photography/Writing Program		

1 General Conditions

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

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

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

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

- 3** GOCPYVS support must be noted in any press releases, brochures, materials or RFPS related to this sub-award.

"The Governor's Office of Crime Prevention Youth and Victim Services funded this project under sub-award number BJAG-2009-9000 (your sub-award number). All points of view in this document are those of the author and do not necessarily represent the official position of any State or Federal agency."

- 4** Due July 15, 2022: Provide a Fiscal Year End report that reflects the overall successes that were accomplished through the use of these grant funds. This report may be in a word document or an excel spreadsheet.
- 5** The sub-recipient must submit within 30 days of acceptance of the grant award revisions to the project narrative which includes: the goals and objectives, program strategy, performance measures, timeline, spending plan, and/or budget details. All revisions should be emailed to the Regional Monitor listed on the Face Sheet of your award in the Grant Management System (GMS). Failure to submit the revised narrative and additional budget details will result in a financial hold on your award.
- 6** 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.

7 Reporting Potential Fraud

The sub-recipient must PROMPTLY report any credible evidence of fraud, waste, abuse, and similar misconduct with grant funds.

- 8 Final quarterly programmatic reports indicating progress towards the attainment of each program/project objective must be submitted no later than 15 calendar days from the End Date of the sub-award. Financial reports will not be processed unless Programmatic Reports are in "submitted" status in the GMS.

The FINAL Financial Report must be submitted no later than 30 calendar days from the End Date of this sub-award.

If the initial 30 calendar day submission is not your actual FINAL report, send an email to the Fiscal Specialist so that the GMS can be noted.

Submission of a "Not Final" report will require a "Final/Revised" report to be submitted no later than 60 calendar days after the End Date of the sub-award. Revised reports may only be submitted if an initial 30 calendar day report was submitted as required. ALL Final financials must be submitted within the 60 days or GOCPYVS reserves the right to complete an administrative closeout on this grant award and de-obligate all remaining funds.

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

In Process

Regional Monitor:
Fiscal Specialist:Leason, Sharon
Lee, Dorothy

Governor's Office of Crime Control and Prevention

Budget Notice

Grant Award Number:	CGPF-2023-0016
Sub-recipient:	Annapolis City Police Department
Project Title:	The Other Side of the Curb - Photography/Writing Program
Implementing Agency:	Annapolis City Police Department
Award Period:	07/01/2022 - 06/30/2023
	CFDA: State Special Fund

Funding Summary	Grant Funds	100.0 %	\$28,600.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	Total Project Funds		\$28,600.00

Personnel

Description of Position	Salary Type	Funding	Total Budget
Overtime for APD officers	Salary	Grant Funds	\$10,045.00
Personnel Total:			\$10,045.00

Contractual Services

Description	Funding	Quantity	Unit Cost	Total Budget
VisionWorkshops	Grant Funds	1	\$0.00	\$18,000.00
Contractual Services Total:				\$18,000.00

Other

Description	Funding	Quantity	Unit Cost	Total Budget
External Hard Drive (program supply)	Grant Funds	1	\$130.00	\$130.00
Flash drives (program supply)	Grant Funds	25	\$17.00	\$425.00
Other Total:				\$555.00

Approved: _____

Governor's Office of Crime Control and Prevention Authorized
Representative

Effective Date: 7/1/2022



Governor's Office of Crime Control and Prevention



Control Number:

43860

Regional Monitor:

Leason, Sharon

Fiscal Specialist:

Lee, Dorothy

Programmatic Reporting

Submitted Date:

Grant Award Number: CGPF-2023-0016**Sub-recipient:** Annapolis City Police Department**Project Title:** The Other Side of the Curb - Photography/Writing Program**Implementing Agency:** Annapolis City Police Department**Award Period:** **07/01/2022 - 06/30/2023**

CFDA: State Special 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 (10)

1	Number of community/athletic events held.	
2	Number of community members participating in events.	
3	Number of participants who reported a positive attitude toward law enforcement.	
4	Number of community members who reported satisfaction with police services.	
5	Number of participants who reported better relations with police officers as a result of participating in the event.	
6	Number of individuals served.	
7	Total program capacity	
8	Number of individuals arrested for a new crime.	
9	Number of individuals who successfully completed the program.	
10	Number of attendees who reported an increased understanding about the topic as a result of this program.	

Progress Report Questions (9)

1	Every quarterly report should provide a brief narrative assessment of the projects effectiveness thus far. The brief narrative should include qualitative and quantitative evidence, as available, and also highlight factors that the author considers to have facilitated or impaired the project's effectiveness.
---	--

2 Describe barriers/challenges to implementing or completing any of the objectives. Include corrective actions taken or planned to overcome described barriers (include timeline). Are there any obstacles or barriers that could prevent you from expending all grant funds? Please include any requests for technical assistance needed.

3 If no funds or minimal funds (less than 25%) were expended during this reporting period please provide an explanation as to why and when you anticipate requesting funds. Your detailed explanation should address each budget category.

4 Is your agency following the spending plan described in your application? If not, please explain.

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

6 Please explain how this award helped reduce crime and/or improve public safety in your jurisdiction.

7 Please provide a detailed narrative describing how the quarterly performance measures report numbers are collected and what method or system is currently used to track them.

8 Please explain the activities that have been planned for the upcoming quarter to include dates and a brief summary of each.

9 Only Required to be Completed in the Final Quarter of the Grant Period: What projects have you accomplished with the grant award? List accomplishments/successes and/or best practices developed through this grant funded program. Have all intended projects been completed? Please note any delays in project completions.

Signed: _____ **Date:** _____

Project Director - Miguez, Dave

(Project Director is preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: _____ **Phone:** _____

CGPF-2023-0016



Governor's Office of Crime Control and Prevention

Property Inventory Report



Control Number: 43860
 Regional Monitor: Leason, Sharon
 Fiscal Specialist: Lee, Dorothy

Grant Award Number: CGPF-2023-0016

Implementing Agency: Annapolis City Police Department

Project Title: The Other Side of the Curb - Photography/Writing Program

Award Period: 07/01/2022 - 06/30/2023

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

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

Notes:

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

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

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

Signed: _____ **Date:** _____
Project Director - Miguez, Dave (Project Director is Preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

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

Printed Name: _____ **Phone:** _____

Certificate Of Completion

Envelope Id: 0B31B9EF962343118DD470BFA84A005F	Status: Sent
Subject: Please DocuSign: SA 27-23 Supplemental Appropriation from Surplus Funds Form	
Source Envelope:	
Document Pages: 22	Signatures: 5
Certificate Pages: 6	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Suzanne Flaherty
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	160 Duke of Gloucester St
	Annapolis, MD 21401
	smflaherty@annapolis.gov
	IP Address: 96.244.10.66

Record Tracking

Status: Original	Holder: Suzanne Flaherty	Location: DocuSign
4/17/2023 3:13:53 PM	smflaherty@annapolis.gov	

Signer Events

Signature	Timestamp
Completed	Sent: 4/18/2023 12:53:45 PM
	Viewed: 4/20/2023 9:01:09 AM
	Signed: 4/20/2023 9:21:17 AM
Using IP Address: 96.244.10.66	
Electronic Record and Signature Disclosure:	
Not Offered via DocuSign	

Joanna D. Dickinson	<i>Joanna D. Dickinson</i>	Sent: 4/20/2023 9:21:19 AM
jd Dickinson@annapolis.gov		Resent: 4/20/2023 9:23:34 AM
Finance Director		Viewed: 4/20/2023 9:56:01 AM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	Signed: 4/20/2023 9:57:26 AM
	Using IP Address: 96.244.10.66	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign


Michael Mallinoff	<i>Michael Mallinoff</i>	Sent: 4/20/2023 9:57:28 AM
mmallinoff@annapolis.gov		Viewed: 4/20/2023 10:00:53 AM
City Manager		Signed: 4/20/2023 10:00:58 AM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 96.244.10.66	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign


Edward C. Jackson	<i>Edward C. Jackson</i>	Sent: 4/20/2023 10:01:01 AM
ecjackson@annapolis.gov		Viewed: 4/20/2023 12:57:19 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	Signed: 4/20/2023 12:57:32 PM
	Using IP Address: 96.234.156.18	

Electronic Record and Signature Disclosure:
Accepted: 12/13/2022 12:34:57 PM
ID: 8df8eb25-712e-4845-89a1-bfec773385b3
Company Name: City of Annapolis

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: 4/20/2023 12:57:34 PM Viewed: 4/21/2023 11:23:28 AM Signed: 4/21/2023 11:23:37 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Ald. Eleanor Tierney aldtierney@annapolis.gov Alderperson - Ward 1 Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 71.179.61.10 Signed using mobile	Sent: 4/21/2023 11:23:41 AM Viewed: 4/21/2023 12:37:27 PM Signed: 4/21/2023 12:41:07 PM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Regina Watkins-Eldridge rceldridge@annapolis.gov City Clerk Security Level: Email, Account Authentication (None)		Sent: 4/21/2023 12:41:09 PM Viewed: 4/21/2023 1:12:55 PM
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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

Kalyn Jackson kajackson@annapolis.gov City Council Associate City of Annapolis Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue;">COPIED</div>	Sent: 4/21/2023 11:23:40 AM Viewed: 4/21/2023 1:12:24 PM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Suzanne Flaherty smflaherty@annapolis.gov Security Level: Email, Account Authentication (None)		
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Julie Donnelly jpdonnelly@annapolis.gov Security Level: Email, Account Authentication (None)		
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Electronic Record and Signature Disclosure:

Carbon Copy Events	Status	Timestamp
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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	4/18/2023 12:53:45 PM
Envelope Updated	Security Checked	4/20/2023 9:21:17 AM
Certified Delivered	Security Checked	4/21/2023 1:12:55 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

In Process

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Annapolis (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Annapolis:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: saconner@annapolis.gov

To advise City of Annapolis of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at saconner@annapolis.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

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- Until or unless you notify City of Annapolis as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Annapolis during the course of your relationship with City of Annapolis.