

WES MOORE  
Governor

ARUNA MILLER  
Lieutenant Governor



DOROTHY LENNIG  
Executive Director

August 23, 2024

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

RE: PACT-2025-0001

Dear President Breeding:

I am pleased to inform you that your grant application submitted by **County Commissioners of Caroline County**, entitled "**Caroline County Police Accountability Act Compliance**," in the amount of \$153,597.00 has received approval under the Police Accountability, Community and Transparency Grant 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 Commissioners of the Caroline County Police Accountability Project will help the Commissioners to keep the Police Accountability Board in compliance with HB670. This project will allow Caroline County to monitor and assist the board with its role and responsibilities to the law enforcement agencies and the Caroline County community. To accomplish this the County is seeking continued funding to keep a Legal Assistant on staff for the board as well as seeking funding to support ancillary costs associated with the board's operation.

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.

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 **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,

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: Mrs. Kim Raeder



8/23/2024

Governor's Office of Crime Prevention and Policy



Control Number:

49362

Regional Monitor:

Fitzpatrick, Paula

Fiscal Specialist:

Thomas, Courtney

# Grant Award & Acceptance Form

<b>Grant Award Number:</b>	<b>PACT-2025-0001</b>		
<b>Sub-recipient:</b>	County Commissioners of Caroline County		
<b>Project Title:</b>	Caroline County Police Accountability Act Compliance		
<b>Implementing Agency:</b>	County Commissioners of Caroline County		
<b>Award Period:</b>	<b>07/01/2024 - 06/30/2025</b>	CFDA: State General Fund	

Funding Summary	Grant Funds	100.0 %	<b>\$153,597.00</b>
	Cash Match	0.0 %	<b>\$0.00</b>
	In-Kind Match	0.0 %	<b>\$0.00</b>
	Total Project Funds		<b>\$153,597.00</b>

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

**Police Accountability Fund**

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...*

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Executive Director

Governor's Office of Crime Prevention and Policy

**SUB-RECIPIENT ACCEPTANCE:**

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Signature of Authorized Official

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Typed Name And Title

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Date

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



Regional Monitor:  
Fiscal Specialist:

Fitzpatrick, Paula  
Thomas, Courtney

Governor's Office of Crime Prevention and Policy

## Grant Award - Special Conditions

<b>Grant Award Number:</b>	PACT-2025-0001	<b>Sub-Recipient:</b>	County Commissioners of Caroline County
<b>Award Period:</b>	07/01/2024 - 06/30/2025	<b>Implementing Agency:</b>	County Commissioners of Caroline County
<b>Project Title:</b>	Caroline County Police Accountability Act Compliance		

### 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](http://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 All positions under the Personnel Budget Category, submitted under the methodology of a 12 month budget projection, must expend and draw down their personnel funds quarterly or be subject to de-obligation of funds. Exceptions include, but are not limited to, overtime and on-call services.

### 5 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.

### 6 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.

- 7** 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, Youth, and Victim Services (GOCPYVS) may not make any grant funds available to that law enforcement agency.
- 8** The recipient understands and agrees that the GOCPD 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 GOCPD, or other outstanding issues that arise in connection with audits and Single Audit Management Decisions.
- 9** If the recipient is designated "high-risk" by any grant-making agency (state and federal) outside of GOCPD, 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 GOCPD by emailing [gocppgrants.admin@maryland.gov](mailto: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.
- 10** 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 GOCPD 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.
- 11** 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 GOCPD(Office) retains the right to add Special Conditions, if and when needed, during the award period of performance. General Conditions (<https://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.
- 12** 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).
- 13** Post-award, finalized contracts must be uploaded into the GMS, and before any reimbursement for the related expense is requested. See Contractual Services guidance available in GOCPD's GMS Application Instructions. <https://goccp.maryland.gov/wp-content/uploads/gms-application-instructions.pdf>
- 14** Conference and training logistics must be provided once identified and information becomes available. Provide GOCPD with the dates, times, and locations of each conference or training 30 days in advance. Submit a Grant Adjustment Notice (GAN) in the GMS to include the logistics, as well as an adjustment of costs, fees, and rates in the justification.



# Budget Notice

<b>Grant Award Number:</b>	<b>PACT-2025-0001</b>		
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## Personnel

Description of Position	Salary Type	Funding	Total Budget
PAB Administrator	Fringe	Grant Funds	\$6,907.00
PAB Administrator	Salary	Grant Funds	\$32,178.00
<b>Personnel Total:</b>			<b>\$39,085.00</b>

## Operating Expenses

Description	Funding	Quantity	Unit Cost	Total Budget
PAB Administrator Cell Phone	Grant Funds	0	\$0.00	\$612.00
<b>Operating Expenses Total:</b>				<b>\$612.00</b>

## Other

Description	Funding	Quantity	Unit Cost	Total Budget
Body Worn Cameras	Grant Funds	10	\$2,430.00	\$24,300.00
IA Pro - Sheriff, Greensboro, Federalsburg	Grant Funds	0	\$0.00	\$34,500.00
Legal Services	Grant Funds	0	\$0.00	\$30,000.00
Lexipol and Police One Academy	Grant Funds	0	\$0.00	\$19,000.00
Licensing Fees	Grant Funds	0	\$0.00	\$3,000.00
Mileage/Training	Grant Funds	0	\$0.00	\$2,000.00
Office Supplies	Grant Funds	0	\$0.00	\$500.00
Security at Meetings	Grant Funds	0	\$0.00	\$600.00
<b>Other Total:</b>				<b>\$113,900.00</b>

Approved:   
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 Governor's Office of Crime Prevention and Policy Authorized Representative

Effective Date: 7/1/2024