

City of Annapolis

Supplemental Appropriation from Surplus Funds

Fund: Grant **Control Number:** SA-24-23
Department: Police **Date:** 12/22/2022
Source of Surplus Funds: Governor's Office of Crime Control and Prevention

Account Name	Allocation of Appropriation for
Revenue:	
State Grant Revenue- SAPP	\$527,921
Expenditure:	
State Grant Expense- SAPP	527,921

In Process

Explanation:
 This supplemental allocation appropriates an additional \$527,921 from the Governor's Office of Crime Control and Prevention to the State Aid for Police Protection grant. This is an increase to the \$1,000,000 included in the FY2023 budget. There is no match required.

Approved by:

Joanna D. Dickinson

Finance Director

12/22/2022 | 9:44 AM PST

Date

Michael Mallinoff

City Manager

12/22/2022 | 2:01 PM EST

Date

Edward C. Jackson

Department Director

12/23/2022 | 6:29 AM PST

Date

[Signature]

Mayor

12/23/2022 | 9:37 AM EST

Date

[Signature]

Finance Committee

12/23/2022 | 10:51 AM EST

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

August 09, 2022

Chief Edward Jackson
Chief of Police
Annapolis City Police Department
199 Taylor Ave
Annapolis, MD 21401

SAPP-2023-0062

Dear Chief Jackson:

In Process

Please be advised that, pursuant to the FY 2023 State budget, the Annapolis City Police Department will receive \$1,527,921.00 from the FY 2023 State Aid for Police Protection Fund. The State Aid for Police Protection Fund is an annual formula grant to be used exclusively to provide adequate police protection in the subdivisions and qualifying municipalities of Maryland.

Your estimated allocation for FY 2023 is derived from the information provided on Forms No. 2 and 3. The actual amount of aid will be recalculated based on the actual FY 2022 expenditures for police protection that you will provide on Form No. 1 and the applicable CAFR Reconciliation Form which will be due on January 25, 2023. Payments will be made on the last day of each quarter.

To participate in the FY 2024 State Aid for Police Protection Fund program, an online grant application submission is required. Additionally, the original signed hard copies of Form No. 2 (Estimated Expenditures for FY 2024) and Form No. 3 (Municipal Sworn Officer Allocation as of June 30, 2022) must be uploaded into the online system under the documents tab of the application. Instructions will be provided as we get closer to the due date. It is important that we receive all forms in a timely manner so that the formula may be calculated correctly.

The State Aid for Police Protection Fund Notice of Funding Availability, the required forms, and instructions for FY 2024 will be tentatively available on our website in October of 2022, and will be available to download through our website at <http://goccp.maryland.gov/grants/programs/sapp/>. You will be notified one month prior to the submission due dates by email. If the applicant or implementing agency authorized official has changed, please do not delay submitting a request to make the necessary changes now by using the instructions provided online at <http://goccp.maryland.gov/grants/changing-authorized-official/>.



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I hope our office becomes a more valuable resource for your organization as we strive to deliver our services in a customer-friendly fashion. If you need any assistance, please contact Paula Fitzpatrick, SAPP Program Manager, by email at paula.fitzpatrick1@maryland.gov or phone at (410) 697-9247.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kunle Adeyemo'.

Kunle Adeyemo, Esq.
Executive Director

Cc: Lieutenant Dave Miguez
Ms. Niven Hertz

In Process



Regional Monitor:
Fiscal Specialist:

Fitzpatrick, Paula
Fitzpatrick, Paula

Governor's Office of Crime Control and Prevention

Grant Award - Special Conditions

Grant Award Number:	SAPP-2023-0062	Sub-Recipient:	Annapolis City Police Department
Award Period:	07/01/2022 - 06/30/2023	Implementing Agency:	Annapolis City Police Department
Project Title:	State Aid for Police Protection		

1 General Conditions

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

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

2 If the Maryland State Police (MSP) encounters difficulty obtaining the necessary crime data on a timely basis from local jurisdictions that provide the data for inclusion in the UCR, MSP shall notify the Governor's Office of Crime Prevention, Youth, and Victim Services (GOCPYVS). GOCPYVS shall withhold a portion, totaling at least 15% but no more than 50%, of that jurisdiction's State Aid for Police Protection (SAPP) grant funds upon receipt of notification from MSP.

3 Form 1 (Actual Expenditures for Police Protection), a completed CAFR Reconciliation Form and your agency's Annual Audit reports are due to arrive at GOCPYVS no later than COB on January 25th. Form 1 figures must also reconcile to your auditor's report.

The completed/signed Form 1, the CAFR Reconciliation Form and/or Annual Audit Report must be uploaded under your agency's current fiscal year grant award by the above due date to avoid a deficiency being placed on the award that will also cause the third quarter funding disbursement to be put on hold.

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

Governor's Office of Crime Control and Prevention

Budget Notice

Grant Award Number:	SAPP-2023-0062	
Sub-recipient:	Annapolis City Police Department	
Project Title:	State Aid for Police Protection	
Implementing Agency:	Annapolis City Police Department	
Award Period:	07/01/2022 - 06/30/2023	CFDA: State General Fund

Funding Summary	Grant Funds	100.0 %	\$1,527,921.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	Total Project Funds		\$1,527,921.00

Other

Description	Funding	Quantity	Unit Cost	Total Budget
Budget Allocation	Grant Funds	1	\$0.00	\$1,527,921.00
Other Total:				\$1,527,921.00

Approved:

 Governor's Office of Crime Control and Prevention Authorized Representative

Effective Date: 7/1/2022

Certificate Of Completion

Envelope Id: B087461A3071442BB75A54D4E9318844	Status: Sent
Subject: Please DocuSign: Supplemental Appropriation from Surplus Funds Form	
Source Envelope:	
Document Pages: 5	Signatures: 5
Certificate Pages: 6	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Katie Connolly
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	160 Duke of Gloucester St
	Annapolis, MD 21401
	kconnolly@annapolis.gov
	IP Address: 137.103.93.157

Record Tracking

Status: Original	Holder: Katie Connolly	Location: DocuSign
12/22/2022 11:40:44 AM	kconnolly@annapolis.gov	

Signer Events

Signature	Timestamp
Katie Connolly kconnolly@annapolis.gov Senior Accountant Security Level: Email, Account Authentication (None)	Sent: 12/22/2022 11:56:36 AM Viewed: 12/22/2022 11:56:48 AM Signed: 12/22/2022 12:00:18 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign	

In Process

Joanna D. Dickinson jddickinson@annapolis.gov Finance Director Security Level: Email, Account Authentication (None)	<i>Joanna D. Dickinson</i> Using IP Address: 137.103.93.157	Sent: 12/22/2022 12:00:21 PM Viewed: 12/22/2022 12:43:42 PM Signed: 12/22/2022 12:44:32 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign	Signature Adoption: Pre-selected Style Using IP Address: 96.244.10.66	

Michael Mallinoff mmallinoff@annapolis.gov City Manager Security Level: Email, Account Authentication (None)	<i>Michael Mallinoff</i> Signature Adoption: Pre-selected Style Using IP Address: 96.244.10.66	Sent: 12/22/2022 12:44:35 PM Viewed: 12/22/2022 2:01:16 PM Signed: 12/22/2022 2:01:20 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Edward C. Jackson ecjackson@annapolis.gov Security Level: Email, Account Authentication (None)	<i>Edward C. Jackson</i> Signature Adoption: Pre-selected Style Using IP Address: 69.143.177.13 Signed using mobile	Sent: 12/22/2022 2:01:23 PM Viewed: 12/23/2022 9:27:56 AM Signed: 12/23/2022 9:29:07 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

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

Signer Events	Signature	Timestamp
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Mayor Gavin Buckley
 mayorbuckley@annapolis.gov
 Mayor
 Security Level: Email, Account Authentication (None)



Sent: 12/23/2022 9:29:11 AM
 Viewed: 12/23/2022 9:37:01 AM
 Signed: 12/23/2022 9:37:23 AM

Signature Adoption: Uploaded Signature Image
 Using IP Address: 96.244.10.66

Electronic Record and Signature Disclosure:
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Ald. Eleanor Tierney
 aldtierney@annapolis.gov
 Alderperson - Ward 1
 Security Level: Email, Account Authentication (None)



Sent: 12/23/2022 9:37:27 AM
 Viewed: 12/23/2022 10:50:42 AM
 Signed: 12/23/2022 10:51:05 AM

Signature Adoption: Drawn on Device
 Using IP Address: 71.179.61.10
 Signed using mobile

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

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

Sent: 12/23/2022 10:51:08 AM
 Viewed: 12/29/2022 8:46:16 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

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Katie Connolly
 kconnolly@annapolis.gov
 Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
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In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Kalyn Jackson
 kajackson@annapolis.gov
 City Council Associate
 City of Annapolis
 Security Level: Email, Account Authentication (None)

COPIED

Sent: 12/23/2022 9:37:25 AM
 Viewed: 1/3/2023 10:58:27 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Julie Donnelly
 jpdonnelly@annapolis.gov
 Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Carbon Copy Events	Status	Timestamp
Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/22/2022 11:56:36 AM
Envelope Updated	Security Checked	12/22/2022 12:00:19 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

In Process

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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.

To request paper copies from City of Annapolis

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to saconner@annapolis.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Annapolis

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to saconner@annapolis.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- 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.