

**City of Annapolis**  
**Supplemental Appropriation from Surplus Funds**

**Fund:** Grant **Control Number:** SA-23-23  
**Department:** Police **Date:** 12/20/2022  
**Source of Surplus Funds:** Governor's Office of Crime Control and Prevention

Account Name	Allocation of Appropriation for
Revenue:	
State Grant Revenue	\$25,000
Expenditure:	
State Grant Expense	25,000

In Process

**Explanation:**

This supplemental allocation appropriates \$25,000 from the Governor's Office of Crime Control and Prevention for the Gun Violence Reduction grant. This grant will pay for overtime costs related to reducing gun related crime. This grant was not included in the FY2023 budget and there is no match required.

**Approved by:**

*Joanna D. Dickinson*

12/20/2022 | 1:44 PM PST

\_\_\_\_\_  
**Finance Director**

\_\_\_\_\_  
**Date**

*Michael Mallinoff*

12/20/2022 | 4:46 PM EST

\_\_\_\_\_  
**City Manager**

\_\_\_\_\_  
**Date**

*Edward C. Jackson*

12/21/2022 | 1:27 PM PST

\_\_\_\_\_  
**Department Director**

\_\_\_\_\_  
**Date**

*[Signature]*

12/23/2022 | 9:45 AM EST

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Date**

*[Signature]*

12/23/2022 | 10:47 AM EST

\_\_\_\_\_  
**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

July 25, 2022

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

RE: GVRG-2023-0004

Dear Chief Jackson:

I am pleased to inform you that your grant application submitted by **Annapolis City Police Department**, entitled "**Gun Violence Reduction**," in the amount of \$25,000.00 has received approval under the Gun Violence Reduction Grant - Cease Fire program. Enclosed is the grant award packet containing information and forms necessary to initiate the project.

The grant will fund the program described below:

The Annapolis Police Department's Gun Violence Reduction Gun Violence Reduction program helps reduce existing gaps in services and foster collaboration and cooperation among partner agencies and stakeholders. The program focuses on developing and implementing strategies specifically intended to reduce gun related crime. Grant funding supports personnel.

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

GVRG-2023-0004

Page 2

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

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

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

Sincerely,



Kunle Adeyemo, Esq.  
Executive Director

cc: Ms. Patricia Norris

In Process



7/25/2022

Governor's Office of Crime Control and Prevention



Control Number: 43385  
Regional Monitor: Jones, Quentin  
Fiscal Specialist: Thomas, Courtney

# Grant Award & Acceptance Form

<b>Grant Award Number:</b>	<b>GVRG-2023-0004</b>	
<b>Sub-recipient:</b>	Annapolis City Police Department	
<b>Project Title:</b>	Gun Violence Reduction	
<b>Implementing Agency:</b>	Annapolis City Police Department	
<b>Award Period:</b>	<b>07/01/2022 - 06/30/2023</b>	CFDA: State General Fund

Funding Summary	Grant Funds	100.0 %	<b>\$25,000.00</b>
	Cash Match	0.0 %	<b>\$0.00</b>
	In-Kind Match	0.0 %	<b>\$0.00</b>
	Total Project Funds		<b>\$25,000.00</b>

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


**STOP Gun Violence Reduction Grant**

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

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

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

**FOR THE STATE OF MARYLAND:**




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**Executive Director**

**Governor's Office of Crime Control and Prevention**

**SUB-RECIPIENT ACCEPTANCE:**

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Signature of Authorized Official

**Edward C. Jackson, Chief of Police**

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Typed Name And Title

---

Date

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

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

Governor's Office of Crime Control and Prevention

## Grant Award - General Conditions

<b>Grant Award Number:</b>	GVRG-2023-0004	<b>Sub-Recipient:</b>	Annapolis City Police Department
<b>Award Period:</b>	07/01/2022 - 06/30/2023	<b>Implementing Agency:</b>	Annapolis City Police Department
<b>Project Title:</b>	Gun Violence Reduction		

### 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:Jones, Quentin  
Thomas, Courtney

Governor's Office of Crime Control and Prevention

## Grant Award - General Conditions

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<b>Award Period:</b>	07/01/2022 - 06/30/2023	<b>Implementing Agency:</b>	Annapolis City Police Department
<b>Project Title:</b>	Gun Violence Reduction		

### 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](mailto: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](mailto: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:

Jones, Quentin

GOCCP Fiscal Specialist:

Thomas, Courtney

Governor's Office of Crime Control and Prevention

## Grant Award - General Conditions

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<b>Project Title:</b>	Gun Violence Reduction		

### 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:

Jones, Quentin  
Thomas, Courtney

Governor's Office of Crime Control and Prevention

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<b>Project Title:</b>	Gun Violence Reduction		

### 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:

Jones, Quentin

GOCCP Fiscal Specialist:

Thomas, Courtney

Governor's Office of Crime Control and Prevention

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### 18 Modifications to Subaward

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

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

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

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

There are two types of GANs as follows:

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

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

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



GOCCP Regional Monitor:

Jones, Quentin

GOCCP Fiscal Specialist:

Thomas, Courtney

Governor's Office of Crime Control and Prevention

## Grant Award - General Conditions

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<b>Award Period:</b>	07/01/2022 - 06/30/2023	<b>Implementing Agency:</b>	Annapolis City Police Department
<b>Project Title:</b>	Gun Violence Reduction		

### 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](mailto: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](mailto:support@goccp.freshdesk.com).



GOCCP Regional Monitor:  
GOCCP Fiscal Specialist:

Jones, Quentin  
Thomas, Courtney

Governor's Office of Crime Control and Prevention

## Grant Award - General Conditions

<b>Grant Award Number:</b>	GVRG-2023-0004	<b>Sub-Recipient:</b>	Annapolis City Police Department
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<b>Project Title:</b>	Gun Violence Reduction		

### 23 Privacy and Confidentiality of Client Records

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

### 24 Use of GOCPYVS forms

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

### 25 Online Submission of Quarterly Report Forms inline with Project Scope

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

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

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

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

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

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

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

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



Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor:

Jones, Quentin

GOCCP Fiscal Specialist:

Thomas, Courtney

## Grant Award - General Conditions

<b>Grant Award Number:</b>	GVRG-2023-0004	<b>Sub-Recipient:</b>	Annapolis City Police Department
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### 26 Submission of Revised Financial Report

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

### 27 Failure to Submit Reports within allotted time frames

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

### 28 Holding Funds

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

### 29 Monitoring Expenditures

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

### 30 Records Retention

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



GOCCP Regional Monitor:

Jones, Quentin

GOCCP Fiscal Specialist:

Thomas, Courtney

Governor's Office of Crime Control and Prevention

## Grant Award - General Conditions

<b>Grant Award Number:</b>	GVRG-2023-0004	<b>Sub-Recipient:</b>	Annapolis City Police Department
<b>Award Period:</b>	07/01/2022 - 06/30/2023	<b>Implementing Agency:</b>	Annapolis City Police Department
<b>Project Title:</b>	Gun Violence Reduction		

### 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:Jones, Quentin  
Thomas, Courtney

Governor's Office of Crime Control and Prevention

## Grant Award - General Conditions

<b>Grant Award Number:</b>	GVRG-2023-0004	<b>Sub-Recipient:</b>	Annapolis City Police Department
<b>Award Period:</b>	07/01/2022 - 06/30/2023	<b>Implementing Agency:</b>	Annapolis City Police Department
<b>Project Title:</b>	Gun Violence Reduction		

### 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](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:

Jones, Quentin  
Thomas, Courtney

Governor's Office of Crime Control and Prevention

## Grant Award - General Conditions

<b>Grant Award Number:</b>	GVRG-2023-0004	<b>Sub-Recipient:</b>	Annapolis City Police Department
<b>Award Period:</b>	07/01/2022 - 06/30/2023	<b>Implementing Agency:</b>	Annapolis City Police Department
<b>Project Title:</b>	Gun Violence Reduction		

### 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:Jones, Quentin  
Thomas, Courtney

Governor's Office of Crime Control and Prevention

## Grant Award - Special Conditions

<b>Grant Award Number:</b>	GVRG-2023-0004	<b>Sub-Recipient:</b>	Annapolis City Police Department
<b>Award Period:</b>	07/01/2022 - 06/30/2023	<b>Implementing Agency:</b>	Annapolis City Police Department
<b>Project Title:</b>	Gun Violence Reduction		

### 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](http://www.SAM.gov).

- 3** At the request of GOCCP, any law enforcement sub-recipient shall provide a report, in the format provided by GOCCP, which details the number of fingerprint and palm print matches received from DPSCS and the number of associated arrests arising from those matches.
- 4** At the request of GOCCP, any law enforcement sub-recipient agrees to provide information to GOCCP on any matches, or "hits", between crime scene DNA evidence samples and the DNA profiles of known offenders contained in either the convicted offender or charge DNA databases.
- 5** Any law enforcement sub-recipient shall ensure that the Maryland State Police receive UCR data within 30 days of the close of every quarter.
- 6** At the request of GOCCP, any law enforcement sub-recipient shall provide an annual report, in the format provided by GOCCP, on DNA crime scene evidence samples. DNA crime scene evidence samples are defined as crime scene evidence that has been collected AND submitted to a crime laboratory for DNA analysis.
- 7** Any law enforcement sub-recipient that maintains a SWAT team(s) shall provide a semi-annual report to GOCCP, in the format provided by GOCCP, on: 1) The number of times SWAT teams were deployed; 2) The locations where the SWAT teams were deployed; 3) The reasons for deployments; 4) The legal authority, including the type of warrant, if any, for each deployment; and 5) The result of each deployment, including: number of arrests; whether a forcible entry was made; whether a weapon was discharged by a SWAT team member; and whether a person or domestic animal was injured or killed by a SWAT team member.
- 8** FINAL quarterly programmatic and financial reports for this award must be submitted no later than 30 calendar days from the End Date of the sub-award and must be submitted by an authorized official, project director, fiscal officer or alternate authorized signer.

Financial reports received after this date may not be honored and the Governor's Office of Crime Control & Prevention reserves the right to perform an administrative close out, de-obligating all remaining funds.

FINAL quarterly programmatic reports for this award indicating progress towards the attainment of each program/project objective must be submitted by the 15th. Financial reports submitted with Programmatic reports cannot be processed for payment unless programmatic reports are in "Submitted" status online.





Regional Monitor:  
Fiscal Specialist:

Jones, Quentin  
Thomas, Courtney

Governor's Office of Crime Control and Prevention

### Budget Notice

<b>Grant Award Number:</b>	<b>GVRG-2023-0004</b>	
<b>Sub-recipient:</b>	Annapolis City Police Department	
<b>Project Title:</b>	Gun Violence Reduction	
<b>Implementing Agency:</b>	Annapolis City Police Department	
<b>Award Period:</b>	<b>07/01/2022 - 06/30/2023</b>	CFDA: State General Fund

Funding Summary	Grant Funds	100.0 %	<b>\$25,000.00</b>
	Cash Match	0.0 %	<b>\$0.00</b>
	In-Kind Match	0.0 %	<b>\$0.00</b>
	<b>Total Project Funds</b>		<b>\$25,000.00</b>

### Personnel

Description of Position	Salary Type	Funding	Total Budget
Law Enforcement	Overtime	Grant Funds	\$25,000.00
Personnel Total:			\$25,000.00

Approved:   
 \_\_\_\_\_  
 Governor's Office of Crime Control and Prevention Authorized Representative

Effective Date: 7/21/2022



Governor's Office of Crime Control and Prevention



Control Number:

43385

Regional Monitor:

Jones, Quentin

Fiscal Specialist:

Thomas, Courtney

**Programmatic Reporting**

Submitted Date:

**Grant Award Number:** GVRG-2023-0004**Sub-recipient:** Annapolis City Police Department**Project Title:** Gun Violence Reduction**Implementing Agency:** Annapolis City Police Department**Award Period:** **07/01/2022 - 06/30/2023**

CFDA: State General Fund

The information collected on this form helps us measure the progress you are making in achieving your project's goals and objectives. It also helps us determine what, if any, technical assistance you may need in implementing your project.

**Performance Measures (8)**

1	Number of gun arrests made.	
2	Number of gun cases referred for federal prosecution.	
3	Number of gun cases prosecuted locally.	
4	Number of NIBIN hits conducted during the reporting period.	
5	Number of guns seized.	
6	Number of illegal gun manufactures arrested.	
7	Number of Polymer 80 ("Ghost Guns") guns seized.	
8	Number of gun cases referred to MCIN for further investigation.	

**Progress Report Questions (8)**

1	Please explain how this award helped reduce crime and/or improve public safety in your jurisdiction.
2	Describe, in general, the level of cooperation and collaboration between partner agencies affiliated with this program.
3	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.

- |   |  |
|---|--|
| 4 | Please list any successes and/or best practices developed through this program funded by the Governor's Office of Crime Prevention, Youth, and Victim Services.  |
| 5 | 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. |
| 6 | If no funds or minimal funds (less than 25%) were expended during this reporting period provide an explanation as to why and when you anticipate requesting funds. Your detailed explanation should address each budget category.  |
| 7 | Is your agency following the spending plan described in your application? If not, please explain.  |
| 8 | Please explain the activities that have been planned for the upcoming quarter to include dates and a brief summary of each.  |

In Process

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Project Director - Norris, Patricia*

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

**Printed Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Certificate Of Completion**

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Katie Connolly

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160 Duke of Gloucester St

Envelopeld Stamping: Enabled

Annapolis, MD 21401

Time Zone: (UTC-08:00) Pacific Time (US &amp; Canada)

kconnolly@annapolis.gov

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kconnolly@annapolis.gov

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Senior Accountant

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Joanna D. Dickinson

*Joanna D. Dickinson*

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jddickinson@annapolis.gov

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Finance Director

Signed: 12/20/2022 4:44:49 PM

Security Level: Email, Account Authentication  
(None)

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Michael Mallinoff

*Michael Mallinoff*

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mmallinoff@annapolis.gov

Viewed: 12/20/2022 4:45:57 PM

City Manager

Signed: 12/20/2022 4:46:07 PM

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

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Edward C. Jackson

*Edward C. Jackson*

Sent: 12/20/2022 4:46:12 PM

ecjackson@annapolis.gov

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Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

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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: 12/21/2022 4:27:23 PM  
Viewed: 12/23/2022 9:45:24 AM  
Signed: 12/23/2022 9:45:37 AM

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Using IP Address: 96.244.10.66

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



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Signed: 12/23/2022 10:47:58 AM

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Signed using mobile

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

Sent: 12/23/2022 10:48:02 AM

**Electronic Record and Signature Disclosure:**  
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Katie Connolly  
kconnolly@annapolis.gov  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
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Kalyn Jackson  
kajackson@annapolis.gov  
City Council Associate  
City of Annapolis  
Security Level: Email, Account Authentication (None)

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

**Electronic Record and Signature Disclosure:**

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In Process

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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](mailto: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](mailto: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](mailto: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](mailto: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..

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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.