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BOARD OF COUNTY COMMISSIONERS

September 24, 2024

OPEN SESSION AGENDA

- 9:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*
APPROVAL OF MINUTES: *September 10, 2024*
- 9:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:15 AM STAFF COMMENTS
- 9:20 AM CITIZEN PARTICIPATION
- 9:30 AM MERITUS HEALTH – COMMUNITY HEALTH INITIATIVES
Dr. Maulik Joshi, President and CEO of Meritus Health; Beth Fields Dowdell, Director, Community Health and Outpatient Care Management, Meritus Health

Convene as the Board of Health

- 9:40 AM LEAD SERVICES – POTOMAC CASE MANAGEMENT SERVICES, INC./PCS
Earl Stoner, Health Officer, Washington County Health Department; Victoria Sterling, BHS Director, Washington County Health Department

Reconvene as the Board of County Commissioners of Washington County

- 9:45 AM TRANSIT ROUTING/DISPATCHING HARDWARE/SOFTWARE (HARFORD COUNTY RFP 23-180) PROCUREMENT
Rick Curry, Director, Purchasing; Andrew Eshleman, Director, Public Works
- INTERGOVERNMENTAL COOPERATIVE PURCHASE/INSTALLATION OF IT DATA CABLING (INTG-24-0156)
Rick Curry, Director, Purchasing; Andrew Eshleman, Director, Public Works
- 9:50 AM CHILD SUPPORT ENFORCEMENT COOPERATIVE AGREEMENT – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING
Lieutenant James Grimm, Washington County Sheriff's Office; Richard Lesh, Grant Manager, Grant Management
- 9:55 AM FY24 BUDGET ADJUSTMENT
Kelcee Mace, Chief Financial Officer

- 10:00 AM **AGRICULTURE – FACES OF FARMING PRESENTATION**
Kelsey Keadle, Business Specialist-Agriculture, Business and Economic Development
- 10:05 AM **CLOSED SESSION –** *(To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individual. (1) These topics include the discussion of confidential personnel matters.*
- *Discussion of advertisement of open position.*
 - *Discussion of transitional hiring for soon to be open position.*
- To consult with counsel to obtain legal advice on a legal matter. Discussion protected by attorney-client privilege.*
- *County attorney to update Board on a legal matter. Discussion may also necessitate advice on strategy and negotiations of pending legal matter, which would prejudice the Board in litigation if the discussion were to occur in open session.)*
- 10:40 AM **RECONVENE IN OPEN SESSION**
- 10:40 AM **SECOND STAFF COMMENTS**

RECESS

EVENING MEETING AT THE TOWN OF SHARPSBURG
Location: 106 E. MAIN STREET, SHARPSBURG, MARYLAND

- 6:00 PM **INVOCATION AND PLEDGE OF ALLEGIANCE**
CALL TO ORDER, President John F. Barr
- 6:05 PM **TOWN OF SHARPSBURG LEADERS’ REPORTS AND COMMENTS**
- 6:20 PM **COMMISSIONERS’ AND COUNTY ADMINISTRATOR’S REPORTS AND COMMENTS**
- 6:30 PM **CITIZENS PARTICIPATION**
- 7:00 PM **ADJOURNMENT**



Open Session Item

SUBJECT: Meritus Health - Community Health Initiatives

PRESENTATION DATE: September 24, 2024

PRESENTATION BY: Maulik Joshi, Dr.P.H., President and CEO and Beth Fields Dowdell, CRNP, Director, Community Health and Outpatient Care Management, Meritus Health

RECOMMENDED MOTION: For information

REPORT-IN-BRIEF: As an independent, not for profit health system, Meritus Health is an anchor organization for the community. Annually, Meritus Health contributes over \$60 million in community benefit and was recognized for being in the top 1.5% of 2,400 not for profit hospitals nationally in terms of their benefit to the community. Meritus provides a variety of community health programs including, but not limited to, providing free transportation to people for medical appointments, providing free food, calling lonely residents through the Care Caller program, and a mobile clinic, among other programs to be highlighted. Of the over \$60 million in community benefit, over \$10 million is for free care for those who needed it.

DISCUSSION:

FISCAL IMPACT:

CONCURRENCES:

ATTACHMENTS: Slides attached.



Meritus Health: Expert Care, Close to Home

Dedicated to Improving the
Health of our Community

About Meritus



- Meritus Health is the largest healthcare provider in Western Maryland, serving over 200,000 residents in the tri-state region of Western Maryland, Southern Pennsylvania, and the Eastern Panhandle of West Virginia.
- As a nonprofit, community hospital and health system, we support our neighbors by ensuring they have access to high-quality healthcare.
- Every year, Meritus proudly supports charity care and invests into our community.

Annual Community Benefit Report

Meritus Health contributed more than **\$65M** in benefits to the community in FY2023.

Areas of Focus	Financial Support
Mission Driven Health Care Services	\$49,463,755
Charity Care	\$12,269,867
Community Health Services	\$2,060,258
Health Professions Education	\$877,639
Financial Contributions	\$431,090
Research	\$161,850
Community Benefit & Building Operations	\$32,765
Total	\$65,297,225



Meritus Health was recognized by the Lown Institute for being in the **Top 1.5%** of the most generous nonprofit hospitals in the country when it comes to providing charity care and community investment.

Mission Driven Community Benefit Efforts

\$10M

Charity Care
provided annually



Complementary Rides
350 rides per week



Mobile Clinic
1,135 visits annually



Crisis Center
300+ annual admits



Care to Share
Over \$100,000 in food
donated annually



Care Caller Program
142,000 minutes of calls annually
340 participants
95% say they are less lonely



**Mental Health Urgent
Care Walk-In Clinic**
1,000+ annual walk-ins



Agenda Report Form

Open Session Item

NOTE: The Board will need to convene as the *Board of Health* when considering this request.

From: Michelle Hutchinson, Purchasing-Washington County Health Dept.

SUBJECT: LEAD Services – Potomac Case Management Services, Inc./PCS

PRESENTATION DATE: September 24th, 2024

PRESENTATION BY: Earl Stoner, Health Officer & Victoria Sterling, BHS Director

RECOMMENDED MOTION: The health department is recommending that the *Board of Health* approval the contract to Potomac Case Management Services, Inc./Potomac Community Services of Washington County in the amount of \$205,560.00 for funding legislated for the **LEAD** – Let Everyone Advance with Dignity Grant, awarded September 5th, 2024, from the Governor’s Office of Crime Control and Prevention. Contract period of July 1st, 2024, through June 30th, 2025.

REPORT-IN-BRIEF: Washington Co. faces significant challenges with individuals who are of high utilizers of the behavioral health system and are frequently involved in the criminal justice system. These individuals often struggle with complex issues such as substance use disorder, mental health disorders, homelessness, and socioeconomic disparities. Traditional approaches to address these challenges have been insufficient, resulting in high rates of recidivism, increased strain on law enforcement and emergency services, and limited access to appropriate care and support. The **LEAD** program recognizes the need for a coordinated, community-based approach to addressing these challenges. By partnering with law enforcement, behavioral health providers and community organizations, **LEAD** aims to create a seamless system of care that meets the diverse needs of individuals involved in the criminal justice system.

In response to these challenges, the Let Everyone Advance with Dignity (LEAD) program seeks to provide an alternative approach to addressing substance use disorders and reducing criminal justice involvement among individuals. By offering intensive case management, peer support services and linked to comprehensive care. LEAD’s goal is to break the cycle of incarceration and connect individuals with the support they need to achieve stability and recovery.

DISCUSSION:

FISCAL IMPACT: 100% of the funding for this contract is provided through a Maryland Department of Health Behavioral Health Administration. No additional funding is being requested.

CONCURRENCES:

ATTACHMENTS: Copy of the contract

STATE OF MARYLAND
MARYLAND DEPARTMENT OF HEALTH
FY25 F178N-0881
Potomac Case Management Services, Inc./Potomac Community Services

THIS CONTRACT (the "Contract"), is made as of the 10th day of September, 20 24 by and between the STATE OF MARYLAND, acting through the MARYLAND DEPARTMENT OF HEALTH, Washington County Health Department ("Department"), and

Potomac Case Management Services, Inc./Potomac Community Services

("Contractor") whose principal office in Maryland is

324 E. Antietam St., Hagerstown, MD 21740

and whose principal business address is

Same

The parties agree as follows:

1. Scope of Contract.

- (a) The Contractor shall provide the following goods or services:

Project Summary of Let Everyone Advance with Dignity (LEAD) Program is a pioneering initiative designed to address the needs of individuals who find themselves in the intersection of high utilization of the behavioral health system and involvement with the criminal justice system. Since inception in 2020, LEAD has been committed to providing comprehensive resources and support to the vulnerable population within Washington County, Maryland.

Program Objectives are to divert individuals away from the criminal justice system by offering them access to community -based behavioral health services, substance treatment, housing assistance and other resources. By providing alternatives to being incarcerated.

Potomac Case Management Services, Inc./Potomac Community Services will provide case management for the Let Everyone Advance with Dignity (LEAD) Program. This contract will include funds for salary and fringe for the case manager and supervisor. In addition, PCS will also provide the electronic health record, Shared Villages for the monitoring and data collection. Additional costs covered under this contract include transportation, rent, IT costs, clients activities and staff training. PCS LEAD staff will attend the Operational Work Group meetings and the supervisor will attend the monthly administrative meetings. PCS will also provide support with data collection for monthly reporting.

Potomac Case Management Services, Inc./Potomac Community Services agrees to the Grants General Conditions in the grant award # COAP-2022-0009 of the project title LEAD - Let Everyone Advance with Dignity as provided in this contract.

The scope of work or solicitation dated N/A is attached and incorporated by reference as Exhibit A. The Contractor's bid or proposal dated N/A is attached and incorporated by references as Exhibit N/A. If there is any conflict between this Contract and any exhibits incorporated by reference, the terms of this contract shall govern. If there is any conflict among the Exhibits, the following order of precedence shall determine the prevailing provision: Exhibit A - the scope of work or solicitation and Exhibit B - the Contractor's bid or proposal.

- (b) **Changes.** This Contract may be amended only with the written consent of both parties. Amendments may not significantly change the scope of the Contract (including the Contract price).

2. Term of Contract. The term of this Contract shall be for the period of July 1st, 20 24 through June 30th, 20 25.

3. Compensation and Method of Payment.

- (a) **Compensation.** The total compensation for services to be rendered by the Contractor shall **not exceed \$205,560.00.**
- (b) **Method of Payment.** The Department shall pay the Contractor no later than thirty (30) days after services are rendered and the Department receives a proper invoice from the Contractor. Charges for late payment of invoices, other than as prescribed by Title 15, Subtitle 1, State Finance and Procurement Article, Maryland Code, are prohibited.
- (c) **Tax Identification Number.** The Contractor's Federal Tax Identification Number is 52-2118801. The Contractor's Social Security Number is _____ (Individual Contractor Only). Contractor's Federal Tax Identification Number (or Social Security Number - Individual Contractor Only) shall appear on all invoices submitted by the Contractor to the Department for payment.
- (d) **Invoicing.** All invoices for services shall be signed by the Contractor and submitted to wchd.invoice@maryland.gov. All invoices shall be submitted along with any supporting documentation to prove the expenses were incurred by the contractor. All invoices shall include the following information:
- Contractor name.
 - Remittance address.
 - Federal taxpayer identification number.
 - Invoice period.
 - Invoice date.
 - Invoice number.
 - Goods or services provided; and
 - Amount due.

Invoices submitted without the required information and inclusive of the supportive documentation cannot be processed for payment until the Contractor provides the required information.

Supporting Documentation Requirements

The Washington County Health Department is required to ensure that all expenses disbursed under grant programs are made within the scope of the Condition of Awards and only appropriate expenses are reimbursed under the grant. As such, supporting documentation is required to support expenses invoiced under this contract.

- For reimbursement of salaries and related personnel costs, copies of payroll reports or other proof of payments/costs must be submitted along with the invoice. Reports must detail amounts paid to or on behalf of (salary and fringe costs) individual employees.
- For equipment purchases that are approved under the grant award, originals or copies of receipts for the equipment must be submitted along with the invoice.
- For any sub-contracted services allowable under the grant award, copies of invoices from the sub-contractors must be submitted along with the invoice. Sub-contracted services must be pre-approved by the Contract Monitor. Supportive documentation proving the costs and expenses of the sub-contractor will also need to be provided.
- For any supplies, utility costs, fuel purchases, or other expenses allowable for reimbursement under the grant award, copies of receipts or invoices must be submitted along with the invoice.

Onsite Visit/Audit

For service contracts, the Washington County Health Department, will perform one or more onsite visits to ensure that services provided by the contractor are consistent with this contract and any applicable conditions of award. This site visit may include a financial review to audit the accuracy of invoices and billed expenses. If a visit is made to ensure that a service is being performed at a specific time, it may be unannounced.

4. **Procurement Officer.** The Department designates Michelle Hutchinson to serve as Procurement Officer for this Contract. All contact between the Department and the Contractor regarding all matters relative to this Contract shall be coordinated through the Procurement Officer.

5. **Disputes.** Disputes arising under this Contract shall be governed by State Finance and Procurement Article, Title 15, Subtitle 2, Part III, Annotated Code of Maryland, and by COMAR 21.10 Administrative and Civil Remedies. Pending resolution of a dispute, the Contractor shall continue to perform this Contract, as directed by the Procurement Officer.
6. **Termination for Convenience.** The State may terminate this Contract, in whole or in part, without showing cause upon prior written notification to the Contractor specifying the extent and the effective date of the termination. The State will pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination, and all reasonable costs associated with termination of the Contract. However, the Contractor may not be reimbursed for any anticipatory profits which have not been earned up to the date of termination. Termination hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.12(A)(2).
7. **Termination for Default.** If the Contractor does not fulfill obligations under this Contract or violates any provision of this Contract, the Department may terminate the Contract by giving the Contractor written notice of termination. Termination under this paragraph does not relieve the Contractor from liability for any damages caused to the State. Termination hereunder, including the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.11B.
8. **Termination for Non Appropriation.** If funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, this Contract shall be terminated automatically as of the beginning of the fiscal year for which funds are not available. The Contractor may not recover anticipatory profits or costs incurred after termination.
9. **Non-Discrimination in Employment.** The Contractor shall comply with the nondiscrimination provisions of federal and Maryland law, including, but not limited to, the employment provisions of §13-219 of the State Finance and Procurement Article, Maryland Code and Code of Maryland Regulations 21.07.01.08, and the commercial nondiscrimination provisions of Title 19, Subtitle 1, State Finance and Procurement Article, Maryland Code.
10. **Maryland Law Prevails.** The laws of Maryland shall govern the interpretation and enforcement of this Contract. The Maryland Uniform Computer Information Transactions Act (Commercial Law Article, Title 22 of the Annotated Code of Maryland) does not apply to this Contract or any software license acquired hereunder.
11. **Anti-Bribery.** The Contractor certifies that, to the Contractor's best knowledge, neither the Contractor; nor (if the Contractor is a corporation or partnership) any of its officers, directors, partners, or controlling stockholders; nor any employee of the Contractor who is directly involved in the business's contracting activities, has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the United States.
12. **Contract Monitor-** Contract Monitor is [Victoria Sterling](#).



Governor's Office of Crime Prevention and Policy



Control Number

49478

Regional Monitor

Adams, Jacqueline

Fiscal Specialist

Farrare, Geneva

Notification of Project Commencement

Grant Award Number:	COAP-2022-0009	
Sub-recipient:	Washington County Health Department	
Project Title:	LEAD - Let Everyone Advance with Dignity	
Implementing Agency:	Washington County Health Department	
Award Period:	07/01/2024 - 06/30/2025	CFDA: 16.838 Federal Grant #:

The verification section of this form must be completed. Additionally, this form must be signed by the project director and submitted through the Grants Management System within thirty (30) calendar days after receiving your grant award packet.

No Requests for Funds will be processed until this Notification of Project Commencement has been signed and received.

Authorized Official:	Stoner, Earl E Earl.Stoner@maryland.gov Washington County Health Department 1302 Pennsylvania Avenue Hagerstown, MD 21742-3108 240-313-3260	Health Officer FAX: 240-313-3301
Project Director:	Sterling, Victoria victoria.sterling@maryland.gov Washington County Health Department 925 N. Burhans Blvd Hagerstown, MD 21742-3173 240-313-3383	Director of Behavioral Health Services FAX: 240-313-3316
Fiscal Officer:	Stoner, Shawn shawn.stoner@maryland.gov Washington County Health Department 1302 Pennsylvania Avenue Hagerstown, MD 21742-3108 240-313-3294	Grants Administrator FAX: 240-313-3316

Award Information Verification - Please initial appropriate selection(s):	COAP-2022-0009
<input checked="" type="checkbox"/>	All information on this form is correct and project will commence on time. Project Director signs below.
<input type="checkbox"/>	The contact information for all the staff on this form is not correct. You must submit a Grant Modification that provides a justification and indicates all changes/revisions.
<input type="checkbox"/>	The project will not commence within forty-five (45) days of the beginning of the award period 07/01/2024. You must submit a Grant Modification. Grant Modification must provide justification and indicate all changes.

Signed: **Date:** 9/6/24
Project Director - Sterling, Victoria (Project Director is Preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: Victoria E Sterling **Phone:** 240-313-3383



GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Adams, Jacqueline
Farrare, Geneva

Governor's Office of Crime Prevention and Policy

Grant Award - General Conditions

Grant Award Number:	COAP-2022-0009	Sub-Recipient:	Washington County Health Department
Award Period:	07/01/2024 - 06/30/2025	Implementing Agency:	Washington County Health Department
Project Title:	LEAD - Let Everyone Advance with Dignity		

1 General and Special Conditions (Post Award Instructions)

General Conditions and Special Conditions in this subaward package are the Maryland Governor's Office of Crime Prevention and Policy's (Office) Post Award instructions and procedures for managing and monitoring grants, irrelevant of the funding source. This subaward is subject to the General Conditions (<https://www.goccp.maryland.gov/grants/general-conditions.php>) posted on the website, and additional Special Conditions as accepted by the Applicant Agency's (Subrecipient) Authorized Official, Project Director, and Fiscal Officer. Also, refer to General Condition #21 below.

See additional guidance posted on the Office website such as the specific Grant Program Notice of Funding Availability (NOFA) and the GMS Application Instructions <https://goccp.maryland.gov/wp-content/uploads/gms-application-instructions.pdf>

2 Statutes and Requirements of State and Federal Funds

This subaward is subject to applicable State of Maryland (COMAR) and Federal Regulations (2 CFR) and requirements for the relative funding source. For updates to the Code of Federal Regulations (CFR) visit <https://www.ecfr.gov/>. The Office retains the right to add Special Conditions, if and when needed, during the subaward period of performance. Refer to the grant award letter in the electronic Grants Management System (GMS).

3 Federal Financial Guide

In addition to the post-award conditions, the subrecipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Department of Justice, Office of Justice Programs (OJP) Financial Guide where applicable, and to abide by any other terms and conditions imposed by the Office. The DOJ financial guide may be accessed at the following web URL: <https://www.ojp.gov/funding/financialguidedojo/overview>.

4 Award Period of Performance

Approved by the Office of the submitted application, the subaward that it has generated is for the time period stated in the subaward package and constitutes no commitment for funding prior to the time period nor the continuation of funding beyond that time period. The subaward may be terminated by one or both parties with written notice. If the subaward is terminated before the end of the funding period, an accounting of the current quarterly and year-to-date expenses must be provided within 60 calendar days. Also, refer to the General Condition #32 below.

5 Subaward Acceptance Document

To fully execute the grant with the Office, the subrecipient must upload signed documents to the GMS. Late submission will be accepted on a case-by-case basis and may result in an increased risk/monitoring level of the subaward, a delay in the project activity and related reimbursement, de-obligation of funds and/or termination of the subaward. Acceptance of this subaward constitutes a commitment.

The Grant Award and Acceptance Form containing the original signature of the Executive Director of the Office must be signed by the Authorized Official (electronic signature is acceptable) noted on the submitted application. This signed document must be uploaded within 21 CALENDAR DAYS of receipt of the award package. The Authorized Official on the submitted application is the County Executive, Duly Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or if agencies are permitted to apply directly, the head of the agency receiving the subaward.



Grant Award - General Conditions

Grant Award Number:	COAP-2022-0009	Sub-Recipient:	Washington County Health Department
Award Period:	07/01/2024 - 06/30/2025	Implementing Agency:	Washington County Health Department
Project Title:	LEAD - Let Everyone Advance with Dignity		

6 Special Conditions

It is important that the subrecipient review all Special Conditions attached to this subaward. The Authorized Official must initial each Special Condition page at the bottom right-hand corner. The initialed Special Condition pages must be uploaded to the GMS within 21 CALENDAR DAYS of receipt of the award package.

7 Notification of Project Commencement Form

The Notice of Project Commencement Form/Delay Form must be initialed in the Award Information Verification Section, AND signed at the bottom preferably by the Project Director. Alternatively, if the Project Director is unavailable, the Fiscal Contact or Authorized Official may sign. The signed document must be uploaded within 30 CALENDAR DAYS of the receipt of the award package. The subrecipient's progress report modules will not be accessible until the signed Award Acceptance, initialed Special Condition and Project Commencement documents are submitted in the GMS. NOTE: If the project will not commence within 45 calendar days of the start date of the period of performance, subrecipients may submit a Grant Adjustment Notice (GAN) within the GMS for review and approval. Any delay to the start date of this project does not warrant, or necessarily allow, an extension to the end date.

8 Subrecipient Organizational Capacity Questionnaire (SOCQ)

This questionnaire (<https://goccp.maryland.gov/subrecipient-organizational-capacity-questionnaire/>) is used as an assessment tool post award for the purpose of determining the appropriate subrecipient monitoring and technical assistance level. Effective SFY 25, this completed questionnaire must be available in the GMS. The Applicant agency must upload all supporting documents to the GMS before the award is accepted by the Authorized Official. See Section L. of the GMS Application Instructions: <https://goccp.maryland.gov/wp-content/uploads/gms-application-instructions.pdf>

9 Online Reporting and Post-Award Technical Assistance

All subrecipients are required to view the Office's GMS Training Videos, which can be accessed at: <https://goccp.maryland.gov/grants/gms-help-videos/>. These videos provide step-by-step guidance on the application, submission of modifications (GAN), and progress reports within the period of performance. Subrecipients who require technical assistance relative to the online GMS during business hours may contact the Office IT Staff at support@goccp.freshdesk.com.

10 Post-award Required Documentation and Grant Adjustment Notification (GAN)

Post-award, finalized contracts must be uploaded into the GMS, and approved by the Office before any reimbursement for the related expense is requested.

Conference and training logistics must be provided when information becomes available for review and approval by the Office. Provide the dates, times, and locations of each conference or training 30 days in advance. Please 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. Also, see other post-award guidance available in the GMS Application Instructions: <https://goccp.maryland.gov/wp-content/uploads/gms-application-instructions.pdf>.

11 Subaward Budget Notice and New Personnel

The approved Budget Notice is included in subaward packets. This Budget Notice may have been modified from the project budget submitted in the original application and represents approved expenses for the project. Any delays in hiring must be reported to the Program Manager for the applicable funding source in writing within 30 calendar days of receipt of the subaward package. If project personnel are not hired within 45 calendar days, project personnel allocations may be de-obligated at the discretion of the Office. Also, refer to the General Condition #12 below.



Grant Award - General Conditions

Grant Award Number:	COAP-2022-0009	Sub-Recipient:	Washington County Health Department
Award Period:	07/01/2024 - 06/30/2025	Implementing Agency:	Washington County Health Department
Project Title:	LEAD - Let Everyone Advance with Dignity		

12 Personnel Costs

Support of Salaries, Wages, and Fringe Benefits: Charges made to awards for salaries, wages, and fringe benefits must be based on records that accurately reflect the work performed and comply with the established policies and practices of the organization. 2 CFR §200.430 (Compensation - personnel services) and 2 CFR §200.431 (Compensation - fringe benefits).

The use of percentages is not allowable to claim personnel costs. Records to support claimed costs in this category need to include timesheets or time and effort reports that record actual time charged to allowable grant program activities and signed by a supervisor. When necessary and as an alternative, payroll records may reflect certified after the fact work distribution of an employee's actual work activities within the current financial reporting period. The certification statement must reflect the dates and number of hours charged to the award and the specific activities that were completed. The certification statement must be dated and signed by the supervisor, and the grant number must also be included in the statement.

13 Consultant Rates

The requirements related to consultant rates apply to all Office awards whether funded by State or federal funds. The maximum allowable compensation rate for consultant services is \$81.25 per hour or \$650 per day. Rates above this threshold will be considered on a case-by-case basis and require prior approval. Additional information and the required procedures for requesting prior approval are found at <https://goccp.maryland.gov/preauth-for-consultant-fees/>. Please note that charges at a rate above the established maximum rate that are incurred prior to the issuance of a GOCCP written approval will be disallowed.

14 Procurement

If the subrecipient does not have written procurement guidelines, the subrecipient must refer to the State of Maryland Procurement Policy and Procedures, which includes the consideration of Minority Business Enterprises (MBE). An overview of Maryland Procurement may be accessed here: <https://procurement.maryland.gov/> and the manual can be found here: <https://procurement.maryland.gov/maryland-procurement-manual-1-introduction-and-general-overview/>.

15 Issuance of Request for Proposals, Bids, Procurement Process

When issuing requests for proposals, bid solicitations, or other procurement requests, all subrecipients must clearly state that the cost of the potential purchase is being funded in part, or in its entirety, with government grant funds. For example, "The Governor's Office of Crime Prevention and Policy funded this project under subaward number BJAG-2009-9000."

16 Property Inventory Report Form

The submission of the Property Inventory Report Form (PIRF) is a requirement for each financial reimbursement request that includes equipment with acquisition costs of \$5,000 or more per unit, that is approved under this subaward. The form is included in the Project Director's award package. Body Armor subawards (BARM and BPVP) are additionally referred to their Special Conditions for the required PIRF, all other conditions remain the same.

17 Supplanting

Supplanting is the use of grant funds to replace state or local funds which were previously appropriated/budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this subaward has been awarded. Any line item paid for with Office grant funds must be used to supplement the organization's existing budget, and may not replace any funds that were already included in the entity's existing or projected budget.



Grant Award - General Conditions

Grant Award Number:	COAP-2022-0009	Sub-Recipient:	Washington County Health Department
Award Period:	07/01/2024 - 06/30/2025	Implementing Agency:	Washington County Health Department
Project Title:	LEAD - Let Everyone Advance with Dignity		

18 Budgeted Match Above Standard Requirements

The subrecipient's acceptance of this subaward constitutes a commitment that the budgeted match (if applicable), as stated on the Award Acceptance Form, may be above the standard requirements and will remain so throughout the life of the award. The subrecipient agrees that the required match (if applicable) will be allotted and relative expenditures reported, for each quarterly reporting period in which they are expended. It is further agreed that the full amount of the budgeted match (if applicable and over match if submitted) will be reported regardless of any subsequent adjustments to the grant funds budgeted and/or any financial modifications to this subaward. Any requested change to this match (if applicable) must be submitted electronically in the GMS through a GAN request and is subject to prior approval by the Office.

19 Expended Grant Funds During Award Period

All grant funds related to the subaward project, as well as any required match funds (if and where applicable) must be encumbered, obligated (requisitions, purchase orders, or contracts, which are negotiated purchases) or expended (payment of an invoice) by the end of the subaward period or any pre-authorized extension thereof. Failure to expend encumbered funds within 30 calendar days following the End Date of the award period may jeopardize reimbursement and/or result in the de-obligation of funds. In that event, remaining obligations will be the sole responsibility of the subrecipient.



Governor's Office of Crime Prevention and Policy

Grant Award - General Conditions

Grant Award Number:	COAP-2022-0009	Sub-Recipient:	Washington County Health Department
Award Period:	07/01/2024 - 06/30/2025	Implementing Agency:	Washington County Health Department
Project Title:	LEAD - Let Everyone Advance with Dignity		

20 Modifications to Subaward and Grant Adjustment Notices (GAN) Submission

Depending on the modifications requested, the subrecipient may need to submit a general and/or a budget GAN; however only one GAN of each type may be active in the GMS at a time. Subrecipient must act as soon as possible to submit a GAN electronically in the GMS to minimize after-the-fact modification requests, which will be reviewed on a case-by-case basis for extenuating circumstances only, as determined by Office staff.

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

There are two types of GANs as follows:

1. General GAN - A General GAN must be submitted to make any type of non-budgetary change to a grant to include, but not limited to, project scope, changes to the performance period, and designated roles identified in the FACE SHEET of the GMS.

Transfer or addition of professional/consultant services must be included in this GAN. Other key personnel/staff changes should be emailed to the grant manager. All documentation submitted to the Office is subject to the Public Information Act (PIA). Alterations to the goals, activities and/or outcomes as applicable must be outlined in this GAN. Subrecipients must also submit an associated Budget GAN separately if significant budget changes are required to accomplish tasks.

2. Budget GAN - A Budget GAN must be submitted to make any changes to budget line items within the budget to include, but not limited to, reallocating funding, adding budget line items, de-obligating funds, and requesting additional funding. Justification must be sufficient and must include a detailed description of each line item requesting a change, both the reasoning for the savings/unused line items and the need/justification for each increased or new item requested.

GAN Approval Timeline: The subrecipient should submit a GAN electronically in the GMS as soon as possible. Requests for changes or modifications must be submitted at least 30 calendar days prior to the end of the award period, allowing the Office sufficient time to review and approve the GAN. This approval will be communicated via an automated email (goccp_gms.daemon@maryland.gov) from the GMS. The activity may not take place until the Authorized Official and/or the Project Director receives documented approval from the Office. These changes may not be requested via telephone, fax, or email.

Administrative GAN Exceptions: Exceptions for GAN requests within 30 days of the end of the award period will be considered on a case-by-case basis, for extenuating circumstances, as determined by Office staff only. A request for an exception and consideration of an Office administrative GAN must be emailed to the Program Manager with sufficient justification. Sufficient justification must include a detailed description of each line item requesting a change, both the reasoning for the savings/unused line items and the need/justification for each increased or new item requested. The subrecipient must submit revised progress, performance measures, and financial reports.



Grant Award - General Conditions

Grant Award Number:	COAP-2022-0009	Sub-Recipient:	Washington County Health Department
Award Period:	07/01/2024 - 06/30/2025	Implementing Agency:	Washington County Health Department
Project Title:	LEAD - Let Everyone Advance with Dignity		

21 Authorized Official/Alternate Authorized Official

The Authorized Official must possess the authority to enter into a legal agreement on behalf of the entity and bind it to the award terms and conditions. The Authorized Official on the submitted application is the County Executive, Duty Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or if agencies are permitted to apply directly, the head of the agency receiving the subaward.

If there is a change of the person in the Authorized Official position (<https://goccp.maryland.gov/grants/changing-authorized-official/>), a letter, on letterhead, must be submitted to the Office via email at support@goccp.freshdesk.com and contain all of the following:

1. Authorized official's contact information: All of the contact information listed on the new user page (name, title, organization, address, phone, email, etc.) for the new authorized official.
2. Statement of authority: The new authorized official must state that they are the authorized official for the organization and provide their job title and the date on which they assumed the role of authorized official.
3. Signature of the new authorized official.

The Alternate Authorized Signatory is not the same as the Authorized Official. The Alternate Authorized Signatory is a person permitted to sign on behalf of the Authorized Official (county executive, mayor, town administrator, president); Authorized Point of Contact (head of any sub-unit of government, agency, division, department, or bureau); Project Director and/or Fiscal Officer. To authorize an alternate signatory, the person granting authorization for another party to sign on their behalf must follow the three steps documented above. The purpose of the request must be acknowledged in the letter (e.g. sign all award documents at all times, change of personnel, in case of illness, vacation, leave of absence, etc.). If authorization is to sign all award documents at all times please attach a copy, if applicable, of an Executive Order, or the vote from Council minute meetings.

Subrecipients may use the same directions above to make additional updates to the Alternative Authorized Signatory to include, but not limited to, removal of personnel no longer authorized to make grant changes on behalf of the organization.

22 Issuance of Statements, Press Releases, or Other Documents - GOCPP role

When issuing public statements, press releases, or other documents relating to this project or when conferences, seminars, workshops, or forums are held in reference to this project, the subrecipient agrees that the source of funding of this project and the role of the Office must and will be clearly acknowledged. The subrecipient will ensure that all publications resulting from this project will have the following language on the publication: "The Governor's Office of Crime Prevention and Policy funded this project under subaward number BJAG-2009-9000 (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."

23 Reproduction and Sharing of Subaward and Project Materials

The Office has the right to reproduce, with attribution, and share any and all materials and documents generated as a result of this subaward and project.

24 Privacy and Confidentiality of Client Records

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



Governor's Office of Crime Prevention and Policy

Grant Award - General Conditions

Grant Award Number:	COAP-2022-0009	Sub-Recipient:	Washington County Health Department
Award Period:	07/01/2024 - 06/30/2025	Implementing Agency:	Washington County Health Department
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25 Use of GOCCP Forms

All required Office forms must be generated electronically in the GMS. Only application and/or reports that are submitted electronically in the GMS will be reviewed and considered.

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.

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

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

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

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

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

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

There are two exceptions to the above timeline. The first, is if a subaward does not end at the end of a quarter. The second is for nonprofit agencies that qualify for and have been granted monthly reimbursement for a particular subaward. In these instances, the financial report is due on the 30th of the following month. For the quarter/month ending on 6/30, GOCCP respectfully requests subrecipients to submit their final financial reports along with their programmatic reports as soon as possible after 6/30 in an effort to ensure final payments for the fiscal year are processed promptly and efficiently for the state fiscal year end closeout.



Grant Award - General Conditions

Grant Award Number:	COAP-2022-0009	Sub-Recipient:	Washington County Health Department
Award Period:	07/01/2024 - 06/30/2025	Implementing Agency:	Washington County Health Department
Project Title:	LEAD - Let Everyone Advance with Dignity		

27 Submission of Revised Financial Report

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

28 Failure to Submit Reports Within Allotted Time Frames

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

29 Holding Funds

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

30 Monitoring Expenditures

In order to verify the appropriateness of all grant fund related expenditures, the Office staff will monitor the use of grant funds as reported by subrecipients. Back-up documentation must be maintained on-site, be available upon request, correlate with the mandatory quarterly and/or monthly reporting, and be maintained as necessary to provide that obligations under this subaward and other such standards as they apply are being met. The Office, fund source agencies, State Legislative Auditors, or any State or Federal authorized representatives must have access to any documents, papers, or other records of recipients which are pertinent to the award, in order to make audits, examinations, excerpts, and transcripts. Also, refer to the General Condition #31 below.

31 Records Retention

Retain all financial records, supporting documents, statistical records, and all other records pertinent to the award for a period of 5 years from the date of submission of the final programmatic and financial reports. Retention is required for purposes of examination and audit. Records may be retained in an electronic format. Also, refer to the General Condition #30 above.



Governor's Office of Crime Prevention and Policy

Grant Award - General Conditions

Grant Award Number:	COAP-2022-0009	Sub-Recipient:	Washington County Health Department
Award Period:	07/01/2024 - 06/30/2025	Implementing Agency:	Washington County Health Department
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32 Termination of Subaward

The performance of work under this award may be terminated by the Office in accordance with this clause in whole, or in part, whenever the Office determines that such termination is in the best interest of the State. If the subrecipient fails to fulfill obligations under this award properly and on time, or otherwise violates any provisions of the subaward, the Office may terminate the award by written notice to the subrecipient. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished supplies and services provided by the subrecipient shall become Office property. The Office will pay all reasonable costs associated with this program that the subrecipient has incurred prior to the date of termination, and all reasonable costs associated with the termination of the subaward. When an award is terminated or partially terminated, the awarding agency or pass-through entity and the recipient or subrecipient remain responsible for compliance with the requirements in 2 C.F.R. § 200.343 (Closeout) and 2 C.F.R. § 200.344 (Post-closeout adjustments and continuing responsibilities).

33 Civil Rights Discrimination

The subrecipient affirms that it shall not discriminate in any manner against any employee, applicant for employment, or clients of services, because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation, pregnancy, physical or cognitive disability, or limited English proficiency, so as reasonably to preclude the performance of such employment and/or services provided. The subrecipient also agrees to include a provision like that contained in the preceding sentence for any underlying sub-contract, except a sub-contract for standard commercial supplies or raw material. The subrecipient must have a non-discrimination poster, publicly displayed, acknowledging that the entity does not discriminate and provides an avenue for employees, program beneficiaries, and any relative vendors to submit formal complaints. Formal complaints may be submitted online at Maryland Commission on Civil Rights: <https://mccr.maryland.gov/>; (410)767-8600; U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights: <https://www.ojp.gov/program/civil-rights/filing-civil-rights-complaint>; (202) 307-0690, United States Equal Employment Opportunity Commission: <https://www.eeoc.gov/>; (800) 669-4000. Additionally, a complaint may be reported utilizing the form located on our website at <https://goccp.maryland.gov/grants/civil-rights-compliance/>.

Also, refer to the non-discrimination and General Condition #34 below.

Subrecipients will comply (and will require any subrecipients or contractors to comply) with any applicable statutory-imposed nondiscrimination requirements, which may include § Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d; Omnibus Crime Control and Safe Streets Act of 1968, as amended, 34 U.S.C. §§ 10228(c) & 10221(a); Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794; Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. § 1681; Title II of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132; Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102; Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 34 U.S.C. § 11182(b); Victims of Crime Act of 1984, as amended, 34 U.S.C. § 20110(e); Violence Against Women Act of 1994, as amended, 34 U.S.C. § 12291(b)(13); and Partnerships with Faith-Based and Other Neighborhood Organizations, (28 CFR Part 38).

For regulations pertaining to civil rights, visit

<https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/standardassurances.pdf>



Grant Award - General Conditions

Grant Award Number:	COAP-2022-0009	Sub-Recipient:	Washington County Health Department
Award Period:	07/01/2024 - 06/30/2025	Implementing Agency:	Washington County Health Department
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34 Civil Rights Federal Reporting Requirements

Recipients as well as subrecipients of Federal Financial Assistance through the Office of Justice Programs are subject to various Federal Civil Rights Laws such as those related to discrimination on the basis of race, color, national origin, sex, religion or disability.

The U.S. Department of Justice, Office of Justice Programs (OJP), Office for Civil Rights (OCR) developed the Equal Employment Opportunity Reporting tool to help recipients receiving funding (Safe Streets Act which authorizes VAWA, VOCA or JJDPA) comply with the Equal Employment Opportunity Plan (EEOP). The EEOP Reporting Tool is accessed online at <https://ojp.gov/about/ocr/eeop.htm>

New users will need to register for an account. Prior to registering for a new account and/or completing the report, please know the source of grant and from which year the award has been funded. Grant number can be found in the award package (for example: VOCA-17-XXXX would indicate VOCA 2017 funding).

Once registered, the EEOP Utilization Report tool will give step-by-step guidance for preparing and submitting applicant agency's EEO Utilization Report and/or certification form.

Upon submission/completion of the report, forward the confirmation email to the Program manager and include a cc: dlcivilrightscompliance_goccp@maryland.gov In the forwarded email, include in the subject line: Civil Rights/EEOP reporting and the subaward number so the Office can update the organization's information.

35 Proof of Applicable Audit Regulations - On Site

All subrecipients must have proper documentation to present to the Office upon request, to prove compliance with the Audit Regulations that apply. Local and State governments must have proof that they had an annual audit and submitted said audit to the State Legislature in September of the year of their subaward. Non-Profit Organizations must follow guidance located on the Maryland Secretary of State's website under the Charitable Division, located here: <https://sos.maryland.gov/Charity/Pages/Instructions.aspx>. Noncompliance with a request for proof can result in forfeiture of grant funds.

36 Single Audit Requirement

If the subrecipient spends \$750,000 or more per fiscal year in federal funds, a Single Audit is required in accordance with 2 CFR §200.514. Provide a copy of the Single Audit Report and audited financial statements so that we may issue a management decision letter for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521. Also see SOCQ required documentation as noted in the GMS Application Instructions. <https://goccp.maryland.gov/certification-of-applicable-financial-reporting-requirements-form>.

37 Reporting Fraud, Waste and Abuse

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. Also, refer to <https://www.ola.state.md.us/fraud/ola-fraud-hotline>

38 Food and Conference Costs

The Office will not approve any food and/or beverage costs associated with meetings, training, conferences, and/or other events with federal funds. All conference costs will be thoroughly examined for compliance with the federal requirements. This restriction does not impact direct payment of per diem amounts to individuals in a travel status under the organization's travel policy.



Governor's Office of Crime Prevention and Policy

Grant Award - General Conditions

Grant Award Number:	COAP-2022-0009	Sub-Recipient:	Washington County Health Department
Award Period:	07/01/2024 - 06/30/2025	Implementing Agency:	Washington County Health Department
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39 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.

40 Computer Equipment/Program/Network Procurement

No award funds may be used to maintain or establish a computer network unless such network prohibits the viewing, downloading, and exchanging of pornography, and nothing limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

41 No distracted Driving While Performing Program Duties

Subrecipients are to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

42 Services to those with Limited English Proficiency

The subrecipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. This regulation may be accessed at: <https://www.lep.gov/>.

State Government Article, Subtitle 11- Equal Access to Public Services for Individuals with Limited English Proficiency, §§10-1101—10-1105, Annotated Code of Maryland.

43 Drug-Free Workplace Requirements

Subrecipients are subject to the applicable requirements regarding the state and federal drug free workplace requirements. The state's policy can be found here: [State of Maryland Substance Abuse Policy \(https://dbm.maryland.gov/employees/Documents/Policies/Substance%20Abuse%20Policy%202023.pdf\)](https://dbm.maryland.gov/employees/Documents/Policies/Substance%20Abuse%20Policy%202023.pdf). The Federal Government-wide Requirements for Drug-Free Workplace (Grants) is codified at 28 C.F.R. Part 83 (<https://www.gpo.gov/fdsys/pkg/CFR-2010-title28-vol2/pdf/CFR-2010-title28-vol2-part83.pdf>).

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 now be referenced as the Governor's Office of Crime Prevention and Policy (GOCPP/Office) per Executive Order 01.01.2024.05. This change does not invalidate previous, current, or future agreements or documents referencing the agency as GOCPYVS. Specific concerns for the Executive Director must be emailed to GOCPPgrants.Admin@maryland.gov.



Governor's Office of Crime Prevention and Policy

Grant Award - Special Conditions

Grant Award Number:	COAP-2022-0009	Sub-Recipient:	Washington County Health Department
Award Period:	07/01/2024 - 06/30/2025	Implementing Agency:	Washington County Health Department
Project Title:	LEAD - Let Everyone Advance with Dignity		

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 Due to a previous audit finding, receipts and/or back-up documentation reflecting actual expenditures must be submitted with each quarterly Financial Report form. Reimbursements to sub-recipients will not exceed actual costs.

4 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.

5 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."

- 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 In addition to GOCPPVS quarterly reports (financial and programmatic), the sub-recipient must report specific information, as mandated by the Federal Funding Accountability and Transparency Act (FFATA), directly to the Bureau of Justice Assistance (BJA) via their performance measurement tool (PMT).

The Bureau of Justice Assistance's reporting requirements MUST be completed NO LATER than FIFTEEN CALENDAR DAYS after the end of each quarter (via www.bjaperformancetools.org).

Login procedures are either provided with your award packet or will be made available via email. The BJA PMT helpline number is: 1-888-252-6867.

Failure to comply may result in the de-obligation of funds and/or risk future funding.

- 8 The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://www.ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

- 9 The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2022 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2022 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

- 10 The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of Personally Identifiable Information (PII) (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.
- 11 Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.
- 12 The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

- 13 The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.
- 14 The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."
- 15 The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

- 16 The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

- 17 Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

18 Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at EVerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

19 Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the non disclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency. 2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

20 All subawards ("subgrants") must have specific federal authorization.

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement contract).

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

21 Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

22 Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

23 Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

24 Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

25 The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

26 Protection of human research subjects

The recipient (and any subrecipient at any tier) must comply with the requirements of 28 C.F.R. Part 46 and all OJP policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

27 Confidentiality of data The recipient (and any subrecipient at any tier) must comply with all confidentiality requirements of 34 U.S.C. 10231 and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23.

28 The recipient acknowledges that OJP reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward (at any tier); and (2) any rights of copyright to which a recipient or subrecipient (at any tier) purchases ownership with Federal support.

The recipient acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under any such award or subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data - General).

It is the responsibility of the recipient (and of each subrecipient (at any tier), if applicable) to ensure that the provisions of this condition are included in any subaward (at any tier) under this award.

The recipient has the responsibility to obtain from subrecipients, contractors, and subcontractors (if any) all rights and data necessary to fulfill the recipient's obligations to the Government under this award. If a proposed subrecipient, contractor, or subcontractor refuses to accept terms affording the Government such rights, the recipient shall promptly bring such refusal to the attention of the OJP program manager for the award and not proceed with the agreement in question without further authorization from the OJP program office.

- 29** The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct. Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax). Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.
- 30** 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.
- 31** 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.
- 32** 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 GOCPP's GMS Application Instructions. <https://goccp.maryland.gov/wp-content/uploads/gms-application-instructions.pdf>



Budget Notice

Grant Award Number:	COAP-2022-0009	
Sub-recipient:	Washington County Health Department	
Project Title:	LEAD - Let Everyone Advance with Dignity	
Implementing Agency:	Washington County Health Department	
Award Period:	07/01/2024 - 06/30/2025	CFDA: 16.838 Federal Grant #:

Funding Summary	Grant Funds	100.0 %	\$350,000.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	Total Project Funds		\$350,000.00

Personnel

Description of Position	Salary Type	Funding	Total Budget
COORD. SP. PRGRMS III, HS	Fringe	Grant Funds	\$17,216.00
COORD. SP. PRGRMS III, HS	Salary	Grant Funds	\$17,746.00
Peer Support Specialist I	Fringe	Grant Funds	\$3,075.00
Peer Support Specialist I	Salary	Grant Funds	\$39,469.00
Peer Support Specialist III (1)	Fringe	Grant Funds	\$6,575.00
Peer Support Specialist III (1)	Salary	Grant Funds	\$6,764.00
Peer Support Specialist III (2)	Salary	Grant Funds	\$7,009.00
Peer Support Specialist III (3)	Salary	Grant Funds	\$4,432.00
Personnel Total:			\$102,286.00

Travel

Description	Funding	Quantity	Unit Cost	Total Budget
Mileage	Grant Funds	298	\$0.67	\$200.00
Travel Total:				\$200.00

Contractual Services

Description	Funding	Quantity	Unit Cost	Total Budget
Potomac Community Services	Grant Funds	0	\$0.00	\$205,560.00
Contractual Services Total:				\$205,560.00

Other

Description	Funding	Quantity	Unit Cost	Total Budget
Indirect Costs	Grant Funds	0	\$31,818.00	\$31,818.00
Office Supplies	Grant Funds	0	\$1,000.00	\$1,000.00
Other Supplies	Grant Funds	0	\$6,260.00	\$6,260.00
Printing	Grant Funds	0	\$1,676.00	\$1,676.00
Training	Grant Funds	0	\$1,200.00	\$1,200.00
Other Total:				\$41,954.00



Regional Monitor:
Fiscal Specialist:

Adams, Jacqueline
Farrare, Geneva

Governor's Office of Crime Prevention and Policy

Budget Notice

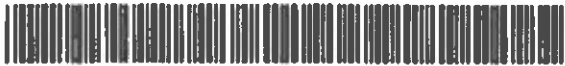
Grant Award Number:	COAP-2022-0009	
Sub-recipient:	Washington County Health Department	
Project Title:	LEAD - Let Everyone Advance with Dignity	
Implementing Agency:	Washington County Health Department	
Award Period:	07/01/2024 - 06/30/2025	CFDA: 16.838 Federal Grant #:

Funding Summary	Grant Funds	100.0 %	\$350,000.00
	Cash Match	0.0 %	\$0.00
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	Total Project Funds		\$350,000.00

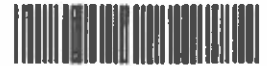
Approved: 

 Governor's Office of Crime Prevention and Policy Authorized Representative

Effective Date: 9/5/2024



Governor's Office of Crime Prevention and Policy



Control Number: 49478
Regional Monitor: Adams, Jacqueline
Fiscal Specialist: Farrare, Geneva

Programmatic Reporting

Submitted Date:

Grant Award Number:	COAP-2022-0009	
Sub-recipient:	Washington County Health Department	
Project Title:	LEAD - Let Everyone Advance with Dignity	
Implementing Agency:	Washington County Health Department	
Award Period:	07/01/2024 - 06/30/2025	CFDA: 16.838 Federal Grant #:

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 (18)

1	Enter the calendar day the Bureau of Justice Assistance (BJA) Performance Measurement Tool (PMT) was completed. Note: The reporting must be completed within days after the end of the quarter directly in the BJA PMT system at https://bjapmt.ojp.gov/ .	
4	Number of individuals diverted from arrest or criminal summons into the program.	
5	Number of individuals receiving social referrals to the program.	
6	Number of individuals who have not been in contact in last 30 days	
7	Number of individuals in active communication with program staff in last 30 days	
8	Number of individuals discharged from program	
9	Number of individuals arrested for a new crime.	
10	Number of individuals arrested for a violation of supervision	
11	Number of individuals admitted to the emergency room	
12	Number of individuals who experienced an overdose	
13	Number of individuals connected to permanent housing	
14	Number of individuals receiving MAT	
15	Number of individuals enrolled in ongoing behavioral health care	

16	Number of individuals connected with primary care physician	
17	Number of individuals connected with medical insurance	
18	Number of individuals connected with employment, training or education	
19	Number of individuals screened for and eligible who are receiving benefits	
20	Number of individuals identified as victims of crime	

Progress Report Questions (9)

- | | |
|----|--|
| 1 | Describe any barriers/challenges to implementing or completing any of the objectives. Include any corrective actions taken or planned to overcome the noted barriers (include timeline if applicable). Are there any obstacles or barriers that could prevent you from expending all grant funds? Please include any requests for technical assistance, if needed. |
| 4 | Please list any success and/or best practices developed through this program funded by the Governor's Office of Crime Prevention and Policy (GOCPP). |
| 5 | Describe, in general, the level of cooperation and collaboration between partner agencies affiliated with this project. |
| 6 | If no funds or minimal funds (less than 25%) were expended during this quarter, provide an explanation as to why and when you anticipate requesting funds. Your detailed explanation should address each budget category. |
| 7 | Provide a brief narrative assessment of the project's effectiveness thus far. This should include qualitative and quantitative evidence, including performance metrics (outputs and outcomes) and impacts, as identified in the project application to highlight factors considered to have facilitated or impaired the project's effectiveness. |
| 8 | Please explain the activities that have been planned for the upcoming quarter, include dates and a brief summary of each activity. |
| 9 | Please provide a detailed narrative describing how the quarterly performance measures report numbers are collected and what method or system is currently used to track them. |
| 10 | Only required to be completed in the Final Quarter of your Project: Do you have any noteworthy accomplishments, success stories, or program results that was completed during this project? List out all accomplishments, successes, and/or best practices developed through this grant-funded project. Have all intended activities been completed for this project? Please note any delays in project completions. |
| 11 | Please share noteworthy accomplishments, success stories, or program results from this reporting period that you would like to showcase in GOCPP's newsletter. |

COAP-2022-0009



Governor's Office of Crime Prevention and Policy

Property Inventory Report

Grant Award Number: COAP-2022-0009

Project Title: LEAD - Let Everyone Advance with Dignity

49478

Adams, Jacqueline

Farrare, Geneva

Control Number:

Regional Monitor:

Fiscal Specialist:

Implementing Agency: Washington County Health Department

Award Period: 07/01/2024 - 06/30/2025

Property Description	Name of Vendor Purchase Order #	Serial Number	Internal Inventory Number	Date Purchased	Quantity	Unit Price	Total	Federal Funds Percent	Condition N - New, G - Good, F - Fair, P - Poor	Location and Use/Disposition
Computer	Dell - PO# 124AB0510	6E040L071123ABC	00047876	05/16/10	1	650.00	650.00	100%	N	Main Office

List Invoices Separately										
Property Description	Name of Vendor Purchase Order #	Serial Number	Internal Inventory Number	Date Purchased	Quantity	Unit Price	Total	Federal Funds Percent	Condition N - New, G - Good, F - Fair, P - Poor	Location and Use/Disposition


Notes:

If there is a change in the model/version number (i.e., it is different than the stated in the Grant Award Budget), please include a justification for this change.

Additionally, if there is a change in quantity also include that reason in a justification.

Please use the same property description as indicated in the Grant Award Budget.

I certify that the above listed property is currently, and will continue to be, used for project and/or other related purposes.

Signed:  Victoria E. Sterling Project Director - Sterling, Victoria (Project Director is Preferred. Fiscal Contact or Authorized Official if Project Director is unavailable)

Date: 4/5/24

Printed Name: Victoria E. Sterling

Phone: 240-313-3353

Signed:  MSW C

Date: 9/5/24

Project Director - Sterling, Victoria

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

Printed Name: Victoria E. Sterling

Phone: 240-313-3383



Control Number:

2024-C1-0003

Certified Assurances

THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this formula grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

3. That following the first year covered by a Grant Award and each year thereafter, a performance evaluation and assessment report will be submitted to the Governor's Office of Crime Control & Prevention.

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Control & Prevention may reasonably require to administer the program.

6. Sub-recipients will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604 (e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the

Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Control & Prevention.

8. Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEO) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEO Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eoop.htm>.

9. That the Grantee will comply with all provisions set forth in the Governor's Office of Crime Control & Prevention's General <http://www.goccp.maryland.gov/grants/general-conditions.php> and Special Conditions.

10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreement.

11. Sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eo/laws/title-vi.html>

CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control and Prevention.


Signature of Authorized Official

8/19/24
Date

Earl Stoner Health Officer
Name and Title

Certification Regarding Lobbying



Control Number

2024-C1-0003



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with

obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about -

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;



Control Number

2024-C1-0003

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 –

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.


As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Applicant: Washington County Health Department
Address: 1302 Pennsylvania Avenue
Hagerstown, MD 21742 3108

Project Title: LEAD - Let Everyone Advance with Dignity
Federal ID Number: 52-1842599

Authorized Representative: Stoner, Earl E - Health Officer

Signature:


Signature of Authorized Official

8/19/24
Date

IN WITNESS THEREOF, the parties have executed this Contract as of the date hereinabove set forth.

CONTRACTOR
Potomac Community Services, Inc.

STATE OF MARYLAND
MARYLAND DEPARTMENT OF HEALTH
WASHINGTON COUNTY HEALTH DEPARTMENT

By: _____ (Seal)

Dawn Johns, Executive Director
(Printed Name and Title)

Date

By: _____

Earl Stoner, Health Officer
(Printed Name and Title)

Date

Attachment: Exhibit A - Scope of Work



Agenda Report Form

Open Session Item

SUBJECT: Transit Routing/Dispatching Hardware/Software (Harford County RFP 23-180) Procurement

PRESENTATION DATE: September 24, 2024

PRESENTATION BY: Rick F. Curry, CPPO, Purchasing Director; Andrew Eshleman, Public Works Director

RECOMMENDED MOTION: Move to authorize the procurement for the routing, dispatching, scheduling hardware and software for County Transit in the amount of \$74,555.15 from Ecolane of Wayne, PA and in the amount of \$198,424.89 from Passio Technologies of Atlanta, GA based on their proposals.

REPORT-IN-BRIEF: Washington County participated in a joint purchasing venture RFP 23-180 Intelligent Transportation Systems administered by Harford County that also included Frederick County, Charles County, St Mary's County, and Worcester Commission on Aging for procuring Routing Hardware and Software. The procurement process received concurrence from the Maryland Transit Administration and is therefore eligible for an 80% Federal and 10% State cost share reimbursement.

Washington County Transit (WCT) participated in the request for proposal (RFP) process and review committee and concurs that the two vendors met the criteria and can provide this needed service for Washington County Transit.

The services will continue to allow WCT to have an electronic scheduling and notification system. The Ecolane software supports the demand response operation (aka Paratransit) including vehicle scheduling software and automated voice response system for rider trip reminders. Passio software and hardware supports the fixed route bus operation and includes software, GPS tracking, data reporting, automated voice announcements, audio interrupt systems, driver mobile data terminals, stop request modules and messaging.

The maintenance support includes licensing for staff access (users), cellular connectivity for data exchange, and Help Desk support for back-end software processes. Ongoing annual maintenance for Ecolane over the service period is \$21,479 while Passio is \$27,825. The contract service period can extend up to 5 years.

DISCUSSION: Washington County Transit has relied on electronic routing and scheduling since 2018 and these services are necessary for continuity of operations and service.

FISCAL IMPACT: Funds in the amount of \$300,000 are available in the department's Capital Improvement account EQP049 and anticipated a 80% federal, 10% state, and 10% local cost share. The County's local cost share will be 10% or \$27,298.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Ecolane and Passio Quotes

AUDIO/VISUAL NEEDS: N/A



Ecolane is the industry-leading provider of intelligent web-based transit scheduling software. Combining a powerful and intuitive demand-response platform, Ecolane software enables transit providers increased productivity, streamline efficiency, and outstanding client satisfaction.



info@ecolane.com

Ecolane
 940 West Valley Road
 Wayne, PA 19087
 United States

T: 844-326-5263

Prepared for Washington County Transit
 Connor Shank
 1000 W Washington St
 Hagerstown, MD 21740
 United States

T: (240) 313-2750
 E: cshank@washco-md.net

Quote #	155 v5
Date	2024/09/04
Expires	2024/09/30
Contact	Bo Foster

ACCEPT QUOTE

EVOLUTION - Traditional

Year 1 Fees

Item	Qty	Price	Total
EVOLUTION and MDT Software Licenses	8	\$4,300.00	\$34,400.00 \$19,608.00[†]
Core Ecolane Software, Includes licenses for core system, driver MDTs, and map data for 5 contiguous counties. Priced per vehicle with unlimited users			
43% Item Discount (\$14,792.00)			
Onsite Training	7	\$1,100.00	\$7,700.00[†]
Training, and Go-live days. 8-hour work days			
Remote setup and installation	3	\$1,100.00	\$3,300.00[†]
Includes implementation project management, remote server setup, and remote training. 8-hour work days			
Travel	2	\$2,970.00	\$5,940.00[†]
For On-site services. Per trip.			
		Year 1 Subtotal	\$51,340.00
		Discount	(\$14,792.00)

Ongoing Annual Fees

Item	Qty	Price	Total
EVOLUTION and MDT Software Contract Annual Maintenance	8	\$860.00	\$6,880.00[†]

** Recurring fees billed Ongoing Annual Fees with 0 upfront payment(s).*

Ongoing Annual Fees
Subtotal \$6,880.00

Value Adds

Year 1 Fees

Item	Qty	Price	Total
INTERACTIVE	1	\$42,995.00	\$42,995.00 \$24,507.15[†]
Use an Interactive Voice Response system to automatically call your riders to remind them of their trip and let them cancel, without ever having to bother your call center. Requires third-party licensing and setup costs for one call flow. Additional charges required to cover monthly IVR call costs with committment estimates based on trip volume.			
43% Item Discount (\$18,487.85)			
INTERACTIVE Monthly IVR Costs, Annualized Year 1	1	\$6,000.00	\$6,000.00[†]
Customer responsible for overages set at \$0.044/min, allotted 4,000 minutes/month, which is based upon 700 trips performed weekly.			
INTERACTIVE Setup costs and licenses	1	\$7,500.00	\$7,500.00[†]
Includes 1 call flow (night before or day-of service arrival notifications) and web-based call flow reports			
Year 1 Subtotal			\$56,495.00
Discount			(\$18,487.85)

Ongoing Annual Fees

Item	Qty	Price	Total
INTERACTIVE Contract Annual Maintenance	1	\$8,599.00	\$8,599.00[†]
INTERACTIVE Monthly IVR Costs, Annualized	1	\$6,000.00	\$6,000.00[†]
Customer responsible for overages set at \$0.044/min, allotted 4,000 minutes/month, which is based upon 700 trips performed weekly.			

** Recurring fees billed Ongoing Annual Fees with 0 upfront payment(s).*

Ongoing Annual Fees
Subtotal \$14,599.00

Summary

[†] Non-taxable item

Please contact us if you have any questions.


Year 1 Subtotal	\$107,835.00
Discount	(\$33,279.85)
Total Licenses and Professional Services for Year 1	\$74,555.15 USD
Annual Recurring Total After Year 1	\$21,479.00 USD

ACCEPT QUOTE

Cost Breakdown

Category	Year 1 Fees	Ongoing Annual Fees
Value Added Items	\$48,995.00	\$8,599.00
Recurring Items	—	\$6,000.00
Non-Recurring Items	\$7,500.00	—
Core Licenses	\$34,400.00	\$6,880.00
Professional Services	\$16,940.00	—
Discount	(\$33,279.85)	—
Total	\$74,555.15 USD	\$21,479.00 USD

Quote Attachments

 [Master_Agreement_-_Ecolane.pdf](#) (230 KB)

The Year One Cost includes initial licensing, Year One maintenance, and professional services; annual maintenance is paid in years 2-5.

Payment Terms: 75% is due upon (a) contract execution and (b) server spin-up, 20% is due at training completion, and 5% is due at system acceptance. The annual payment is due one year from contract execution.

Additional Terms:

Implementation/Training Assumes eight hours per day on-site, excluding weekends and holidays.

All prices are in US dollars. All applicable sales/use taxes are additional, and payment of such is the sole responsibility of the prime contractor.

Prime contractors may purchase tablets and airtime through a cellular provider. Depending on the carrier, tablet prices range from \$0 to \$499. Please coordinate your cellular data and tablet provider with Ecolane before ordering hardware.

Upgrade and webinar training is included for Value Ad module upgrades; additional on-site or new employee training is invoiced using Training Day rates as applicable.

* Data plan does not include web browsing, etc. A 2GB data plan is sufficient for Ecolane Touchscreen MDT Software and Navigation usage. Unless otherwise noted, the agency is responsible for the data plan and any overages.

** All licensing costs include annual hosting - support & licensing fees due one year from contract execution set at 20% of MSRP.

PASSIO TECHNOLOGIES

YOUR CUSTOM SOLUTION QUOTE

Washington County

Communications & Outreach Mgr

Connor Shank

cshank@washco-md.net

Quote #: 2481 v6

PLEASE REACH OUT TO
PASSIO SALES WITH ANY
QUESTIONS
SALES@PASSIOTECH.COM

PASSIO 
TECHNOLOGIES



Passio Cover Letter

Please review this quote from Passio Technologies to Washington County

Quote #: 2481 v6

Quote total: \$198,424.89 USD

Thank you,

The Passio Team

6100 Lake Forrest Dr

Atlanta 30328

678-825-3456

marketing@passiotech.com

www.passiotech.com

MAKING EVERY PASSENGER COUNT

PASSIO TECHNOLOGIES



Passio Technologies
6100 Lake Forrest Dr
Atlanta, GA 30328
United States

T: 678-825-3456
F: 866-633-9504

Quote #	2481 v6
Date	Sep 4, 2024
Expires	Dec 31, 2024
Contact	Keven Izen

Prepared for Washington County
Connor Shank
MD
United States
E: cshank@washco-md.net

ACCEPT QUOTE

Passio Technologies CORE Quote for Washington County MD

Passio GO. CAD/AVL GPS Tracking

One-Time Fees

Category	Item	Qty	Price	Total
Setup	Passio GO CAD/AVL GPS Setup Setup Passio GO solution for customer account. One fee per system. 35% Item Discount (\$922.95) Code: GOga Base Price	1	\$2,637.00	\$2,637.00 \$1,714.05[†]
License	Passio GO GPS CAD/AVL Software License Per unit one time software license. Includes lifetime updates. For Installed, Portable, and API Configuration. Code: GOgpsavl Base Price	21	\$108.00	\$2,268.00
Hardware	VLU Vehicle Logic Unit for GPS Tracking. Code: VLU	21	\$350.00	\$7,350.00
Hardware	VLU Roof Mount Antenna Antenna: Roof Mount Antenna SMA/SMC, TriBand (Higher Accuracy Gain), 9' Code: 1210025VLU	21	\$220.00	\$4,620.00



Category	Item	Qty	Price	Total
Hardware	Power Management Module Power protection and surge management module. Code: PWRMGT	21	\$229.00	\$4,809.00

One-Time Subtotal	\$21,684.00
Discount	(\$922.95)

Annual Fees

Category	Item	Qty	Price	Total
Recurring	Passio GO GPS/AVL Recurring Annual Per unit annual recurring fee. Configuration updates, reporting, and data storage. Code: 40RX21PGO	21	\$564.00	\$11,844.00[†]

** Recurring fees billed annually with 0 upfront payment(s).*

Annual Subtotal	\$11,844.00
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Automated Voice Announcements

One-Time Fees

Category	Item	Qty	Price	Total
Setup	AVA: Automated Voice Announcement Standard Setup Automated Voice Announcement solution setup 35% Item Discount (\$2,310.35) Code: 1213009AVA	1	\$6,601.00	\$6,601.00 \$4,290.65[†]
License	AVA: Automated Voice Announcement Software License Per unit one time software license. Includes lifetime updates. Code: AVAlicense	21	\$726.00	\$15,246.00[†]
Hardware	AVA: Audio Interrupt System Includes audio interrupt hardware, ancillary equipment, and wiring for connection to existing PA or Head Unit system with installed speakers. If additional audio equipment is required, Passio can provide this option as an upgrade to the customer. Code: 1219045AVA	21	\$522.00	\$10,962.00
Hardware	MDT - Fixed Mount Mobile Data Terminal Rugged Android MDT, Multi Connections, Stationary Mount. Code: 1210003MDT	21	\$912.00	\$19,152.00

Category	Item	Qty	Price	Total
	RAM Mount: RAM-B-Std-Fixed-Bundle (RAMMDTF)			

One-Time Subtotal \$51,961.00

Discount (\$2,310.35)

Annual Fees

Category	Item	Qty	Price	Total
Recurring	AVA: Automated Voice Announcement Recurring Annually Per unit annual recurring fee. Configuration updates, reporting, and data storage. Code: AVAannual	21	\$340.00	\$7,140.00[†]

** Recurring fees billed annually with 0 upfront payment(s).*

Annual Subtotal \$7,140.00

Automated Voice Announcements - Stop Request

One-Time Fees

Category	Item	Qty	Price	Total
Setup/License	Stop Request Integration Module Setup Stop Request indicator to be triggered by on board tape or pull cord system. Includes notification on driver Mobile Data Terminal (Passio provided MDT solution) and Stop Requested message on Passio provided internal message sign solution (SmartSense). 35% Item Discount (\$3,145.45) Passio (Code: SRSET)	1	\$8,987.00	\$8,987.00 \$5,841.55
Setup/License	Stop Request License Fee Per vehicle license fee for Stop Request Module. Passio (Code: SRLIC)	21	\$654.00	\$13,734.00
HDW&INST	Stop Request Hardware Per vehicle wiring, relay hardware, installation, and testing. Passio (Code: SRHDW)	21	\$932.00	\$19,572.00

One-Time Subtotal \$42,293.00

Discount (\$3,145.45)

Annual Fees

Category	Item	Qty	Price	Total
Recurring	Stop Request Annual Support and Maintenance Annual per vehicle fee for support, maintenance, and upgrades for stop request module. Passio (Code: SRANN)	21	\$222.00	\$4,662.00

* Recurring fees billed annually with 0 upfront payment(s).

Annual Subtotal **\$4,662.00**

SmartSense. Interior, Passenger Facing LED Signs

One-Time Fees

Category	Item	Qty	Price	Total
Setup/License	SmartSense LED Setup Setup of SmartSense for new TranSign interior passenger information sign. 35% Item Discount (\$876.40) Code: LEDset	1	\$2,504.00	\$2,504.00 \$1,627.60[†]
Setup/License	SmartSense LED Software License Per vehicle software license fee for passenger information sign and/or destination sign management. Code: LEDsl	21	\$395.00	\$8,295.00[†]
Hardware	Passenger Information SmartSense LED Sign Amber Interior LED Sign 3.5" x 32.25" x 2.25" 8x96 pixels TranSign LLC (Code: 1210007SSNS) <u>Required SmartSense Accessories:</u> 15' Data Link Custom Cable (LD-CP) Wiring harness, mounts, hardware (SSH DW)	21	\$1,664.24	\$34,949.04

One-Time Subtotal **\$45,748.04**

Discount **(\$876.40)**

Annual Fees

Category	Item	Qty	Price	Total
Recurring	SmartSense LED Software Recurring Annually Per unit annual recurring fee for SmartSense LED management, includes Passenger Information Sign and Destination Signs.	21	\$199.00	\$4,179.00[†]

Category	Item	Qty	Price	Total
	Code: LEDsoftRA			

* Recurring fees billed annually with 0 upfront payment(s).

Annual Subtotal **\$4,179.00**

Spare Devices

One-Time Fees

Category	Item	Qty	Price	Total
Hardware	MDT - Fixed Mount Mobile Data Terminal Rugged Android MDT, Multi Connections, Stationary Mount. Code: 1210003MDT <u>RAM Mount</u> : Replacement MDT - No Mount (RMDT)	2	\$827.00	\$1,654.00
Hardware	VLU Vehicle Logic Unit for GPS Tracking. Code: VLU	2	\$350.00	\$700.00

One-Time Subtotal **\$2,354.00**

Installation

One-Time Fees

Category	Item	Qty	Price	Total
Installation	Installation - Single Door Vehicles Hardware installation and connectivity testing. On site charges, travel, and initial costs. Passio (Code: Install) <u>Component Install</u> : MDT (Mobile Data Terminal) (MDTINST) VLU (Vehicle Logic Unit) (VLUINST) AVA Interrupt (AVAINST) LED Interior Sign - SmartSense (LEDINST) Roof Mount Antenna (RMANINST) Stop Request (STOPREQ)	21	\$1,840.00	\$38,640.00

One-Time Subtotal **\$38,640.00**

Summary

[†] Non-taxable item

Please contact us if you have any questions.

One-Time Subtotal	\$202,680.04
Discount	(\$7,255.15)
Shipping	\$3,000.00
Total One-Time	\$198,424.89 USD
Total Annually	\$27,825.00 USD

ACCEPT QUOTE

Cost Breakdown

Category	One-Time Fees	Annual Fees
Setup	\$9,238.00	—
License	\$17,514.00	—
Hardware	\$84,196.04	—
Recurring	—	\$27,825.00
Setup/License	\$33,520.00	—
HDW&INST	\$19,572.00	—
Installation	\$38,640.00	—
Discount	(\$7,255.15)	—
Shipping	\$3,000.00	—
Total	\$198,424.89 USD	\$27,825.00 USD

Standard Terms and Conditions

- Installation
 - All installation quotes are estimates based on customer provided vehicle information. Limited vehicle availability or undocumented vehicle configuration information may result in increased installation costs and/or trip charges.
- Sales & Use Tax
 - Customers are responsible for all applicable sales tax. If you are sales tax exempt or use taxes are accrued, please provide that documentation at the time of order acceptance.
- Term of Agreement
 - Standard term is 36 months for optimal pricing. Customers have the option to select 60 month term to lock in pricing for an extended period. Lesser term periods are subject to higher recurring fees. After term agreement is completed customer has the option to transition to a new term agreement or month to month arrangement, any price adjustments will be communicated, in writing, at that time. Month to month customers may cancel at any time by providing a minimum of 30 days' written notification.
- Deposit
 - New customers are required to pay a deposit equal to 50% of the one time costs prior to shipment of any equipment or

account setup.



Agenda Report Form

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase/Installation of IT Data Cabling (INTG-24-0156)

PRESENTATION DATE: September 24, 2024

PRESENTATION BY: Rick Curry, CPPO, Purchasing Director and Andrew Eshleman, Public Works Director

RECOMMENDED MOTION: Move to authorize by Resolution, Public Works to have IT data cabling removed and installed on the second floor of the County Administrative Building by High Performance Cabling Corporation of Hagerstown, MD and to use the Washington County Public Schools Contract 21006 Bid 2020-09 Unit Price Contract for Cabling Installation, Parts, and Equipment for the total estimated sum amount listed below.

<u>Item Description</u>	<u>Quoted Amount</u>
Data Cable Demolition	\$10,000
Data Cable Installation	\$47,800
Total Est.	\$57,800

REPORT-IN-BRIEF: Section §1-106.3 of the Public Local Laws of Washington County grants authorization for the County to procure goods or services under contracts entered into by other government entities. On items over \$50,000 a determination to allow or participate in an intergovernmental cooperative purchasing arrangement shall be by Resolution and shall indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings.

The County will benefit with the direct cost savings in the purchase of the equipment because of economies of scale these contracts have leveraged. I am confident that any bid received as a result of an independent County solicitation would exceed the spend savings that the WCPS contract provides through this agreement. Acquisition of the services by utilizing the WCPS contract and eliminating our county's bid process would result in an administrative and cost savings for the Division in preparing specifications and the Purchasing Department facilitating the bid process.

DISCUSSION: The Human Resources and Information Technology Departments need additional office space for staff and services provided. Public Works staff has been directed to facility office renovations and relocations on the second floor of the County Administration Building at 100 West

Washington Street. A major work component is relocating the IT network switch and data rack as well as recabling the offices to the new location. There is value in utilizing the WCPS contract for this work. The work has been broken down into phases with estimates provided for the cost.

While not specifically associated with the office renovations and motion, a cost estimate of \$28,900 is provided to complete all 2nd floor cable replacement which will upgrade everything to Cat 6 cable. Staff recommends and seeks concurrence to complete this work as a future phase of work.

FISCAL IMPACT: Funds in the amount of \$100,000 were budgeted within the Capital Improvement Plan BLD078 Systemic Improvements – Buildings account for the 2nd Floor Renovations.

CONCURRENCES: County Administrator

ALTERNATIVES:

1. Process a formal bid and the County could possibly incur a higher cost for the equipment, or
2. Do not award the purchase and create an alternate plan.

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A

HIGH PERFORMANCE CABLING CORPORATION

18708 Crestwood Drive – Hagerstown, Md. 21742

Telephone: 301.739.8989 Fax: 301.797.4545

tnelling@hpcabling.com



July 25, 2024

Project:
100 West Wash St
Data cabling of Second Floor

This will be a phased project – below is the approximate breakdown of the Phases

Phase 1 Area - **Data** cabling as shown on drawing - \$47,800.00

Note: The phases in this project may need to be adjusted due to working Spaces being occupied – Example – Phase #1 flipped with Phase # 2

Tim Nelling

Vice President
H P Cabling, Inc.

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Telephone: 301.739.8989 Fax: 301.797.4545

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July 25, 2024

Project:
100 West Wash St
Data cabling of Second Floor

This will be a phased project – below is the approximate breakdown of the Phases

Phase# 1 Area – **Demo** of Existing cables to make room for new cabling in Phase 1 area as show on drawing - \$10,000.00

Note: The phases in this project may need to be adjusted due to working Spaces being occupied – Example – Phase #1 flipped with Phase # 2

Tim Nelling

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Data cabling of Second Floor

This will be a phased project – below is the approximate breakdown of the Phases

Phase # 2 area **Demo** of existing cables in Phase # 2 area as shown on drawing
\$5,000.00

Phase # 2 – **Data** cabling as shown on drawing - \$23,900.00

Total of Both - \$28,900.00

Note: The phases in this project may need to be adjusted due to working Spaces being occupied – Example – Phase #1 flipped with Phase # 2

Tim Nelling

Vice President
H P Cabling, Inc.

RESOLUTION NO. RS-2024-

(Intergovernmental Cooperative Purchase [INTG-24-0156] and Installation of IT Data Cabling)

RECITALS

The Code of Public Local Laws of Washington County, Maryland (the "Public Local Laws"), § 1-106.3, provides that the Board of County Commissioners of Washington County, Maryland (the "Board"), "may procure goods and services through a contract entered into by another governmental entity in accordance with the terms of the contract, regardless of whether the county was a party to the original contract."

Subsection (c) of § 1-106.3 provides that "A determination to allow or participate in an intergovernmental cooperative purchasing arrangement under subsection (b) of this section shall be by resolution and shall either indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justifications for the arrangement."

The Public Works Department is requesting to have Information Technology (IT) data cabling removed and installed on the second floor of the County Administrative Building by High Performance Cabling Corporation of Hagerstown, Maryland, and to utilize the Washington County Public Schools Contract 21006 Bid 2020-09 Unit Price Contract for cabling installation, parts, and equipment for the total estimated sum of \$57,800.

Eliminating the County's bid process will result in administrative and cost savings for the County. The County will benefit with direct cost savings because of the economy of scale the aforementioned contract has leveraged. Additionally, the County will realize administrative efficiencies and savings as a result of not preparing, soliciting, and evaluating bids.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to § 1-106.3 of the Code of Public Local Laws, that the Public Works Department is hereby authorized to purchase IT data cabling to be installed on the second floor of the County Administrative Building by High Performance Cabling Corporation of Hagerstown, Maryland, and to use the Washington County Public Schools Contract 21006 Bid 2020-09 Unit Price Contract for cabling installation, parts, and equipment for the total estimated sum of \$57,800.

Adopted and effective this ____ day of _____, 2024.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus, County Clerk

BY: _____
John F. Barr, President

Approved as to form
and legal sufficiency:

Zachary J. Kieffer
County Attorney

Mail to:
Office of the County Attorney
100 W. Washington Street, Suite 1101
Hagerstown, MD 21740



Agenda Report Form

Open Session Item

SUBJECT: Child Support Enforcement Cooperative Agreement- Approval to Submit Application and Accept Awarded Funding.

PRESENTATION DATE: September 24, 2024

PRESENTATION BY: Lieutenant James Grimm, Washington County Sheriff's Office and Richard Lesh, Grant Manager, Office of Grant Management.

RECOMMENDED MOTION: Move to approve the submission of the application for the Child Support Administration Cooperative Reimbursement Agreement to the Maryland Department of Human Services requesting a total of \$600,437.00 for FY25 and accept funding as awarded by the Agency.

REPORT-IN-BRIEF: The Washington County Sheriff's Office is requesting approval to submit an application to renew the Cooperative Agreement between the Department of Human Services Child Support Administration and the Board of County Commissioners to reimburse costs of child support enforcement services provided by the Washington County Sheriff's Office. The application is requesting a total amount of \$600,437, which will reimburse the salaries and fringe benefits for assigned Deputies and Sheriff's office civilian staff to serve child support warrants, summons and provide assistance to the local Department of Social Services as needed.

DISCUSSION: The Office of Grant Management has reviewed the application and program guidelines. The performance period of the cooperative agreement is for one year, starting October 1, 2024 and ending September 30, 2025. There is no match requirement associated with the agreement.

FISCAL IMPACT: Provides \$600,437 to partially reimburse the expenses incurred by the Washington County Sheriff's Office associated with child support enforcement.

CONCURRENCES: Kelcee Mace, CFO

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Open Session Item

SUBJECT: FY24 Budget Adjustment

PRESENTATION DATE: September 24, 2024

PRESENTATION BY: Kelcee Mace, Chief Financial Officer

RECOMMENDED MOTION: A motion to approve a budget transfer in the amount of \$140,010 from General Fund department 11525 – Fire Ops to CIP Project Budget VEH009 – Emergency Services Vehicle and Equipment Replacement.

REPORT-IN-BRIEF: A budget adjustment is being requested to move funds for unpurchased equipment from General Fund operating budget to the capital budget.

DISCUSSION: Staff is requesting moving funds budgeted for equipment for the reserve engines to be transferred to the CIP budget to allow equipment to be purchased in FY25. Delivery of the reserve engines is currently expected to be in October or November 2024.

FISCAL IMPACT: \$0 net

CONCURRENCES: Dave Hays, Director of Emergency Services

ALTERNATIVES: N/A

ATTACHMENTS: Budget Adjustment Form

AUDIO/VISUAL NEEDS: N/A



Washington County, Maryland

Budget Adjustment Form

Form | Routing

(?)

- Budget Amendment
- Budget Transfer

Fiscal Year

2024

BOCC Approval Date (if known)

09/24/2024

Deputy Director - Finance

Sign

Preparer, if applicable

Kelcee Mace

signed by Mace, Kelcee G.
9/17/2024, 11:22:07 AM

Department Head Authorization

Sign

Division Director / Elected Official Authorization

Sign

Budget & Finance Director Approval

Sign

County Administrator Approval

Sign

County Commissioners Approval

Sign

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Amount Description	Increase (Decrease) +/-
502000	10	91230				Appropriations - CIP	140,010
600300	10	11525				Vehicles - Fire Ops Dept	-140,010
498710	30	11430	VEH009			Capital Transfer - General	140,010
599999	30	11430	VEH009			Emergency Services Veh Ref	140,010

Explain Budget Adjustment

Requesting transfer of funds for equipment to be purchased for reserve fire engines from operating fund to CIP to allow purchase to occur in FY25 when delivery of the engines is expected.



Agenda Report Form

Open Session Item

SUBJECT: Agriculture – Faces of Farming Presentation

PRESENTATION DATE: Tuesday, September 24, 2024

PRESENTATION BY: Kelsey Keadle, Business Specialist, Agriculture
Department of Business and Economic Development

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: “Faces of Farming” is an agricultural-focused video marketing campaign that will showcase two local Washington County farms every month, for one year. The “Faces of Farming” marketing videos will be showcased on the County’s website, as well as Facebook and other social media platforms, and will target a new industry and highlight a local farmer from that specific agricultural industry. Additionally, the Faces of Farming marketing campaign will be utilized in Washington County Public Schools as an agricultural education element focused on kindergarten to Fifth grade students to connect Washington County youth directly with local farms.

DISCUSSION: Washington County’s agricultural business represents the backbone of the County’s landscape. With almost 900 operating family farms and \$167,907,000 in market value of products sold, agriculture is the cornerstone of Washington County’s economy. The “Faces of Farming” marketing campaign will aim to educate residents in Washington County, along with the surrounding States and Counties, about the economic impact of the Ag industry. Additionally, these videos will be used for agricultural education to numerous streams around Washington County, such as, 4-H and FFA (Future Farmers of America) meetings, Ag Expo and Fair, and they will be available on the Washington County Ag App and website.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: Yes - Faces of Farming Videos: Hixon Farm of Hancock, MD and Valley Meadow Farms of Hancock, MD.