

WES MOORE
Governor

ARUNA MILLER
Lieutenant Governor



DOROTHY LENNIG
Executive Director

October 02, 2025

President J. Travis Breeding
President
County Commissioners of Caroline County
109 Market Street, Room 106
Denton, MD 21629

RE: PRAR-2026-0049

Dear President Breeding:

I am pleased to inform you that your grant application submitted by **County Commissioners of Caroline County**, entitled "**FY26 CCSO PRAR Program**," in the amount of \$14,050.00 has received approval under the Police Recruitment and Retention 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 Caroline County Sheriff's Office FY26 PRAR program will help reduce existing gaps with recruiting and retaining personnel. This would help us hire qualified sworn personnel and recruit individuals that are motivated and eager to start a career in law enforcement. It would further help us by providing health memberships for sworn personnel that allows them to focus on their overall well-being without having to worry about the added financial responsibility monthly.

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

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

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

If you have any questions or need any clarification regarding this grant award, please contact **Paula Fitzpatrick**, your program manager, or **Genevra Farrare**, 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,

A handwritten signature in black ink that reads "Dorothy Lennig". The signature is written in a cursive style with a prominent initial "D" and a long, sweeping tail.

Dorothy Lennig, Esq.
Executive Director

cc: Mr. Rodney Helmer



10/2/2025

Governor's Office of Crime Prevention and Policy



Control Number:

52603

Regional Monitor:

Fitzpatrick, Paula

Fiscal Specialist:

Farrare, Geneva

Grant Award & Acceptance Form

Grant Award Number:	PRAR-2026-0049	
Sub-recipient:	County Commissioners of Caroline County	
Project Title:	FY26 CCSO PRAR Program	
Implementing Agency:	Caroline County Sheriff's Office	
Award Period:	10/01/2025 - 06/30/2026	CFDA: State General Fund

Funding Summary	Grant Funds	100.0 %	\$14,050.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	Total Project Funds		\$14,050.00

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

Police Recruitment and Retention Grant Program (BCCI)

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

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

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

FOR THE STATE OF MARYLAND:

Dorothy G. R...

Executive Director

Governor's Office of Crime Prevention and Policy

SUB-RECIPIENT ACCEPTANCE:

Signature of Authorized Official

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.



Grant Award - General Conditions

Grant Award Number:	PRAR-2026-0049	Sub-Recipient:	County Commissioners of Caroline County
Award Period:	10/01/2025 - 06/30/2026	Implementing Agency:	Caroline County Sheriff's Office
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1 General and Special Conditions (Post-Award Instructions)

The General and Special Conditions included in a subaward packet serve as the Maryland Governor's Office of Crime Prevention and Policy's (GOCPP or Office) post-award instructions and procedures for managing and monitoring grants, regardless of the funding source. This subaward is subject to the General Conditions on the Office's website (<https://gocpp.maryland.gov/wp-content/uploads/general-conditions.pdf>) and any Special Conditions accepted by the Subrecipient's Authorized Official, Project Director, and Fiscal Officer. Please refer to General Condition 21 for more information.

Additional guidance on each program's Notice of Funding Availability (NOFA) and the SFY 2026 Grant Management System (GMS) Application Instructions (<https://gocpp.maryland.gov/wp-content/uploads/gms-application-instructions.pdf>) are available on the Office's website at: <https://gocpp.maryland.gov/programs/>.

Note: The Office has made substantive changes to the Narrative and Budget Requirements for each SFY 2026 Grant Program NOFA, GMS Application Instructions, GMS portal, grant conditions, and attachments. These conditions are subject to the revised 2 Code of Federal Regulations (C.F.R.) Part 200, which are applicable for subawards issued on or after October 1, 2024. Please refer to the U.S. Department of Justice (DOJ) and the U.S. Department of Health and Human Services (DHHS) implementation timelines for further details on the adoption of 2 C.F.R. Part 200. <https://www.ojp.gov/funding/part200uniformrequirements> and <https://acf.gov/grants/manage-grant/grant-award/award-terms>

2 Statutes and Requirements of State and Federal Funds

This subaward is subject to all applicable provisions of Title 1 Subtitle 4 of the Code of Maryland Regulations (COMAR), relevant Code of Federal Regulations (C.F.R.), and requirements of the funding source. For current information on C.F.R. please visit <https://www.ecfr.gov/>.

Note: The Office reserves the right to impose additional Special Conditions, as necessary, during the subaward period of performance. Please refer to the grant award letter available in the electronic GMS.

3 Federal Financial Guide

In addition to post-award conditions, the subrecipient agrees to comply with the financial and administrative requirements outlined in the current edition of the U.S. Department of Justice, Office of Justice Programs (OJP) Financial Guide, as applicable. The subrecipient must also adhere to any additional terms and conditions instructed by the Office. The DOJ Financial Guide is available at: <https://www.ojp.gov/funding/financialguidedoj/overview>.

4 Subaward Period of Performance

Upon approval by the Office, the submitted application will result in a subaward for the period specified in the subaward packet. The subaward does not constitute a commitment for funding prior to or beyond the stated period. The subaward may be terminated by either party with written notice to the terminated party within 30 CALENDAR DAYS. If the subaward is terminated before the end of the funding period, a financial accounting of both current quarterly and year-to-date expenses must be submitted within 60 calendar days. Please refer to General Condition 32 for more information.



Grant Award - General Conditions

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5 Subaward Acceptance Document

To fully execute the grant with the Office, the subrecipient must upload all required signed documents to the electronic GMS. The Grant Award and Acceptance Form, which includes the original signature of the Executive Director of the Office, must be signed by the Authorized Official listed in the submitted application (electronic signature is acceptable). This document must be uploaded within 30 CALENDAR DAYS of receipt of the award packet.

The Authorized Official may be the County Executive, Duly Authorized Official of the local unit of government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or, in cases where agencies are permitted to apply directly, the head of the agency receiving the subaward.

Failure to submit the signed acceptance documents within the specified timeframe may result in the subaward being canceled. Late submission will be accepted on a case-by-case basis and may lead to increased risk designation, additional monitoring requirements, delayed project implementation and reimbursement, de-obligation of funds, and/or termination of the subaward.

If the subrecipient chooses not to accept the subaward, a written notification must be provided to the Office within 30 CALENDAR DAYS of receiving the award packet. The subrecipient may also request to cancel the subaward after acceptance by submitting a formal written request to the Office. In either case, no expenditures incurred prior to or after the effective cancellation date will be eligible for reimbursement, and all unspent funds must be de-obligated.

Acceptance of this subaward constitutes a binding commitment to carry out the project as described in the approved application, and to comply with all applicable terms and conditions.

6 Special Conditions

It is important that the subrecipient carefully reviews all Special Conditions of the subaward. The Authorized Official must initial each Special Condition page in the bottom right-hand corner to acknowledge receipt and agreement. All initialed Special Condition pages must be uploaded to the GMS within 30 CALENDAR DAYS of receipt of the award packet.

If you have any questions or require clarification, please contact your GMS assigned Fund Manager, whose name is specified in your award packet.

7 Notification of Project Commencement Form

The Notice of Project Commencement Form must be initialed in the Award Information Verification section and signed at the bottom, preferably by the Project Director. If the Project Director is unavailable, the Fiscal Officer or Authorized Official may sign the form.

The signed and initialed form must be uploaded to the GMS within 30 CALENDAR DAYS of receiving the award packet. Please note that the subrecipient's progress report modules will remain inaccessible until the following documents are submitted in the GMS:

- Grant Award and Acceptance Form
- Special Conditions
- Notification of Project Commencement Form

Note: If the project will not commence within 45 calendar days of the start of the period of performance, the subrecipient must submit a General Grant Adjustment Notice (GAN) in the GMS for review and approval. Please note that a delay in the project start date does not impact the end date.



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8 Subrecipient Organizational Capacity Questionnaire (SOCQ)

This questionnaire serves as a pre-award assessment tool to help determine the appropriate level of subrecipient monitoring and post-award technical assistance. The completed questionnaire must be uploaded and available in the GMS prior to the award.

All applicants must ensure that the required documents are uploaded in the GMS prior to the award notification. For additional guidance, please refer to Section 12 of the GMS Application Instructions.

9 Online Reporting and Post-Award Technical Assistance

All subrecipients are strongly encouraged to view the Office's GMS Training Videos, which are available at: <https://gocpp.maryland.gov/grants/gms-help-videos/>. These videos provide step-by-step guidance on key grant functions, including application submission, Grant Adjustment Notices (GANs), and progress reporting during the period of performance.

For technical assistance with the GMS during business hours, subrecipients may contact the Office's GMS Help Desk support team at: support@goccp.freshdesk.com.

Additionally, a recorded webinar on Grants Management and Program Development Training is available on the Office's grants page (<https://gocpp.maryland.gov/grants/>). This resource is a best practice reference tool designed to assist in onboarding grants management staff and cover activities from pre-award through post-award, including recent revisions to the 2 C.F.R. Part 200, effective October 1, 2024.

10 Post-Award Documentation and Grant Adjustment Notification

Following award acceptance, all finalized contracts must be uploaded to the GMS and approved by the Office prior to requesting reimbursement for any related expenses.

For conference and training, logistical details must be submitted to the Office for review and approval as soon as the information becomes available. This includes dates, times, and locations of each event, which must be provided at least 30 days in advance.

To submit this information, subrecipients must initiate a Budget GAN in the GMS. The GAN should include all event logistics, as well as any adjustments to costs, fees, and rates with appropriate justification.

For additional post-award requirements and guidance, please refer to the GMS Application Instructions.

11 Subaward Budget Notice and New Personnel

The approved Budget Notice is included in the subaward packet and outlines the expenses authorized for the project. Please note that this budget may differ from the version submitted in the original application and reflects the Office's final approval of allowable project costs.

Any delays in hiring project personnel must be reported in writing to the assigned Regional Monitor for the applicable funding source within 30 calendar days of receiving the subaward packet. If project personnel are not hired within 45 calendar days, the associated personnel allocations may be de-obligated at the discretion of the Office.

Subrecipients are strongly encouraged to evaluate and, if appropriate, reallocate or de-obligate any cost savings resulting from delayed hiring to support other approved project activities. Any proposed changes must be submitted through a Budget GAN in the GMS for review and approval.

Please refer to General Condition 12 for additional guidance.



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12 Personnel Costs

Salary related expenses, wages, and fringe benefits must be supported by records that accurately reflect the work performed and must comply with the organization's established policies and procedures, as outlined in 2 C.F.R. §200.430 (Compensation – Personnel Services) and 2 C.F.R. §200.431 (Compensation – Fringe Benefits).

The use of percentages to claim personnel costs is not allowable. Supporting documentation must include timesheets or time and effort reports that reflect the actual time worked on allowable grant-funded activities. Records must be signed by a supervisor.

Payroll records may be used and shall include a certified after-the-fact distribution of the employee's actual work activities during the applicable financial reporting period.

The certification statement must:

- Reflect the dates and number of hours charged to the grant;
- Describe the specific grant-funded activities performed;
- Be signed and dated by the supervisor; and
- Include the grant number.

For additional guidance on time and effort reporting requirements, please visit: <https://gocpp.maryland.gov/grants/tips-and-guidance/time-and-effort-reports/>.

13 Consultant Rates

The requirements related to consultant compensation apply to all awards issued by the Office, regardless of the government funding source, State or Federal.

The maximum allowable rate for consultant services is \$81.25 per hour or \$650 per day. Requests for rates exceeding this threshold will be considered on a case-by-case basis and require prior written approval from the Office.

For additional guidance on requesting prior approval, please visit: <https://gocpp.maryland.gov/wp-content/uploads/preauth-for-consultant-fees.pdf>.

Note: Any consultant charges above the established maximum rate that are incurred prior to receiving written approval from the Office will be disallowed and not eligible for reimbursement.

14 Procurement

If a subrecipient does not have its own written procurement guidelines, it must follow the State of Maryland Procurement Policy and Procedures, which include the consideration of Minority Business Enterprises (MBE). To view the Maryland Procurement Manual and/or the directory of certified MBEs, please visit:

<https://procurement.maryland.gov/maryland-procurement-manual-1-introduction-and-general-overview/> and/or <https://marylandmdbe.mdbecert.com/>.

In accordance with 2 C.F.R. §200.319, all procurement transactions must be conducted in a manner that promotes full and open competition. Additionally, under 2 C.F.R. §200.321, subrecipients must ensure that minority businesses, women's business enterprises, small businesses, and labor surplus area firms are considered in the procurement process.



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15 Issuance of Request for Proposals, Bids, Procurement Process

When issuing requests for proposals (RFPs), bid solicitations, or other procurement requests, all subrecipients must clearly disclose that the potential purchase is being funded in whole or in part with government grant funds.

The following language may be used as an example: "This project is funded by the Governor's Office of Crime Prevention and Policy under subaward number BARM-2025-9000."

This disclosure ensures transparency and compliance with both State and federal grant requirements.

16 Property Inventory Report Form

Submission of the Property Inventory Reporting Form (PIRF) is required with each financial reimbursement request that includes the purchase of equipment with an acquisition cost of \$10,000 or more per unit, as approved under this subaward. The PIRF is included in the Project Director's award packet.

For Body Armor subawards (BARM and BPVP), subrecipients must also refer to the Special Conditions specific to those awards regarding PIRF submission requirements. All other PIRF-related conditions remain unchanged.

For additional guidance on completing the PIRF, please visit: <https://gocpp.maryland.gov/grants/tips-and-guidance/property-inventory-report-form/>.

17 Supplanting

Supplanting is strictly prohibited under this subaward. Supplanting occurs when grant funds are used to replace State, local, or agency funds that were previously appropriated, budgeted, or otherwise intended for the same purpose for which this grant is awarded.

All expenditures paid with funds from the Office must supplement, not supplant, the subrecipient's existing budget. Any line item supported with grant funds must represent an enhancement to current services or resources and may not replace costs that were already included in the organization's approved or anticipated budget.

For additional guidance, please refer to the supplanting section of the DOJ Financial Guide, which is accessible at: <https://www.ojp.gov/funding/financialguidedoj/overview>.

18 Budgeted Cost-Share (Match) Above Standard Requirements

By accepting this subaward, the subrecipient affirms its commitment to meet the budgeted cost-share/match requirement (if applicable) as stated in the Grant Award and Acceptance Form. This amount may exceed standard requirements and must be maintained throughout the award period.

The subrecipient agrees to allocate and report cost-share expenditures during each applicable reporting period. The full budgeted cost-share amount, including any voluntary overmatch submitted, must be reported regardless of adjustments to the grant-funded portion or other financial modifications.

Any proposed changes to the cost-share requirements must be submitted as a Budget GAN through the GMS and are subject to prior written approval by the Office.



GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Fitzpatrick, Paula
Farrare, Geneva

Governor's Office of Crime Prevention and Policy

Grant Award - General Conditions

Grant Award Number:	PRAR-2026-0049	Sub-Recipient:	County Commissioners of Caroline County
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19 Expended Grant Funds During Award Period

All grant funds associated with this subaward, as well as any required cost-share/match funds (if applicable), must be encumbered, obligated, or expended by the end of the subaward period, including any pre-approved extensions. Obligations may include requisitions, purchase orders, or executed contracts, while expenditures refer to actual payments of invoices.

The Period of Liquidation is the 30 calendar days following the subaward end date, during which subrecipients may liquidate (i.e., pay) any properly obligated funds. No new obligations may be incurred during this period.

Failure to expend or liquidate encumbered funds within this timeframe may result in denied reimbursement and/or the de-obligation of unspent funds. In such cases, any remaining obligations will become the sole responsibility of the subrecipient.



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20 Modifications to Subaward and Grant Adjustment Notices (GAN)

Depending on the nature of a requested modification, subrecipients may be required to submit a General GAN, a Budget GAN, or both. Only one active GAN of each type may be open in the GMS at any given time. To avoid delays or denial of retroactive changes, subrecipients should submit GANs as early as possible and avoid after-the-fact requests, which will only be reviewed in extenuating circumstances, at the discretion of your assigned Funding Manager.

Authorized GAN Submitters: GANs must be submitted in the GMS by one of the following individuals:

- Project Director
- Fiscal Officer
- Authorized Official
- Pre-approved Alternate Authorized Signatory

GANs submitted by unauthorized individuals will be returned without review.

Types of GANs: There are two types of GANs:

1. General GAN: A General GAN must be submitted for any non-budgetary changes, including but not limited to:

- Project scope modifications
- Changes to the performance period
- Changes to personnel or roles listed on the GMS Face Sheet
- Addition or transfer of professional/consultant services
- Alteration to goals, activities, or outcomes.

If a budget modification is also required to support changes proposed in the General GAN, a separate Budget GAN must be submitted in addition.

2. Budget GAN: A Budget GAN must be submitted for any changes to the approved project budget, including:

- Reallocating funds among existing line items
- Adding new line items
- De-obligating funds
- Requesting additional funding

All Budget GANs must include sufficient justification, detailing:

- The source of any savings or unused funds
- The rationale and need for each increased or new budget item

GAN Approval Timeline: Subrecipients should submit GANs at least 30 CALENDAR DAYS prior to the end of the award period to allow adequate time for Office review and approval. GAN activity may not begin until written approval is received from the Office via an automated email from goccpgms.daemon@maryland.gov. GAN requests will not be accepted by phone, fax, or email.

Administrative GAN Exceptions: Requests submitted within 30 days prior to the end of the award period will be considered only under extenuating circumstances and must be pre-approved by your assigned Funding Manager. A written request for exception must be emailed to the Funding Manager and include:

- A detailed explanation for the late submission
- Justification for each requested change (savings and reallocation)
- Updated performance, progress, and financial reports as applicable

Note: All GAN documentation submitted to the Office is subject to the Maryland Public Information Act (PIA).



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21 Authorized Official/Alternate Authorized Official

The Authorized Official must have the legal authority to enter into binding agreements on behalf of the entity and to accept the terms and conditions of the subaward. For purposes of grant administration, the Authorized Official listed on the submitted application should be one of the following:

- County Executive
- Duly Authorized Official of the local unit of government
- Mayor
- Commissioner
- Town Administrator (if confirmed)
- President (if confirmed)
- Head of the agency receiving the subaward (if agencies are permitted to apply directly)

Change in Authorized Official: If there is a change in the Authorized Official, the entity must submit a signed letter on official letterhead to the Office via email at support@goccp.freshdesk.com. The letter must include:

1. Authorized Official's Contact Information: Full name, title, organization, mailing address, phone number, and email address.
2. Statement of Authority: A declaration that the individual is authorized to serve in this role, including their title and the effective date they assumed the position.
3. Signature: The letter must be signed and dated by the new Authorized Official.

Alternate Authorized Signatory: The Alternate Authorized Signatory is not the same as the Authorized Official. This individual is permitted to sign grant documents on behalf of the Authorized Official in certain situations. Eligible individuals may include:

- Authorized Point of Contact (head of a sub-unit, agency, department, or bureau)
- Project Director
- Fiscal Officer

To designate an Alternate Authorized Signatory, the Authorized Official must submit a signed letter (on official letterhead) to support@goccp.freshdesk.com with the following:

1. Contact Information: Full contact details of the Alternate Signatory.
2. Statement of Authorization: A clear statement granting the individual authority to act on behalf of the Authorized Official, including the purpose of the designation (e.g., to sign all award documents, in case of illness, leave, or personnel changes).
3. Signature of the Authorized Official: Signed and dated, acknowledging the designation.

Note: If the Alternate Authorized Signatory is to act on a permanent basis (e.g., sign all award documents at all times), please include supporting documentation, such as a copy of an Executive Order or meeting minutes reflecting the approval of the governing body.

Updating or Removing an Alternate Signatory: To update or remove an Alternate Authorized Signatory, follow the same procedure outlined above. Submit a formal letter stating the changes and rationale (e.g., personnel departure, role change, or updated permissions).



Grant Award - General Conditions

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22 Issuance of Statements, Press Releases, or Other Documents

When issuing public statements, press releases, publications, or any related documents concerning this project, or when hosting conferences, seminars, workshops, or forums in connection with this project, the subrecipient must clearly acknowledge the source of funding and the role of the Office.

All materials and communications resulting from this project must include the following acknowledgement: "This project was funded by the Governor's Office of Crime Prevention and Policy under subaward number BJAG-20250-9000 [insert actual 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."

The subrecipient is responsible for ensuring that this statement is prominently displayed in all applicable materials, both print and digital.

23 Reproduction and Sharing of Subaward and Project Materials

The Office reserves the right to reproduce, distribute, and share, with appropriate attribution, any and all materials, documents, or deliverables developed as a result of this subaward and its associated project activities.

24 Privacy and Confidentiality of Client Records

The subrecipient must comply with all applicable federal regulations, including 2 C.F.R. 200.303(e), and State laws concerning the privacy and confidentiality of client records, including any statistical information collected for research or programmatic purposes.

In accordance with 2 C.F.R. 200.303(e), the subrecipient is required to take reasonable measures, including cybersecurity controls and internal safeguards, to protect and secure all sensitive data, including personally identifiable information (PII), and any other information deemed confidential under applicable laws and policies.

Failure to implement adequate safeguards may result in corrective action, loss of funding, or other enforcement measures.

25 Use of Required Forms

All required forms must be generated and submitted electronically through the GMS. Only applications, reports, and related documents submitted via the GMS will be accepted, reviewed, and considered by the Office. Paper or emailed submissions will not be processed.



Governor's Office of Crime Prevention and Policy

Grant Award - General Conditions

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26 Online Submission of Quarterly Report Forms in line with Project Scope

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

Quarterly Reporting Requirements: All Quarterly Report Forms (Performance Measures, Progress Report, and Financial Reports) must be submitted in the GMS by authorized users only. Authorized users include the Project Director, Fiscal Officer, Authorized Official, and any approved Alternate Authorized Signatory. Subrecipients must remain current with all programmatic and financial reporting obligations. The Office reserves the right to withhold or delay reimbursement if required reports are not submitted and approved.

Programmatic Reports: Performance Measures and Progress Reports must be submitted via the GMS on a quarterly basis. If applicable, federal reports such as the Performance Measurement Tool (PMT) must also be submitted no later than 15 calendar days after the end of each quarter, which is prior to the submission of quarterly financial reports.

Note: Financial Reports cannot be processed until all programmatic reports are in "Reviewed" status in the GMS.

Programmatic Reporting Quarters and Due Dates (regardless of award start date):

- July 1 - September 30: due October 15
- October 1 - December 31: due January 15
- January 1 - March 31: due April 15
- April 1 - June 30: due July 15

Financial Reports: The Financial Report must be submitted electronically in the GMS within 30 calendar days after the end of each quarter. The following documents must be submitted and approved prior to processing financial reports:

- Grant Award and Acceptance Form
- Notification of Project Commencement Form
- GMS Performance Measure Report
- GMS Progress Report

If any required documentation is missing or late, the financial report may be returned and reimbursement delayed.

Financial Reporting Quarters and Due Dates (regardless of award start date):

- July 1 - September 30: due October 30
- October 1 - December 31: due January 30
- January 1 - March 31: due April 30
- April 1 - June 30: due July 30

Exceptions: There are two exceptions to the standard financial reporting timeline:

1. Non-standard award end dates that do not align with calendar quarters.
2. Nonprofit organizations approved for monthly reimbursement must submit financial reports by the end of the following month.

Final Financial Reporting Tip: For subawards ending June 30, the Office respectfully requests that all final programmatic and financial reports be submitted as early as possible after June 30. Timely submission will help ensure that all payments are processed before the close of the State's fiscal year.



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27 Submission of Revised Financial Report

As stated above, Financial Reports must be submitted electronically in the GMS no later than 30 calendar days after the end of each reporting period. If the report submitted within the 30-day deadline is "Not Final," the subrecipient must email the assigned Fiscal Specialist and copy the Regional Monitor at the time of submission to notify the Office that the report is preliminary.

A "Final/Revised" Financial Report must then be submitted within 60 calendar days after the end of the reporting period. This report must be:

- Clearly marked "Final/Revised" across the top,
- Based on a corrected copy of the originally submitted financial report,
- Reflective of actual expenditures (not variances),
- Signed and dated by an authorized agency representative, and
- Uploaded into the GMS and emailed to the same Fiscal Specialist and Regional Monitor.

For additional information on submitting revised financial reports, please visit: <https://gocpp.maryland.gov/grants/tips-and-guidance/financial-reporting-tips/>.

Note: Revisions are a manual process and will not be accepted without all the required elements listed above. At the conclusion of the subaward period, the Office reserves the right to initiate an administrative closeout and de-obligate the remaining funds for any subaward that fails to meet these reporting requirements.

28 Failure to Submit Reports Within Allotted Time Frames

Failure to submit any required report within the specified timeframes outlined above, or within an approved extension, may result in delayed or denied reimbursement, and/or the de-obligation of grant funds. If a report is submitted late, any associated expenditures or obligations may become the sole responsibility of the subrecipient and may not be reimbursed by the Office.

29 Holding Funds

In accordance with Office policy, the release of funds will be withheld until the subrecipient is current with all required report submissions, has provided all necessary documentation, and has resolved any outstanding issues.

30 Monitoring Expenditures

To verify the appropriateness of all grant-related expenditures, the Office will monitor the use of grant funds as reported by subrecipients. Supporting documentation must be maintained on-site, be readily accessible upon request, and correspond with required quarterly and/or monthly reporting. Subrecipients are responsible for maintaining records in a manner that demonstrates compliance with the terms of this subaward and all applicable regulations.

The Office, the funding source agencies, the Office of Legislative Audits, or any other authorized State or federal representatives must be granted access to all documents, records, and other materials relevant to the award for the purpose of conducting audits, reviews, examinations, or producing transcripts.

For additional information on requirements, please refer to General Condition 31.



Grant Award - General Conditions

Grant Award Number:	PRAR-2026-0049	Sub-Recipient:	County Commissioners of Caroline County
Award Period:	10/01/2025 - 06/30/2026	Implementing Agency:	Caroline County Sheriff's Office
Project Title:	FY26 CCSO PRAR Program		

31 Records Retention

Subrecipients must retain all financial records, supporting documentation, statistical data, and any other records relevant to this award for a minimum of four years from the date of submission of the final programmatic and financial reports. This retention period ensures availability for examination, audit, and verification purposes by the Office, funding agencies, auditors, or other authorized entities, in accordance with 2 C.F.R. §200.334 through §200.338 and Maryland's State Archives standards.

Records may be retained in electronic format, provided they remain accessible, legible, and secure for the full retention period.

For additional information on requirements, please refer to General Condition 30.

32 Termination of Subaward

The Office may terminate this award, in whole or in part, when it is determined to be in the best interest of the State. Termination may occur for reasons including, but not limited to, failure by the subrecipient to perform its obligations in a timely and proper manner, or violation of any provision of the subaward.

In such cases, the Office will provide written notice to the subrecipient specifying the facts and circumstances relied upon as the basis for termination. All completed or partially completed deliverables, including supplies and services provided by the subrecipient up to the effective date of termination, shall become the property of the Office.

The Office shall reimburse the subrecipient for all reasonable and allowable costs incurred under the subaward up to the date of termination, including any necessary and reasonable costs directly related to the termination itself.

Upon termination, both the Office and the subrecipient remain responsible for fulfilling all applicable requirements under 2 C.F.R. § 200.343 (Effects of suspension and termination), including the timely submission of final reports and financial reconciliation.



Governor's Office of Crime Prevention and Policy

Grant Award - General Conditions

Grant Award Number:	PRAR-2026-0049	Sub-Recipient:	County Commissioners of Caroline County
Award Period:	10/01/2025 - 06/30/2026	Implementing Agency:	Caroline County Sheriff's Office
Project Title:	FY26 CCSO PRAR Program		

33 Civil Rights Discrimination

The subrecipient affirms that it will not discriminate against any employee, applicant for employment, client, or service recipient on the basis of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation, pregnancy, physical or cognitive disability, or limited English proficiency. This prohibition applies to all employment practices and service delivery to ensure equal opportunity and access.

The subrecipient agrees to include a comparable non-discrimination provision in all subcontracts, except those solely for standard commercial supplies or raw materials.

The subrecipient must prominently display a non-discrimination poster in a public area that affirms the organization's commitment to equal opportunity and provides information on how to file a complaint. Complaints may be submitted to any of the following agencies:

- Maryland Commission on Civil Rights: <https://mccr.maryland.gov/Pages/default.aspx>
- U.S. Department of Justice, Office for Civil Rights (OJP): <https://www.ojp.gov/program/civil-rights-office/filing-civil-rights-complaint>
- U.S. Equal Employment Opportunity Commission (EEOC): <https://www.eeoc.gov/>
- Governor's Office of Crime Prevention and Policy (GOCCP): <https://gocpp.maryland.gov/grants/civil-rights-compliance/>

The subrecipient and any contractors or subrecipients must comply with all applicable federal and State civil rights laws and regulations, including but not limited to:

- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d
- Omnibus Crime Control and Safe Streets Act of 1968, 34 U.S.C. §§ 10228(c), 10221(a)
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681
- Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132
- Age Discrimination Act of 1975, 42 U.S.C. § 6102
- Juvenile Justice and Delinquency Prevention Act of 1974, 34 U.S.C. § 11182(b)
- Victims of Crime Act of 1984, 34 U.S.C. § 20110(e)
- Violence Against Women Act of 1994, 34 U.S.C. § 12291(b)(13)
- Partnerships with Faith-Based and Other Neighborhood Organizations, 28 C.F.R. Part 38

For more information on civil rights regulations and standard assurances, please visit:

<https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/standardassurances.pdf>. For additional guidance, please refer to General Condition 34.



Grant Award - General Conditions

Grant Award Number:	PRAR-2026-0049	Sub-Recipient:	County Commissioners of Caroline County
Award Period:	10/01/2025 - 06/30/2026	Implementing Agency:	Caroline County Sheriff's Office
Project Title:	FY26 CCSO PRAR Program		

34 Civil Rights Federal Reporting Requirements

Recipients and subrecipients of federal financial assistance through OJP are subject to federal civil rights laws prohibiting discrimination based on race, color, national origin, sex, religion, disability, and other protected classes.

To assist recipients in meeting their Equal Employment Opportunity Plan (EEO) obligations under the Safe Streets Act—including awards authorized by VAWA, VOCA, or JJDP—the U.S. Department of Justice, Office for Civil Rights (OCR), provides an online EEO Reporting Tool which is accessible at: <https://ojp.gov/about/ocr/eeop.htm>.

Instructions for Compliance:

- New users must register for an account.
- Before registering or completing the EEO, new users must know the grant source and award year. The grant number (e.g., VOCA-2017-XXXX) is located in the award packet and indicates the grant program and year.
- The online tool provides step-by-step guidance for preparing and submitting the required EEO Utilization Report and/or Certification Form.

Submission Requirements: Once the EEO report or certification is submitted:

1. Forward the confirmation email to your assigned Regional Monitor
2. Include the following email address as a copy (CC): dlcivilrightscompliance_goccp@maryland.gov
3. In the email subject line, include: Civil Rights/EEO Reporting - [Subaward Number]

This step ensures the Office can properly document and update your organization's civil rights compliance status.

35 Proof of Applicable Audit Regulations - On Site

All subrecipients must maintain appropriate documentation to demonstrate compliance with applicable audit regulations and must provide such documentation to the Office upon request.

- Local and State Government Entities must maintain proof of completion of an annual audit and confirmation that the audit was submitted to the Maryland State Legislature in September of the year in which the subaward was issued.
- Nonprofit Organizations must comply with audit requirements as outlined by the Maryland Secretary of State's Charitable Organizations Division. Detailed guidance is available at: <https://sos.maryland.gov/Charity/Pages/Instructions.aspx>.

Failure to provide the required documentation upon request may result in the forfeiture of grant funds.

36 Single Audit Requirement

If the subrecipient expends \$1,000,000 or more in federal funds during a fiscal year, a Single Audit is required in accordance with 2 C.F.R. § 200.514. The subrecipient must provide a copy of the Single Audit Report along with audited financial statements. This enables the Office to issue a management decision letter addressing any audit findings related to the federal award provided through the pass-through entity, as required by 2 C.F.R. § 200.521. Additionally, subrecipients must submit the required Certification of Applicable Financial Reporting Requirements, which is accessible at: <https://gocpp.maryland.gov/wp-content/uploads/certification-of-applicable-financial-reporting-requirements-form.pdf>.



Grant Award - General Conditions

Grant Award Number:	PRAR-2026-0049	Sub-Recipient:	County Commissioners of Caroline County
Award Period:	10/01/2025 - 06/30/2026	Implementing Agency:	Caroline County Sheriff's Office
Project Title:	FY26 CCSO PRAR Program		

37 Reporting Fraud, Waste and Abuse/ Whistleblower Protections

The subrecipient must promptly report any credible evidence of fraud, waste, abuse, or other misconduct related to the use of grant funds to the Program Manager of the applicable funding source. For additional reporting options, please refer to the Maryland Office of Legislative Audits Fraud Hotline at: <https://www.ola.state.md.us/fraud/ola-fraud-hotline>.

Whistleblower Protections: Employees of the applicant must not be discharged, demoted, or otherwise retaliated against for disclosing information they reasonably believe evidences gross mismanagement of a federal contract or grant, gross waste of federal funds, abuse of authority relating to a federal contract or grant, substantial and specific danger to public health or safety, or violations of laws, rules, or regulations related to a federal contract or grant (including contract competition or negotiation). The applicant is required to inform its employees in writing of their whistleblower rights and protections under 2 C.F.R. 200.217.

38 Food and Conference Costs

The Office will not approve any food and/or beverage costs associated with meetings, training, conferences, or other events using federal funds. All conference-related expenses will be carefully reviewed for compliance with federal requirements, including 2 C.F.R. § 200.432 (Conferences). This restriction does not affect the direct payment of per diem amounts to individuals in travel status, as authorized under the organization's travel policy.

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

Throughout the entire duration of this grant, the subrecipient must maintain an active registration in the federal System for Award Management (SAM) at SAM.gov, including a valid Unique Entity Identifier (UEI) associated with that registration. If the SAM.gov registration or UEI expires at any point during the grant period, the subrecipient will be unable to draw down grant funds until the registration and UEI are renewed and reactivated.

The UEI serves as a universal identifier for entities receiving federal funds, enabling verification of the entity's good standing and facilitating the tracking of federal funds awarded. More information about SAM.gov registration and procedures is available at www.SAM.gov.

40 Computer Equipment/Program/Network Procurement

No award funds may be used to establish or maintain a computer network unless the network restricts access to, viewing, downloading, and exchanging of pornography. However, this restriction does not apply to any federal, State, tribal, local law enforcement agency, or any other entity engaged in criminal investigations, prosecution, or adjudication activities, for which such use of funds is permitted.

41 No Distracted Driving While Performing Program Duties

Subrecipients must adopt and enforce policies prohibiting employees from text messaging while driving any vehicle during the course of work funded by this grant. Additionally, subrecipients are required to establish workplace safety policies and conduct education, awareness, and outreach initiatives aimed at reducing crashes caused by distracted driving.

42 Services to those with Limited English Proficiency

Subrecipients are required to provide meaningful access to services for individuals with Limited English Proficiency (LEP) in compliance with federal and State regulations. For federal guidance, please refer to the U.S. Department of Justice's LEP Guidance Document, which is available at: <https://www.lep.gov/>. Additionally, subrecipients must comply with Maryland's State Government Article, Subtitle 11 — Equal Access to Public Services for Individuals with Limited English Proficiency, §§10-1101 through 10-1105.



Governor's Office of Crime Prevention and Policy

GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Fitzpatrick, Paula
Farrare, Geneva

Grant Award - General Conditions

Grant Award Number:	PRAR-2026-0049	Sub-Recipient:	County Commissioners of Caroline County
Award Period:	10/01/2025 - 06/30/2026	Implementing Agency:	Caroline County Sheriff's Office
Project Title:	FY26 CCSO PRAR Program		

43 Drug-Free Workplace Requirements

Subrecipients must comply with all applicable State and federal requirements regarding drug-free workplaces. To view Maryland's Substance Abuse Policy, please visit: <https://dbm.maryland.gov/employees/Documents/Policies/Substance%20Abuse%20Policy%202023.pdf> Federal drug-free workplace requirements for grants are codified at 28 C.F.R. Part 83.

44 Office Name Change (Effective 1.18.2024)

Any reference to the Governor's Office of Crime Prevention, Youth, and Victim Services (GOCPYVS or GOCCP) should be updated to the Governor's Office of Crime Prevention and Policy (GOCPP or the Office), per Executive Order 01.01.2024.05. This change does not invalidate any previous, current, or future agreements or documents that reference the agency as GOCPYVS. For specific concerns regarding the Executive Director, please email: GOCPPgrants.Admin@maryland.gov.



Regional Monitor:
Fiscal Specialist:

Fitzpatrick, Paula
Farrare, Geneva

Governor's Office of Crime Prevention and Policy

Grant Award - Special Conditions

Grant Award Number:	PRAR-2026-0049	Sub-Recipient:	County Commissioners of Caroline County
Award Period:	10/01/2025 - 06/30/2026	Implementing Agency:	Caroline County Sheriff's Office
Project Title:	FY26 CCSO PRAR Program		

1 General Conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

- 6** The recipient understands and agrees that the GOCPP may withhold award funds, or may impose other related requirements, if the recipient does not satisfactorily and promptly address outstanding issues from audits required by GOCPP, or other outstanding issues that arise in connection with audits and Single Audit Management Decisions.
- 7** If the recipient is designated "high-risk" by any grant-making agency (state and federal) outside of GOCPP, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to GOCPP by emailing gocppgrants.admin@maryland.gov. For purpose of this disclosure, high risk includes any status under which an awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at the awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the awarding agency.
- 8** If the recipient currently has other active awards (federal or state), or if the recipient receives any other award during the period of performance for this award, the recipient promptly must determine whether funds from any of those other awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this awards. If so, the recipient must promptly notify GOCPP in writing of the potential duplication, and, if so requested by the awarding agency, must seek a budget-modification or change-of-project-scope Grant Award Notification (GAN) to eliminate any inappropriate duplication of funding.
- 9** This subaward is subject to the Special Conditions contained in your award packet and General Conditions (Post Award Instructions) referenced on the Office website, as accepted by the Authorized Official on the official Award Acceptance document. The GOCPP(Office) retains the right to add Special Conditions, if and when needed, during the award period of performance. General Conditions (<https://gocpp.maryland.gov/wp-content/uploads/general-conditions.pdf>) are the Post Award policies, procedures, guidelines, and business rules from the Office for grant funds, irrelevant of the funding source.
- 10** As a condition of receiving grant funds, the grantee certifies that it has appropriate criminal background screening procedures in place. See Section 5-560 through 5-568 of the Family Law Article of the Annotated Code of Maryland. Also, see the Determination of Suitability to Interact with Minors Form (<https://goccp.maryland.gov/determination-of-suitability-form>) available in the Notice of Funding Availability (NOFA).
- 11** Reporting Potential Fraud

The sub-recipient must PROMPTLY report any credible evidence of fraud, waste, abuse, and similar misconduct with grant funds.
- 12** 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.



Budget Notice

Grant Award Number:	PRAR-2026-0049	
Sub-recipient:	County Commissioners of Caroline County	
Project Title:	FY26 CCSO PRAR Program	
Implementing Agency:	Caroline County Sheriff's Office	
Award Period:	10/01/2025 - 06/30/2026	CFDA: State General Fund

Funding Summary	Grant Funds	100.0 %	\$14,050.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	Total Project Funds		\$14,050.00

Other

Description	Funding	Quantity	Unit Cost	Total Budget
Health Care Memberships	Grant Funds	9	\$450.00	\$4,050.00
Sign On Bonus	Grant Funds	5	\$2,000.00	\$10,000.00

Other Total: \$14,050.00

Approved: _____

Governor's Office of Crime Prevention and Policy Authorized Representative

Effective Date: 10/1/2025



Programmatic Reporting

Grant Award Number:	PRAR-2026-0049
Sub-recipient:	County Commissioners of Caroline County
Project Title:	FY26 CCSO PRAR Program
Implementing Agency:	Caroline County Sheriff's Office
Award Period:	10/01/2025 - 06/30/2026
	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 (6)

1	Number of sworn officers who received PRAR recruitment incentives during this quarter.	
2	Number of sworn officers who received PRAR retention incentives during this quarter.	
3	Number of sworn officer vacancies at the beginning of this quarter.	
4	Number of sworn officer vacancies at the end of this quarter.	
5	Number of sworn officers who resigned during this quarter.	
6	Number of sworn officers who retired this quarter	

Progress Report Questions (8)

1	<p>Project Effectiveness Overview: Provide a concise narrative assessment of the project's effectiveness during this reporting period. The following should be noted:</p> <ul style="list-style-type: none"> a. Include both qualitative and quantitative evidence, if available. b. Highlight factors that have contributed to or hindered progress. c. Explain how the project's activities align with its stated goals and objectives.
2	<p>Barriers and Corrective Actions: Describe any barriers or challenges encountered during the implementation or progress toward objectives. The following should be noted:</p> <ul style="list-style-type: none"> a. What corrective actions have been taken or are planned to address these issues? b. Include a timeline for resolution, if applicable. c. Are there any current or anticipated challenges that may prevent the full expenditure of awarded funds? d. If assistance is needed, specify the type of technical assistance requested.
3	<p>Collaboration and Partnerships: Describe the level of cooperation and collaboration with partner agencies involved in this project. Highlight any joint activities, shared resources, or outcomes resulting from these partnerships. Please note any challenges or gaps in coordination.</p>

4 Upcoming Activities: Summarize the key activities planned for the next quarter. Include target dates and a brief description of each upcoming activity or event. Identify any anticipated risks or adjustments to previously scheduled activities.

5 Successes and Best Practices: Share any success stories, lessons learned, or best practices observed during this reporting period. Explain how these can inform future efforts or be replicated by other programs.

6 Performance Measure Tracking: Provide a detailed explanation of how your organization collects, verifies, and reports performance measure data. Identify any tools, software, or systems used. Describe any quality control or internal review processes in place to ensure data accuracy.

7 Grant Fund Expenditures: If less than 25% of the award was expended during this quarter, or if no funds were expended:
a. Provide a detailed explanation for the underspending.
b. Identify when funds are expected to be drawn down and for which budget categories.
c. Describe any fiscal or procurement delays and your plan to address them.

8 Final Quarter Only - Project Completion and Closeout: Please provide the following information:
a. Have all planned project activities been completed? If not, explain the reasons and expected completion dates.
b. Provide a summary of outcomes, accomplishments, and results achieved over the life of the grant.
c. Include any success stories, promising practices, or impactful results attributable to the program.
d. Describe any sustainability efforts or plans for maintaining the program or services after the grant period ends.

Signed: _____ **Date:** _____

Project Director - Helmer, Rodney

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

Printed Name: _____ **Phone:** _____