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Martin O'Malley
Governor

Anthony Brown
Lt. Governor

Kristen Mahoney
Executive Director

April 29, 2011

Sergeant Richard Wiersberg
Project Director
Wicomico County Sheriff's Office
Public Safety Building
401 Naylor Mill Road
Salisbury MD 21803-0967

RE: BJNT-2008-1002

Dear Sergeant Wiersberg:

I am pleased to inform you that your grant application entitled, "License Plate Readers Expansion - LPRE," in the amount of \$22,500.00 has received approval under the Interest on Byrne - Justice Assistance Grant as mandated - to be used for sub-awarding.. The Honorable Richard M Pollitt has received the Grant Award packet containing information and forms necessary to initiate the project.

Enclosed are the project commencement, general and special conditions, programmatic forms, and first quarter financial forms. **New Electronic Reporting Requirements are listed in the General Conditions section.** A copy of the Grant Award letter is also included.

It is essential, as the Project Director, that you submit the Notification of Project Commencement to indicate the starting date of your project within 14 calendar days after receiving your grant award packet. No Requests for Funds can or will be processed unless the Notification of Project Commencement has been signed and received. Copies and faxes are not acceptable.

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

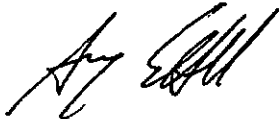
Although the first quarter reporting forms are included in the initial award package, we strongly encourage you to download and submit forms online at www.goccp.maryland.gov. A hard copy with an original signature, in blue ink, **must** be mailed to this Office. The *programmatic reports* must be received within **15 calendar days** after the end of each quarter. The *financial reports* must be received within **30 calendar days** after the end of each quarter. Revisions are allowed to be submitted up to 60 days after the end date of each quarter.

These revisions are **only** accepted if the initial quarterly report was submitted within the mandatory time frame noted above. Any requests for changes or modification to the project as awarded must be made **in writing**, using the Grant Modification Form, which is also available online. Copies and faxes are not acceptable.

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

Should you have any questions or need any clarification regarding this Award, **please have your award number when you call** so that you can be referred to the appropriate Program Monitor (**Sharron Melvin**) or Fiscal Team Member (**Felicia Bailey**). This will enable us to provide you with technical assistance and information in a timely manner.

Sincerely



Amy Steinly-Marks
Grants Manager

cc: The Honorable Richard M. Pollitt

Conditions of the Grant Award

General Grant Conditions

1. Approval by the Governor's Office of Crime Control and Prevention (GOCCP) of the submitted application, and this Grant Award that it has generated, is for the time period stated in this Grant Award Package and constitutes no commitment for the continuation of funding beyond that time period.
2. This Grant Award is subject to all statutes and requirements of the State of Maryland. Federal statutes and requirements apply to those Grant Awards funded with Federal funds.
3. This grant is subject to the General and Special Conditions contained in this Grant Award as accepted by the Authorized Official. GOCCP retains the right to add Special Conditions, if and when needed, during the life of this sub-award. **DO NOT RETURN YOUR GENERAL, OR SPECIAL CONDITIONS, OR ANY OTHER PART OF YOUR PACKET.** These are the policies, procedures, and guidelines for grant funds, irrelevant of funding source, from the GOCCP.

The ONLY documents that must be returned are the AWARD ACCEPTANCE FORM, the PROJECT COMMENCEMENT FORM (see noted deadlines), and the CIVIL RIGHTS Questionnaire requirements.

4. The original Grant AWARD ACCEPTANCE DOCUMENT, containing the original signature of the Executive Director of the GOCCP, must be signed by the "Authorized Official" noted on the submitted application and must be returned to the GOCCP WITHIN 21 CALENDAR DAYS of receipt of the Award. Failure to comply will result in the delay of reimbursement.

The "Authorized Official" on the submitted application would be the County Executive, Duly Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), or the head of the agency receiving the Award if agencies are permitted to apply directly.

5. The NOTICE OF PROJECT COMMENCEMENT/DELAY form must be SIGNED (initialed in Section II, AND signed at the bottom) by the Project Director and returned to the GOCCP WITHIN 30 CALENDAR DAYS of the receipt of the Award.

NOTE: If the project has not and or will not commence within 30 calendar days of the Starting Date of the Period of Award, an explanation of the steps taken to initiate the project, the reason for delay, and the expected commencement date must be explained and justified on the Notice of Project Commencement/Delay form in Section III. Failure to comply will result in delay of reimbursement.

ANY delay of or in your project AFTER submission of the Project Commencement/Delay form will require the submission of a Grant Modification Request form and approval by the GOCCP. One blank Grant Modification Request form is sent with every Grant Award package. For potential future adjustments/changes, make copies of the blank form, or access

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the form via the online reporting software once an award has been selected/accessed.

Any delay to the start date of this project does not warrant, or necessarily allow, an extension to the end date.

6. The CIVIL RIGHTS questionnaire must be completed and returned, with any additional attachments, to the GOCCP WITHIN 30 CALENDAR DAYS of the receipt of the Award. For internal assistance please contact your Department of Human Resources or Personnel Department. This information will be required to be updated every three (3) years, provided the sub-recipient has an open sub-award at that time. For fillable questionnaire forms, questions, or concerns, please contact the GOCCP Chief of Grant Operations at 410-821-2828.
7. The Start Date of the Period of Award is the earliest date that can be used as the project commencement date. No obligation or expenditure of funds is allowed prior to this date.
8. The Grantee/Sub-Recipient must implement this project according to the goals, objectives, and plans as proposed, accepted, and set-forth in this Grant Award.
9. The attached BUDGET NOTICE is made part of the final grant proposal and Grant Award. Where this Budget Notice may have modified the original project budget submitted in the grant application, it represents final approved expenses for the project and governs expenditures accordingly.
10. SUPPLANTING is the use of GOCCP grant funds to replace state or local funds which otherwise would have been spent on the specific purpose(s) for which this grant has been awarded. Any salaries, positions, contractual expenses, equipment, travel, and other expenses paid for with GOCCP grant funds must be used to supplement your organization's existing budget, and may not replace any funds that were already included in your budget.
11. The Grantee/Sub-Recipient's acceptance of this award constitutes a commitment that the budgeted cash match (if applicable), as stated on the Award Acceptance Form, may be above the standard requirements and will remain so throughout the life of this grant award.

The Grantee/Sub-Recipient agrees that the required cash match (if applicable) will be allotted, and relative expenditures reported, for each quarterly reporting period. It is further agreed that the full amount of the budgeted cash match (if applicable and over match if submitted) will be reported regardless of any subsequent adjustments to the grant funds budgeted and/or other modifications to this award. Any requested change to this match (if applicable) must be submitted in writing on a GOCCP Grant Modification Request form and is subject to the prior approval of GOCCP. This process may not be done via telephone, fax, or email.

12. All grant funds related to the grant project, as well as any required match funds (if and where

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applicable), must be encumbered, obligated, (requisitions, purchase orders, or contracts, which are negotiated purchases) or expended by the end of the grant period or any pre-authorized extension thereof.

Failure to expend encumbered (requisitions, purchase orders, or contracts, which are negotiated purchases) funds within 30 calendar days following the End Date of the grant period may jeopardize reimbursement and /or result in the de-obligation of funds. In that event the obligation will be the sole responsibility of the Grantee/Sub-Recipient.

This does not include invoices. Invoices are not "negotiated", they are final.

13. ANY requests for changes or modifications of ANY kind to ANY portion of this Grant Award and or this project must be submitted in writing PRIOR to occurrence using the GOCCP Grant Modification Request form and may not take place until the Authorized Official or Project Director receive written approval by the Governor's Office of Crime Control and Prevention.

This includes, but is not limited to: 1) budget revisions, including proposed expenditures in a budget category that was NOT previously approved; 2) change to award period; 3) change to Project Director or Fiscal Officer; 4) change to scope of program; 5) ANY change that was not approved when the grant was originally awarded.

These changes may NOT be requested or processed via telephone, fax, or email.

14. ANY intended or proposed changes to KEY PERSONNEL whose salary is funded in whole or part by this grant may not take place until a GRANT MODIFICATION REQUEST form has been signed and submitted by the Authorized Official to the GOCCP 15 CALENDAR DAYS PRIOR to the intended change AND written approval has been sent by the GOCCP to the requesting sub-recipient. In addition accurate and identifiable time and attendance records must be maintained on-site for all personnel hired/employed under this project.
15. GOCCP will not, and cannot, change the name of the head of an Agency, Division, Department, or Sub-Unit of government to that of the actual County Executive, Mayor, Town Administrator, President, or Commissioner. However, if there is a change of the person in a specified position, a letter, on letterhead, must be submitted to GOCCP, acknowledging the replacement and signed by the person exiting the position. However, should said person have already vacated the position, then the letter must come from the entities actual Authorized Official, acknowledging the change and name of the replacement person. If documentation is available please attach it to the original letter (e.g. Executive Order, acknowledgement of election, etc.).
16. The "Alternate Authorized Signatory" is not the same as the "Authorized Official." The Alternate Authorized Signature allows alternate signatures for the: Authorized Official (county executive, mayor, president of the board of commissioners); Authorized Point of

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Contact (head of any sub-unit: agency, division, department, or bureau); Project Director and/or Fiscal Officer.

To authorize an alternate signature, the person granting authorization for another party to sign on their behalf must submit a letter, on letterhead, to GOCCP with their original signature in blue ink. The purpose of the request must be acknowledged in the letter (e.g. sign all grant documents at all times, change of personnel, in case of illness, vacation, leave of absence, etc.).

If authorization is to sign all grant documents at all times please attach a copy of an Executive Order if applicable.

17. If the Grantee/Sub-recipient does not have written procurement guidelines, the Grantee/Sub-recipient 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 via the internet at:
<http://www.michie.com/maryland>

Double click "MARYLAND CODE", select "STATE FINANCES AND PROCUREMENT", select "TITLE 13: SOURCE SELECTION, select: "SUBTITLE 1, 2, 3, or 4" based on applicability

18. The submission of the Property Inventory Report Form (PIRF) is a requirement for any, and all, equipment approved under this grant award. The form is included in the Project Director's award package. The information on the report must match your actual procurement cost, not necessarily the amount of the grant funds being expended. Accessory and or integral parts of specific equipment do not need to be listed on the PIRF if they do not have an independent serial number.

If there is a variance that is less in cost, or less in quantity, whether due to price or availability, no Grant Modification Form is required. If there is a variance that is greater in cost, or a savings allowed a greater purchase in quantity you must: 1) write a note on the PIRF, or 2) contact your Program Monitor, via phone or email. In line with fund source regulations, an increase in quantity of equipment will require a Grant Modification form. In addition, the modification may be required to include a reduction to other equipment line items when one or more line items have exceeded their initial approved cost.

If you spend all of your equipment funds prior to the end date of your award period, you are encouraged to submit the completed PIRF at that time.

It is mandatory to obtain PRIOR approval before obtaining equipment (general, computer, machinery, technological, etc.) that was not approved in your original award. For this you MUST submit a completed Grant Modification Form with justification.

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19. NONE of the principal activities of this project may be SUB-CONTRACTED to another organization without PRIOR APPROVAL by the Governor's Office of Crime Control and Prevention. This may occur through the application process. If it is not approved during the application process and is required after the program has been awarded, a Grant Modification form must be submitted with detailed information and justification. Activities cannot occur until written approval is received.
20. Grantees/Sub-Recipients are subject to the applicable requirements regarding the Drug-Free Workplace Requirements of the Governor's Drug and Alcohol Free Workplace executive order and implementing policies. This information may be obtained through the State of Maryland Website at www.maryland.gov.
21. When issuing requests for proposals, bid solicitations, or other procurement requests, all grantees/sub-recipients shall clearly state within said document that the cost of the potential purchase is being funded in part, or in it's entirety, with government grant funds.
22. 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 Grantee/Sub-Recipient agrees that the source of funding of this project and the role of the GOCCP must and will be clearly acknowledged. The grantee will ensure that all publications resulting from this project will have the following language on the publication:

"The Governor's Office of Crime Control and Prevention funded this project under grant number BJNT-2008-1002. 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."
23. The GOCCP has rights to reproduce, with attribution, and share any and all materials and documents generated as a result of this Grant Award and project.
24. All Grantee/Sub-Recipients are REQUIRED to attend a GOCCP On-line Reporting and Post-Award Technical Assistance training. In addition to the On-line Reporting presented by GOCCP IT, these trainings include instruction and clarity of Post-Award requirements, as presented by a GOCCP fiscal staff member.

Registering for scheduled on-line trainings MUST be done through the GOCCP Website at www.goccp.maryland.gov under the Grantees section. FAILURE to ATTEND the Post-Award Technical Assistance may result in a delay of reimbursement of funds. Additionally this will be taken into consideration when future applications are submitted. If you cannot attend this training you must submit a letter with justification.

If you require technical assistance relative to the Online Reporting software during business hours you may contact the GOCCP IT Staff at 410-821-2828 or changes@goccp-state-md.org.

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25. The Grantee/Sub-Recipient must comply with federal regulations and state laws concerning the privacy and confidentiality of client records, including statistical information gathered for research purposes.
26. ALL GOCCP required forms **MUST** be generated by GOCCP or printed from the GOCCP online reporting format. Applications, and or reports, that are not formally **SUBMITTED** online, will print with verbiage that includes the words "PENDING SUBMISSION". These forms will be **REJECTED**.

Rejected forms will be returned to the Grantee/Sub-Recipient with a Notice of Dispute. The return of forms may delay programmatic and or financial activity of this Grant Award project.

27. ALL Quarterly Report Forms (Progress Report, Performance Measurements, Financial Report, and Request for Funds) **MUST** be submitted both **ON-LINE** (via the GOCCP reporting software) **AND AN ORIGINAL HARD COPY** mailed to GOCCP. The **FINANCIAL REPORTS** are the **ONLY** reports that **MUST** be signed in **BLUE INK**. Programmatic reports may be signed in any color ink.

BARM, BPVP, Youth and VAWA funded grants **MUST** review relative Special Conditions.

Grants with award numbers that start with BJRA, BRIN or VARA, **MUST** also see their **SPECIAL CONDITIONS** for **REPORTING REQUIREMENTS** and **DEADLINES**.

28. **PROGRAM REPORTS:** Progress Reports, and Performance Measurement Reports, must be submitted on a quarterly basis. **** All programmatic reports (including matrix if applicable) are due NO LATER THAN 15 CALENDAR DAYS after the end of each quarter. This due date is PRIOR to submission of relative quarterly fiscal reports. Programmatic reports may be signed in ANY color ink.**

Where the start date of any grant may vary, the quarterly time frames are constant.

The dates of those time frames 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 GOCCP Regional Chief, Program Manager, or Monitor may request an Annual Progress Report. 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 will prevent the draw down of funds.

BARM, BPVP, Youth and VAWA funded grants **MUST** review relative Special Conditions.

Conditions of the Grant Award

General Grant Conditions

Grants with award numbers that start with BJRA, BRIN or VARA, MUST see their SPECIAL CONDITIONS for REPORTING REQUIREMENTS and DEADLINES.

29. **FISCAL REPORTS:** Financial Reports and Request for Funds forms must be submitted within 30 calendar days after the end of each quarter and are the ONLY reports that MUST be signed in BLUE INK.

The Award Acceptance, Project Commencement, Progress and Performance Measurement Reports are required to be submitted PRIOR to any financial reports. If they have not been submitted within the required time frame, the Financial Report and Request for Funds will be denied and returned with a Notice of Dispute.

Where the start date of any grant may vary, the financial quarterly time frames are constant.

The dates of those time frames are:

07/01 - 09/30 reports due 10/31

10/01 - 12/31 reports due 01/31

01/01 - 03/31 reports due 04/30

04/01 - 06/30 reports due 07/31 for Federal Funds, 07/15 for State funds.

BARM and BPVP funded grants MUST review relative Special Conditions.

30. **FINAL** quarterly PROGRAMMATIC reports indicating progress towards the attainment of each grant objective must be submitted no later than 15 calendar days from the End Date of this Grant Award and may be signed in ANY color ink.

FINAL Financial and Request for Funds Reports for FEDERAL funded sub-awards must be submitted no later than 30 calendar days from the End Date of this Grant Award and signed in BLUE INK.

If the initial 30-day submission is NOT your actual "FINAL" the Grantee/Sub-Recipient must mark "NOT FINAL" in RED INK on the initial 30-day report submission.

REVISED reports may only be submitted if an initial 30-day report was submitted as required. REVISIONS are a manual process that requires A COPY OF THE INITIAL 30-DAY report with HAND WRITTEN CORRECTIONS on the copy. New signatures & dates are required in BLUE INK.

*** IF APPLICABLE STATE FUNDED AWARDS MUST REVIEW THEIR SPECIAL CONDITION REGARDING FINAL REPORTS FOR JUNE 30TH.

31. **FAILURE** to submit FINAL FISCAL REPORTS within 30 DAYS of the END OF THE GRANT PERIOD, or any pre-authorized extension thereof, may RESULT in the DELAY or PREVENTION of PAYMENT, and or the DE-OBLIGATION of FUNDS. Should this occur

Conditions of the Grant Award

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the EXPENDITURE or OBLIGATION will be the RESPONSIBILITY of the GRANTEE/SUB-RECIPIENT.

STATE FUNDED grants MUST REVIEW any SPECIAL CONDITIONS relative to reporting for the QUARTER ENDING JUNE 30th.

BARM and BPVP funded grants MUST review relative SPECIAL CONDITIONS.

GRANT AWARD numbers that start with BJRA, BRIN or VARA, MUST review their SPECIAL CONDITIONS for REPORTING REQUIREMENTS and DEADLINES.

32. Request for Funds (payments) will NOT be processed until hard copies of all required Quarterly Reporting forms with original signatures, in the ink designated above, by appropriate Grantee/Sub-Recipient staff are received by the GOCCP. FAXES are UNACCEPTABLE. Submitted hard copies must be generated from the GOCCP on-line software.

Any financial reports with errors, incorrect signatures, or lacking coordinating programmatic reports, will be sent back to the Grantee/Sub-Recipient with a Notice of Dispute. Until the Notice of Dispute is resolved the Request for Funds will not be paid.

In accordance with policy, GOCCP will FREEZE the release of FUNDS until grantees/sub-recipients are current in the filing of any required documentation, progress reports and financial status reports.

33. The GOCCP will monitor the expenditure of grant proceeds by Grantee/Sub-Recipients in order to verify the appropriateness of all grant related expenditures. Financial, accounting, and identifiable time and attendance records must be maintained on-site. Back-up documentation must be available upon request and must correlate with the mandatory quarterly reporting periods. ** BARM & BPVP see your Special Conditions.

At any time during normal business hours, and as deemed necessary by the GOCCP, the Grantee/Sub-Recipient shall make available to the agencies or State Legislative Auditors, or any of their authorized representatives, any of the fiscal and or program records for inspection and audit.

Documentation must be maintained as necessary to provide that obligations under this Grant Award, and other such standards as they apply, are being met. The Grantee/Sub-Recipient shall maintain such documentation for a period of three (3) years after the termination of this award or the last date of activity, which ever is the most recent.

Unless otherwise prohibited by law, information and records concerning individual clients of the program shall be released by the Grantee/Sub-Recipient upon request.

Conditions of the Grant Award

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34. The GOCCP may require that a Grantee/Sub-Recipient report, and be reimbursed, in increments other than quarterly under such conditions that are deemed appropriate.
35. The performance of work under this award may be terminated by the GOCCP in accordance with this clause in whole, or from time to time, in part, whenever the GOCCP determines that such termination is in the best interest of the State.

If the Grantee/Sub-Recipient fails to fulfill obligations under this award properly and on time, or otherwise violates any provisions of the award, the GOCCP may terminate the award by written notice to the Grantee/Sub-Recipient. The notice shall specify the acts or omissions relied upon as cause for termination.

All finished or unfinished supplies and services provided by the Grantee/Sub-Recipient shall become the GOCCP property. The GOCCP will pay all reasonable costs associated with this program that the Grantee/Sub-Recipient has incurred prior to the date of termination, and all reasonable costs associated with the termination of the award.

36. The Grantee/Sub-Recipient affirms that it shall not discriminate in any manner against any employee, applicant for employment, because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation, physical or mental handicap, or limited english proficiency, so as reasonably to preclude the performance of such employment.

The grantee also agrees to include a provision similar to that contained in the preceding sentence for any underlying subcontract, except a subcontract for standard commercial supplies or raw material.

37. ALL submissions of ANY kind to the GOCCP, MUST be submitted to the attention of the GOCCP CONTROL DESK:

Governor's Office of Crime Control and Prevention
Attn: CONTROL DESK
300 E. Joppa Road, Suite 1105
Towson, MD 21286-3016

38. All sub-recipients must have proper documentation to present to GOCCP upon request, to prove compliance with the following 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 sub-award.

Non-Profit Organizations that have gross income from charitable contributions of at least \$500K must have proof that they received an annual audit by a certified public accountant.

Non-Profit Organizations that have a gross income between \$200k - \$500K must have proof

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that they have been reviewed by an independent auditor.

Proof must be provided that each of the above reports has been submitted to the Secretary of State within 6 months of the end of the entity's fiscal year.

Non-Profits that have gross income of less than \$200K must provide proof that they filed a 990-Form to the IRS for their fiscal year.



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Martin O'Malley
Governor

Anthony Brown
Lt. Governor

Kristen Mahoney
Executive Director

April 29, 2011

The Honorable Richard M. Pollitt
County Executive
Wicomico County, Maryland
Government Office Building, Rm. 303
P.O. Box 870
Salisbury MD 21803

RE: BJNT-2008-1002

Dear County Executive Pollitt:

I am pleased to inform you that your grant application, submitted by **Wicomico County, Maryland**, entitled "**License Plate Readers Expansion - LPRE**" in the amount of \$22,500.00 has received approval under the Interest on Byrne - Justice Assistance Grant as mandated - to be used for sub-awarding.. Enclosed is the Grant Award packet containing information and forms necessary to initiate the project.

This grant will fund the program described below:

The Wicomico County License Plate Readers Expansion program enhances information sharing capabilities with allied agency personnel and provides officers and supervisors timely access to criminal intelligence data. Automated License Plate Recognition (LPR) equipment enables rapid scanning and return of information to law enforcement personnel. An infrared camera with built-in LPR software recognizes, reads, and checks license plates against Maryland's offender vehicle and the FBI's NCIC stolen auto databases (in real time, day or night). Grant funds provide LPR devices, related mounting equipment, and installation services.

Please pay particular attention to the instructions included on the Grant Award. It is important that you **carefully review all revised General and Special Conditions** attached to this Award. **New Electronic Reporting Requirements** are listed in the **General Conditions** section. 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 and return it to the Governor's Office of Crime Control and Prevention within **Twenty-One (21) Calendar days**. Should the acceptance form not be received, requests for reimbursement cannot be honored.